



CASCADE

PUBLIC SCHOOLS MT. DIST. 3&B
HOME OF THE BADGERS



Cascade School's Mission:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

By promoting excellence for all students through:

- *Engaging curriculum with rigor and relevance*
- *High-quality instruction*
- *21st Century technology*
- *Personal and academic pride*

Cascade Schools will strive to:

- *Deliver an academic program that inspires and motivates every student to value education for his/her lifetime.*
- *Customize and individualize our educational program to meet every student's strengths and needs.*
- *Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st Century.*
- *Strategically focus resources on student's achievement and identify wants and needs of the Cascade community.*
- *Connect our curriculum and assessment data to the common core standards.*



Align your governance with the 8 characteristics of effective school boards through MTSBA model policy:

1.	2.	3.	4.	5.	6.	7.	8.
Commit to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	Share strong beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.	Accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.	Collaborative relationships with staff and the community. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting end achieving district goals.	Data savvy. Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	Align and sustain resources, such a professional development, to meet district goals.	Lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	Take part in team development and training to build shared knowledge, values and commitments for their improvement efforts.

CASCADE PUBLIC SCHOOLS

Annual Budget & Regular Monthly Meeting of the Cascade Board of Trustees
Cascade Public Schools Conference Room #123
321 Central Avenue West, Cascade MT 59421
August 16, 2022 at 6:00 p.m.



Agenda

<https://zoom.us/j/96468988320?pwd=NQw2akZkWnVwUzVEaE1MWGVTRHYrZz09>

Meeting ID: 964 6898 8320

Passcode: qr49Cp

Call to Order

6:00

Reading of Notice Regarding Public Comment and procedures to be followed when addressing the Board.

Pledge of Allegiance

Public Comment on Non-Agenda Items

Members of the community are given opportunity to make brief comments to the Board on any matters not included in the agenda. By law the Board cannot deliberate, debate or take any action on any matter presented during Public Comment. **Comments about any staff, student, or member of public are not allowed due to rights of privacy laws.**

Public Comment on action (A) agenda items is to be addressed when the item is being considered on the agenda. Informational and Staff Reports are reported to Board of Trustees as information only.

ANNUAL BUDGET & REGULAR MONTHLY MEETING

Informational (I)

Staff Reports (I)

- A. Michelle Price, K-12 Principal
- B. Sonja Mazaira, Activities Director
- C. Levi Collins, Superintendent
- D. Karsen Drury, Business Manager

Board Report (I)

- A. Board Evaluation
- B. Board Training Hours

New Business (A)

- A. Consideration of Booster Club Project Proposal
- B. Consideration of Recommendation for Administrative Assistant, Angela Hastings
- C. Consideration of Recommendation for part-time Paraprofessional, Shelley Ehmer
- D. Consideration of Recommendation for part-time Paraprofessional, Ginger Aker
- E. Consideration of Recommendation for Paraprofessional, Kandra Ludvigson
- F. Consideration of Recommendation for Bus Driver, Bradley Hohn
- G. Consideration of Recommendation for Activities Director, Sonja Maziara
- H. Consideration of Recommendation for FCS Teacher, Peggy Strobbe
- I. Consideration of Recommendation for Fall Coaches
- J. Consideration of Classified Salary Matrix Amendments
- K. Stockmens Bank Signature Updates

- L. Recommended Policy Updates & Revisions – 2nd Reading
- M. Recommended Policy Adoptions – 2nd Reading
- N. Consideration of Adoption of FY2023 Elementary Budget
- O. Consideration of Adoption of FY2023 High School Budget
- P. Consent Agenda
 - a. Minutes of Regular Board Meeting, July 19, 2022
 - b. Business Claims
 - c. Student Activity Account
 - d. Sub List
 - e. Student Attendance Agreements

Board Meeting Evaluation (I)

- A. Complete the evaluation and turn into Mr. Collins

Announcements (I)

- A. Regular School Board Meeting – September 20, 2022
- B. Upcoming Events

Adjournment (A)

7:30

REGULAR MONTHLY MEETING

Informational

- A. Booster Club Proposal

Staff Reports

- A. Michelle Price, Elementary Principal
- B. Sonja Mazaira, Activities Director
- C. Levi Collins, Superintendent
- D. Karsen Drury, Business Manager
 - a. FY2022 Trustees Financial Report

Board Report (Appendix A)

- A. Board Evaluation – *Appendix A, Section I (pg. 3)*
- B. Board Training Hours – *Appendix A, Section II (pg. 10)*

New Business (A) (Appendix B)

A. Consideration of Booster Club Project Proposal

Category: Facilities

Presented by: Levi Collins/Jodie Campbell

Facts to Consider: The Booster Club is proposing to fund a project to install a concrete pad and picnic tables outside the commons (north) doors. The quote for the project is \$2,650 for the concrete pad and \$775 for each picnic table. There will be 2 tables, one of which is ADA compliant. The project will be funded by the Booster Club.

Superintendent Recommendation: Approve the Booster Club project proposal.

Sample Motion: I move to approve the Booster Club project proposal.

B. Consideration of Recommendation for Administrative Assistant, Angela Hastings

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Mrs. Hastings is being recommended for the Administrative Assistant position. Mrs. Hastings has a vast amount of secretarial experience, as well as experience in the school system. She has worked as a secretary, paraprofessional and served on the Ulm school board.

Superintendent Recommendation: Hire Angela Hastings as Administrative Assistant for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Angela Hastings as Administrative Assistant for SY2022-2023.

C. Consideration of Recommendation for part-time Paraprofessional, Shelley Ehmer

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Ms. Ehmer has worked in the school as a substitute teacher and is also a school bus route driver. She is being recommended as a part-time paraprofessional between the hours of driving her route.

Superintendent Recommendation: Hire Shelley Ehmer as part-time paraprofessional for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Shelley Ehmer as part-time paraprofessional for SY2022-2023.

D. Consideration of Recommendation for part-time Paraprofessional, Ginger Aker

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Mrs. Aker has worked in the school as a substitute teacher and a substitute bus driver. She is being recommended as a part-time paraprofessional for SY2022-2023.

Superintendent Recommendation: Hire Ginger Aker as part-time paraprofessional for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Ginger Aker as part-time paraprofessional for SY2022-2023.

E. Consideration of Recommendation for Paraprofessional, Kandra Ludvigson

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Mrs. Ludvigson has worked in the school as a paraprofessional in the past. She would like to return to as a paraprofessional for SY2022-2023.

Superintendent Recommendation: Hire Kandra Ludvigson as paraprofessional for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Kandra Ludvigson as paraprofessional for SY2022-2023.

F. Consideration of Recommendation for Bus Driver, Bradley Hohn

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Mr. Hohn is being recommended for a bus driver route position. Mr. Hohn has his CDL and school bus driving requirements. His employment is contingent upon background check results.

Superintendent Recommendation: Hire Bradley Hohn as Bus Driver for SY2022-2023, contingent upon background check results.

Sample Motion: I move to approve the recommendation to hire Bradley Hohn as Bus Driver for SY2022-2023, contingent upon background check results.

G. Consideration of Recommendation for Activities Director, Sonja Mazaira

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Ms. Mazaira is being recommended for renewal of her Activities Director contract for SY2022-2023.

Superintendent Recommendation: Hire Sonja Mazaira as Activities Director for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Sonja Mazaira as Activities Director for SY2022-2023.

H. Consideration of Recommendation for FCS Teacher, Peggy Strobbe

Category: Personnel

Presented by: Levi Collins

Facts to Consider: Mrs. Strobbe is being recommended for the part-time FCS teacher position. Mrs. Strobbe retired several years ago and came back on a part-time basis. She has agreed to continue teaching part time for the 2022-2023 school year.

Superintendent Recommendation: Hire Peggy Strobbe as FCS teacher for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Peggy Strobbe as FCS teacher for SY2022-2023.

I. Consideration of Recommendation for Fall Coaches

Category: Personnel

Presented by: Sonja Mazaira

Facts to Consider:

Josh Munki – JH Football Assistant Coach

Jeremy Butcher – JH Football Assistant Coach Volunteer

Superintendent Recommendation: Hire the fall coaches as listed for SY2022-2023.

Sample Motion: I move to hire the fall coaches as listed for SY2022-2023.

J. Consideration of Classified Salary Matrix Amendments

Category: Personnel/Finance

Presented by: Levi Collins

Facts to Consider: Per Policy 5410 “The Board will determine the salary and wages for classified personnel.” It is being recommended to increase the secretarial wage for SY2022-2023. The current base wage is \$14.50. The administration is proposing a raise between \$0.50-\$0.75. The following is the impact the raise would have on the designated funds for SY2023:

Base: \$15.00 (\$0.50 increase)	Base: \$15.25 (\$0.75 increase)
101 - \$661.50	101 - \$992.25
110 - \$230.37	110 - \$345.56
201 - \$661.50	201 - \$992.25
210 - \$230.37	210 - \$345.56
<u>Total Salary increase - \$1,783.75</u>	<u>Total Salary increase - \$2,675.62</u>

Superintendent Recommendation: Approve the secretary wage increase for SY2022-2023.

Sample Motion: I move to approve the secretary wage increase for SY2022-2023.

K. Stockmens Bank Signature Updates

Category: Finance

Presented by: Karsen Drury

Attachments: Resolution Letter – *Appendix B, Section I (pg. 12)*

Facts to Consider: The Board needs to update the Stockmens Bank accounts by adding new Admin Assistant, Angie Hastings.

Superintendent Recommendation: Approve the signature updates for the Stockmens Bank accounts.

Sample Motion: I move to approve the signature updates for the Stockmens Bank accounts.

L. Recommended Policy Updates & Revisions – 2nd Reading

Category: Policy

Presented by: Policy Committee/Levi Collins

Attachments: Policies – *Appendix B, Section II (pg. 13)*

Facts to Consider: March 2022 policy series updates. The policies are recommended changes to policies already adopted and must have two readings before adoption.

Model Recommended Policies to Update

MTSBA Model Policy 3612, 3612F and 3612P – Student Use of District Provided Technology – This policy and its related form and procedure have been updated to include district equipment that is issued to students. This change expands the policy to include more than just networks and accounts. It now includes physical equipment used or issued to a student. These are recommended updates for those districts that have previously adopted the policy.

MTSBA Model Policy 5121 – Applicability of Personnel Policies – This policy has been updated to include a provision on professional development plans as outlined in ARM 10.55.714. These are recommended updates for those districts that have previously adopted the policy.

MTSBA Model Policy 5450, - Employee Use of District Provided Technology – This policy has been updated to include district equipment that is use by or issued to staff. The policy now includes a related form and procedure. This change expands the policy to include more than just networks and accounts. It now includes physical equipment used or issued to a staff member. These are recommended updates for those districts that have previously adopted the policy.

MTSBA Model Policy 8300 – Risk Management – This policy has been updated to include a provision about district security and authorizing staff to take necessary steps to implement safe school practices. These are recommended updates for those districts that have previously adopted the policy.

MTSBA Model Policy 8502 – Construction and Repairs – This policy has been updated to include provisions about contractor assurance, surety bonds, and architect/engineer retention procedures. These are recommended updates for those districts that have previously adopted the policy.

Superintendent Recommendation: Approve and adopt the second reading of the recommended policy updates and revisions.

Sample Motion: I move to approve and adopt the second reading of the recommended policy updates and revisions.

M. Recommended Policy Adoptions – 2nd Reading

Category: Policy

Presented by: Policy Committee/Levi Collins

Attachments: Policies – *Appendix B, Section II (pg. 28)*

Facts to Consider: March 2022 policy series updates. The policies are new recommended policies and must be adopted after two readings.

New Recommended Model Policies to Adopt

MTSBA Model Policy 3305 – Seclusion and Restraint – This policy is available for districts to guide and train staff on use of seclusion and restraint measures when assisting a student in need. This is a recommended policy.

MTSBA Model Policy 3310P1 – Student Discipline Risk Assessments - This policy is available for districts seeking to establish a framework for conducting student risk assessments. This is a recommended policy.

MTSBA Model Policy 7625 – Use of Enhanced Tax Credit Receipts – This policy is available for districts that may receive enhanced tax credits under the changes to the law in HB 279 (2021). The policy outlines the process for securing and utilizing the funds. This is a recommended policy.

Superintendent Recommendation: Approve and adopt the second reading of the new recommended policies.

Sample Motion: I move to approve and adopt the second reading of the new recommended policies.

N. Consideration of Adoption of FY2023 Elementary Budget

Category: Personnel

Presented by: Karsen Drury

Attachments: Elementary Budget – *Appendix B, Section III (pg. 39)*

Facts to Consider: On or before August 20, on the date and at the time and place stated in the notice published pursuant to 20-9- 115, the trustees of each district shall meet to consider all budget information and any attachments required by law. (2) The

trustees may continue the meeting from day to day but shall adopt the final budget for the district and determine the amounts to be raised by tax levies for the district not later than August 25 and before the computation of the general fund net levy requirement by the county superintendent and the fixing of the tax levies for each district. Any taxpayer in the district may attend any portion of the trustees' meeting and be heard on the budget of the district or on any item or amount contained in the budget. (3) Upon final approval, the trustees shall deliver the adopted budget, including the amounts to be raised by tax levies, to the county superintendent of schools within 3 days.

Superintendent Recommendation: Approve and adopt the Elementary Budget for FY2023.

Sample Motion: I move to approve and adopt the Elementary Budget for FY2023.

O. Consideration of Adoption of FY2023 High School Budget

Category: Personnel

Presented by: Karsen Drury

Attachments: High School Budget – *Appendix B, Section III (pg. 40)*

Facts to Consider: On or before August 20, on the date and at the time and place stated in the notice published pursuant to 20-9-115, the trustees of each district shall meet to consider all budget information and any attachments required by law. (2) The trustees may continue the meeting from day to day but shall adopt the final budget for the district and determine the amounts to be raised by tax levies for the district not later than August 25 and before the computation of the general fund net levy requirement by the county superintendent and the fixing of the tax levies for each district. Any taxpayer in the district may attend any portion of the trustees' meeting and be heard on the budget of the district or on any item or amount contained in the budget. (3) Upon final approval, the trustees shall deliver the adopted budget, including the amounts to be raised by tax levies, to the county superintendent of schools within 3 days.

Superintendent Recommendation: Approve and adopt the High School Budget for FY2023.

Sample Motion: I move to approve and adopt the High School Budget for FY2023.

P. Consent Agenda (Appendix D)

A. Minutes of Regular Board Meeting, July 19, 2022 – *Appendix C, Section I (pg. 42)*

B. Business Claims – *Appendix C, Section II (pg. 45)*

C. Student Activity Account – *Appendix C, Section III (pg. 50)*

D. Sub List – *Appendix C, Section III (pg. 52)*

E. Student Attendance Agreements – *Appendix C, Section IV (pg. 53)*

Board Meeting Evaluation (I)

A. Complete evaluation and turn into Mr. Collins

Announcements (I)

A. Regular School Board Meeting, September 20, 2022

B. Upcoming Trainings:

a. MCEL – October 20-21st

Adjournment (A)