

# AGENDA

Board of Trustees  
Regular Meeting  
March 11, 2024



**Great Falls Public Schools**

1100 Fourth Street South, Great Falls, Montana



## Welcome to the Great Falls Public Schools Board of Trustees meeting!

### *If this is your first meeting*

If this is your first time attending a meeting, let us extend our special welcome! These meetings are designed to give everyone the opportunity to participate in seeing how the Great Falls trustees facilitate school business.

### *What is the purpose of these meetings?*

The meetings of the Great Falls Public Schools Board of Trustees are always open to the public. These meetings are held to officially conduct the business of the school district, as governed by Montana law. Trustees are responsible for key decisions, some of which include hiring of employees, reviewing negotiated agreements, approving new curriculum or changes to existing curricula, facility usage requests, and paying of monthly expenses.

### *How can I address the trustees?*

If you'd like to address the trustees on any matter, please fill out a "Request to Speak" card available from the Clerk of the Board at each meeting. Return this card to the Clerk of the Board or the Board Chairperson. This will allow the Chairperson to recognize you at the appropriate time in the meeting and to guarantee you the opportunity to address the board. There are federal and state laws that must be followed when addressing the board to protect the privacy of individuals and to conduct business in an orderly manner. Details can be found on the "Request to Speak" card.

**Again – thank you for participating in this democratic process – we appreciate your presence and are glad you are here.**

**– The Great Falls Public Schools Trustees**

## **GREAT FALLS PUBLIC SCHOOLS**

Great Falls, MT



### **BOARD OF TRUSTEES**

Gordon Johnson	Chairperson
Kim Skornogoski	Vice Chairperson
Bill Bronson	Trustee
Mark Finnicum	Trustee
Marlee Sunchild	Trustee
Amie Thompson	Trustee
Paige Turoski	Trustee

### **SUPERINTENDENT'S CABINET**

Tom Moore	Superintendent of Schools
Brian Patrick	Director of Business Operations
Lance Boyd	Executive Director for Student Achievement
Heather Hoyer	Executive Director for Student Achievement
Jackie Mainwaring	Executive Director for Student Achievement
Luke Diekhans	Director of Human Resources
Tom Hering	Director of Information Technology
Stephanie Becker	Director of the GFPS Foundation



# Great Falls Public Schools Board of Trustees Meeting **AGENDA**

**March 11, 2024**

**5:30 p.m.**

Aspen Meeting Room – District Office Building  
1100 4th Street South, Great Falls, Montana

***We Successfully Educate Students to Navigate the Future***

		Page
I.	<b>CALL TO ORDER</b>	Chairperson Johnson
II.	<b>ROLL CALL</b>	Brian Patrick
III.	<b>PLEDGE OF ALLEGIANCE</b>	Chairperson Johnson
IV.	<b>ADOPT AGENDA</b>	Chairperson Johnson
V.	<b>APPROVE CONSENT AGENDA</b>	Chairperson Johnson
<p><i>The Consent Agenda consists of routine business items related to the operation of the District. Any trustee may remove an item from the Consent Agenda for discussion. Items so removed will be discussed and acted upon separately under ACTION: OTHER</i></p>		
A.	Minutes of February 26, 2024 Regular Meeting	Brian Patrick <a href="#"><u>6</u></a>
B.	Personnel Actions	Luke Diekhans <a href="#"><u>12</u></a>
C.	Good Apple Awards	Luke Diekhans <a href="#"><u>17</u></a>
D.	Montana School Bus Driver Certificates – OPI TR-35	Brian Patrick <a href="#"><u>19</u></a>
E.	Transitional Kindergarten Student Attendance Agreements at the Early Learning Family Center for the 2023-2024 School Year	Brian Patrick <a href="#"><u>20</u></a>
F.	2024-2025 Instructional and Office Paper Supply Bid	Brian Patrick <a href="#"><u>21</u></a>
G.	Request to Call for Dairy Product Bid	Brian Patrick <a href="#"><u>27</u></a>
H.	Charles M. Russell Chanteur Choir Travel Request to Seattle, Washington	Heather Hoyer <a href="#"><u>40</u></a>
I.	Great Falls High School HOSA State Leadership Travel Request to Billings, Montana	Heather Hoyer <a href="#"><u>42</u></a>
J.	Great Falls High School Skills USA State Conference Travel Request to Helena, Montana	Heather Hoyer <a href="#"><u>44</u></a>
K.	Charles M. Russell High School Skills USA State Conference Travel Request to Helena, Montana	Heather Hoyer <a href="#"><u>47</u></a>
L.	Resolution to Dispose of Unsuitable District Property	Brian Patrick <a href="#"><u>49</u></a>

M. Acceptance of Completed Donor-Funded Building Projects Through Great Falls Public Schools Foundation	Stephanie Becker	<a href="#">51</a>
N. Donation of a Baldwin Baby Grand Piano	Brian Patrick	<a href="#">52</a>

## VI. COMMUNICATION

A. Superintendent Report	Tom Moore
B. Audience Communication	

## VII. ACTION ITEMS

A. Lowest Qualified Bidder – E-Rate Uninterruptable Power Supply (UPS) Battery Backup Devices	Tom Hering	<a href="#">54</a>
B. 2025-2026 School Year Calendar	Luke Diekhans	<a href="#">56</a>
C. Second Reading of Revised Board Policies <b>1240, 1610, 3210, and 3310P</b>	Tom Moore	<a href="#">59</a>
D. Approval of Charter School Contract with the Montana Board of Public Education	Jackie Mainwaring	<a href="#">67</a>
E. Acceptance of Donor-Funded Building Projects for West and Lewis and Clark Elementary School Libraries	Stephanie Becker	<a href="#">86</a>

## VIII. ACTION: OTHER

Chairperson  
Johnson

## IX. REPORTS, DISCUSSION, AND POLICIES

A. Annual Data Report from the Career and College Readiness Center	Heather Hoyer	<a href="#">87</a>
B. First Readings of New and Revised Board Policies <b>2500 (New), 3310P2 (New), 3413F2, and 5121</b>	Tom Moore	<a href="#">88</a>
C. Discussion, Committee Reports, and Comments	Chairperson Johnson	

## UPCOMING EVENTS


Chairperson  
Johnson

Monday, March 18, 2024	5:15 p.m.	Board Work Session – Student Achievement	District Office Building
Tuesday, March 19, 2024	3:30 p.m.	Board Budget Committee Meeting	District Office Building
Monday, March 25, 2024	5:30 p.m.	Regular Meeting	District Office Building
Monday, April 8, 2024	5:30 p.m.	Regular Meeting	District Office Building

## ACTION TO ADJOURN

Chairperson  
Johnson

- Please visit Great Falls Public Schools webpage for additional [Meetings and Events](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. A.

CABINET MEMBER: Brian Patrick

### TOPIC

Minutes of the February 26, 2024, Regular Board Meeting

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND AND DISCUSSION

The Board is required to approve the minutes of each Board meeting. The minutes of the February 26, 2024 Regular Board Meeting are presented for approval.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the minutes of the February 26, 2024 Regular Board Meeting as presented.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
HELD FEBRUARY 26, 2024**

A duly called Regular Meeting of the Board of Trustees of the Great Falls Public Schools was held at the District Offices Building, 1100 4<sup>th</sup> Street South, on the 26<sup>th</sup> day of February 2024.

**ROLL CALL:** Brian Patrick took roll call.

**Trustees Present:** Gordon Johnson, Chairperson  
Bill Bronson  
Mark Finnicum – via Phone Conference  
Amie Thompson  
Paige Turoski

**Trustees Absent:** Kim Skornogoski, Vice Chairperson - Excused  
Marlee Sunchild - Excused

**Others Present:** Tom Moore, Superintendent; Brian Patrick, Director of Business Operations; Tom Hering, Director of Information Technology; Luke Diekhans, Director of Human Resources; Jackie Mainwaring, Heather Hoyer, and Lance Boyd, Executive Directors for Student Achievement; and Stephanie Becker, Director of the Great Falls Public Schools Foundation. Also present was Tom Cubbage, Great Falls Education Association president.

At 5:30 pm, Chairperson Johnson called to order the Regular Meeting of the Board of Trustees.

**ADOPT AGENDA**

Motion – Bill Bronson, Seconded – Amie Thompson, passed unanimously to adopt the agenda as presented.

**APPROVE CONSENT AGENDA**

Motion – Paige Turoski, Seconded – Bill Bronson, passed unanimously to approve the Consent Agenda as presented.

**A. Minutes of the February 12, 2024, Regular Board Meeting** – The Board approved the minutes of the February 12, 2024, Regular Board Meeting as presented.

**B. Minutes of the February 15, 2024, Board Interviews with Superintendent Finalists** – The Board approved the minutes of the February 15, 2024, Board Interviews with Superintendent Finalists as presented.

**C. Minutes of the February 20, 2024, Special Board Meeting** – The Board approved the minutes of the February 20, 2024, Special Board Meeting as presented.

1 D. **Personnel Actions** – The Board approved the Personnel Actions as presented.

2  
3 E. **Good Apple Awards** – The Board approved the nominations for Good Apple  
4 Awards: Christi Virts, Health Enhancement teacher at C.M. Russell High School and  
5 Deb Thomas, 6<sup>th</sup> grade teacher at Whittier Elementary School.

6  
7 F. **Montana School Bus Driver Certificates – OPI TR-35's** – The Board approved the  
8 Montana School Bus Driver Certificates – OPI TR-35's for the individuals listed in the  
9 agenda.

10  
11 G. **Incoming Student Attendance Agreements for the 2023-2024 School Year** – The  
12 Board approved the Incoming Student Attendance Agreements for the 2023-2024  
13 school year for the students listed in the agenda. Tuition will be paid for by the District  
14 of Residence.

15  
16 H. **Donation of \$1,000 Toward the Purchase of Two New Slides at Chief Joseph**  
17 **Elementary School** - The Board approved the donation of \$1,000 toward the purchase  
18 of two new slides at Chief Joseph Elementary School with thanks.

19  
20 Special thanks to the anonymous donor was given by Trustee Turoski for this donation.

## 21 **COMMUNICATION**

### 22 **A. Superintendent's Report –**

23  
24 Morningside Elementary School Principal Kim Marzolf introduced two (2) students who  
25 spoke as well as presented videos on how Morningside Elementary School has been  
26 implementing the *Character Strong* program within their school.

27  
28 Superintendent Moore introduced Dusty Molyneaux, Director of Music and Arts who  
29 stated that March is Youth Art Month, Music in Our Schools Month, and Theater in our  
30 Schools Month. He reviewed the music schedule for Great Falls Public Schools for  
31 February through April. He read the official Proclamation that is signed by Great Falls  
32 City Mayor Cory Reeves and will be read on Friday, March 1, 2024, at the Great Falls  
33 Public Library.

34 Greg Holt presented Superintendent Moore with an article from a 1901 Great Falls  
35 Tribune. It promoted a potential bond levy to build a new school which at the time would  
36 cost an estimated \$30,000. In 1929, a bond was passed to build Great Falls High  
37 School at an estimated cost of \$1,000,000. Mr. Holt spoke on how his mother and fellow  
38 students petitioned the School Board to extend their high school education by one (1)  
39 year and become postgraduate students so they could attend the newly built high  
40 school.

41 *Live the Dream*, a student led event, was held on Wednesday, February 21, 2024, in the  
42 Great Falls High School Auditorium. Diversity Groups from both High Schools planned  
43 the evening with guest speakers, music and food. A generous community donor  
44 covered all expenses, including t-shirts, food, and stickers.

45 *International Women's Day with the Next Generation* event is scheduled for March 19,  
46 2024, at the Great Falls Public Library. Female students from both high schools will  
47 speak about their experiences today and their hopes for the future.

48 Superintendent Moore thanked Career and Technical Education instructor Joe Wilkins  
49 for his work with *Build Montana*. Twelve (12) students are enrolled in this pilot program.  
50 Child centered, age-appropriate educational activities will be offered at a free Brain  
51 Building Expo event scheduled for March 2, 2024, at Paris Gibson Education Center.



1 Superintendent Moore updated the Board on several upcoming meetings that will  
2 involve community involvement opportunities.  
3 Parent information meetings will be held at the District Office Building for families  
4 interested in enrolling their student(s) in the new Morningside CORE Elementary  
5 School. Superintendent Moore also spoke on the current draft contract with the  
6 Montana Board of Public Education.  
7 Congratulations to Heather Hoyer for being selected as the new Great Falls Public  
8 Schools Superintendent starting July 1, 2024.

9  
10 **B. Audience Communication – None**  
11  
12

### 13 **ACTION ITEMS**

14  
15 **A. 2022-2023 Financial Statements and Audit Report** - Director of Business  
16 Operations Brian Patrick reported that prior to the Board meeting, a Board Work  
17 Session was held to review the Audit Report. He introduced Brian Stavenger of Eide  
18 Bailly, LLP who explained that he reviewed, in detail, the 2022-2023 General Purpose  
19 Financial Statements and Audit Report with the Board during a Work Session that took  
20 place prior to the Board meeting. He reviewed the highlights of the Audit Report stating  
21 that Great Falls Public Schools received a clean opinion Audit report for the fiscal year  
22 ending in 2023. He explained important components of the Audit that include the Letter  
23 of Transmittal and the Management's Discussion and Analysis. Mr. Stavenger thanked  
24 the Business Office staff for their help during the Audit.

25  
26 Motion – Bill Bronson, Seconded – Paige Turoski, passed unanimously to approve the  
27 General-Purpose Financial Statement with Auditors Report for Fiscal Year ending June  
28 30, 2023 as presented.

29  
30 Trustee Turoski thanked Brian Stavenger as well as Brian Patrick and his team for their  
31 work.

32  
33 **B. Second Reading of New and Revised Board Policies 2320, 2320R, 8132 and**  
34 **8132R** – Superintendent Moore stated that he has not received any major changes to  
35 Board Policies 2320, 2320R, 8132 and 8132R since the first reading at the February 12,  
36 2024, Board Meeting.

37  
38 Motion – Paige Turoski, Seconded – Bill Bronson, passed unanimously to approve  
39 revised Board Policies 2320, 2320R, 8132, and 8132R as presented.

40 **C. Non-Renew Temporary, Non-Tenured Teachers with Positions Expiring June 6,**  
41 **2024** - Director of Human Resources Luke Diekhans explained the non-renewal of the  
42 non-tenured teachers listed in the agenda is required because the teachers were hired,  
43 for a variety of reasons, for positions on a temporary basis with contracts that expire on  
44 June 6, 2024. He explained the teachers have the opportunity to apply for jobs next  
45 year for which they are qualified to teach.

46  
47 Motion – Amie Thompson, Seconded – Paige Turoski, passed unanimously to approve  
48 the non-renewal of the teachers listed in the agenda as their positions are temporary  
49 and will expire June 6, 2024.

50  
51 **D. Declare Reduction in Force (RIF) Process and Criteria to be Used in the Event**

1 **RIF Becomes Necessary** – Director of Human Resources Luke Diekhans explained  
2 the Budget Committee will be developing budget recommendations for the next school  
3 year. It is necessary to have the Reduction in Force Process in place should reductions  
4 in programs, non-essential activities, and/or staff be necessary.

5  
6 Motion – Bill Bronson, Seconded – Amie Thompson, passed unanimously to declare the  
7 possibility of a Reduction in Force and to adopt the process and criteria as presented.

8  
9 **E. Meadow Lark Elementary School Roof Replacement** - Director of Business  
10 Operations Brian Patrick explained that the Meadow Lark Elementary School Roof  
11 Replacement Project was approved by the School Board on November 27, 2023. Three  
12 (3) bids were opened on February 13, 2024, where Empire Roofing was selected as the  
13 lowest qualified bidder for the Roof Replacement Project at Meadow Lark Elementary  
14 School in the amount of \$1,052,393.

15  
16 Motion – Paige Turoski, Seconded – Amie Thompson, passed unanimously to approve  
17 the lowest qualified bidder, Empire Roofing, for the Roof Replacement Project at  
18 Meadow Lark Elementary School in the amount of \$1,052,393 as presented.

19  
20  
21 **ACTION: OTHER**

22 There were no items extracted from the Consent Agenda to discuss.

23  
24  
25 **REPORTS, DISCUSSION, AND POLICIES**

26  
27 **A. First Reading Revised Board Policies 1240, 1610, 3210, and 3310P –**

28 Superintendent Moore reviewed the recommended revisions to Board Policies 1240 –  
29 *Duties of Individual Trustees*, 1610 – *Goals and Objectives*, 3210 – *Equal Education*,  
30 *Nondiscrimination and Sex Equity*, and 3310P – *Student Threat Assessment* in detail.  
31 He asked if anyone has comments or concerns about the policies to contact him before  
32 the next Board meeting.

33  
34 Trustee Bronson noted a spelling error on Policy 3310P to be corrected.

35  
36 **B. Discussion, Committee Reports, and Comments**

37 Trustee Finnicum stated that he was appreciative of the reports and presentations at the  
38 Board meeting.

39 Trustees Thompson, Turoski, and Bronson thanked Mr. Holt for the Great Falls Tribune  
40 article and for reporting on District history.

41 Trustees Thompson and Bronson attended the *Live the Dream* event and were  
42 impressed with all the students involved. Trustee Bronson stated C.M. Russell and  
43 Great Falls High Jazz Orchestra students performed before the event.

44 Trustee Thompson thanked Brian Patrick for his work with the audit as well as the  
45 budget book.

46 Trustee Turoski thanked local business partners for their continued support for our  
47 students, especially regarding Career and Technical Education.

48 Chairperson Johnson congratulated Heather Hoyer for being selected as the new  
49 Superintendent. He also stated that the Montana School Board Association (MTSBA) is  
50 negotiating her contract, and it will be completed for review and approval soon.

1  
2 **UPCOMING EVENTS**  
3


4 Chairperson Johnson said the next Regular Board Meetings are scheduled for Monday,  
5 March 11, 2024, and Monday, March 25, 2024.  
6

7  
8 **ACTION TO ADJOURN**  
9

10 Motion – Amie Thompson, Seconded – Paige Turoski, passed unanimously to adjourn  
11 the Regular Meeting of the Board of Trustees at 6:52 p.m.  
12  
13  
14

15  
16 \_\_\_\_\_  
17 Gordon Johnson, Chairperson

18 \_\_\_\_\_  
19 Brian Patrick, Clerk

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. B.

CABINET MEMBER: Luke Diekhans

### TOPIC

Personnel Actions

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

As per [MCA 20-3-324](#) – *Powers and Duties* – the trustees of each district shall employ or dismiss...personnel considered necessary to carry out the various services of the district.

### DISCUSSION

See attached Personnel Action Report to the Board of Trustees.

### FISCAL IMPLICATIONS

Noted on report.

### RECOMMENDATION

The District Board is requested to employ, dismiss, or accept the resignations, of those noted on the Personnel Action Report.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Human Resources Luke Diekhans at (406) 268-6010.

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## New Employee

### Position: TEACHER

Name: SERVICE, LEXIE JADE	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:RIVERVIEW ELEMENTARY
Position: ON LEAVE (GENERAL) (06/06/2025)		Amount: \$0.00		Effective Date: 08/26/2024
Name: MEPHAM, JAMES A IV	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:GREAT FALLS HIGH SCHOOL
Position: ON LEAVE (GENERAL) (06/06/2025)		Amount: \$0.00		Effective Date: 08/26/2024
Name: KASUSKE, KRISTI JO	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:MOUNTAIN VIEW ELEMENTARY
Position: ON LEAVE (GENERAL) (06/06/2025)		Amount: \$0.00		Effective Date: 08/26/2024
Name: JACKSON, KASSAUNDRA DOMPIER	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:LINCOLN ELEMENTARY
Position: ON LEAVE (GENERAL) (06/06/2025)		Amount: \$0.00		Effective Date: 08/26/2024
Name: NEUMAN, BETHANY VI	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:WEST ELEMENTARY
Position: ON LEAVE (GENERAL) (06/06/2025)		Amount: \$0.00		Effective Date: 08/26/2024
Name: HOPKINS, BRITTANY LAINE	Pay: Salary	Rate: \$0.00	Hrs: 0.00	DAC:LEWIS & CLARK ELEMENTARY
Position: ON LEAVE (GENERAL) (06/06/2025)		Amount: \$0.00		Effective Date: 08/26/2024

### Position: SUPPLEMENTAL


Name: SOLTESZ, ROBB MICHAEL	Pay: Salary	Rate: \$19.50	Hrs: 3.24	DAC:GREAT FALLS HIGH SCHOOL
Position: SOFTBALL ASST COACH		Amount: \$3,413.00		Effective Date: 03/11/2024
Name: LINDSTRAND, VERNON LEROY	Pay: Salary	Rate: \$19.50	Hrs: 3.40	DAC:GREAT FALLS HIGH SCHOOL
Position: SOFTBALL ASST COACH		Amount: \$3,583.00		Effective Date: 03/11/2024
Name: CLINE, LINDSAY MARGARET	Pay: Salary	Rate: \$25.00	Hrs: 2.71	DAC:C M RUSSELL HIGH SCHOOL
Position: SOFTBALL ASST COACH		Amount: \$3,383.00		Effective Date: 03/11/2024
Name: HURLEY, ALEX LEE	Pay: Salary	Rate: \$25.00	Hrs: 4.31	DAC:C M RUSSELL HIGH SCHOOL
Position: SOFTBALL HEAD COACH		Amount: \$5,383.00		Effective Date: 03/11/2024
Name: HARTMAN, QUINN KAMBO	Pay: Salary	Rate: \$19.51	Hrs: 0.09	DAC:C M RUSSELL HIGH SCHOOL
Position: SOFTBALL ASST COACH		Amount: \$100.00		Effective Date: 03/11/2024
Name: HARTMAN, KELLEN K	Pay: Salary	Rate: \$19.50	Hrs: 3.05	DAC:C M RUSSELL HIGH SCHOOL
Position: SOFTBALL ASST COACH		Amount: \$3,213.00		Effective Date: 03/11/2024
Name: JONES, TAYLOR LAYNE	Pay: Hourly	Rate: \$27.00	Hrs: 0.50	DAC:MEADOW LARK ELEMENTARY
Position: AFTER SCHOOL TUTOR (05/01/2024)		Amount: \$418.50		Effective Date: 02/20/2024
Name: MARTINEZ, JOLENE R	Pay: Hourly	Rate: \$27.00	Hrs: 0.40	DAC:NORTH MIDDLE SCHOOL
Position: AFTER SCHOOL ASSISTANCE TEACHER (06/05/20)		Amount: \$831.60		Effective Date: 02/20/2024
Name: KILIAN, DAVID M	Pay: Salary	Rate: \$25.00	Hrs: 4.71	DAC:GREAT FALLS HIGH SCHOOL
Position: TRACK HEAD COACH		Amount: \$5,884.00		Effective Date: 03/11/2024
Name: GREENWELL, BRIAN	Pay: Salary	Rate: \$25.00	Hrs: 5.25	DAC:C M RUSSELL HIGH SCHOOL
Position: TRACK HEAD COACH		Amount: \$6,560.00		Effective Date: 03/11/2024
Name: TCHIDA, CODA P	Pay: Salary	Rate: \$25.00	Hrs: 3.44	DAC:GREAT FALLS HIGH SCHOOL
Position: TRACK COOR GIRLS COACH		Amount: \$4,301.00		Effective Date: 03/11/2024
Name: ANDERSON, RYAN	Pay: Salary	Rate: \$25.00	Hrs: 3.77	DAC:C M RUSSELL HIGH SCHOOL
Position: TRACK COOR BOYS COACH		Amount: \$4,711.00		Effective Date: 03/11/2024
Name: KRAHE, MATTHEW WAYNE	Pay: Salary	Rate: \$25.00	Hrs: 3.44	DAC:GREAT FALLS HIGH SCHOOL
Position: TRACK COOR BOYS COACH		Amount: \$4,301.00		Effective Date: 03/11/2024
Name: CLARE, DENISE M	Pay: Salary	Rate: \$25.00	Hrs: 3.93	DAC:C M RUSSELL HIGH SCHOOL
Position: TRACK COOR GIRLS COACH		Amount: \$4,916.00		Effective Date: 03/11/2024
Name: WILSON, ANTHONY JOHN	Pay: Salary	Rate: \$25.00	Hrs: 2.73	DAC:C M RUSSELL HIGH SCHOOL
Position: TRACK ASST BOYS COACH		Amount: \$3,413.00		Effective Date: 03/11/2024
Name: MEIERHOFF, DONALD P	Pay: Salary	Rate: \$19.50	Hrs: 5.55	DAC:GREAT FALLS HIGH SCHOOL
Position: SOFTBALL HEAD COACH		Amount: \$5,849.00		Effective Date: 03/11/2024
Name: STOLL, KYLEE JO	Pay: Salary	Rate: \$19.50	Hrs: 3.24	DAC:GREAT FALLS HIGH SCHOOL
Position: SOFTBALL ASST COACH		Amount: \$3,413.00		Effective Date: 03/11/2024
Name: SIMKINS, ANN MARIE	Pay: Salary	Rate: \$25.00	Hrs: 3.06	DAC:GREAT FALLS HIGH SCHOOL
Position: TENNIS HEAD COACH		Amount: \$3,823.00		Effective Date: 03/11/2024
Name: ROSS, CALLIE J	Pay: Salary	Rate: \$25.00	Hrs: 1.78	DAC:GREAT FALLS HIGH SCHOOL
Position: TENNIS ASST COACH		Amount: \$2,230.00		Effective Date: 03/11/2024
Name: DERR, REX E	Pay: Salary	Rate: \$19.50	Hrs: 0.19	DAC:GREAT FALLS HIGH SCHOOL
Position: TENNIS ASST COACH		Amount: \$200.00		Effective Date: 03/11/2024
Name: DERR, MARIANNE	Pay: Salary	Rate: \$19.50	Hrs: 0.19	DAC:GREAT FALLS HIGH SCHOOL
Position: TENNIS ASST COACH		Amount: \$200.00		Effective Date: 03/11/2024

Name: LANGEVIN, CONSTANCE DIANE Position: TENNIS ASST COACH	Pay: Salary	Rate: \$19.51 Amount: \$100.00	Hrs: 0.09	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: DICKEY, CASE DON Position: SUB TEACHER	Pay: Hourly	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 03/04/2024
Name: SNIPES, TORI J Position: SUB TEACHER	Pay: Hourly	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 02/29/2024
Name: EVANS, KELLY LYNN Position: TEMP SECRETARY I	Pay: Hourly	Rate: \$14.73 Amount: \$0.00	Hrs: 0.00	DAC:SACAJAWEA ELEMENTARY Effective Date: 03/01/2024
Name: SHULTZ, JACK HENRY Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,413.00	Hrs: 2.73	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: KUMM, PHILIP RANDALL Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$25.00 Amount: \$2,048.00	Hrs: 1.64	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: BRADY, KEATON DANIEL Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$19.50 Amount: \$3,413.00	Hrs: 3.24	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: STENZEL, BAILEY LAYNE Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$19.50 Amount: \$3,583.00	Hrs: 3.40	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: LEGG, JEFFREY K Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$1,706.00	Hrs: 1.36	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: NAPIERALA, CHRISTOPHER R Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,583.00	Hrs: 2.87	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: SULLIVAN, BRIAN T Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,583.00	Hrs: 2.87	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: STINGLEY, ROBERT J Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$4,095.00	Hrs: 3.28	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: GROUX, DANIEL Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$19.50 Amount: \$4,095.00	Hrs: 3.89	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/11/2024
Name: HUNTER, BREANN WALKER Position: SUB PARA EDUCATOR (SP ED)	Pay: Hourly	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 02/06/2024
Name: AGAMENONI, ADAM JEFFREY Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,413.00	Hrs: 2.73	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: NAGENGAST, ANDREW RICHARD Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,413.00	Hrs: 2.73	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: SKAER, STEVEN GILBERT Position: TRACK ASST BOYS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,413.00	Hrs: 2.73	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: MODGLIN, CALI JEANNE Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$19.50 Amount: \$3,413.00	Hrs: 3.24	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: BRADY, BRANCH BRYAN Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$19.50 Amount: \$3,754.00	Hrs: 3.57	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: CRAWFORD, TRAVIS J Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$4,095.00	Hrs: 3.28	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: JOHNSON, JOLYN MARIE Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$3,754.00	Hrs: 3.00	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
Name: ALLEN, BURKE S Position: TRACK ASST GIRLS COACH	Pay: Salary	Rate: \$25.00 Amount: \$500.00	Hrs: 0.40	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/11/2024
<b>Position: CROSSING GUARD</b>				
Name: LEWIS, NATRONA M Position: CROSSING GUARD	Pay: Hourly	Rate: \$14.00 Amount: \$1,960.00	Hrs: 2.00	DAC:WEST ELEMENTARY Effective Date: 02/22/2024
<b>Position: ENGINEERS</b>				
Name: BROWN, DARREN Position: GENERAL LEAVE (03/04/2025)	Pay: Hourly	Rate: \$19.58 Amount: \$0.00	Hrs: 0.00	DAC:BUILDINGS & GROUNDS Effective Date: 03/05/2024
Name: SOWERS, LEE F Position: CUSTODIAN	Pay: Hourly	Rate: \$19.59 Amount: \$10,813.68	Hrs: 8.00	DAC:BUILDINGS & GROUNDS Effective Date: 03/18/2024
Name: FRAHM, KAELYN Position: CUSTODIAN	Pay: Hourly	Rate: \$19.59 Amount: \$10,656.96	Hrs: 8.00	DAC:BUILDINGS & GROUNDS Effective Date: 03/19/2024
Name: WRIGLEY, STEVE Position: CUSTODIAN	Pay: Hourly	Rate: \$19.59 Amount: \$11,597.28	Hrs: 8.00	DAC:BUILDINGS & GROUNDS Effective Date: 03/11/2024

Name: GILLO, CHRISTOPHER C Position: CUSTODIAN	Pay: Hourly	Rate: \$19.59 Amount: \$11,283.84	Hrs: 8.00	DAC:BUILDINGS & GROUNDS Effective Date: 03/13/2024
<b>Position: LIBRARY/TEACHER AIDES</b>				
Name: GLADY, BRIANNA N Position: OVERLOAD TEACHER AIDE	Pay: Hourly	Rate: \$11.87 Amount: \$0.00	Hrs: 0.00	DAC:RIVERVIEW ELEMENTARY Effective Date: 03/05/2024
<b>Position: OTHER HOURLY CLASSIFIED</b>				
Name: HALLOCK, LINDA KAY Position: ACCOMPANIST	Pay: Hourly	Rate: \$15.07 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 01/29/2024
<b>Position: PARA EDUCATOR (SP ED)</b>				
Name: ARMSTRONG, BRANDY ELIZABETH Position: PARA EDUCATOR (SP ED)	Pay: Hourly	Rate: \$15.51 Amount: \$6,863.18	Hrs: 7.50	DAC:MORNINGSIDE ELEMENTARY Effective Date: 03/11/2024
<b>Position: WORK STUDY STUDENT</b>				
Name: BENTON, ZACK WILLIAM Position: VOC TRAINEE (JANITORIAL)	Pay: Hourly	Rate: \$3.08 Amount: \$206.36	Hrs: 1.00	DAC:WEST ELEMENTARY Effective Date: 02/27/2024
Name: BROOKS, JACEY KAY Position: VOC TRAINEE (JANITORIAL)	Pay: Hourly	Rate: \$3.08 Amount: \$388.08	Hrs: 1.00	DAC:RIVERVIEW ELEMENTARY Effective Date: 11/27/2023
<b>Resignation</b>				
<b>Position: TEACHER</b>				
Name: PENCE, BRIDGETTE BRIANNE Position: COUNSELOR (OYO) (06/06/2024)	Pay: Salary	Rate: \$48.53 Amount: \$49,137.11	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
Name: RUUD, ELIZABETH ANN Position: KINDERGARTEN TEACHER (06/06/2024)	Pay: Salary	Rate: \$30.89 Amount: \$43,325.00	Hrs: 7.50	DAC:MOUNTAIN VIEW ELEMENTARY Effective Date: 06/06/2024
Name: BRIEN, AARON R Position: MATH TEACHER (06/06/2024)	Pay: Salary	Rate: \$53.42 Amount: \$74,916.00	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
Name: HARTMAN, HANNAH NAZIR Position: HEALTH ENHANCEMENT TEACHER (06/06/2024)	Pay: Salary	Rate: \$33.22 Amount: \$46,591.00	Hrs: 7.50	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 06/06/2024
Name: MORRIS, DENNIS Position: SCIENCE TEACHER (06/06/2024)	Pay: Salary	Rate: \$40.85 Amount: \$57,289.00	Hrs: 7.50	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 06/06/2024
Name: LA RANCE, MATTHEW MICHAEL Position: MATH TEACHER (06/06/2024)	Pay: Salary	Rate: \$32.05 Amount: \$44,947.00	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
Name: JAM, JENNIFER ANN Position: ON LEAVE (GENERAL) (06/06/2024)	Pay: Salary	Rate: \$0.00 Amount: \$0.00	Hrs: 0.00	DAC:WEST ELEMENTARY Effective Date: 06/06/2024
Name: LUTZ, SHANE BRIDGER Position: DRAMA TEACHER (06/06/2024)	Pay: Salary	Rate: \$32.05 Amount: \$44,947.00	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
Name: MORRIS, HOLLY LYNN Position: ADMIN INTERN TSA (OYO) 06/06/2024)	Pay: Salary	Rate: \$47.33 Amount: \$66,385.00	Hrs: 7.50	DAC:WEST ELEMENTARY Effective Date: 06/06/2024
Name: SHULTZ, JACK HENRY Position: SCIENCE TEACHER (06/06/2024)	Pay: Salary	Rate: \$31.89 Amount: \$44,722.00	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
Name: EDLUND, NICHOLAS FAY Position: BUSINESS ED TEACHER (06/06/2024)	Pay: Salary	Rate: \$28.86 Amount: \$40,478.00	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
Name: STENBERG, EMILY JANE Position: 4TH GRADE TEACHER (06/06/2024)	Pay: Salary	Rate: \$27.90 Amount: \$39,136.00	Hrs: 7.50	DAC:LEWIS & CLARK ELEMENTARY Effective Date: 06/06/2024
<b>Position: SUPPLEMENTAL</b>				
Name: HIXON, RYAN WILLIAM Position: SUB TEACHER (03/04/2024)	Pay: Hourly	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 03/04/2024
Name: ISBELL, WILLIAM CHARLES Position: DR ED TEACHER/DRIVING (02/26/2024)	Pay: Salary	Rate: \$29.75 Amount: \$178.50	Hrs: 0.25	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 02/26/2024
Name: ROBERGE, MARIEL B Position: SUB TEACHER (02/27/2024)	Pay: Hourly	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 02/27/2024
<b>Position: ENGINEERS</b>				
Name: BRIEN, TERENCE JON Position: 1ST ENGINEER (03/15/2024)	Pay: Hourly	Rate: \$21.52 Amount: \$32,882.56	Hrs: 8.00	DAC:WHITTIER ELEMENTARY Effective Date: 03/15/2024
Name: FORSMAN, KENNETH L Position: CUSTODIAN (03/15/2024)	Pay: Hourly	Rate: \$19.59 Amount: \$11,283.84	Hrs: 8.00	DAC:WHITTIER ELEMENTARY Effective Date: 03/15/2024
<b>Position: EXEMPT SECRETARIES</b>				
Name: ALLEN, KATIE M Position: LEAD PAYROLL TECHNICIAN (03/15/2024)	Pay: Hourly	Rate: \$26.28 Amount: \$40,576.32	Hrs: 8.00	DAC:DISTRICT OFFICES Effective Date: 03/15/2024
<b>Position: FOOD SERVICE</b>				

Name: SWEENEY, ANDREA	Pay: Hourly	Rate: \$15.29	Hrs: 6.00	DAC:VALLEY VIEW ELEMENTARY
Position: SATELLITE KITCHEN LEAD (03/27/2024)		Amount: \$13,394.04		Effective Date: 03/27/2024
Name: REED, JUDY MARIE	Pay: Hourly	Rate: \$13.16	Hrs: 3.50	DAC:MORNINGSIDE ELEMENTARY
Position: FOOD SERVICE EMPLOYEE (03/27/2024)		Amount: \$5,158.72		Effective Date: 03/27/2024
<b>Position: PARA EDUCATOR (SP ED)</b>				
Name: KEELE, KIMBERLY ELIDA	Pay: Hourly	Rate: \$15.51	Hrs: 7.50	DAC:LONGFELLOW ELEMENTARY
Position: PARA EDUCATOR (SP ED) (03/06/2024)		Amount: \$3,024.45		Effective Date: 03/06/2024
<b>Position: WORK STUDY STUDENT</b>				
Name: BAUCH, DALTON CHRISTOPHER	Pay: Hourly	Rate: \$10.30	Hrs: 1.00	DAC:WAREHOUSE
Position: VOC TRAINEE PRINT CENTER (02/02/2024)		Amount: \$875.50		Effective Date: 02/02/2024
<b>Retirement</b>				
<b>Position: TEACHER</b>				
Name: OROURKE, MICHELLE R	Pay: Salary	Rate: \$56.62	Hrs: 7.50	DAC:NORTH MIDDLE SCHOOL
Position: LIBRARIAN (06/06/2024)		Amount: \$79,410.00		Effective Date: 06/06/2024
Name: KAKALECIK, RYAN M	Pay: Salary	Rate: \$47.23	Hrs: 7.50	DAC:EAST MIDDLE SCHOOL
Position: ART TEACHER (06/06/2024)		Amount: \$66,233.00		Effective Date: 06/06/2024
Name: KUMM, PHILIP RANDALL	Pay: Salary	Rate: \$56.62	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL
Position: HEALTH ENHANCEMENT TEACHER (06/06/2024)		Amount: \$79,410.00		Effective Date: 06/06/2024
<b>Position: PSYCHOLOGISTS</b>				
Name: CARSNER, CATHLEEN M	Pay: Salary	Rate: \$61.61	Hrs: 7.50	DAC:VALLEY VIEW ELEMENTARY
Position: SCHOOL PSYCHOLOGIST (06/06/2024)		Amount: \$86,405.00		Effective Date: 06/06/2024
<b>Termination</b>				
<b>Position: LIBRARY/TEACHER AIDES</b>				
Name: BARTOLETTI, PAULA CATHERINE	Pay: Hourly	Rate: \$11.87	Hrs: 5.00	DAC:MOUNTAIN VIEW ELEMENTARY
Position: CORE TEACHER AIDE (02/27/2024)		Amount: \$5,222.80		Effective Date: 02/27/2024
<b>Position: PARA EDUCATOR (SP ED)</b>				
Name: JAYNES, KYLEY KAY	Pay: Hourly	Rate: \$15.51	Hrs: 7.50	DAC:NORTH MIDDLE SCHOOL
Position: PARA EDUCATOR (SP ED) (02/27/2024)		Amount: \$13,842.68		Effective Date: 02/27/2024



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Consent

**AGENDA ITEM NUMBER:** V. C.

**CABINET MEMBER:** Luke Diekhans

### TOPIC

Good Apple Awards

### STRATEGIC PLAN

#### HEALTHY SAFE AND SECURE SCHOOLS

### BACKGROUND

Individual letters of appreciation and our "Good Apple" pin have been forwarded to each of those individuals whose achievements are summarized in this notice. This award is an expression of appreciation and affection, and we ask all who have received it to wear the "Good Apple" with pride! If the person is a district employee, a copy of our letter has been placed in their personnel file. What follows are nominations for "Good Apple" awards.

### Discussion

**Briana Midkiff, Core Teacher Aide, Loy Elementary School**, was recommended for a Good Apple Award by Shanda Brown, Principal, Loy Elementary School because of the following: Briana was calm and helpful during a stressful situation in our school. She jumped in to help support staff and students by providing emotional support and assisting with moving supplies throughout the school. She is always willing to help!

**Andrea Seigrist, Core Teacher Aide, Loy Elementary School**, was recommended for a Good Apple Award by Shanda Brown, Principal, Loy Elementary School, because of the following: Andrea was calm during a stressful situation in our school. She jumped in to help support staff and students by providing emotional support and assisting with moving supplies throughout the school. She is always willing to help and is always willing to teach PE for us!

**Lindsey Dagsen, Core Teacher Aide, Loy Elementary School**, was recommended for a Good Apple Award by Shanda Brown, Principal, Loy Elementary School, because of the following: Lindsey was calm and helpful during a stressful situation in our school. She jumped in to help support staff and students by providing emotional support and assisting with moving supplies throughout the school. She is always willing to try new opportunities.

**Brienne Jamieson, Core Teacher Aide, Loy Elementary School**, was recommended for a Good Apple Award by Shanda Brown, Principal, Loy Elementary School, because of the following: Brienne was calm and helpful during a stressful situation in our school. She jumped in to help support staff and students by providing emotional support and assisting with moving supplies throughout the school. She is a wonderful addition to our team.

**Amy Burke, Satellite Kitchen Lead, Loy Elementary School**, was recommended for a Good Apple Award by Shanda Brown, Principal, Loy Elementary School, because of the following: Amy jumped in during a stressful situation and was so flexible to ensure that students received lunch during a situation where students had to eat lunch in the classroom. She always has a positive attitude in any situation.

**Sue Feller, Food Service Employee, Loy Elementary School**, was recommended for a Good Apple Award by Shanda Brown, Principal, Loy Elementary School, because of the following: During a situation where students had to eat in the classroom, Sue jumped right in and was able to help provide lunch for students and being able to pivot so that students could have lunch. She has a positive attitude and a willingness to help in any situation.

**Rachel Packer, Attendance Aide, C. M. Russell High School**, was recommended for a Good Apple Award by Cindy Kenczka, Attendance Aide, and Andrea Carroll, Attendance Secretary, both C. M. Russell High School, because of the following: Rachel came to CMR Attendance as a quiet, reserved coworker; a little unsure about calling parents about their student's attendance. She met that challenge head-on and has become a confident, collect, competent member of our team. Rachel balances her personal and work lives with grace and calmness. I am lucky to have her as a coworker.

## **FISCAL IMPLICATIONS**


N/A

## **RECOMMENDATION**

The District Board is requested to accept the recommendations of the above individuals for the Great Falls Public Schools Good Apple Award.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Human Resources, Luke Diekhans at 268-6010.

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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. D.

CABINET MEMBER: Brian Patrick

### TOPIC

Montana School Bus Driver Certificates – OPI TR-35

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

School bus drivers are required to comply with qualifications set forth in Section [20-10-103, MCA](#), and [10.7.111 ARM](#), and file a certificate of compliance with the County Superintendent of Schools.

### DISCUSSION

The following individual meets the qualifications as a school bus driver: Jeffrey Keele

### FISCAL IMPLICATIONS


None

### RECOMMENDATION

The District Board is requested to approve the Montana School Bus Driver Certificate TR-35 for the individual listed above.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. E.

CABINET MEMBER: Brian Patrick

### TOPIC

Transitional Kindergarten Student Attendance Agreements at the Early Learning Family Center for the 2023-2024 School Year

### STRATEGIC PLAN

#### Student Achievement

### BACKGROUND

[Montana Code Annotated \(MCA\) 20-5-101](#) Admittance of child to school, and [MCA 20-7-117](#) Kindergarten and Preschool Programs, and [Board Policy 3100](#) Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students, allow for enrollment of students due to exceptional circumstances.

### DISCUSSION

Students E.H. and S.M. meet the qualifications of [Board Policy 3100](#) Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students.

### FISCAL IMPLICATIONS


These students will be allowed to be counted for enrollment purposes for state funding.

### RECOMMENDATION

The District Board is requested to approve the Transitional Kindergarten Student Agreements for E.H. and S.M. for the 2023-2024 school year due to exceptional circumstances per Board Policy 3100.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. F.

CABINET MEMBER: Brian Patrick

### TOPIC

Request to Call for 2024-2025 Instructional & Office Paper Supply Order

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

As per [MCA 20-9-204\(3\)\(a\)](#) – *Conflicts of Interests, Letting Contracts, and Calling for Bids – Exceptions* - whenever ... purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds \$80,000. This requirement is also outlined in [District Policy 7320](#) – *Financial Management – Purchasing*. Annually the Purchasing Department compiles data for the annual order process for established categories of supplies. If the anticipated total is in excess of the \$80,000 bid requirement, the formal bid process is initiated.

### DISCUSSION

Quantities for the Instructional & Office Paper Supply Order are compiled by tracking usage during the current year combined with requests for the next fiscal year submitted by individual schools and departments. These totals are then submitted to vendors who have requested the opportunity to bid on the items. This enables the School District to obtain the best pricing available.

### FISCAL IMPLICATIONS

The advertising required by law will cost the District approximately \$200.00. The total cost to District funds will be provided upon completion of the bids and prior to bid award.

### RECOMMENDATION

The District Board is requested to call for bids on annual paper supply order.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

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### **2024-2025 PAPER BID TIMELINE**

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Annual Paper Orders Due	December 14, 2023
Orders Compiled & Quantities to Bid Determined	January / February 2024
Request for Bid to Superintendent's Office	March 1, 2024
Request for Bid to Board	March 11, 2024
Bids Mailed (Email Advertisement to Great Falls Tribune)	March 12, 2024
Bids Advertised	March 17, 2024 & March 24, 2024
Open Bids	April 17, 2024
Bid Award to Superintendent's Office	May 3, 2024
Bid Award to Board	May 13, 2024
Orders Mailed to Successful Vendors	May / June 2024



Great Falls Public Schools  
Great Falls, MT

### **INVITATION FOR BID**

The Board of Trustees of Great Falls School District 1 & A, Great Falls, Montana, will receive sealed bids until 3:00 p.m., local time, Wednesday April 17, 2024, for the 2024-2025 Instructional & Office Paper Supply Bid. All bids and bid samples must be received or delivered prior to the above date and time to the Purchasing Office of the Great Falls Public Schools, 1100 4th St South, Great Falls, MT. At the above-stated time, bids will be opened and read aloud publicly.

Specifications may be obtained from the Purchasing Office, 1100 4th St South, PO Box 2429, Great Falls, MT, 59403 – (406)268-6040.

The vendor agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex, or age with regard to, but not limited to, the following: employment upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from the School District unless a satisfactory showing is made that discrimination practices have terminated and that a recurrence of such actions is unlikely.

The Board of Trustees reserves the right to reject any or all bids, to waive irregularities and to accept any bid which it deems most advantageous.

By Order of the Board of Trustees  
Great Falls School District 1 & A  
Great Falls, Montana


Brian Patrick  
Director of Business Operations

Annual Paper Supply Order - Breakdown			2023-2024	2024-2025
Unit	W/H Item No.	Description	Minimum Order Amount <i>District Reserves the Right to Increase</i>	Minimum Order Amount <i>District Reserves the Right to Increase</i>
<b>8-1/2x11, 20lb, 10 reams/case</b>				
Case	PAPER01	White	1320	840
Ream	PAPER02	Ivory	800	400
Ream	PAPER03	Pink	800	800
Ream	PAPER04	Blue	1600	1200
Ream	PAPER05	Canary	1200	800
Ream	PAPER06	Green	1600	400
Ream	PAPER07	Goldenrod	800	400
Ream	PAPER08	Orchid	20	10
Ream	PAPER09	Salmon	60	0
<b>8-1/2x14, 20lb, 10 reams/case</b>				
Ream	PAPER15	White	20	15
<b>11x17, 20lb, 5 reams/case</b>				
Ream	PAPER25	White	0	0
<b>Chart Paper</b>				
Pad	PAC74720	Chart Tablet, 24" x 16", 1-1/2" ruled, long way 25 sheets/pad, Pacon 74720	24	24
Pad	PAC74610	Chart Tablet, 24" x 32", 1" ruled, short way 25 sheets/pad, Pacon 74610	12	0
Pad	PAC74710	Chart Tablet, 24" x 32", 1-1/2" ruled, short way 25 sheets/pad, Pacon 74710	0	48
Pad	PAC03053	Chart Paper, 24" x 18", 1" ruled, long way, 32lb 100 sheets/pad, Pacon 3053	10	0
Pad	PAC03051	Chart Paper, 36" x 24", 1" ruled, long way, 32lb 100 sheets/pad, Pacon 3051	5	0
Pad	PAC03052	Chart Paper, 24" x 36", 1" ruled, short way, 32lb 100 sheets/pad, Pacon 3052	5	15
<b>Construction Paper, 12 x 18, 65lb, 50 sheets/pkg, 25 pkg/case, Pacon</b>				
Pkg	PAC 6707	Brown	150	100
Pkg	PAC 6807	Dark Brown	100	50
Pkg	PAC 6907	Light Brown	50	100
Pkg	PAC 6307	Black	500	125
Pkg	PAC 8807	Gray	225	225
Pkg	PAC 9107	Hot Pink	75	75
Pkg	PAC 7007	Pink	75	125
Pkg	PAC 7207	Violet	150	175
Pkg	PAC 8007	Holiday Green	75	250
Pkg	PAC 9607	Bright Green	125	175
Pkg	PAC 8407	Yellow	225	125
Pkg	PAC 6607	Orange	75	225
Pkg	PAC 6107	Red	75	75
Pkg	PAC 9907	Holiday Red	50	200
Pkg	PAC 7407	Blue	150	225
Pkg	PAC 7507	Bright Blue	125	125
Pkg	PAC 7607	Sky Blue	100	175
Pkg	PAC 7707	Turquoise	75	125
Pkg	PAC 6507	Assorted (10 colors)	25	100
pkg	PAC 9512	Multicultural, Assorted (10 Colors)	100	25
Pkg	PAC 8707	Bright White Sulphite, 12 x 18, 76lb, 50 sheets/pkg, 25 pkg/case	1275	1425



<b>Envelopes</b>				
Box	ENVELOPE12	Business Envelope, White, No. 10 (4-1/8x9-1/2), 500/Box	125	35
Box	ENVELOPE20	Booklet Envelope, White, 6x9, Gummed Seal, 500/Box	75	0
Box	ENVELOPE21	Kraft Envelope, 6-1/2x9-1/2, 500/Box	215	15
Box	ENVELOPE22B	Kraft Envelope, 9x12, 250/Box	10	5
Box	ENVELOPE24	Kraft Envelope, 10x15, 250/Box	0	5
Box	ENVELOPE25	Kraft Envelope, 11-1/2x14-1/2, 250/Box	0	0
Box	ENVELOPE26A	Kraft Envelope, 12x15-1/2, 100/Box	5	0
Box	ENVELOPE30	Kraft Coin Envelope, 3-1/2x6-1/2, 500/Box	0	0
Each	ENVELOPE40	Wednesday Envelope	7500	7500
<b>Graph Paper</b>				
Ream	GRAPH01	Graph paper, 1/8", 500 sheets/rm	0	15
Ream	GRAPH02	Graph paper, 1/4", 500 sheets/rm	70	30
Ream	GRAPH03	Graph paper, 1/2", 500 sheets/rm	24	8
Ream	GRAPH04	Graph paper, 1", 500 sheets/rm	10	0
<b>Napkins/Plates/Cups/Sacks</b>				
Bndl	SACK01	6# Paper Sacks, White, 6" x 3-5/8" x 11-1/16", 500/bundle, Duro 81223	15	5
Bndl	SACK02	8# Paper Sacks, White, 6-1/8" x 4-1/6" x 12-7/16", 500/bundle, Duro 81273	15	5
Bndl	SACK04	Paper Barrel Sacks, Brown, 12" x 7" x 17", 400/bundle, Duro 80076	10	5
Case	NAPKIN01	Dispenser Napkins, White, Tallfold, 6-1/2" x 13-1/2", 10,000/cs, SCA D3052	5	5
Case	NAPKIN02	Luncheon Napkins, White, 1/4 fold, 11-1/2" x 13", 6,000/cs, SCA L3141	0	0
Case	PLATE01	Paper Plates, 9", White, Uncoated, 1,200/cs	15	10
Pkg	PLATE02	Styrofoam Plates, 8-7/8", 250/pkg	0	0
Pkg	PLATE03	Styrofoam Hinged Lid Containers, 1 compartment, 9.5" x 9" x 3", 200/pkg	5	0
Case	CUPS08	Styrofoam Cups, 8oz, 1,000/cs	10	5
<b>Newsprint, 30lb, 500 sheets/pkg</b>				
Ream	NEWS9X12	White Newsprint, 9 x 12, unruled, 10 rm/ctn, Pacon 3407	0	90
Ream	NEWS12X18	White Newsprint, 12 x 18, unruled, 5 rm/ctn, Pacon 3409	0	10
<b>Penmanship &amp; Test Paper</b>				
Ream	SS085433/ PAC2403	Composition Paper (test/theme paper), 8-1/2 x 11 white sulphite, 3/8" ruled short way, both sides, 500 sheets/rm, 10 rm/ctn, Pacon 2403/School Smart 085433	130	20
<b>Spectra® ArtKraft® Verti-rack Paper Rolls 36" x 1000', Pacon</b>				
Roll	ARTROLL5YL	Canary Yellow 67081	5	3
Roll	ARTROLL5OR	Orange 67101	5	0
Roll	ARTROLL5FRD	Flame Red 67031	7	5
Roll	ARTROLL5PK	Pink 67261	0	1
Roll	ARTROLL5PL	Purple 67331	9	9
Roll	ARTROLL5LBL	Sky Blue 67151	6	6
Roll	ARTROLL5BL	Dark Blue 67181	6	2
Roll	ARTROLL5BG	Brite Green 67131 (Holiday Green)	0	5
Roll	ARTROLL5GR	Emerald Green 67141	5	3
Roll	ARTROLL5WH	White 67001	14	14
Roll	ARTROLL5BR	Brown 67021	4	0
Roll	ARTROLL5BK	Black 67301	6	9
Roll	ARTROLL5036BK	50lb Kraft Wrapping Paper, Natural	4	2
Roll	ARTROLL5036WK	50lb Kraft Wrapping Paper, White	0	3
<b>Tag Board</b>				
Pkg	TAG9X12	White Tag Board, 9 x 12, 100lb, 100/pkg, 20 pkg/ctn, Pacon 5231	5	0
Pkg	TAG24X36	White Tag Board, 24 x 36, 100lb, 100/pkg, 1 pkg/ctn, Pacon 5246	15	8
Ream	TAG8.5X11	Exact Index Tag Board, White, 8-1/2 x 11, 110lb, 250 sheets/rm	5	0
Ream	TAGBL8.5X11	Exact Index Tag Board, Blue, 8-1/2 x 11, 110lb, 250 sheets/rm	0	0
Ream	TAGGR8.5X11	Exact Index Tag Board, Green, 8-1/2 x 11, 110lb, 250 sheets/rm	0	0
Sheet	TAGIV22X35	Exact Index Tag Board, Ivory, 22-1/2 x 35, 100lb	0	0

Sheet	TAGBL22X35	Exact Index Tag Board, Blue, 22-1/2 x 35, 100lb	20	30
Sheet	TAGGR22X35	Exact Index Tag Board, Green, 22-1/2 x 35, 100lb	115	110
Sheet	TAGYW22X35	Exact Index Tag Board, Canary, 22-1/2 x 35, 100lb	10	60
Sheet	TAGPK22X35	Exact Index Tag Board, Pulsar Pink, 22-1/2 x 35, 100lb	0	50
<b>Wausau Astrobrights® TEXT, vellum finish, 8-1/2 x 11, 60lb, 500 sheets/rm, 10 rm/cs</b>				
Ream	BRIT0020	Sunburst Yellow	60	20
Ream	BRIT0030	Cosmic Orange	40	30
Ream	BRIT0040	Re-Entry Red	30	20
Ream	BRIT0050	Pulsar Pink	0	0
Ream	BRIT0070	Planetary Purple	60	0
Ream	BRIT0080	Lunar Blue	20	10
Ream	BRIT0100	Martian Green	20	70
Ream	BRIT0110	Gamma Green	10	0
<b>Wausau Astrobrights® COVER, vellum finish, 8-1/2 x 11, 65lb, 250 sheets/rm, 8 rm/cs</b>				
Ream	CARDSTK10	Sunburst Yellow	24	8
Ream	CARDSTK12	Cosmic Orange	24	8
Ream	CARDSTK14	Re-Entry Red	16	16
Ream	CARDSTK16	Pulsar Pink	16	8
Ream	CARDSTK20	Planetary Purple	8	0
Ream	CARDSTK22	Lunar Blue	32	24
Ream	CARDSTK26	Martian Green	32	48
Ream	CARDSTK28	Gamma Green	8	0
<b>Vellum Bristol Cardstock, vellum finish, 8-1/2 x 11, 67lb, 250 sheets/rm, 8 rm/cs</b>				
Ream	CARDSTK01	White	344	304
Ream	CARDSTK02	Ivory	40	120
Ream	CARDSTK03	Pink	48	16
Ream	CARDSTK04	Blue	48	8
Ream	CARDSTK05	Yellow	48	24
Ream	CARDSTK06	Green	88	32
Ream	CARDSTK07	Gold	8	16
<b>Wausau Astroparche® Text, vellum finish, 8-1/2 x 11, 60lb, 500 sheets/ream, 8 reams,</b>				
Ream	PARCH30	Blue	5	0
Ream	PARCH40	Natural	7	0
<b>NCR Carbonless Paper, 8-1/2x11, Reverse, Pre-Collated, Black Print, 10 rm/cs</b>				
Case	CARB20	2-part, canary-cf, white-cb, 250 sets, 500 sheets/rm	20	0
Case	CARB21	2-part, pink-cf, white-cb, 250 sets, 500 sheets/rm	10	2
Case	CARB30	3-part, pink-cf, canary-cfb, white-cb, 167 sets, 501 sheets/rm	20	11
Case	CARB40	4-part, goldenrod-cf, pink-cfb, canary-cfb, white-cb, 125 sets, 500 sheets/rm	10	2
Case	CARB50	5-part, goldenrod-cf, green-cfb, pink-cfb, canary-cfb, white-cb, 100 sets, 500 sht/r	0	3
<b>PRINT CENTER ONLY</b>				
<b>ENVELOPES - 500/BOX</b>				
Box	ENVELOPE50	Elementary Report Card Envelopes, 6x9, 28lb Kraft, Open End, Thumb-Cut, No Fla	0	20
Box	ENVELOPE13	Business Envelope w/Window, No. 9, Security Tint, White	0	1
Box	ENVELOPE14	Business Envelope w/Window, No. 10, White	0	30
Box	ENVELOPE15	Business Envelope, Plain, No. 10, Warm White, Howard Linen	40	1
Case	LINEN01	Howard Linen, Warm White, Watermark Linen	10	3

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finnicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. G.

CABINET MEMBER: Brian Patrick

### TOPIC

Request to Call for Dairy Product Bid

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

As per [MCA 20-9-204\(3\)\(a\)](#) *Conflicts of Interests, Letting Contracts, and Calling for Bids – Exceptions* – whenever ... purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds \$80,000. This requirement is also outlined in [District Policy 7320](#) – *Financial Management – Purchasing*. This process applies to the milk products used by Great Falls Public Schools Food Services.

### DISCUSSION

Estimated quantities of dairy products are compiled by School Food Services based on current and expected usages. This information is then submitted to vendors who provide these products. The bid process enables the School District to obtain the best possible pricing. The bidding process also allows the District the option to extend the contract for two additional years.

### FISCAL IMPLICATIONS

The advertising required by law will cost the District approximately \$200.00. The total cost to District funds will be provided upon completion of the bids and prior to bid award.

### RECOMMENDATION

The District Board is requested to call for bids on Dairy Products.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)

	<p align="center"><b>Great Falls Public School</b>  <b>1100 4<sup>th</sup> Street South</b>  <b>PO Box 2429</b>  <b>Great Falls, MT 59403</b></p>	
<p align="center"><b>Great Falls Public School 2024-25 Dairy Bid</b></p>		
<p><b>Due Date and Time:</b>  <b>April 17, 2024</b>  <b>2:00 PM Local Time</b></p>	<p><b>Type of Contract:</b> Request for Pricing  <b>Period of Contract:</b> August 1, 2024-July 31, 2025</p>	
<p align="center"><b>Contact Information</b></p>		
<p><b>Bid Contact:</b>  <b>Aly Konecny, Business Office Lead</b></p>		<p><b>Issue Date:</b>  <b>March 12, 2024</b></p>
<p align="center"> <b>Phone: (406) 268-6051</b>  <b>Fax: (406) 268-6067</b>  <b>Email: aly_konecny@gfps.k12.mt.us</b> </p>		
<p align="center"><b>Instructions to Bidders</b></p>		
<p>Submit completed bid and Lobbying certificate (Attachment A) in a sealed envelope plainly marked "Sealed Bid – Dairy Products."</p>		
<p align="center"><b>IMPORTANT: SEE STANDARD TERMS AND CONDITIONS</b></p>		

## Standard Terms and Conditions

**By submitting a response to this request for proposal or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to the solicitation or contract.**

**ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLITATION RESPONSES:** Each item must be specifically addressed according to the description in the Vendor Bid Specifications. Vendors taking exception to any requirements listed may be found nonresponsive. The District reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the District.

**ACCESS AND RETENTION OF RECORDS:** Contractor agrees to provide the District, or their authorized agents, access to any records necessary to determine contract compliance. Contractor agrees to create and retain records supporting the services rendered or supplied delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract.

**ASSIGNMENT, TRANSFER, AND SUBCONTRACTING:** Contractor shall not assign, transfer or subcontract any portion of the contract.

**AUTHORITY:** The attached bid, request for proposal, limited solicitation or contract is issued under authority of Montana Code Annotated, MCA 20-9-204 section 4.

**COMPLIANCE WITH LAWS:** Contractors shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including but not limited to, the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with 49-3-207, MCA, Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing this contract.

**CONFORMANCE WITH CONTRACT:** No alteration of the terms, conditions, delivery, price, quality, quantities, or specification of the contract shall be granted without the Districts prior written consent.

**DEBARMENT:** Contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by a governmental department or agency.

**DISABILITY ACCOMMODATIONS:** The District does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related

accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/Contract) or fails to deliver in accordance with the contract terms and conditions, the District may, in its discretion, suspend the bidder for a period of time from entering into any contracts with the District.

**HOLD HARMLESS/INDEMNIFICATION:** Contractor agrees to protect, defend, and save the District, board of directors, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of Contractor's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of Contractor and/or its agents, employees, representatives, assigns, except the sole negligence of the District, under this agreement.

**LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure submission through the designated method and by the designated time.

**SHIPPING/PRICING:** All supplies shall be shipped prepaid, F.O.B Destination, and include all charges that may be incurred in fulfilling the terms of the Agreement.

**WARRANTIES:** Contractor warrants that the products offered conform to the specification requested, are fit and sufficient for the purpose manufactured, are of good material and workmanship, and are free from defect. Contractor further warrants that the products are new and unused and of the latest model or manufacture, unless the State specifies otherwise. Exceptions will be rejected.

## **SECTION 1: GENERAL REQUIREMENTS**

### **1.0 Introduction**

Great Falls Public Schools (hereinafter referred to as "the District") is soliciting bids for dairy products to be distributed to recipient schools daily during the 2024-25 school year (August 1, 2024-July 31, 2025). A more complete description of the products and services sought is provided within this RFP. Bids submitted in response to this solicitation must comply with the instructions and procedures contained herein.

These prices can be made available (without changes to specifications) to other tax supported entities. However, all authority to make decisions with regard to specifications, limitations and item lists is retained by the District.

### **1.1 Background**

The school meals programs are administered at the federal level by the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA). At the state level, the programs are administered by the Montana Office of Public Instruction (OPI).

Statutory authority for the Child Nutrition Programs (CNP) includes the Richard B. Russell National School Lunch Act (NSLA) and the Child Nutrition Act (CNA) of 1966. The statutory citations are, respectively, 42 United States Code 1751 et seq. and 42 United States Code 1771 et seq.

The District must comply with the requirements “passed down” to it from Congress, Office of Management and Budget (OMB), USDA and the OPI, including but not limited to the following, Code of Federal Regulations (CFR):

- 7 CFR Part 210 National School Lunch Program (NSLP); when applicable
- 7 CFR Part 215 Special Milk Program (SMP); when applicable
- 7 CFR Part 220 School Breakfast Program (SBP); when applicable
- 7 CFR Part 225 Summer Food Service Program (SFSP); when applicable
- 7 CFR Part 226 Child and Adult Care Food Program (CACFP); when applicable
- 7 CFR Part 245 Determining eligibility for free and reduced price meals and free milk in schools
- 7 CFR Part 250 Food Distribution Program; when applicable
- 7 CFR Part 3016 and/or Part 3019; when applicable
- 7 CFR Part 3052 Audit Requirements
- USDA and OPI program regulations, guidance and instructions
- State law, regulations and policies that are not in conflict with federal requirements
- Local law, regulations and policies that are not in conflict with federal requirements

## **1.2 Period of Contract**

This agreement shall cover the period from August 1, 2024 through July 31, 2027.

This contract may be renewed for a period of up to two (2) successive contract periods for a total of three (3) years at the discretion of the District.

## **1.3 Instructions to Bidders**

### **1.3.1 Contract Manager Contact Information:**

Contract Manager: Aly Konecny  
Telephone Number: 406-268-6051  
E-Mail Address: aly\_konecny@gfps.k12.mt.us

**1.3.2 Examination of Solicitation Documents:** Bidders are responsible for examining the solicitation documents issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder.

**1.3.3 Estimated Quantities:** The quantities specified on the RFP Forms are estimates only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity which will be ordered and shall not be construed to represent any amount which the District shall be obligated to purchase. The estimated quantities do represent the best good faith

estimate of the number of items that will be required. No proposal will be considered which stipulates that the District guarantee to order a specific quantity of any item.

#### **1.4 Bid Submission**

Bids MUST be submitted in a sealed envelope to P.O Box 2429, Great Falls, MT 59403, no later than 2:00 PM, local time, Wednesday, April 17, 2024.

#### **1.5 Bid Awards**

**1.5.1 Basis for Award:** Bid award, if made, will be based on item pricing to the responsive and responsible bidder who offers the lowest cost to the District in accordance with the specifications and estimated quantities set forth.

**1.5.2 Award Timeline:** After opening of the proposals, the official award date will be no later than May 15, 2024.

**1.5.3 Bid Assessment:** The RFP forms will be analyzed for integrity regarding pack sizes, specifications, etc. All questions that arise during this process will be forwarded to the appropriate contractor contact person. Each contractor is encouraged to provide separate line item pricing on any available products which meet the specification. The line item award will normally be made to the lowest responsible bidder upon completion of product verification and bottom line cost extension comparisons, provided the service and quality are considered to be comparable to that offered by other bidders, but the right is reserved to make the award to other than the lowest bidder when it is in the best interest of the District. The District will be the sole judge as to the conditions affecting such interest. The District reserves the right to check a sufficient number of references as a deciding factor. The District reserves the right to waive any and all formalities and irregularities and to reject any or all bids and add or delete item quantities. Should the RFP contain items that are not bid, the District reserves the right to negotiate with any vendor or award to another vendor.

**1.5.4 Product Rejection:** Any awarded product that subsequently does not conform to quality expectations may be dropped or changed. The District will provide 30 days advance written notice when and if this occurs. Each successful contractor will be given the opportunity to rebid an alternate item as appropriate.

### **SECTION 2: ORDERING AND DELIVERY REQUIREMENTS**

#### **2.1 ORDERING REQUIREMENTS**

**2.1.1 Ordering.** Each individual school will be responsible for placing their own orders on a daily basis.

**2.1.2 Promotions.** If manufacturers' agents or brokers desire to promote a product, approval must be obtained from the Foodservice Director. Individual schools are not to be visited. The Foodservice Director will hold a meeting to present products to the appropriate audience.

Product promotions, sale pricing, handling of credits, etc., will be handled for each school through the Food Service Director and a contractor representative.



## **2.2 DELIVERY REQUIREMENTS**

**2.2.1 Contractor Supply.** *The contractor shall maintain sufficient merchandise levels at all times to insure that there is little, if any, interruption in service in meeting the needs of the District.* The contractor must notify the District Foodservice Director or Food Service Office of anticipated shortages or changes in packing at least 72 hours prior to delivery of such items. Contact should be made during business hours (7:30 AM to 4:30 PM), Monday through Friday, by calling 268-6047 or via email to [shana\\_fennell@gfps.k12.mt.us](mailto:shana_fennell@gfps.k12.mt.us) and [jessa\\_youngers@gfps.k12.mt.us](mailto:jessa_youngers@gfps.k12.mt.us).

**2.2.2 Delivery Schedules.** Deliveries will be scheduled each school day between 6:00 AM and 10:00 AM unless otherwise specified.

**\*\*Earlier deliveries may be arranged at the secondary schools and on special occasions.**

Product is to be placed in the school's coolers as designated by the kitchen manager.

**\*\*If delivery schedules fall behind for any reason, the contractor should notify the affected school and Food Service Office immediately.**

**2.2.3 Minimum Shipments.** Minimum shipments shall not apply to this Agreement.

**2.2.4 Out of Stock.** If the contractor is temporarily out of stock of a particular item, he may deliver an equal or superior product with the *same nutritional value* at an *equal or lower price*, with prior approval of the Food Service Director.

However, in all such instances, each substitution should be labeled clearly as such on each invoice with a separate item code. Substitutions should only exist in "emergency" situations. Frequent substitutions or failure to fulfill the order-to-fill ratio requirements may be cause for cancellation.

**2.2.5 Discontinued Product.** If a product is discontinued, a written explanation from the manufacturer stating that the product is no longer being manufactured must be sent to Jessa Youngers. Letters from brokers and distributors are not acceptable in lieu of a manufacturer's letter.

**2.2.6 Cancellations/Rejections.** Each school reserves the right to cancel part or all of an order without penalty or service charge. Each school reserves the right to inspect goods upon delivery and return said product should the condition or quality of the product be deemed unsatisfactory as determined by authorized school employees. For items that are identified as unsatisfactory upon receipt, the contractor driver shall take said items back and deduct the appropriate dollar amount on all copies of invoices before the school divisions will accept the remaining items on the invoice.

For products that the production manager or other authorized school employee determines to be unsatisfactory after receipt, upon notification, the contractor shall issue a "credit" or "pick-up authorization."

**2.2.7 Deliveries.**

East Middle School: 4040 Central Avenue

Loy Elementary: 501 57<sup>th</sup> Street North  
Chief Joseph Elementary: 5305 3rd Avenue South  
Lewis and Clark Elementary: 3800 1st Avenue South  
Morningside Elementary: 4119 7<sup>th</sup> Avenue North  
Mountain View Elementary: 3420 15<sup>th</sup> Avenue South  
Longfellow Elementary: 1101 7<sup>th</sup> Avenue South  
Lincoln Elementary: 624 27<sup>th</sup> Street South  
Sunnyside Elementary: 1800 19<sup>th</sup> Street South  
Great Falls High School: 1900 2<sup>nd</sup> Avenue South  
Giant Springs Elementary: 520 32<sup>nd</sup> Street North  
Whittier Elementary School: 305 8<sup>th</sup> Street North  
North Middle School: 2601 8<sup>th</sup> Street NE  
Sacajawea Elementary: 630 Sacajawea Drive  
Riverview Elementary: 100 Smelter Avenue  
C.M. Russell High School: 228 17<sup>th</sup> Avenue NW  
Valley View Elementary: 900 Avenue A NW  
West Elementary: 1205 1<sup>st</sup> Avenue NW  
Meadowlark Elementary: 2204 Fox Farm Road  
Paris Gibson Education Center: 2400 Central Avenue  
Skyline Early Learning Family Center: 3300 3<sup>rd</sup> Street NE

All items will be delivered to and placed in the school's coolers as designated by the kitchen manager. Tailgate delivery will not be accepted.

The contractor will provide and maintain in a sanitary manner refrigerated/frozen delivery trucks on which fresh and frozen products are delivered. The successful contractor shall adhere to HACCP principals and standards during procurement, storage, and delivery. All items are to be manufactured, handled and distributed in accordance with state, county, and city laws and regulations. Two or three compartment trucks are preferred so that frozen items remain frozen and damaged boxes are kept to a minimum.

Milk will be subject to random testing of temperature to insure product is received at 45 degrees F or below.

### **SECTION 3: SPECIFICATIONS AND PRICING**

#### **3.0 Requirements**

Requirements designated in this bid must be satisfied. Items must be coded at the time of filling to identify the last permissible day of use. No product will be delivered or accepted that does not provide at least three days of remaining shelf life.

If there is any deviation in the pack, quality, etc. of an item requested, from that described in the specifications, the difference must be clearly indicated. The bidder must also be prepared to provide a sample if requested. If there is a deviation in the pack of an item, and all else appears to satisfy the

specifications as described, the District reserves the right, for evaluation purposes only, to reduce such a deviation to a common denominator, so that equal quantities are considered for all bidders.

### **3.1 Buy American Provision**

As a sponsor of the National School Lunch and School Breakfast Programs, the District will consider only applicable products which comply with the requirements of the “Buy American” Act.

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the NSLP and SBP in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under the programs. The legislation defines “domestic commodity or product” as one that is produced and processed in the United States, substantially using agricultural commodities that are produced in the United States. The report accompanying the legislations stipulated “substantially” means over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.

### **3.2 Pricing**

Prices are to be based on the January 2024 cost per CWT (hundreds weight). The award for all products will remain firm for the entire bid period allowing for pricing adjustments to be made for the next succeeding month equal to the amount of the increase or decrease in Raw Milk Cost. These costs are consistent with the Montana Mil Board minimum raw milk price for the relevant period plus premiums and assessments charged by the co-op producer and regulatory agencies. All pricing must include delivery.

## **SECTION 4: BILLING AND PAYMENT REQUIREMENTS**

**4.0 Invoices:** Each invoice shall indicate food total.

**4.1 Statements:** A separate statement for each school will be prepared monthly. Statements will be forwarded no later than three (3) days after the last working day of the month to the appropriate school division.

Statements must contain:

Name and number of the school.

The total of each individual invoiced delivery for the period.

The total for all credits from shortages or damaged products for the period.

The total of all invoiced deliveries for the period (balance).

**4.2 Payments:** Payment shall be mailed after satisfactory performance of the contract, in accordance with all the provisions thereof, unless unusual circumstances exist. This will be no later than 20 days from the last day of the billing period.

## **SECTION 5: SPECIAL TERMS AND CONDITIONS**

**5.0 Food Laws and Inspection:** All products specified herein shall be processed, packaged and delivered in accordance with regulation of the Montana Department of Health, US Department of Agriculture and requirements of the Federal Food, Drug and Cosmetic Act.

All fresh and refrigerated products shall be free from spoilage.

An authorized representative of the District shall have the right to inspect the premises, facilities, and processing methods for producing items covered by this contract

The contractor must utilize Hazard Analysis Critical Control Point (HACCP) principals and systems to insure that food is purchased, stored and distributed in a sanitary manner. The contractor HACCP plan must be provided upon request. The contractor is encouraged to provide food temperature documentation records upon request.

### **5.1 Buyer/Contractor Relationship**

5.1.1 The contractor is expected to interface with packers on problems related to product pack and quality.

5.1.2 The contractor is encouraged to offer educational in-service and other value added services and will be considered at time of award.

5.1.3 The District shall provide the contractor with menus upon request.

5.1.4 The successful contractor shall provide copies of nutritional analysis, Child Nutrition labels and ingredient statement information for all items within 15 days of bid award.

5.1.5 Upon Foodservice Director request, the contractors shall be able to provide historical data on the number of awarded bid items delivered as of a certain date. This information will primarily be used for estimating quantities on subsequent bids.

5.1.6 The successful contractors must provide a written statement on company letterhead stating that NO DELIVERY DRIVER who has been convicted of any offenses involving sexual molestation (or is currently under investigation) will be involved in the delivery of products to schools.

### **5.2 Non-Performance of Contract and Termination**

Except as may be otherwise provided by this document, the awarded contract may be terminated in whole or in part by either party to the awarded contract in the event of failure by the other party to fulfill its obligations under the awarded contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given:

A At least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and

B An opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.

### **5.3 Equal Employment Opportunity**

In accordance with federal law and USDA policy, the Contractor and District are prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. In addition, the District affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to, Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; Department of Labor Regulation (41/CFR, Part 60), and any additions or amendments thereto.

### **5.4 Clean Air Act and Water Pollution Control Act**

As specified in 7 CFR, Section 3016.36 (i)(12), the Distributor and the District must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 USC 1857(h)), section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA list of Violating Facilities. Violations shall be reported to the USDA and to the USEPA Assistant Administrator for Enforcement (EN-329).

### **5.5 Suspension and Debarment, Voluntary Exclusion**

By signing this contract, the distributor certifies that it is not suspended, debarred, or voluntarily excluded from federal financial or non-financial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred or voluntarily excluded.

Further, the Contractor agrees to notify the SFA by certified mail should the Contractor or any of its agents become debarred, suspended or voluntarily excluded during the term of this Contract

### **5.6 Byrd Anti-Lobbying Amendment**

As specified in 31 U.S.C 1352 (Appendix II of 2 CFR Part 200 (j)), Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer of employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered in 31 U.S.C 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

## Attachment A: Lobbying Certification

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Distributor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Printed Name and Title) Date

Authorized Representative: \_\_\_\_\_  
(Signature) Date

## 2024-2025 BID NUMBERS FROM FOOD SERVICES

ITEM DESCRIPTION	UNIT SIZE	ESTIMATED USAGE	PRICE PER UNIT	Extended Cost
1% Milk	Gallon	75		
1% Milk	Half Pint	83,000		
Fat Free Chocolate Milk	Half Pint	208,000		
Fat Free Milk	Half Pint	16,000		
Lactose Free Milk	1/2 Gal	100		
Sour Cream	5 LB	25		

TOTAL NET BID = \$ \_\_\_\_\_

ANY ADDITIONAL DISCOUNT IF PAYMENT IS ISSUED WITHIN  
10 DAYS OF RECEIPT OR PARTIAL AND/OR COMPLETE INVOICING = \_\_\_\_\_%

Company: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_


Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Please mark your bid plainly on the outside of the envelope as follows:

“Sealed Bid – Dairy Products”

Great Falls Public Schools  
Attn: Business Office – Aly Konecny  
1100 4<sup>th</sup> St S  
PO Box 2429  
Great Falls MT 59403

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. H.

CABINET MEMBER: Heather Hoyer

### TOPIC

Charles M. Russell (CMR) High School Chanteur Choir Tour Travel Request

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

Per [Board Policy 2320 Instruction](#) – *Field Trips, Excursions, and Outdoor Education*, field trips which take students out of school more than two days require Board approval.

CMR Chanteur Choir teacher Jordan Lee is requesting permission to take Chanteur Choir students and chaperones to Seattle, WA, April 17 – 21, 2024. Students will participate in exchange opportunities and clinics at two universities. The trip will culminate with the choir recording their pieces in Lagerquist Hall on the campus of Pacific Lutheran University.

### Discussion

Students will miss two instructional days. The trip is financed with student account money, raised through annual fruit sales. This is a unique trip designed to enhance the Chanteur Choir students' understanding of choir, the diversity of the choir experience, differences amongst other states and school districts, and to strengthen and bond as a choir.

### FISCAL IMPLICATIONS

None

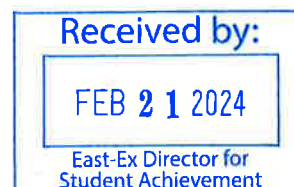
### RECOMMENDATION

The District Board is requested to approve travel of the CMR Chanteur Choir to Seattle, WA on April 17-21, 2024. For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Heather Hoyer at (406) 268-6008.

[Return to Agenda](#)



Jordan Lee  
Charles M. Russell High School  
228 17<sup>th</sup> Ave NW  
Great Falls, MT 59404



February 15, 2024

To the board members of the Great Falls Public Schools:

My name is Jordan Lee, and I am writing to you as a choral director at CMR High School. For the past several years, students have been unable to travel due to health and safety concerns. With this in mind, we are hopeful to expand their musical experiences through travel and interactions with other choirs. The Chanteur choir requests the opportunity to travel to Seattle, WA for a choir tour from April 17-21, 2024. We would leave after school on Wednesday, April 17<sup>th</sup>, therefore only missing two instructional days.

One of our stops would be at Olympia High School for a choir exchange. We would perform for them and vice versa in their auditorium. Hearing other high school choral programs live is a valuable tool in describing characteristics such as tone, placement, blend, and other categories used on Music Festival rubrics. It also encourages singers to examine the diversity of a choir, different repertoire selections, and other differences by state, school district, and more.

In an effort to showcase elite collegiate choir opportunities, we have set up exchanges and clinics with directors at two universities. We will visit Central Washington University in Ellensburg, and Pacific Lutheran University in Tacoma. Many of our students have never visited a college campus before, and a few have never traveled out of the state. During the clinic time, students will engage in a workshop with an expert in the field and gain insights into how we can improve as an ensemble and as individual singers. We will also observe a college rehearsal and what singing at that level entails.

Other goals for this trip are to bond as a choir, gain trust in each other, and celebrate our accomplishments throughout the year. We will be recording our pieces in the fabulous Lagerquist Hall on the PLU campus. This trip will be fully funded by our own fundraising dollars.

We sincerely hope to have the opportunity to expand our horizons and create many memories on a choir tour this year. Thank you for your consideration.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jordan Lee".

Jordan Lee


A handwritten signature in blue ink that reads "Sammie McHale".

Principal signature:

A handwritten signature in blue ink that reads "Dusty Molyn".

Music and Arts Supervisor signature:

A handwritten signature in blue ink that reads "Heather Olson".

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Consent

**AGENDA ITEM NUMBER:** V. I.

**CABINET MEMBER:** Heather Hoyer

### TOPIC

Great Falls High School (GFHS) Health Occupations Students of America (HOSA) Travel Request to the State Leadership Conference in Billings, MT

### STRATEGIC PLAN

#### Student Achievement and Stewardship and Accountability

### BACKGROUND

Per [Board Policy 2320 Instruction](#) – *Field Trips, Excursions, and Outdoor Education*, field trips which take students out of school more than two days require Board approval.

GFHS HOSA advisor Amber Lloyd is requesting the approval of state travel opportunities for GFHS HOSA students this spring. The State Leadership Conference (SLC) is April 3-4, 2024.

### Discussion

7 students from GFHS will attend the state conference in April, along with one chaperone. Students will compete in a variety of health science related events, as well as attend symposiums and network with other HOSA students and industry professionals. Two (2) instructional days will be missed.

### FISCAL IMPLICATIONS

Bus and hotel costs will be paid though State Vo-Ed money and Perkins Grant funding. Fundraising efforts by the students will cover the cost of food and registration fees.

### RECOMMENDATION

The District Board is requested to approve GFHS HOSA students travel to Billings, MT to attend the State Leadership Conference April 3-4, 2024.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Heather Hoyer at (406) 268-6008.

[Return to Agenda](#)

# Great Falls High School

1900 2<sup>nd</sup> Ave. South  
Great Falls, MT 59405  
406-268-6250  
Fax 406-268-6256

GEOFFRY HABEL, Principal  
PAUL CULBERTSON, Associate  
Principal  
SHIANNE CURREY, Associate  
Principal  
TAMI FAULKNER, Associate  
Principal



To: Tom Moore  
From: Amber Lloyd  
Date: February 23, 2024  
Re: GFH HOSA Travel

Dear School Board and Superintendent Moore,

Great Falls High School HOSA would like to request permission to attend the HOSA State Leadership Conference (SCL) in Billings, Montana from April 3-4, 2024. During the State Leadership Conference our students will be given the opportunity to compete in a variety of healthcare related events, attend educational symposiums, tour three different university campuses, and network with HOSA students from across Montana.

Approximately 7 GFH HOSA members will travel along with the CMR HOSA team, leaving early on April 3rd and returning after the awards ceremony on April 4th. The cost of the travel (bus and hotel) will be paid through our State Vo-Ed money along with Perkins Grant funding. Additionally students have been fundraising to cover the cost of food and registration fees.

Thank you for considering our request,


A handwritten signature in black ink, appearing to read "Amber Lloyd".

Amber Lloyd  
GFH HOSA Advisor

A handwritten signature in black ink, appearing to read "Geoffry Habel".

Geoffry Habel  
GFH Principal

A handwritten signature in black ink, appearing to read "Tami Faulkner".

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. J.

CABINET MEMBER: Heather Hoyer

### TOPIC

Great Falls High School (GFHS) Skills USA State Conference Travel Request

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

Per [Board Policy 2320 Instruction](#) – *Field Trips, Excursions, and Outdoor Education*, field trips which take students out of school more than two days require Board approval.

Skills USA competition is designed to give students enrolled in vocational studies a chance to compete against peers from across the state. This is an annual event with winning students advancing to a national competition.

### Discussion

GFHS Skills USA club advisor, Ken Van Lieshout, is requesting permission to take State Sills USA President Brooklynn Newsom and 9 other students, passionate about Career Technical Education and leadership, to Helena, Montana March 24-27, 2024 for their state conference. Students will miss three days of classroom instruction. While in Helena, students will participate in opportunities including leadership building and vocational skill application through competitions that require applied mathematical and applied reading skills. Students will have an additional day of travel when compared to other district schools because it is necessary for state officers, and those applying to be officers, to attend the leadership summit on March 24<sup>th</sup>. The conference commences on March 25<sup>th</sup> with students/chaperones returning to Great Falls on March 27<sup>th</sup>.

### FISCAL IMPLICATIONS

The GFHS Skills USA club and students will cover all costs associated with this conference and student experience. Students who need assistance with out-of-pocket expenses should contact Mr. Van Lieshout and/or administration for support options.

## **RECOMMENDATION**

The District Board is requested to approve the Great Falls High School Skills USA students and advisors to travel to the State Skills USA Competition in Helena, MT March 24-27, 2024.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Heather Hoyer at (406) 268-6008.

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February 28, 2024

Superintendent Heather Hoyer


Great Falls Public School Board members

This letter is to inform you that I Ken Van Lieshout, GFHS Skills USA advisor, plan to travel to Helena on Sunday March 24th and return on Wednesday March 27th. I will be taking the State Officer President Brooklynn Newsom and 9 other students, Tristen Watson, Ethan Nephew, William Anderson, Dayton Liscum, Tanner Giles, Lochlin Kinyon, Lochran Knudsen, Caleb Kronovich, and Jacob Schneider to the State Leadership and Skills Conference. These students are going to attend and compete at the state conference. We will be traveling in a GFPS vehicle on Sunday March 24th and we will be returning Wednesday March 27th.

Sincerely,

Ken Van Lieshout



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Consent

**AGENDA ITEM NUMBER:** V. K.

**CABINET MEMBER:** Heather Hoyer

### TOPIC

Charles M. Russell High School Skills USA State Conference Travel Request

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

Per [Board Policy 2320 Instruction](#) – *Field Trips, Excursions, and Outdoor Education*, field trips which take students out of school more than two days require Board approval.

Skills USA competition is designed to give students enrolled in vocational studies a chance to compete against peers from across the state. This is an annual event with winning students advancing to a national competition.

### Discussion

CMR Skills USA club advisor, Pete Pace, is requesting permission to take 7 students, passionate about Career Technical Education, to Helena, Montana March 25-27, 2024 for their state conference. Students will miss three days of classroom instruction. While in Helena, students will participate in opportunities involving vocational skill application through competitions that require applied mathematical and applied reading skills. Students will participate in competitions in the areas of welding, carpentry, auto-service technology, and others. The conference commences on March 25<sup>th</sup> with students/chaperones returning to Great Falls on March 27<sup>th</sup>.

### FISCAL IMPLICATIONS

The CMR Skills USA club and students will cover all costs associated with this conference and student experience. Some costs may be offset by Perkins Funding. Students who need assistance with out-of-pocket expenses should contact Mr. Pete Pace and/or administration for support options.

### RECOMMENDATION

The District Board is requested to approve the Charles M. Russell High School Skills USA students and advisors to travel to the State Skills USA Competition in Helena, MT March 25-27, 2024.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Heather Hoyer at (406) 268-6008.

[Return to Agenda](#)



February 15, 2024,

Mr. Tom Moore and the  
Great Falls Public School Board

The Skills USA chapter at CM Russel High School requests permission to attend State Skills USA Vocational competitions in Helena, MT on the dates of March 25, 26, and 27th. All costs will be absorbed by the individual chapters and members, as well as Perkins funding.

Skills USA is an organization designed to give students enrolled in our vocational areas of applied academics a chance to participate in a competitive environment against other students from other academic institutions across the state of Montana. In this competition, students have their choice of competing in many different contests ranging from welding to auto-service technology to a competition involving being interviewed for a hypothetical job. The skills and learning experiences they gain from this are multifold. Not only are they getting a chance to realistically apply their skills in many different scenarios, including applied reading, mathematics, the sciences, as well as technical tool and equipment operation, the students are also gaining valuable realistic world work experience and career development in the form of employer presentations and interview contests.

The CMR High Skills USA chapter would like to send a total of 7 students to this year's competition in Helena, MT. Students are going to compete in the areas of Drafting and Carpentry. The chapter roster will include CMR/GFHS Industrial Technology teacher Pete Pace. The students will be staying at the Holiday Inn Express in Helena, MT. The conference will take place on the campus at The Helena College Of Technology.

Thank you for your consideration,




Pete Pace  
CMR Skills USA Advisor  
High School House Instructor



Jamie McGraw  
CMR Principal





 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. L.

CABINET MEMBER: Brian Patrick

### TOPIC

Resolution to Dispose of Unsuitable District Property

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

Montana statutes [MCA 20-6-604](#) and [20-20-204](#) and [Board Policy 7251](#) require that Trustees adopt a resolution whenever a decision is made to sell or dispose of property. The statute further requires that the District provide notice of such sale or disposal (in the same manner as school elections, i.e., publication of notice in a newspaper of general circulation and posting the notice in three public places in the district) and allow 14 days for possible appeal.

### DISCUSSION

Items listed in the attachment are broken and/or are no longer suitable for District use. As appropriate, materials will be offered for purchase on the District website, recycled or taken to the local landfill.

### FISCAL IMPLICATIONS

The advertising required by law will cost the District approximately \$225.00.

### RECOMMENDATION


The District Board is requested to approve the resolution to declare the items listed in the agenda as surplus property.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001 or Director of Business Operations, Brian Patrick, at (406) 268-6050.

[Return to Agenda](#)

## March 2024 Surplus

Quantity	Description	Condition
set	Sound Shells	Fair
120	Desktops	Obsolete
78	Laptops	Obsolete
8	Printers	Obsolete
432	Access Points	Obsolete
25	Chromebooks	Obsolete
2	Miter Saws	Fair
3	Recorders	Obsolete

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Consent

**AGENDA ITEM NUMBER:** V. M.

**CABINET MEMBER:** Stephanie Becker

### TOPIC

Acceptance of Completed Donor-Funded Building Projects Through Great Falls Public Schools Foundation

### BACKGROUND

[Board Policy 7260](#) – Donations, Endowments, Gifts, and Investments provides for accepting gifts that are deemed suitable and appropriate. Donors are required to obtain independent appraisal value of their gift for IRS purposes.

### DISCUSSION

The GFPS Foundation received donor funding for the following building enhancement projects within the District: Lincoln Elementary School Library, Whittier Elementary School Library, Chief Joseph Elementary School Library, and Skyline Early Learning Family Center Playground. These projects have been completed in partnership with the District and funding has been transferred to the District. Total funding is \$233,504 and has resulted in significant improvements for students and teachers alike thanks to the generosity of community donors.

Lincoln - \$30,000; Whittier - \$52,336; Chief Joseph - \$57,543; Skyline - \$93,625; Total \$233,504

### FISCAL IMPLICATIONS


The District is responsible for directing funds toward the designated projects listed above.

### RECOMMENDATION

The District Board is requested to accept the funding and completion of these improvements to District properties with thanks to the donors.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Director of Great Falls Public Schools Foundation Stephanie Becker at (406) 268-6021.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. N.

CABINET MEMBER: Brian Patrick

### TOPIC

Donation of a Baldwin Baby Grand Piano

### STRATEGIC PLAN

Stewardship and Accountability

### BACKGROUND

[Board Policy 7260](#) – *Donations, Endowments, Gifts and Investments*, provides for accepting gifts that are deemed suitable and appropriate. Donors are required to obtain independent appraisal value of their gift for IRS purposes.

### DISCUSSION

Dan Brown is donating a Baldwin Baby Grand Piano to Great Falls Public Schools. It will be used at Charles M. Russell High School.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to accept, with thanks, the gift of a Baldwin Baby Grand Piano to Great Falls Public Schools to be used at Charles M. Russell High School.

For more information about this item, please contact Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)



GREAT FALLS PUBLIC SCHOOLS

**MUSIC and ART DEPARTMENT**

PO Box 2429  
(406)268-6079

March 4, 2024

Dan Brown  
961 Ave D NW  
Great Falls, MT 59405

On behalf of the Great Falls Public Schools Music Department and CMR Music Department, I would like to thank you for your donation of a Baldwin baby grand piano to be used at CM Russell High School. Your donation will definitely be put to good use by the students and faculty at CM Russell for musical productions for decades to come. We have moved the piano to the stage and have stored it in the piano barn for safety and protection and also purchased a dolly for it to make sure it will be safe to move for concerts and events at the school.

Donation details:

Baldwin grand piano, serial number 217619, with bench. Brown finish.


Please be aware that you may deduct the fair market value of your donation off of your taxes if you choose to do so as a charitable contribution. Per GFPS Board Policy (7260), donors are required to obtain independent appraisal value of gifts for IRS purposes.

Thank you again for your generous contribution to the music department of CM Russell High School!

Sincerely,

A handwritten signature in black ink that reads "Dusty Molyneaux". The signature is written in a cursive, flowing style.

Dusty Molyneaux  
Music and Art Supervisor

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. A.

CABINET MEMBER: Tom Hering

### TOPIC

Lowest Qualified Bidder – E-Rate Uninterruptable Power Supply (UPS) Battery Backup Devices

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

The Schools and Libraries Universal Service Support Program, commonly known as the E-rate program, helps ensure that schools and libraries can obtain telecommunications and internet access at affordable rates. The Federal Communication Commission (FCC) adopted the E-rate Modernization Order in 2014 which focuses on expanding funding for wired and Wi-Fi networks in elementary and secondary schools and libraries so that broadband needs can be met in today's world of interactive, individualized digital learning. In 2020, the FCC revised the rules and secured funding for the next five years. Currently, the District qualifies for an 80% discount on eligible equipment and services purchased upon application approval and availability of funding. The discount is calculated each year and is dependent on the number of students eligible for the National School Lunch Program (NSLP). The E-rate program requires applicants to follow a formal process in order to create open and fair competitive bidding.

### DISCUSSION

In 2024, we are requesting to fund a replacement of UPS devices for all District locations. 22 out of 23 UPS backup devices are out of warranty and are not meeting current needs to sustain adequate power. Newer UPS devices will restart automatically when power is restored. Current UPS devices do not restart when power is restored and thereby causes an unneeded delay to restore network and phone services for the school, especially in after-hour incidents. The District will select the most cost-effective bid which provides the District with the flexibility to meet the needs of a growing dependence on online and remote learning environments. The actual total investment for the District and total of E-rate support will be dependent on the price of proposed equipment and services.

### FISCAL IMPLICATIONS


The District, upon application approval and availability of E-rate funding, would purchase the equipment and services necessary to upgrade the connectivity needs of the schools. The District's portion of the cost of these purchases would come from the Technology Fund (28).

## **RECOMMENDATION**

The District Board is requested to approve the lowest qualified bidder, MicroK12, for twenty-two (22) UPS Battery Backup devices and Extended Battery Modules for replacement in all buildings. The total project is \$61,820.00 with Great Falls Public Schools paying 20% - \$12,364.00 from the District Technology Fund (28).

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001 or Director of Information Technology Tom Hering at (406) 268-6068.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. B.

CABINET MEMBER: Luke Diekhans

### TOPIC

Action to Establish 2025-2026 School Year Calendar

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

As excerpted from the Collective Bargaining Agreement (GFEA and GFPS): *1. A committee composed of three teachers, three administrative personnel, three classified personnel, and three parents will be appointed by the Superintendent for the purpose of submitting recommendations for the proposed school calendar to the Superintendent of Schools by January 1. 2. A proposed calendar(s) will be presented to the teachers by the Superintendent of Schools for the teachers' review prior to the presentation of the calendar to the Board by the Superintendent. 3. The school calendar is set by the Board.*

Further, it is set forth that the Board is to determine the school calendar as per GFPS [Board Policy 2100—School Year Calendar and Day](#), as per [MCA 20-3-324—Powers and Duties of the School Board](#) and as per [MCA 20-1-302—School Term, Day and Week](#).

### Discussion

Members of the Calendar Committee met three times (January 18, February 8, and February 29) and developed and discussed options for the 2025-2026 school year.

The Committee narrowed down thirteen (13) options for the 2025-2026 calendar to three options to garner feedback from staff, students, parents, and community members. The committee closely considered the following in setting forth the final three options: start and end dates, number of days in quarters, testing dates, athletic and other activity schedules, number of and frequency of holidays/breaks, PIR days, and payroll spacing.

An opportunity for staff, students, parents, and community members to provide feedback was available from February 9 – 23, 2024.

- 1,294 responses to the survey
- Respondents
  - 40% Community Member with children in GFPS Schools
  - 27% GFPS Staff Member with children in GFPS Schools



- 25% GFPS Staff Member with no children
- 4% Community Member with no children
- 4% Students
- Respondents' recommendation
  - 11% for option A
  - 56% for the option B
  - 33% for option C

Reviewing and discussing the input and other factors at the Committee meeting on February 29, 2024, committee members agreed to recommend the attached 2025-2026 calendar option to the Board. The committee is recommending Option B attached for Board approval.

## **FISCAL IMPLICATIONS**

None

## **RECOMMENDATION**

The District Board is requested to approve Calendar Option B for the 2025-2026 school year calendar as presented.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Human Resources Director Luke Diekhans at 406 268-6010.

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GREAT FALLS PUBLIC SCHOOLS  
GREAT FALLS, MONTANA  
SCHOOL YEAR  
2025-2026

	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
<b>AUGUST</b>						<b>JANUARY</b> (New Year's Day)					
					1					*	*
	4	5	6	7	8		5	6	7	8	9
(Teacher Orientation)	11	12	13	14	15		12	13	14	15	16
	18	19	20	21	22		#	20	21	22	<(23)>
	#	#	FD	28	29		26	27	28	29	30
<b>SEPTEMBER</b> (Labor Day)	*	2	3	4	5	<b>FEBRUARY</b> (President's Day)	2	3	4	5	6
	8	9	10	11	12		9	10	11	12	13
	15	16	17	18	19		*	17	18	19	20
	22	23	24	25	26		23	24	25	26	27
	29	30									
<b>OCTOBER</b>			1	2	3	<b>MARCH</b>	2	3	4	5	{6}
	6	7	8	9	10		9	10	11	12	*
(State Meetings)	13	14	15	#	#		16	17	18	19	20
	20	21	22	23	24		23	24	25	26	(27)
	27	28	29	30	(31)		30	31			
<b>NOVEMBER</b> (Thansgvg)	3	4	5	6	7	<b>APRIL</b> (Spring Break)			1	#	*
	10	11	12	13	14		Δ	7	8	9	10
	17	18	19	20	{21}		13	14	15	16	17
	24	25	#	*	*		20	21	22	23	24
							27	28	29	30	
<b>DECEMBER</b> (Christmas)	1	2	3	4	5	<b>MAY</b>					1
	8	9	10	11	12	(Mem. Day)	4	5	6	7	8
	15	16	17	18	19		11	12	13	14	15
	*	*	*	*	*		18	19	20	21	22
	*	*	*				*	26	27	28	29
						<b>JUNE</b>					
							1	2	3	4	LD
							8	9	10	11	12

\* Holidays

# PIR Days

() End of Quarter

&lt;&gt; End of Semester

First/Last Day

Δ Emergency Make up day

{ } End of Trimester

Student DaysPIR Days

45

4

46

2

43


0

46

1

180

7

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Action

**AGENDA ITEM NUMBER:** VII. C.

**CABINET MEMBER:** Tom Moore

### TOPIC

Second Reading of Revised Board Policies – **1240** – Duties of Individual Trustees; **1610** – Goals and Objectives; **3210** – Equal Education, Nondiscrimination and Sex Equity; and **3310P** – Student Threat Assessment

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

A committee consisting of Superintendent Tom Moore, Director of Business Operations Brian Patrick, Director of Human Resources Luke Diekhans, Executive Directors of Student Achievement Lance Boyd, Jackie Mainwaring and Heather Hoyer, Business Office Lead Aly Konecny, Executive Assistant to the Superintendent Sherri Clark, Administrative Assistant Denise Ostberg, and Trustees Bill Bronson and Paige Turoski, have been meeting to discuss and make changes where necessary on the policies mentioned above.

### Discussion

**Policy 1240** – Language changes as recommended by MTSBA and the Committee

**Policy 1610** – Language changes as recommended by MTSBA and the Committee

**Policy 3210** – Language changes as recommended by MTSBA and the Committee

**Policy 3310P** – Language changes as recommended by MTSBA and the Committee

The first reading of Policies 1240, 1610, 3210, and 3310P was at the February 26, 2024 Board Meeting.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the revised Board Policies 1240, 1610, 3210, and 3310P as presented. For more information about this item, please contact Superintendent Moore at (406) 268-6001.

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5 Duties of Individual Trustees

7 The authority of individual Trustees is limited to participating in actions taken by the Board as a  
8 whole when legally in session. Trustees shall not assume responsibilities of administrators or  
9 other staff members. The Board or staff shall not be bound by an action taken or statement made  
10 by an individual Trustee except when such statement or action is pursuant to specific instructions  
11 and official action taken by the Board.

13 Board members, as individuals, have no authority over school affairs, except as provided by law  
14 or as authorized by the Board.

16 Each Trustee shall review the agenda and any study materials distributed prior to the meeting  
17 and be prepared to participate in the discussion and decision-making for each agenda item.

19 *Unless exempt under Montana law, Trustees shall visit every school at least once per year to*  
20 *examine its management, conditions, and needs in accordance with the procedures adopted at*  
21 *Policy 1520.*

23 All Trustees are obligated to attend Board meetings regularly. Whenever possible, each Trustee  
24 shall give advance notice to the Chairperson *or Superintendent* of the Trustee's inability to attend  
25 a Board meeting. The Chairperson will determine whether the absence is excused or unexcused.  
26 A majority of the Board may confirm or overturn the Chairperson's determination to *excuse a*  
27 *Trustee's absence from a meeting* if requested to do so. The Board shall declare a position vacant  
28 after three (3) consecutive unexcused absences from regular Board meetings or if the trustee has  
29 been absent from the District for sixty (60) consecutive days.

31 Cross Reference:

32 <i>Policy 1113</i>	Vacancies
33 <i>Policy 1520</i>	<i>Board/Staff Communications</i>

35 Legal References:

36 § 20-3-301, MCA	Election and Term of Office
37 § 20-3-308, MCA	Vacancy of Trustee Position
38 § 20-3-324 (22), MCA	Powers and Duties
39 § 20-3-332, MCA	Personal <i>Immunity and Liability</i> of Trustees.

41 Policy History:

42 Adopted on:	July 1, 2000
43 Revised on:	November 25, 2013
44 Revised on:	November 10, 2014
45 <i>Revised on:</i>	

**THE BOARD OF TRUSTEES**

1610

Annual Goals and Objectives

Each year, the District and Board will formulate or review the goals of the District that which reflect the District's strategic plan of education. The goals shall be in writing and shall be available to the staff and to the public. The Superintendent or designee shall report annually to the Board information which reflects the accomplishments towards the goals of the District.

~~Annually, the Superintendent shall submit a report to the Board which shall reflect the degree to which the annual objectives have been accomplished.~~

Integrated Action Plan

The Board shall adopt, with stakeholder input, an integrated strategic action plan to which the district graduate profile is aligned. The Board shall implement, monitor, and evaluate the District action plan and make the plan publicly available on the District's website. The District plan shall be updated at least every three (3) years based on a comprehensive needs assessment with meaningful stakeholder input and feedback that comply, at a minimum, with Policies 1400 and 1420. The plan must clarify what specific steps must be taken to achieve the district graduate profile and reflect a continuous improvement process.

The integrated action plan shall include:

- a. A district graduate profile as defined in 10.55.602 ARM and consistent with Policy 2410R;
- b. The District's educational goals consistent with Policy 2000;
- c. A description of planned progress toward implementing all content and program area standards consistent with Policy 2110 and Policy 2120;
- d. A description of strategies for assessing student progress toward meeting all content standards consistent with Policy 2120;
- e. A professional development component consistent with Policy 5121;
- f. A description of how the District will meet programmatic requirements of state and federal grants;
- g. A description of strategies for addressing the needs of gifted and talented students consistent with Policy 2166, children with disabilities, consistent with Policy 2161 and Policy 2162, English learner students consistent with Policy 2500, and at-risk students as defined in § 20-1-101, MCA and served by Policy 3610.

The District shall report and submit their adopted integrated strategic action plan to the Superintendent of Public Instruction.

Cross Reference:

MTSBA Strategic Governance Policy Series – 1000SG  
Policy 1400 Board Meetings

1	<i>Policy 1420</i>	<i>School Board Meeting Procedure</i>
2	<i>Policy 2000</i>	<i>Goals</i>
3	<i>Policy 2110</i>	<i>Objectives</i>
4	<i>Policy 2120</i>	<i>Curriculum and Assessment</i>
5	<i>Policy 2161</i>	<i>Section 504</i>
6	<i>Policy 2162</i>	<i>Special Education</i>
7	<i>Policy 2166</i>	<i>Gifted and Talented</i>
8	<i>Policy 2410P</i>	<i>Graduation</i>
9	<i>Policy 2500</i>	<i>English Learners</i>
10	<i>Policy 3610</i>	<i>At Risk Student Programs</i>
11	<i>Policy 5121</i>	<i>Professional Development</i>
12		
13	<u>Legal Reference:</u>	
14	<i>§ 20-1-101, MCA</i>	<i>Definitions</i>
15	<i>10.55.601, ARM</i>	<i>Accreditation Standards: Procedures</i>
16	<i>10.55.602, ARM</i>	<i>Definitions</i>
17	<i>10.55.603, ARM</i>	<i>Curriculum and Assessment</i>
18	<i>10.55.701(2)(a), ARM</i>	<i>Board of Trustees</i>
19	<i>10.55.714, ARM</i>	<i>Professional Development</i>
20	<i>10.55.804, ARM</i>	<i>Gifted and Talented</i>
21	<i>10.55.805, ARM</i>	<i>Children with Disabilities</i>
22	<i>10.55.806, ARM</i>	<i>English Learners</i>
23		
24	<u>Policy History:</u>	
25	Adopted on: July 1, 2000	
26	Revised on: June 10, 2019	
27	Revised on:	
28		

Great Falls School District

## STUDENTS

3210

### Equal Education, Nondiscrimination and Sex Equity

Equal education opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designated the following individual to serve as the District's Title IX Coordinator:

Title: ~~Director of Student Services~~  
Name: *Lance Boyd*  
Office Address: 1100 4<sup>th</sup> Street South  
Email: ~~studentservices@gfps.k12.mt.us~~  
Email: [lance\\_boyd@gfps.k12.mt.us](mailto:lance_boyd@gfps.k12.mt.us)  
Phone Number: 406-268-6777

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the Districts Section 504 Coordinator. The Board designated the following individual to serve as the District's Section 504 Coordinator:

Title: ~~Director of Student Services~~  
Name: *Lance Boyd*  
Office Address: 1100 4<sup>th</sup> Street South  
Email: ~~student services@gfps.k12.mt.us~~  
Email: [lance\\_boyd@gfps.k12.mt.us](mailto:lance_boyd@gfps.k12.mt.us)  
Phone Number: 406-268-6777

Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1770-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries.

This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Cross References:

Policy 1770	Board Uniform Complaint Procedure
Policy 3200	Student Rights and Responsibilities
Policy 3215	Students Uniform Complaint Procedure
Policy 3225	Sexual Harassment/Intimidation of Students
<i>Policy 3225P</i>	<i>Sexual Harassment Grievance Procedure</i>
Policy 3226	Bullying/Harassment/Intimidation/Hazing
Policy 3510	School-Sponsored Student Activities
Policy 5215	Personnel Uniform Complaint Procedure

Legal References:

Art. X, Sec. 7, Montana Constitution	Nondiscrimination in Education
§ 49-2-307, MCA	Discrimination in Education
<i>10.55.801, ARM</i>	<i>School Climate</i>
<i>10.55.802, ARM</i>	<i>Opportunity and Educational Equity</i>
<i>10.53.803, ARM</i>	<i>Leaner Access</i>
24.9.1001, et. seq., ARM	Sex Discrimination in Education
Title IX of the Educational Amendment, 20	U.S.C. §1681, et seq. 34 CFR Part 106
	Nondiscrimination on the Basis of Sex in Education
	Programs or Activities Receiving Federal Financial
	Assistance

Policy History

Adopted on:	July 1, 2020
Revised on:	September 9, 2002
Revised on:	November 24, 2014
Revised on:	September 28, 2020
Revised on:	August 23, 2021
<i>Revised on:</i>	



**STUDENTS**

3310P

Student Threat Assessment

The District may establish a threat assessment team for students whose behavior may pose a risk to the safety of the community, school, staff, students or self.

Each team shall:

1. Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a risk to the community, school, staff, students or self;
2. Include persons with expertise in counseling, instruction, school administration, and/or law enforcement and other outside resources as necessary; and
3. Identify members of the internal school community and external community, as appropriate, who should be informed of behavior; and
4. Utilize available forms and procedures for the assessment of and intervention with students whose behavior poses a risk to the safety of the community, school, staff, students or self, including response plans.


All District employees, volunteers, and contractors are required to report any expressed risks or behavior that may represent a risk to the community, school, or self. In cases determined to be appropriate, teams shall follow established procedures for referrals to community services, boards, or health care providers for evaluation or treatment when appropriate.

Upon a preliminary determination that a student poses a high or extreme risk of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the Superintendent or designee. The Superintendent or designee shall immediately attempt to notify the student's parent or legal guardian *to secure consent prior to their child's participation in the threat assessment*. Nothing in this policy shall prevent a District employee from acting immediately to address an imminent risk.

The Superintendent may establish a committee charged with oversight of the threat assessment teams. An existing committee may be designated to assume the oversight responsibility; however, any such team may include individuals with expertise in community resources, education, school administration, mental health, medical, and/or law enforcement.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by Board Policy and Montana law. The District may, in accordance with the provisions in Policy 3600R, release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

1	<u>Cross References:</u>	
2	<i>Policy 2158</i>	<i>Parental and Family Engagement</i>
3	<i>Policy 3305</i>	<i>Seclusion and Restraint</i>
4	<i>Policy 3310</i>	<i>Student Discipline</i>
5	<i>Policy 3410</i>	<i>Student Health</i>
6	<i>Policy 3431</i>	<i>Emergency Treatment</i>
7	<i>Policy 3600R</i>	<i>Student Records</i>
8		
9	<u>Legal References:</u>	
10	<i>§ 20-3-324(20), MCA</i>	<i>Powers and Duties</i>
11	<i>§ 40-6-701, MCA</i>	<i>Parental Rights</i>
12	<i>37.111.825, ARM</i>	<i>Health Supervision and Maintenance</i>
13	<i>20 U.S.C. 1232h(b)</i>	<i>General Provisions Concerning Education</i>
14		
15	<u>Policy History</u>	
16	<i>Adopted on:</i>	<i>April 11, 2022</i>
17	<i>Revised on:</i>	

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Action

**AGENDA ITEM NUMBER:** VII. D.

**CABINET MEMBER:** Jackie Mainwaring

### TOPIC

Approval of Charter School Contract with the Montana Board of Public Education

### STRATEGIC PLAN

#### STUDENT ACHIEVEMENT

### BACKGROUND

The board is asked to approve the contract for a charter school between Great Falls Public Schools and the Montana Board of Public Education.

### Discussion

This 5-year contract is required by the charter legislation and outlines the conditions of the charter. This contract was sent to Great Falls Public Schools and was required to be returned between board meetings.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the contract for charter between Great Falls Public Schools and the Montana Board of Public Education.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Jackie Mainwaring at (406) 268-6006.

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## INITIAL PUBLIC CHARTER CONTRACT

This agreement, executed on this 28 day of February 2024 by and between the Montana **Board of Public Education** and the **Charter Governing Board** of Great Falls Core Elementary School (collectively, the "**Parties**").

### WITNESSETH:

WHEREAS the State of Montana (the "**State**") enacted the Public Charter Schools Act (the "**Act**"); and

WHEREAS pursuant to 20-6-804, MCA, the **Board of Public Education** has the authority to (i) approve applications to establish public charter schools in the State, (ii) thereafter to enter into a **Charter Contract** with applicants setting forth the terms and conditions under which a public charter school shall operate, and (iii) may thereafter renew a **Charter Contract** for a period of up to five years; and

WHEREAS an application was submitted to the **Board of Public Education** for establishment of a new public charter school pursuant to the **Act**, which the **Board of Public Education** approved;

NOW, THEREFORE, in consideration of the mutual covenants, representations, warranties, and agreements contained herein, the **Parties** hereby agree as follows:

#### 1. Definition of Terms

- 1.1. **Board of Public Education**: the board created by Article X, section 9(3), of the Montana constitution and 2-15-1507, MCA.
- 1.2. **Charter Contract**: a fixed-term, renewable contract between a **Charter Governing Board** of a public charter school and the **Board of Public Education** that outlines the roles, powers, responsibilities, and performance expectations for each party to the contract.
- 1.3. **Charter Governing Board**: the elected board of trustees of a public charter school district exercising supervision and control over a public charter school or the **Local school board** that is a party to the **Charter Contract** with the **Board of Public Education** and that exercises supervision and control over a public charter school pursuant to a **Charter Contract**. Each **Charter Governing Board** is entitled to operate one **school** in one or more **sites** for each **Charter Contract** issued to it.
- 1.4. **Local school board**: a preexisting board of trustees exercising supervision and control of the schools and programs of a local school district pursuant to Article X, section 8, of the Montana constitution and the laws of the state of Montana.
- 1.5. **Located school district**: the school district in which a proposed, preoperational, or operational public charter school is located and from which the separate boundaries of the public charter school district are proposed to be formed. When a public charter school district is formed, the boundaries of the public charter school district are removed from the territory of the located school district.
- 1.6. **Noncharter public school**: any public school that is under the supervision and control of a **Local school board** or the state and is not operating pursuant to a **Charter Contract**.
- 1.7. **School**: a vehicle for the delivery of a complete educational program to students that has: independent leadership; dedicated staff; and defined facilities. A **Charter Governing Board** may have the authority to operate more than one **school** so long as a **Charter Contract** has been issued for each such **school**. A **school** may be housed in more than one physical **site**. The **Charter Governing Board** of a public charter school shall function as a Local Educational Agency (LEA). A public charter school is responsible for meeting the requirements of a LEA under applicable federal, state, and local laws, including those relating to special education. The **Charter Governing Board** is responsible for special education at

the school, including identification and service provisions, and is responsible for meeting the needs of enrolled students with disabilities.

- 1.8. **Site:** one of a number of facility locations for a single public charter school typically representing a grade range (for example, K-6 site, 7-8 site, or 9-12 site). A site would not be its own LEA, ESSA, or state Accountability Designation unit. More than one public charter school building tightly clustered (i.e., a campus) would operate as a "single site."

2. Establishment of the Great Falls Core Elementary School.

- 2.1. Charter Agreement. This agreement (the **Charter Contract**), which specifically incorporates the following:

- 2.1.1. certain terms of operation set forth collectively and attached hereto in Exhibit A, and shall incorporate the initial charter applications or proposals of any additional schools that may hereafter be approved by the **Board of Public Education**, and which shall be hereafter referred to collectively as the Terms of Operation (the "**Terms of Operation**");
- 2.1.2. the Monitoring Plan, attached hereto as Exhibit B (the "**Monitoring Plan**"), which shall incorporate applicable monitoring procedures which must be completed by the **Charter Governing Board**;
- 2.1.3. the Performance Framework developed by each **school** to be operated by the **Charter Governing Board** or to be developed during the first year of operation by any additional school the **Charter Governing Board** may be permitted to operate, and further described herein and set forth in Exhibit C, (the "**Performance Framework**");
- 2.1.4. the Additional Assurances and Variances to Standards, if any, set forth in Exhibit D (the "**Additional Assurances and Variances to Standards**");

- 2.2. Purpose. This **Charter Contract** is entered into for the purpose of authorizing the establishment of a public charter school that meets identified educational needs and promotes a diversity of educational choices. The **Charter Governing Board** shall operate a public charter school consistent with the terms of the **Charter Contract** and all applicable laws and administrative rules to create an innovative and high-performing public charter school under the general supervision of the **Board of Public Education** and under the supervision and control of the **Charter Governing Board** who are elected by the qualified electors in the community where the public charter school is located.

- 2.3. Applicable Law and Venue. Montana law governs this **Charter Contract**. Except as provided in 20-6-811, MCA, and this **Charter Contract**, the **Charter Governing Board** is subject to the provisions in Title 20 of the Montana Code Annotated and any state local rule, regulation, policy, or procedure relating to noncharter public schools within the **located school district**. The parties agree that any litigation concerning the **Charter Contract** must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees.

- 2.4. Authority to Operate; Effective Date; Term. The **Board of Public Education**, as the sole entity authorized to enter into charter contracts, having approved the **Charter Governing Board** to operate a public charter school on January 19, 2024, authorizes the **Charter Governing Board** to open and commence operation of a **school** on July 1, 2024. This **Charter Contract** is effective upon the signing of both parties for a term of five (5) years commencing on July 1, 2024, and ending on June 30, 2029. The **Charter Contract** may be renewed pursuant to 20-6-809, MCA, or extended pursuant to the terms herein.

- 2.4.1. Planning Years, Effect. The **Charter Governing Board** shall continue or commence instruction, as the case may be, in conformity with the schedule set forth in the Terms of Operation for each **school** it is permitted to operate.

- 2.4.1.1. Subject to the foregoing limitation, planning years applicable to any school or schools set forth in the Terms of Operation shall not require further approval of the **Board of Public Education** or constitute a revision to the **Charter Contract**.

- 2.4.1.2. The **Charter Governing Board** may take one (1) additional planning year pursuant to 20-6-806, MCA. In this case, the **Board of Public Education** will authorize a delayed effective date commencing on July 1, 2025, and ending on June 30, 2030, for a term of five (5) years.
- 2.4.1.3. In the event the **Charter Governing Board** is unable to open a **school** or **schools** by such date(s) the **Charter Contract** issued that permitted the **Charter Governing Board** to operate such school(s) shall be deemed to be void *ab initio*.

### 3. Governance

- 3.1. Status. The **school** shall be governed by the **Charter Governing Board**, as updated by subsequent election and approval, resignation, removal, or other disposition in accordance applicable law. The **Charter Governing Board** shall have final authority for policy and operational decisions of the **school** although nothing herein shall prevent the **Charter Governing Board** from delegating decision-making authority to officers, employees, and agents of the **Charter Governing Board**. In addition:
- 3.1.1. The **Charter Governing Board** shall establish and appoint members of an advisory board to provide recommendations and insight regarding the public charter school's operations. Members of the advisory board must include members with knowledge or experience in the mission or focus of the public charter school.
- 3.1.2. The **Charter Governing Board** and its officers, directors, members, and partners, have a duty of care for complying with the provisions of this **Charter Contract**, all applicable laws, administrative rules, regulations, and reporting requirements.
- 3.2. Code of Ethics and Conflicts of Interest. The **Charter Governing Board**, its trustees, officers, and employees shall abide by the code of ethics and/or conflicts of interest policy set forth in existing **Local school board** approved policies, which must conform to applicable law, and include standards with respect to disclosure of conflicts of interest regarding any matter brought before the **Charter Governing Board**.
- 3.3. Bylaws. The **Charter Governing Board** shall provide notice to the **Board of Public Education** within five (5) business days regarding any proposed amendment to its bylaws, policies, or operating procedures that may impact the operation of a public charter school within its geographic boundaries.

### 4. School Operations

- 4.1. Age; Grade Range; Number of Students. Each **school** operated by the **Charter Governing Board** shall provide instruction to pupils in such ages, grades, and numbers in each year of operation as set forth in the Terms of Operation. The **Charter Governing Board** shall annually determine the capacity of the **school** in consideration of the **Charter Governing Board's** assessment of its ability to facilitate the academic success of students, to achieve the objectives specified in the **Charter Contract**, and to ensure that student enrollment does not exceed the capacity of its designated **site**.
- 4.2. Admissions; Enrollment; Attendance; Transfer. The **Charter Governing Board** shall have in place and implement comprehensive policies for admissions, enrollment, and attendance, which policies shall be approved by the **Charter Governing Board** and shall be consistent with applicable law and regulations. Such policies shall provide in detail the procedures and practices utilized by each **school** in regard to admission, enrollment, attendance and withdrawal including, *inter alia*, the period in which applications for admission shall be timely, how to obtain an application for admission, the practices in operating the random selection process, the maintenance of a wait list, the implementation of enrollment preferences, and the taking of student attendance. With the exception of any changes in the at-risk school design factors, the **Charter Governing Board** shall have the authority to make changes to such policies and such changes shall not require the permission of the **Board of Public Education**.

or constitute a revision to the **Charter Contract**. Such changes, however, must be consistent with applicable law and regulations.

- 4.3. **Marketing.** The **Charter Governing Board** shall utilize reasonable outreach and marketing measures to make potential applicants aware of opportunities for enrollment at each of its schools.
- 4.4. **Insurance.** The **Charter Governing Board** shall, at its own expense, purchase and maintain the insurance coverage for liability and property loss for each **school** or **site** as is described in the Terms of Operation together with any other additional insurance that the **Charter Governing Board** deems necessary. Such insurance policies shall continue in effect. In the case of additional **schools**, the applicable insurance must be in effect prior to employees or students being present. The **Charter Governing Board** shall provide the **Board of Public Education** with certificates of insurance or other satisfactory proof evidencing coverage including, but not limited to, renewal policies, or additions, riders or amendments thereto covering additional schools. All such insurance policies shall contain a provision requiring notice to the **Board of Public Education**, at least thirty (30) days in advance, of any material change, nonrenewal or termination. Notwithstanding any provision to the contrary, the **Charter Governing Board** shall take all steps necessary to comply with any additional regulations made applicable to public schools.
- 4.5. **Contracting with Educational Service Providers.** Any entity that provides all or a substantial subset of all services necessary to operate and oversee any school's educational program on a fee basis and pursuant to a fee-based contract shall be known as an educational service provider ("Educational Service Provider") and the contract under which such services are provided shall be referred to as a management contract ("Management Contract"). Any other contractual arrangements including, but not limited to, leases, subleases, lease-purchase agreements, credit facilities, loan agreements, promissory notes, negotiable instruments, and other debt instruments, that are contemplated between the **Charter Governing Board** on the one hand and the Educational Service Provider, its partners, parents, subsidiaries, agents, and affiliates (including any entity that holds an economic interest in the Educational Service Provider) on the other, shall be known collectively, together with the Management Contract, as ESP Contracts ("ESP Contracts"). The following requirements and provisions relating to Educational Service Providers, Management Contracts and ESP Contracts shall apply.
  - 4.5.1. Except as otherwise provided in this **Charter Contract**, the **Board of Public Education** reserves the right to review and disapprove for good cause shown any and all ESP Contracts that the **Charter Governing Board** seeks to execute, amend, or renew during the time that this **Charter Contract** is in effect. Good cause shown includes, but is in no way limited to, a finding that the ESP Contract(s) at issue does not, under the totality of the circumstances, allow the **Charter Governing Board** effective and sufficient means to hold the Educational Service Provider accountable including means to terminate the Educational Service Provider without placing the school's further existence in peril.
  - 4.5.2. To facilitate the **Board of Public Education's** rights of review and disapproval, the **Charter Governing Board** shall provide the **Board of Public Education** with any proposed ESP Contract or proposed material amendment thereto no later than thirty (30) days prior to the proposed date of execution. In addition to the foregoing, prior to a school's first year of operation, and where no prior Management Contract has been in place for that school, the **Charter Governing Board** must submit the proposed Management Contract to the **Board of Public Education** by no later than July 1 immediately preceding the start of the school year. When submitting an ESP Contract, the **Charter Governing Board** must include a written opinion of the **Charter Governing Board's** legal counsel stating that the ESP Contract has been reviewed by legal counsel to the **Charter Governing Board**. Within thirty (30) days of receiving the proposed ESP Contract, the **Board of Public Education** shall notify the **Charter Governing Board** if

the agreement is disapproved, except that the **Board of Public Education**, at their discretion, may extend the review period an additional thirty (30) days. It is expressly understood that should the **Board of Public Education** not disapprove an ESP Contract, the **Board of Public Education** by such action(s) are in no way endorsing or approving the contract, the fee arrangements if any or any other provisions contained therein.

4.5.3. To the extent that the Terms of Operation contemplate that any of the **Charter Governing Board's** schools would be operated with the assistance of an Educational Service Provider pursuant to a Management Contract, the **Charter Governing Board** shall obtain the prior written approval of the **Board of Public Education** prior to operating the school without such Educational Service Provider's assistance. Notwithstanding the above, it is understood that circumstances may require the **Charter Governing Board** to terminate and/or not renew a Management Contract and thereafter operate a school without the services of the Educational Service Provider identified in the Terms of Operation (or otherwise subsequently approved by the **Board of Public Education**) prior to obtaining the permission of the **Board of Public Education**. Where the **Board of Public Education** determines, at their sole discretion, that such circumstances exist, and the **Charter Governing Board** has made good faith efforts to timely inform the **Board of Public Education** of the circumstances, the **Board of Public Education** may waive the **Charter Governing Board's** breach of the prior permission requirement and allow the **Charter Governing Board** to seek permission ex post facto.

4.5.4. Management Contracts shall set forth with particularity, inter alia, the extent of the Educational Service Provider's participation in the organization, operation and governance of the **Charter Governing Board** and any school, and contain a provision requiring the Educational Service Provider to provide the **Board of Public Education** access to its annual financial statements and audit.

#### 4.6. Educational Programs.

4.6.1. The **Charter Governing Board** shall implement and provide educational programs at its school(s) that are designed to permit and do permit students to meet or exceed the performance standards adopted by the **Board of Public Education** and the goals, and measures of progress towards those goals, of the school(s) as set forth in the Performance Framework. Subject to the immediately foregoing requirements, the **Charter Governing Board** shall have the right to make any modifications to the educational programs of its schools as it deems necessary including, but not limited to, the curriculum, pedagogical approach, and staffing structure, and such modifications shall not require the permission of the **Board of Public Education** or be deemed a revision to the **Charter Contract**, provided however, that any such modifications shall be generally consistent with the Terms of Operation and applicable law, and the **Charter Governing Board** reports such modifications as part of its annual report.

4.6.2. Subject to any restraints in the Act or this **Charter Contract**, the **Charter Governing Board** may offer or share programs, settings, classes, and services between and among schools including grade level programs, specialized programs such as programs for students with disabilities or English language learners, and other programs so long as each such program is described in the Terms of Operation, each student participating in such program is included in the enrollment and Performance Framework of the student's sending school, unless the **Board of Public Education**, in their sole discretion, otherwise permit.

4.7. Performance Frameworks. By October 31 of the school year in which any school first commences instruction, the **Charter Governing Board** shall ensure that such school creates a Performance Framework, which plan upon its completion shall be incorporated into the **Charter Contract** as a Term of Operation. The Performance Framework shall replace and substitute for the assessment measures and educational goals and objectives set forth in the school's charter application in the Terms of Operation, but shall not provide for less stringent



assessment measures or educational goals and objectives than those set forth in the school's charter application. The **Charter Governing Board** understands that any school's success in meeting the goals and measures set forth in its Performance Framework shall be the predominant criterion by which the success of the school's education program will be evaluated by the **Board of Public Education** upon the **Charter Governing Board's** application for renewal of the authority to operate such school.

- 4.8. **Monitoring Plan and Oversight.** The **Charter Governing Board** acknowledges that the **Board of Public Education**, or their authorized agents, have the right to visit, examine into and inspect the **Charter Governing Board** as well as any school or program the **Charter Governing Board** may operate pursuant to a **Charter Contract** and any records related to any of the foregoing. To permit the **Board of Public Education** to fulfill their oversight function under the Act and ensure that the **Charter Governing Board** and each of its schools is in compliance with all applicable laws, rules and regulations and the terms and conditions of this **Charter Contract**, the **Charter Governing Board** agrees to abide by the Monitoring Plan, the requirements of which are set forth at Exhibit B.
- 4.9. **Education of Students with Disabilities.** The **Charter Governing Board** shall provide services and accommodations to students with disabilities as set forth for each school in the Terms of Operation and the Individuals with Disabilities Education Act (20 U.S.C. § 1401 et seq.) (the "IDEA"), the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) (the "ADA"), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504"), all applicable regulations promulgated pursuant to such federal laws, and the individualized education program ("IEP") of each student as determined by the IEP Team formed consistent with 34 CFR § 300.321. Each school shall provide such appropriate and required services either directly, cooperatively with another school operated by the **Charter Governing Board**, or by contract with another provider.

## 5. School Personnel

- 5.1. **Status.** The **Charter Governing Board** shall employ and/or contract with necessary personnel. The **Charter Governing Board** shall provide written notice to the **Board of Public Education** within five (5) business days of the hiring or departure (by resignation or dismissal) of the administrator, principal, or head of any school, however designated. The organizational structure of the **Charter Governing Board** and each school shall be consistent with the structures set forth in the Terms of Operation.
- 5.2. **Personnel Policies; Staff Responsibilities.** The **Charter Governing Board** shall make available in written form its hiring and personnel policies and procedures for the school, including the qualifications required by the **Charter Governing Board** in the hiring of teachers, school administrators, and other school employees as well as a description of staff responsibilities. Such policies and procedures shall be consistent with those set forth in the Terms of Operation, and should clearly indicate that the **Board of Public Education** shall have access to all personnel files to the extent permissible by law.
- 5.3. **Background Checks; Fingerprinting.** The **Charter Governing Board** shall establish, maintain, and implement procedures for conducting fingerprint-based background checks.

## 6. Financial Operations

### 6.1. Management and Financial Controls.

- 6.1.1. The **Charter Governing Board** shall at all times maintain appropriate governance and managerial procedures and financial controls and maintain the same at each public charter school, program or other activity operated by the **Charter Governing Board**.
- 6.1.2. The **Charter Governing Board** shall provide a statement to the **Board of Public Education**, no later than one hundred and twenty (120) days after the date of execution of the **Charter Contract**, concerning the status of management and financial controls

- (the "Initial Statement") of the school. The Initial Statement must address whether the **Charter Governing Board** has documented adequate controls at that school relating to:
- 6.1.2.1. (i) preparing financial statements in accordance with generally accepted accounting principles ("GAAP");
  - 6.1.2.2. (ii) payroll procedures;
  - 6.1.2.3. (iii) accounting for contributions and grants;
  - 6.1.2.4. (iv) procedures for the creation and review of quarterly financial statements, which procedures shall specifically identify the individual who will be responsible for preparing and reviewing such financial statements for the **Charter Governing Board** and for each applicable public charter school; and,
  - 6.1.2.5. (v) appropriate internal financial controls and procedures.
- 6.2. The Initial Statement shall be reviewed and ratified by the **Charter Governing Board** prior to its submission to the **Board of Public Education**.
- 6.2.1 If the financial controls proposed in the **Charter Governing Board's** Initial Statement are substantially similar (i.e., no material difference) with financial controls currently in place and used by the **Local school board**, the **Charter Governing Board** shall include a copy of its most recent completed audit when submitting the Initial Statement. The **Board of Public Education** may require additional evidence to verify the correction of any deficiencies noted in the audit.
  - 6.2.2 If the financial controls proposed in the **Charter Governing Board's** Initial Statement are materially different from financial controls currently in place and used by the **Local school board**, the **Charter Governing Board** shall retain, when possible, an independent certified public accountant or independent certified public accounting firm licensed in the State to perform an agreed-upon procedures engagement. The purpose of the engagement will be to assist the **Charter Governing Board** in evaluating the Initial Statement and the procedures, policies, and practices established thereunder. The **Board of Public Education** may require additional evidence to verify the correction of all such deficiencies.
- 6.3. Financial Statements; Interim Reports. All financial statements that the **Charter Governing Board** is required to prepare shall be in accordance with GAAP then in effect. During each year of operation, the **Charter Governing Board** shall prepare and submit to the **Board of Public Education** a quarterly unaudited statement of income and expenses for that preceding quarter in such form and electronic format as prescribed and disseminated by the **Board of Public Education** to include, but not be limited to, certain financial statements for each public charter school operated by the **Charter Governing Board**.
- 6.4. Audits.
- 6.4.1. For so long as the Office of Public Instruction's currently operative audit letter does not identify charter school financial statements as a category that must be audited, the **Charter Governing Board** shall retain either an independent certified public accountant or certified public accounting firm licensed in the State to perform annually an audit of the **Charter Governing Board's** annual financial statements related to public charter schools. Should the Office of Public Instruction's currently operative audit letter identify charter school financial statements as a category that must be audited, however, the **Charter Governing Board** shall retain an independent certified public accountant or certified public accounting firm licensed in the State to perform annually an audit of the **Local school board's** annual financial statements. The independent audit of the **Charter Governing Board's** financial statements must be performed in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, as well as any additional requirements and guidelines that may be provided by the **Board of Public Education**. The audited financial statements must be submitted to the **Board of Public Education** within ten (10) business days of receipt of any such complete and final audit report.

- 6.4.2. A **Charter Governing Board** that contracts with an Educational Service Provider must submit to the **Board of Public Education** audited financial statements of the Educational Service Providers by October 31 of each year.
- 6.5. Fiscal Year. The fiscal year of the **Charter Governing Board** shall begin on July 1 of each calendar year of the term of the initial **Charter Contract** and shall end on June 30 of the subsequent calendar year.
- 6.6. Annual Budgets and Cash Flow Projections.
  - 6.6.1. Except in the first year of operation, a **Charter Governing Board** shall prepare and provide to the **Board of Public Education** a copy of its annual budgets and cash flow projections for each public charter school it has been authorized to operate each fiscal year by no later than August 30 of the immediately preceding fiscal year.
  - 6.6.2. All annual budgets and cash flow projections shall be in such form and electronic format as prescribed and disseminated by the **Board of Public Education**.
- 6.7. Release of Funding. In the first year of the public charter school operations, if, after the October enrollment count, a public charter school does not meet the eligibility requirements for separate budget unit status and basic entitlement pursuant to 20-6-812, MCA, public charter schools receiving a basic entitlement will be subject to the return of overpayment provisions under 20-9-344, MCA.
7. Reporting Requirements
  - 7.1. Annual Reports. No later than July 1 succeeding a school year in which any public charter school provided instruction, the **Charter Governing Board** shall submit to the **Board of Public Education** an Annual Report for each such public charter school setting forth the academic program and performance of each public charter school for the preceding school year. The Annual Report shall be in such form as shall be prescribed by the **Board of Public Education** and shall include at least the following components.
    - 7.1.1. A discussion of each school's progress made towards achievement of the goals set forth in the Terms of Operation including its Performance Framework.
    - 7.1.2. A report on the progress of each public charter school in meeting the goals and measures of the Performance Framework during the last school year (the "Performance Framework Progress Report"). The Performance Framework Progress Report must contain data addressing each goal and measure in the school's Performance Framework and should report data as may be required by the **Board of Public Education** in order for the **Board of Public Education** to substantiate outcomes. The Performance Framework Progress Report shall be prepared pursuant to any requirements set forth by the **Board of Public Education**. Should the Performance Framework Progress Report indicate that the school has not met one or more of the goals in its Performance Framework, the **Board of Public Education** may require the **Charter Governing Board** to submit a corrective plan for the school pursuant to this **Charter Contract**.
    - 7.1.3. The statement of assurances relating to compliance with requirements under the **Charter Contract** and applicable law, the form and requirements of which shall be determined by the **Board of Public Education**.
    - 7.1.4. A brief statement setting forth changes to the school's educational program and mission as well as governing and organizational structures, during the previous fiscal and school year.
  - 7.2. Financial Reports. The **Charter Governing Board** shall provide the financial reports required by this **Charter Contract** pursuant to the terms and dates specified therein.
8. Renewal, Corrective Action, and Termination
  - 8.1. School Renewal. No later than June 30 of each year, the **Board of Public Education** shall issue a public charter school performance report and charter renewal application guide to the **Charter Governing Board** of any public charter school whose charter will expire the following

- year. The performance report must summarize the public charter school's performance record and must provide notice of any weaknesses or concerns perceived by the **Board of Public Education** that may jeopardize renewal if not rectified. The **Charter Governing Board** shall respond to the performance report and submit any corrections or clarifications within 90 days.
- 8.2. No later than February 1, the **Charter Governing Board** shall submit to the **Board of Public Education** a renewal application to extend the authority to operate a school (the "School Renewal Application"). The School Renewal Application shall conform to 20-6-809, MCA, and the **Board of Public Education's** guidelines and contain:
- 8.2.1. a report of the progress of the school in achieving the educational objectives set forth in the Terms of Operation;
  - 8.2.2. a detailed financial statement disclosing the cost of administration, instruction, and other spending categories for the school that will allow a comparison of such costs to other schools;
  - 8.2.3. copies of each of the Annual Reports of the school including the school report cards and certified financial statements;
  - 8.2.4. evidence of parent and student satisfaction at the school; and
  - 8.2.5. such other material and information as is required by the **Board of Public Education**.
- 8.3. Approval or Denial of School Renewal. The **Board of Public Education** shall either approve or deny the School Renewal Application. In the event that the School Renewal Application is not approved, the **Charter Governing Board** shall close the school at the end of the school year that corresponds with the end of the period the **Charter Governing Board** may operate the school pursuant to this **Charter Contract**, and the **Charter Governing Board** shall follow the procedures for school closure as established by the **Board of Public Education**. In the event that the School Renewal Application is granted in whole or part, the **Board of Public Education** shall enter into a proposed renewal **Charter Contract** to allow the **Charter Governing Board** to operate the school for an additional period of time in accordance with the **Board of Public Education's** renewal practices. Nothing herein shall obligate the **Board of Public Education** to approve a School Renewal Application.
- 8.4. Corrective Plans. If the **Board of Public Education** determines that the **Charter Governing Board** or any of its charter schools, programs or sites is not progressing toward one or more of the performance or education goals set forth in the **Charter Contract**, that the quality of a charter school's, program's or site's educational program or the **Charter Governing Board's** governance practices are not satisfactory, or that the **Charter Governing Board** or any of its charter schools or sites is not in compliance with the terms and conditions of the **Charter Contract** including the Monitoring Plan, then the **Board of Public Education**, in consultation with the **Charter Governing Board**, may develop and require the **Charter Governing Board** to implement a corrective plan ("Corrective Plan"). Nothing contained herein shall require the **Board of Public Education** to undertake the development of a Corrective Plan to terminate the authority to operate a charter school, site or program, place the **Charter Governing Board** on probationary status, or initiate mandatory remedial action in accordance with the Act or the **Charter Contract**. The terms and conditions of a remedial plan may include, but are not limited to, the termination of the authority of the **Charter Governing Board** to operate a particular charter school, site, or program.
- 8.5. Grounds for Charter Termination or Revocation. The **Charter Contract** may be terminated and revoked:
- 8.5.1. by the **Board of Public Education** in accordance with the Act; or,
  - 8.5.2. by mutual agreement of the Parties hereto.
- 8.6. Grounds for School Closure. The **Charter Governing Board's** authority to operate any charter school, site, or program may be terminated or revoked:
- 8.6.1. should the **Board of Public Education** determine that one of the grounds set forth in the Act apply to such charter school, site, or program; or

- 8.6.2. by mutual agreement of the Parties hereto.
- 8.7. Notice and Procedures.
- 8.7.1. Should the **Board of Public Education** determine that one of the grounds for termination or revocation of the **Charter Contract** as defined under the Act has occurred or is occurring, the **Board of Public Education** may, at their discretion, elect as follows:
- 8.7.1.1. to terminate the **Charter Contract**; or
- 8.7.1.2. terminate the **Charter Governing Board's** authority to operate one or more charter schools, programs, or sites, or any combination thereof; or,
- 8.7.2. Should the **Board of Public Education** elect to terminate the **Charter Contract**, the **Board of Public Education** shall provide notice of such to the **Charter Governing Board** at least thirty (30) days prior to the effective date of the proposed termination. Such notice shall include a statement of reasons for the proposed termination. Prior to termination of the **Charter Contract**, the **Charter Governing Board** shall be provided an opportunity to be heard and present evidence in opposition to termination.
- 8.7.3. Should the **Board of Public Education** elect to terminate the authority of the **Charter Governing Board** to operate a charter school or site, the **Board of Public Education** shall provide notice of such to the **Charter Governing Board** at least thirty (30) days prior to the effective date of the proposed action.
- 8.8. Effect of Termination. In the event of termination of the **Charter Contract**, whether prematurely or otherwise, the **Charter Governing Board** agrees to follow any additional procedures required by the **Board of Public Education** to ensure an orderly dissolution or transition process, including the implementation of a school closure plan as provided by the **Board of Public Education**.

## 9. Other Covenants and Warranties

### 9.1. Indemnification and Acknowledgements

- 9.1.1. Indemnification: The **Charter Governing Board** shall indemnify, defend, save and hold harmless the **Board of Public Education**, the State of Montana, its departments, agencies, boards, commissions, universities and its officers, officials, agents and employees ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) ("Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the **Charter Governing Board** or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of the **Charter Governing Board** to conform to any federal, state, or local law, statute, ordinance, administrative rule, regulation, or court decree that is applicable to the **Charter Governing Board**. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the **Charter Governing Board** from and against any and all claims. It is agreed that the **Charter Governing Board** will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this **Charter Contract**, the **Charter Governing Board** agrees to waive all rights of subrogation against the State of Montana, its officers, officials, agents, and employees for losses arising from the work performed by the **Charter Governing Board** for the State of Montana.
- 9.1.2. Immunity. The parties acknowledge that, pursuant to law, the **Board of Public Education**, its members, officers, and employees shall enjoy all immunities from liability as provided under the law. Nothing in this **Charter Contract** shall be construed as a

waiver of any rights, limits, protections, or defenses provided by any sovereign or governmental immunity laws.

- 9.1.3. Debts and Financial Obligations: The parties acknowledge that neither the **Board of Public Education**, the State of Montana, or its agencies, boards, commissions, or divisions are liable for the debts or financial obligations of a public charter school or persons or entities that operate public charter schools.
- 9.2. Charter Revision. This **Charter Contract** may be revised only by written consent of the Parties hereto.
- 9.3. Assignment. This **Charter Contract** may not be assigned or delegated by the **Charter Governing Board** under any circumstances, it being expressly understood that the rights and obligations granted hereby runs solely and exclusively to the benefit of the **Charter Governing Board**.
- 9.4. Notices. Any notice, demand, request, or submission from one Party to any other Party or Parties hereunder shall be deemed to have been sufficiently given or served for all purposes if it is delivered in writing via electronic mail as an attachment thereto with a legally valid and binding electronic signature or an electronic image of a physical signature (.pdf or similar format), and as of the date upon which the sender receives receipt of confirmation generated by the recipient's electronic mail system that the notice has been received by the recipient's electronic mail system, to the Parties at the following addresses:

If to the **Charter Governing Board**:


GFPS School Board  
1100 4<sup>th</sup> Street South  
PO Box 2429  
Great Falls, MT 59403  
[school\\_board@gfps.k12.mt.us](mailto:school_board@gfps.k12.mt.us)

If to the **Board of Public Education**:

McCall Flynn  
PO Box 200801  
Helena, MT 59620  
[bpe@mt.gov](mailto:bpe@mt.gov)

- 9.5. Severability. In the event that any provision of this **Charter Contract** or the Terms of Operation thereof to any person or in any circumstances shall be determined to be invalid, unlawful, or unenforceable to any extent, the remainder of this **Charter Contract** and the application of such provision to persons or circumstances other than those as to which it is determined to be invalid, unlawful or unenforceable, shall not be affected thereby, and each remaining provision of this **Charter Contract** shall continue to be valid and may be enforced to the fullest extent permitted by law.
- 9.6. Entire Charter. The **Charter Contract** supersedes and replaces any and all prior agreements and understandings between the **Board of Public Education** and the **Charter Governing Board** as it relates to the creation of a particular public charter school. To the extent that any conflict or incompatibility exists between the Terms of Operation and the other terms of this **Charter Contract**, such other terms of this **Charter Contract** shall control.
- 9.7. Construction. This **Charter Contract** shall be construed fairly as to both Parties and not in favor of or against either Party, regardless of which Party prepared the **Charter Contract**.

**GREAT FALLS CORE ELEMENTARY SCHOOL**

By   
Gordon Johnson, Chair of the Charter Governing Board

**MONTANA BOARD OF PUBLIC EDUCATION**

By   
Dr. Tim Tharp, Chair of the Montana Board of Public Education

## **Exhibit A – Terms of Operation**

### **Part I – Specific Terms**

Additional Terms of Operation will be added at a later date, based on the timeline outlined for submission above. The **Board of Public Education** will communicate this timeline and submission expectations at a later date.

The **Charter Governing Board** shall provide educational services, including the delivery of instruction, to students at the following location(s):

GFPS CORE SCHOOL  
Morningside Elementary  
4119 7<sup>th</sup> Ave, North  
Great Falls, MT 59401

### **Part II – Charter Application**

The **Board of Public Education** will include the Charter Application submitted by the **Charter Governing Board** for execution of the **Charter Contract**.



## Exhibit B – Monitoring Plan

### Part I – Monitoring Plan

As provided in the **Charter Contract**, the **Charter Governing Board** agrees to abide by a **Monitoring Plan**, the general components of which are set forth below. The requirements of the **Monitoring Plan**, are in addition to any notification, record-keeping, or reporting requirements set forth in the **Charter Contract** or applicable law including any obligation to receive the written approval of the **Board of Public Education**, and/or to seek approval for revision of the **Charter Contract** pursuant to applicable law.

- A. The **Charter Governing Board** shall maintain the following records in its offices for inspection by the **Board of Public Education** and/or its designee:
  1. Records concerning the enrollment and admissions process including all applications received and documents concerning the lottery process if conducted;
  2. Student academic and health records;
  3. Attendance records for students including withdrawals of students from each **school** and the reason(s) for such withdrawals;
  4. Individual Education Programs and other documentation concerning the Individuals with Disabilities Education Act ("IDEA") as well as documentation concerning section 504 of the Rehabilitation Act of 1973 for children with disabilities enrolled in each school;
  5. Staff rosters including records of hiring, resignation, and termination of employees;
  6. Evidence of credentials and/or qualifications for all teachers;
  7. Evidence that required fingerprint-based background checks have been conducted for all applicable school employees;
  8. Certificates of occupancy or other facility-related certification or permits;
  9. Lease agreements and/or mortgages or deeds;
  10. Loan documents;
  11. Contracts in excess of \$1,000 including management contracts;
  12. **Charter Governing Board** or **school** policies in areas such as financial management, personnel, student discipline (including suspension and expulsion), complaints, health and safety, student privacy and transportation, Public Right to Know Laws and Open Meetings Laws and other areas required by the **Charter Contract** or law;
  13. Grievances made by students, parents, teachers, and other employees to the **Charter Governing Board** together with documentation of all actions taken in response;
  14. Inventory of all assets of the **Charter Governing Board** that have been purchased with public funds including grant funds;
  15. Documents sufficient to substantiate each **school's** progress on the measurable goals set forth in its Performance Framework; and,
  16. Student level discipline records including, but not limited to, information regarding in-school and out-of-school suspensions, and expulsions for all students (including students with disabilities) available by grade and year reflecting:
    - a. number of suspension/expulsion incidents; and,
    - b. number of different students involved in suspension/expulsion incidents.
- B. To corroborate information submitted by the **Charter Governing Board** to the **Board of Public Education**, and in order to ensure compliance with the Act and the **Charter Contract**, the **Board of Public Education** or its designee will:
  1. Make at least one visit to each **school** in its first year of operation. Such visits may include an inspection of the physical plant, all categories of records set forth in subsection A of the Monitoring Plan, interviews with the administrator of the school and other personnel, and

observation of instructional methods. Visits in later years may decrease in frequency and be conducted by **Board of Public Education** designees;

2. During the first term of authority to operate a **school**, make at least one other visit to a school, which may be announced or unannounced. In subsequent terms, the **Board of Public Education** may conduct visits on a sampling basis for schools that demonstrate high levels of academic and fiscal soundness, compliance with applicable laws, rules, and regulations, and whose academic performance makes it likely they will improve student learning and achievement;
3. Require the **Charter Governing Board** to make available necessary information in response to the **Board of Public Education's** inquiries including information necessary to prepare annual or semi-annual evaluations of each school's financial operations, academic program, future outlook, and other areas;
4. Conduct internal investigations as appropriate on its own initiative or in response to concerns raised by students, parents, employees, local school districts and other individuals or groups. Where appropriate, the **Board of Public Education** shall issue remedial orders as permitted by the **Charter Contract** or applicable law; and
5. Review as necessary the **Charter Governing Board's** and its **schools'** operations to determine whether any changes in such operations require formal revision of the **Charter Contract** and, if so, determine whether such revision should be recommended for approval.

C. The **Charter Governing Board** shall track, and maintain information regarding, the following information:

1. A copy of all minutes from each of its meetings, committee meetings and executive sessions of the meeting or session pertaining to the **school**;
2. An updated list of trustees and officers of any such person's election; removal; resignation; expiration of term without re-election; or, otherwise leaving the **Charter Governing Board**; and,
3. An updated list of each administrator, principal, or head of school for each **site** of each **school**, however designated.
4. Any and all student-level suspensions (including in-school and out-of-school suspensions of less than one-day) and expulsions including, but not limited to:
  - a. The date the disciplinary action was instituted;
  - b. The duration of any suspension;
  - c. The reason for such suspension or expulsion;
  - d. The student's status as an English Language Learner ("ELL"), a student with a disability under the IDEA or a student who qualifies for the federal Free or Reduced Price Lunch program("FRPL"); and,
  - e. Other student demographic information.
5. Any and all student-level enrollment and retention information including, but not limited to:
  - a. The date of any student withdrawal, transfer or discharge;
  - b. The reason for each withdrawal, transfer or discharge;
  - c. The student's status as an ELL, student with a disability under the IDEA or a FRPL student; and,
  - d. Other student demographic information.

D. The **Charter Governing Board** shall provide the **Board of Public Education** with such information on a quarterly basis in accordance with guidance maintained and disseminated by the **Board of Public Education**. Such guidance, as it may be amended from time to time, shall be binding on the **Charter Governing Board**.

## Exhibit C – Performance Framework

### Part I – Academic Performance Framework and Evaluation

- A. The **Charter Governing Board** shall adhere to the provisions in Title 20 of the Montana Code Annotated and Title 10 of the Administrative Rules of Montana and any state or local rule, regulation, policy, or procedure relating to noncharter public schools within the located school district.
- B. The **Charter Governing Board** shall identify a performance framework as prescribed in 20-6-809, MCA, that clearly sets forth the academic and operational performance indicators, measures, and metrics which include:
  - 1. school achievement goals;
  - 2. student academic proficiency;
  - 3. student academic growth;
  - 4. achievement gaps in both proficiency and growth between major student subgroups;
  - 5. attendance;
  - 6. dropout rate;
  - 7. recurrent enrollment from year to year;
  - 8. postsecondary readiness;
  - 9. financial performance and sustainability;
  - 10. **Charter Governing Board** performance and stewardship, including compliance with all applicable laws, regulations, and terms of the **Charter Contract**.

## Exhibit D – Assurances and Variances to Standards

### Part I – Assurances Regarding Students with Disabilities

- A. The **Charter Governing Board** provides the following assurances regarding the provision of education and other services to students with disabilities to be enrolled at each proposed charter school.
1. The **Charter Governing Board** will adhere to all provisions of federal law relating to students with disabilities including the IDEA, Section 504, and Title II of the ADA which are applicable to it.
  2. The **Charter Governing Board** will, consistent with applicable law, be a Local Education Agency (LEA) that will ensure that all students with disabilities that qualify under the IDEA:
    - a. have available a free appropriate public education (“FAPE”);
    - b. are appropriately evaluated;
    - c. are provided with an IEP;
    - d. receive an appropriate education in the least restrictive environment (LRE);
    - e. are involved in the development of and decisions regarding the IEP, along with their parents; and,
    - f. have access to appropriate procedures and mechanisms, along with their parents, to resolve any disputes or disagreements related to a school’s or school district’s provision of FAPE.
  3. Unless otherwise approved by the **Board of Public Education**, the **Charter Governing Board** shall assign a qualified employee whose responsibility it is to ensure implementation of the public charter school’s responsibilities under IDEA and Section 504.
  4. Each school will make available, as required by IDEA regulations, a student’s regular and special education teachers (and other required school personnel) for meetings convened by such student’s IEP Team.
  5. Each school will abide by the applicable provisions and regulations of the IDEA and the Family Educational Rights and Privacy Act (FERPA) as they relate to students with disabilities including, but not limited to, having procedures for maintaining student files in a secure and locked location with limited access.
  6. Each school will comply with the Office of Public Instruction data and reporting requirements in compliance with federal law and regulations.
  7. Each school will comply with its obligations under the Child Find requirements of IDEA including 34 C.F.R. § 300.111, and will provide appropriate notification to parents in connection therewith as applicable, including notifying them prior to potential evaluation.

### Part II – Assurances Regarding Indian Education for All (IEFA)


- A. The **Charter Governing Board** provides the following assurances regarding the provision of IEFA at each proposed charter school.
1. The **Charter Governing Board** recognizes that it is the constitutionally declared policy of the State to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of the cultural heritage of American Indians.
  2. The **Charter Governing Board** shall ensure that all students utilizing educational programs provided by a charter school, whether Indian or non-Indian, learn about the distinct and unique heritage of American Indians in a culturally responsive manner.
  3. The **Charter Governing Board** shall work cooperatively with Montana tribes or those tribes that are in close proximity, when providing instruction or when implementing an educational goal or adopting a rule related to the education of each Montana citizen, to include information specific to the cultural heritage and contemporary contributions of

American Indians, with particular emphasis on Montana Indian tribal groups and governments.

4. Predicated on the belief that all school personnel should have an understanding and awareness of Indian tribes to help them relate effectively with Indian students and parents, the **Charter Governing Board** shall provide means by which school personnel will gain an understanding of and appreciation for the American Indian people.

### Part III – Variances to Standards

- A. Variances to Existing Standards: The **Board of Public Education** does not authorize any variances to standards as part of this **Charter Contract** to meet the intended outcomes of the proposed academic program of the **school**.
- B. Additional variance to standards requests may be approved in accordance with ARM 10.55.604 or amendment to this Exhibit. An application for variance to standards is due in writing to the Superintendent of Public Instruction no later than the second Monday in October for the current academic year.

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Action

**AGENDA ITEM NUMBER:** VII. E.

**CABINET MEMBER:** Stephanie Becker

### TOPIC

Acceptance of Donor-Funded Building Projects for West Elementary School and Lewis and Clark Elementary School Libraries Through Great Falls Public Schools Foundation

### BACKGROUND

[Board Policy 7260](#) – Donations, Endowments, Gifts, and Investments provides for accepting gifts that are deemed suitable and appropriate. Donors are required to obtain independent appraisal value of their gift for IRS purposes.

### DISCUSSION

The GFPS Foundation received estate funds from Nancy A. Cameron for elementary media centers in the District. As a result of this contribution, funding will be directed to West Elementary School and Lewis and Clark Elementary School to support library renovations. Each school has been allocated \$100,000 for these projects. The District has committed the architectural services of Cushing Terrell – Architecture, Engineering, and Design Firm to the assessment and design of West Elementary School Library and LPW Architecture will provide these services for the Lewis and Clark Elementary School Library. The District and the Foundation will work closely during the design phase. The construction and completion of these projects will be managed by the District. Funding for these projects will be transferred to the District over the course of each project following a schedule that is agreed upon by the District Business Manager and the Foundation Executive Director.

### FISCAL IMPLICATIONS


The District is responsible for directing funds toward the designated projects listed above.

### RECOMMENDATION

The District Board is requested to accept the funding for improvements to West and Lewis and Clark Elementary School Libraries, with thanks to the donors.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Director of Great Falls Public Schools Foundation Stephanie Becker at (406) 268-6021.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: March 11, 2024

CATEGORY: Report

AGENDA ITEM NUMBER: IX. A.

CABINET MEMBER: Heather Hoyer

### TOPIC

Annual data report from the Career and College Readiness Center (CCRC)

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

The Career and College Readiness Center (CCRC) is the adult basic education program for Great Falls Public Schools and the Great Falls community. The CCRC is located at Great Falls College – Montana State University. Great Falls Public Schools employs one administrator who oversees three hourly classified employees, one workforce data specialist, and six teachers who provide program needs. Two additional teachers are assigned to the Juvenile Detention Center and are under the supervision of the CCRC. Over 400 individuals are served, through a variety of programs, designed for their future.

### Discussion

The CCRC serves adults and out-of-school youth aged 16 and older who are not currently enrolled in a secondary school. Part of the goal of Great Falls Public Schools adult education program is to connect education with individual goals by preparing individuals for higher education, upskilling them for employment or short-term training, improving their English language skills, or giving them the knowledge to pass the high school equivalency exams. The CCRC serves our students and community through multiple learning options tailored to individual and diverse needs.

### FISCAL IMPLICATIONS


None

### RECOMMENDATION

This report is for information only. No action is required at this time.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Executive Director of Student Achievement, Heather Hoyer at (406) 268-6008.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** March 11, 2024

**CATEGORY:** Report

**AGENDA ITEM NUMBER:** IX. B.

**CABINET MEMBER:** Tom Moore

### TOPIC

First Reading of New and Revised Board Policies – 2500 (New) – English Learner Program; 3310P2 (New) – Academic Honesty and Responsible Use of Resources; 3413F2 – Immunization Exemption Form; 5121 – Applicability of Personnel Policies

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

A committee consisting of Superintendent Tom Moore, Director of Business Operations Brian Patrick, Director of Human Resources Luke Diekhans, Executive Directors of Student Achievement Lance Boyd, Jackie Mainwaring and Heather Hoyer, Business Office Lead Aly Konecny, Executive Assistant to the Superintendent Sherri Clark, Administrative Assistant Denise Ostberg, and Trustees Bill Bronson and Paige Turoski, have been meeting to discuss and make changes where necessary on the policies mentioned above.

### Discussion

Policy 2500 (New) – New policy recommended by MTSBA and the Committee  
 Policy 3310P2 (New) – New policy recommended by MTSBA and the Committee  
 Policy 3413F2 – Language changes as recommended by MTSBA and the Committee  
 Policy 5121 – Language changes as recommended by MTSBA and the Committee

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

This report is for information. No action is required at this time. The request will be brought before the Board for action at a future Board meeting.

For more information about this item, please contact Superintendent Moore at (406) 268-6001.

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**INSTRUCTION**

2500

English Learner Program

*In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students, so they can attain academic success. Students who are English Learners (EL) will be identified, assessed, and provided appropriate services.*

*The Board shall adopt a program of educational services for each student who is identified as an English Learner (EL). The program shall include bilingual/bicultural or English as a Second Language (ESL) instruction.*

*The Superintendent or designee shall implement and supervise an EL program which ensures appropriate EL instruction and complies with applicable laws and regulations.*

*The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the EL program, including:*

- *Program goals.*
- *Student enrollment procedures.*
- *Assessment procedures for program entrance, measurement of progress, and program exit.*
- *Classroom accommodations.*
- *Grading policies.*
- *List of resources, including support agencies and interpreters.*

*The District shall establish procedures for identifying students whose language is not English. For a student who is identified as an English Learner (EL), assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction or Academic English Supports.*

*Students whose dominant language is not English should be enrolled in the District, upon proof of residency and other legal requirements. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the District.*

*Students participating in EL programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.*

*The EL program shall be designed to provide instruction which meets each student's individual needs based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content-area support shall be provided while the student is learning English, to assure achievement of academic standards.*

1 *The EL program shall be evaluated for effectiveness as required, based on the attainment of*  
2 *English proficiency and shall be revised when necessary.*

3  
4 *At the beginning of each school year, the District shall notify parents of students qualifying for*  
5 *EL programs about the instructional program and parental options, as required by law. Parents*  
6 *will be regularly apprised of their student's progress. Whenever possible, communications with*  
7 *parents shall be in the language understood by the parents.*

8  
9 *The District shall maintain an effective means of outreach to encourage parental involvement in*  
10 *the education of their children.*

11  
12 *Cross Reference:*

13 [\*English Learner Guidance for School Districts\*](#)

14  
15 *Legal Reference:*

16 *Title VI, Civil Rights Act of 1964*

17 *Equal Education Opportunities Act as an amendment to the Education*

18 *Amendments of 1974 Bilingual Education Act*

19 *20 U.S.C. §§ 7401, et seq., as amended by the English Language*

20 *Acquisition, Language Enhancement, and Academic Achievement Act*

21 *10.55.806 ARM English Learners*

22  
23 *Policy History:*

24 *Adopted on:*

**STUDENTS**

3310P2

Academic Honesty and Responsibility Use of Resources

*The Board of Trustees believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not engage in acts of academic dishonesty.*

*Academic dishonesty is defined as a breach of standards of academic integrity. This may include but is not limited to plagiarism, collusion, falsifying academic records, and any other act designed to give unfair academic advantage to the student. Such a breach of standards may also include any attempt to deceive or mislead a teacher in arriving at an honest evaluation of learning. This includes aiding other students in acts of academic dishonesty and using programmable calculations, artificial intelligence or other technology in a manner not specified or authorized by the teacher. The act of knowingly and intentionally presenting materials, work, or concepts taken from sources of another person, publication, or program as one's own work product without appropriate documentation, teacher authorization, or citation is also considered to be academic dishonesty.*

*Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. It is the intent of the Board and the District that academic dishonesty be dealt with consistently and effectively in a manner aimed at addressing the specific incident, as well as changing the student's future behavior.*

*Engaging in any type of academic dishonesty will result in consequences consistent with District Policies 3300, 3310, and the [Student Handbook](#).*

*This policy does not prohibit use of technology, artificial intelligence, sources, or techniques authorized by the classroom teacher as part of training or educational coursework in responsible and appropriate manners consistent with curriculum or lesson plan. Violation of classroom teacher directive or exceeding the scope of the classroom teacher's permission to utilize technology, sources, or techniques may be considered a violation of the policy. Teachers are encouraged to incorporate responsible use of technology into coursework consistent with the District's acceptable use protocols at Policy 3612P and explain appropriate use for specific assignments in a consistent manner.*

Cross References:

Policy 3300	Suspension and Expulsion
Policy 3310	Student Discipline
Policy 3612	District-Provided Access to Electronic Information, Equipment, Services and Networks
Policy 3612P	Student Computer Acceptable Use and Internet Safety Agreement
Policy 3612F	Student Computer Acceptable Use and Internet Safety Agreement Form (Student Handbook)

- 1 *Policy History:*
- 2 *Adopted on:*

~~Affidavit of Exemption on Religious Grounds~~ *Religious Exemption Statement*Form HES 113  
Montana Schools

For questions, contact the Montana Department of Immunizations at (406) 444-5580

**Student's Full Name****Birth Date****Age****Sex**

School \_\_\_\_\_

If student is under 18, name of parent, guardian, or other person responsible for student's care and custody:

\_\_\_\_\_

Street address and city: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, the undersigned, swear or affirm under oath that immunization against the following is contrary to my religious tenets and practices:

☐ Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap)☐ Polio☐ Measles, Mumps and Rubella (MMR)☐ Varicella (chickenpox)☐ Haemophilus Influenzae type b (Hib)☐ Other: \_\_\_\_\_

I also understand that:

Pursuant to § 20-5-405, MCA, in the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board approved: October 23, 2023

**PERSONNEL**

5121

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's policy, the law provides that the terms of the collective bargaining agreement shall prevail for the staff covered by that agreement.

When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board to effectively and efficiently manage the District shall govern.

*Each personnel position in the District will be directed by a position description that delineates the responsibilities of the employee. The employee will receive the position description with the employment contract. Position descriptions are available upon request. The Superintendent or designee will regularly review the position descriptions.*

Professional Development

If not otherwise addressed in the applicable collective bargaining agreements, the Board shall establish an advisory committee to evaluate the District's current school year professional development plan; and develop and recommend a plan for the subsequent school year. The advisory committee shall include, but not be limited to, Trustees, Administrators, and Teachers. A majority of the committee shall be Teachers. Each school year the Board shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee that meets the requirements of ARM 10.55.714.

Mentorship and Induction

*The Board of Trustees authorizes District Administrators to collaborate with educational staff to the District to implement a mentorship and induction program within each school in the District consistent with the terms of the District's Integrated Strategic Plan and 10.55.723, ARM.*

Legal Reference:

§ 39-31-102, MCA	Chapter Not a Limit on Legislative Authority
10.55.701(d), ARM	Board of Trustees
10.55.714, ARM	Professional Development
10.55.723, ARM	Integrated Strategic Action Plan

Policy History:

Adopted on:	July 1, 2000
Reviewed on:	April 17, 2018
Revised on:	June 27, 2022
Revised on:	