



# 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.
<b>Commit</b> to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	<b>Share</b> 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.	<b>Accountability driven,</b> spending less time on operational issues and more time focused on policies to improve student achievement.	<b>Collaborative</b> 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.	<b>Data savvy.</b> Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	<b>Align and sustain resources,</b> such a professional development, to meet district goals.	<b>Lead as a united team</b> with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	<b>Take part in team development and training</b> to build shared knowledge, values and commitments for their improvement efforts.

# CASCADE PUBLIC SCHOOLS



Regular Monthly Meeting of the Cascade Board of Trustees  
Cascade Public Schools Conference Room #123  
321 Central Avenue West, Cascade MT 59421  
**January 18, 2021 at 6:00 p.m.**

## Agenda

<https://us02web.zoom.us/j/82056304529?pwd=VHFieTY5T3loQzArY0c1d3RPTGpWZz09>

Meeting ID: 820 5630 4529

Passcode: 43f71f

### 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.

## REGULAR MONTHLY MEETING

### Informational (I)

#### Staff Reports (I)

- A. Brittany Hruska, XCELL! Director
- B. Michelle Price, Elementary Principal
- C. Nichole Pieper, JH/HS Principal
- D. Sonja Mazaira, AD
- E. Rick Miller, Superintendent
- F. Karsen Drury, Business Manager

### Board Report (I)

- A. Policy Committee Report
- B. Board Training Hours
- C. Board Evaluation

### New Business (A)

- A. Consideration of Recommendation for Salary Lane Changes
- B. Consideration of Recommendation for XCELL Aides
- C. Consideration of Recommendation for Coaches
- D. Consideration of Adoption of SY2022-2023 Calendar
- E. Consideration of Adoption of Community Cross-Over Goals
- F. Required Policy Updates & Revisions from MTSBA Review
- G. Required Policy Adoptions from MTSBA Review
- H. Recommended Policy Adoptions from MTSBA Review – 1<sup>st</sup> Reading
- I. Termination of Obsolete Policies
- J. Consideration of Recommendation of Board Self-Evaluation – 1<sup>st</sup> Reading
- K. Consent Agenda

- a. Minutes Regular Board Meeting, December 14, 2021
- b. Minutes Special Board Meeting, January 4, 2022
- c. Business Claims
- d. Student Activity Account
- e. Sub List

## **Annual Superintendent Evaluation (possible executive session)**

### **Board Meeting Evaluation (I)**

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

### **Announcements (I)**

- A. Regular School Board Meeting – February 15, 2022
- B. Upcoming Events

### **Adjournment (A)**

**7:30**

# REGULAR MONTHLY MEETING

## Informational

### Staff Reports (Appendix A)

- A. Brittany Hruska, XCELL! Director – *Appendix A, Section I (pg. 3)*
  - a. 21<sup>st</sup> Century/XCELL! After School Program Evaluation
- B. Michelle Price, Elementary Principal – *Appendix A, Section II (pg. 6)*
- C. Nichole Pieper, High School Principal – *Appendix A, Section III (pg. 20)*
  - a. Winter Math & Reading Fastbridge Data
- D. Sonja Mazaira, AD – *Appendix A, Section IV (pg. 30)*
- E. Rick Miller, Superintendent
- F. Karsen Drury, Business Manager – *Appendix A, Section V (pg. 31)*
  - a. 2022 Election Information
  - b. General Fund Budgets
  - c. All Fund Budgets

### Board Report (Appendix B)

- A. Policy Committee Report – *Appendix B, Section I (pg. 42)*
- B. Board Training Hours – *Appendix B, Section II (pg. 43)*
- C. Board Evaluation – *Appendix B, Section III (pg. 44)*

### New Business (A) (Appendix C)

#### A. Consideration of Recommendation for Salary Lane Changes

**Category:** Personnel

**Presented by:** Rick Miller

**Attachments:** Teacher Request for Approval of Credits for Salary Advancement: Amanda Brown, Becca Cooper – *Appendix C, Section I (pg. 55)*

**Facts to Consider:** Amanda Brown (HS History) has submitted a request for approval of credits for salary advancement. She will be obtaining her Library Media Endorsement, which will move her from lane BA to lane BA+20.

Becca Cooper (1<sup>st</sup> Grade) has also submitted a request for approval of credits for salary advancement. She will be obtaining credits in Ethical & Professional Issues and Career & Lifestyle Development, which will move her from lane MA to lane MA+10.

**Superintendent Recommendation:** Approve the requests for salary lane changes for Amanda Brown and Becca Cooper for SY2022-2023.

**Sample Motion:** I move to approve the requests for salary lane changes for Amanda Brown and Becca Cooper for SY2022-2023.

#### B. Consideration of Recommendation for XCELL Aides

**Category:** Personnel

**Presented by:** Rick Miller

**Facts to Consider:** The XCELL After School program is in need of some additional help and would like to recommend Cassidy Sewak and Ellie Ward.

**Superintendent Recommendation:** Hire Cassidy Sewak and Ellie Ward as XCELL Aides for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire Cassidy Sewak and Ellie Ward as XCELL Aides for SY2021-2022.

#### C. Consideration of Recommendation for Coaches

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Facts to Consider:**

Josh Pepos – JH Wrestling Head Coach

Brendan Hensley – JH Wrestling Assistant Coach

Robin McKnight – HS Girls Basketball Volunteer

**Superintendent Recommendation:** Hire the coaches as listed for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire the coaches as listed for SY2021-2022.

#### D. Consideration of Adoption of SY2022-2023 Calendar

**Category:** Calendar

**Presented by:** Rick Miller

**Attachments:** School Calendars SY2022-2023 – *Appendix C, Section II (pg. 59)*

**Facts to Consider:** The Calendar Committee has met to set the calendar for SY2022-2023 and has created 3 versions. The calendars were sent out to the staff for input. The results were compiled and are listed in the appendices.

**Sample Motion:** I move to approve and adopt calendar \_\_\_\_ for SY2022-2023.

**E. Consideration of Adoption of Community Cross-Over Goals**

**Category:** Policy

**Presented by:** Rick Miller

**Attachments:** Trustee-Community Cross-Over; Community Cross-Over Feedback – *Appendix C, Section III (pg. 63)*

**Facts to Consider:** Dr. Farr has compiled the data from the Community Cross-Over Meetings and produced the Trustee-Community Cross-Over document. The Board must review and adopt the goals.

**Sample Motion:** I move to approve and adopt \_\_\_\_\_.

**F. Required Policy Updates & Revisions from MTSBA Review**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policies – *Appendix C, Section IV (pg. 102)*

**Facts to Consider:** The Policy Committee has continued reviewing the proposed and required changes to the Policy Manual from MTSBA. Below are the policies that need to be updated in the 5000, 6000, 7000 & 8000 series. All changes are required changes and may be adopted on the 1<sup>st</sup> reading.

**Required Changes to Existing Policies Previously Adopted:**

[Policy 5120 – Hiring Process and Criteria](#)

Remove 10.55.302 Certifications – Law was repealed

[Policy 5121 – Applicability of Personnel Policies](#)

Updated language referencing job descriptions

[Policy 5122 – Criminal Background investigations](#)

Updated language – all substitutes fingerprinted compliance with DOJ standards in 5120P

[Policy 5130 – Staff Health](#)

Add cross reference 5005 Section 504 of the Rehabilitation Act

[Policy 5210 – Assignments, Reassignments, Transfers](#)

Add 20-4-402 MCA Duties of District Superintendent or County High School Principal

[Policy 5213 – Vacancies](#)

Updated language which is more general – Select Option 2

[Policy 5220 – Prohibition on Aiding Sexual Abuse](#)

Updated legal references

[Policy 5222 – Evaluation of Certified and Classified Staff](#)

Replace policy to separate certified and classified staff

[Policy 5224 – Political Activity](#)

Updated legal references

[Policy 5226 – Drug-Free Workplace](#)

Updated language based on Marijuana Regulation and Taxation Act

[Policy 5231 – Personnel Records](#)

Updated language – removal of NCLB

[Policy 5231P – Personnel Records](#)

Updated language – move FLSA sections to 5336 (row 38)

[Policy 5250 – Termination from Employment/Non-Renewal of Employment](#)

Replace with updated policy to remove reference to county superintendent

[Policy 5255 – Disciplinary Action](#)

Replace with updated policy on documentation and suspension with pay

[Policy 5321 – Leaves of Absence](#)

Confirm 5 days bereavement at Volunteer Fire Dept leave is accurate

[Policy 5321P – Conditions for Use of Leave](#)

Updated legal references

[Policy 5329 – Long-Term Illness/Temporary Disability Leave](#)

Updated to remove legal references

[Policy 5331 – Insurance Benefits for Employees](#)

Consider language for proration of benefits – add part 2

[Policy 5336 – Fair Labor Standards Act](#)

Updated language to include Blended Time and record keeping

[Policy 5338 – Payment of Interest on Employer Contributions for Workers’ Compensation Time](#)

Updated to include a cross reference

[Policy 5430 – Volunteers – Chaperones](#)

Updated cross reference

[Policy 5450 – Employee use of Electronic Mail, Internet, Networks, and District Equipment](#)

Replace policy to include updated language on Internet and Networks – no expectation of privacy/log out when unattended

[Policy 5460 – Electronic Resources and Social Networking](#)

Model language includes forbidden forms of interactivity or connectivity

[Policy 6110P – Superintendent – Board Job Responsibilities](#)

Updated to remove legal reference – ARM 10.55.701 Board of Trustees

[Policy 7121 – Budget Adjustments](#)

Updated language for amendments

[Policy 7320 – Purchasing](#)

Updated language in legal reference for school bus purchases

[Policy 7430 – Financial Reporting and Audits](#)

Updated legal references

[Policy 8100 – Transportation](#)

Updated legal references

[Policy 8110 – Bus Routes and Schedules](#)

Updated language \$2 for extending route into another service area

[Policy 8123 – Driver Training and Responsibility](#)

Updated CPR certification every two years; maximum driving time; Option A

[Policy 8124 – Student Conduct on Buses](#)

Updated to include line on standard code of conduct

[Policy 8225 – Tobacco Free Policy](#)

Updated legal references

[Policy 8425 – Service Animals](#)

Updated cross and legal references

[Policy 8450 – Automated External Defibrillators \(AED’s\)](#)

Updated language for #5 and no #7 (renumber 1-6)

**Policy Committee Recommendation:** Approve and adopt the updates and revisions as proposed by MTSBA to the policies, as listed.

**Sample Motion:** I move to approve and adopt the updates and revisions as proposed by MTSBA to the policies, as listed.

**G. Required Policy Adoptions from MTSBA Review**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policies – *Appendix C, Section V (pg. 154)*

**Facts to Consider:** The Policy Committee has continued reviewing the proposed and required changes to the Policy Manual from MTSBA. Below are the required policies that need to be adopted. Required policies may be adopted on the first reading.

**Required Policies Not Previously Adopted:**

[Policy 7330 – Payroll Procedures/Schedules \(R\)](#)

[Policy 7330F – Payroll Procedures/Schedules \(Deferred Wage Payment Election Form\) \(R\)](#)

**Policy Committee Recommendation:** Approve and adopt the required policies, as listed.

**Sample Motion:** I move to approve and adopt the required policies, as listed.

**H. Recommended Policy Adoptions from MTSBA Review – 1<sup>st</sup> Reading**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policies – *Appendix C, Section VI (pg. 156)*

**Facts to Consider:** The Policy Committee has continued reviewing the proposed and required changes to the Policy Manual from MTSBA. Below are the recommended and optional policies that the Committee has proposed for adoption. Recommended and optional policies may only be adopted after the second reading.

**Recommended and Optional Policies Not Previously Adopted:**

[Policy 5125 – Whistle Blowing and Retaliation \(REC\)](#)

[Policy 7225 – Crowdfunding \(OP\)](#)

[Policy 7425F – Fundraising Notice \(REC\)](#)

[Policy 7535 – Electronic Signatures \(REC\)](#)

[Policy 7550 – Indirect Cost Reimbursement \(OP\)](#)

[Policy 8102 – Contracting for Transportation Services \(REC\)](#)

[Policy 8310 – Memorials \(OP\)](#)

[Policy 8450F – AED Incident Report Form, Notification Letter, Service Log \(OP\)](#)

[Policy 8460 – Naming of School District Facilities \(OP\)](#)

**Policy Committee Recommendation:** Approve the first reading of recommended and optional policies, as listed.

**Sample Motion:** I move to approve the first reading of recommended and optional policies, as listed.

#### **I. Termination of Obsolete Policies**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policies – *Appendix C, Section VII (pg. 170)*

**Facts to Consider:** The following policies are being recommended for termination by MTSBA and the Policy Committee. The policies no longer exist in the MTSBA Model Policy Series or are specific to Cascade and are addressed in other policies.

##### **Termination of Policies**

[Policy 5000 – Board Goals – Personnel](#)

[Policy 5001 – Employee Assistance Program](#)

[Policy 5232F – Report of Child Abuse](#)

[Policy 5240 – Resolution of Staff Complaints](#)

[Policy 5253 – Retirement Programs for Employees](#)

[Policy 7410 – Accounting System](#)

[Policy 8230 – Nutrition](#)

[Policy 8400 – Sale of Real Property](#)

**Policy Committee Recommendation:** Terminate the obsolete policies, as listed.

**Sample Motion:** I move to approve the recommendation to terminate the obsolete policies, as listed.

#### **J. Consideration of Recommendation of Board Self-Evaluation – 1<sup>st</sup> Reading**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policy 1620; Board Self Evaluation – *Appendix C, Section VIII (pg. 179)*

**Facts to Consider:** Per Policy 1620 – Evaluation of Board, at the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations. In order to perform the annual evaluation, the Policy Committee has chosen an evaluation document they would like to include in the policy manual as Policy 1620F – Board Evaluation Form.

**Policy Committee Recommendation:** Approve the first reading of Policy 1620F – Board Evaluation Form.

**Sample Motion:** I move to approve the first reading of Policy 1620F – Board Evaluation Form.

#### **K. Consent Agenda (Appendix D)**

A. Minutes of Regular Board Meeting, December 14, 2021– *Appendix D, Section I (pg. 202)*

B. Minutes of Special Board Meeting, January 4, 2022 – *Appendix D, Section II (pg. 205)*

C. Business Claims – *Appendix D, Section III (pg. 207)*

D. Student Activity Account – *Appendix D, Section IV (pg. 213)*

E. Sub List – *Appendix D, Section V (pg. 215)*

### **Annual Superintendent Evaluation (possible executive session)**

#### **Board Meeting Evaluation (I)**

A. Complete evaluation and turn into Mr. Miller

#### **Announcements (I)**

A. Regular School Board Meeting, February 15, 2022

B. Upcoming Trainings:

a. MTSBA HR Symposium – 3 Part Virtual: February 8, 15, 22, 2022

b. MTSBA School Budget Symposium – Virtual & In-Person: Misc Dates in March 2022

#### **Adjournment (A)**