

THE REGULAR MEETING of the BOARD OF TRUSTEES of Bigfork Elementary School and Bigfork High School, District No 38, Flathead and Lake Counties, was called to order by Chairperson Sandry on November 12, 2019, at 5:08 pm in the high school library.

Trustees in attendance: Paul Sandry, Zack Anderson, Dana Whitney, Dan Elwell, Aaron Parish and Christina Relyea

Trustees Absent: Jessica Martinz

Also in attendance were Superintendent Matt Jensen, Business Manager Lacey Porrovecchio, Principals Mark Hansen, Charlie Appleby and Brenda Clarke, staff members and community members.

Pledge of Allegiance

Comments on non-agenda items:

Staff member Rhonda White asked about the high school enrollment and budget amendment. Mr. Jensen explained it is an agenda item and would be discussed under New Business.

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

Trustee Anderson asked for discussion regarding Policy 1420 School Board Meeting Procedure.

A motion to approve the consent agenda with Policy 1420 moved to New Business item E was made by Trustee Elwell, seconded by Trustee Relyea, and **approved** by unanimous vote of the elementary and high school trustees.

- Consideration of Regular Board Meeting Minutes for October 9, 2019 Board Meeting
- Consideration of All Bill Approval Lists
- Consideration of Student Activity Report for September and October, 2019
- Consideration of Personnel – *Any offer of employment is contingent upon receipt of satisfactory criminal history background check and for some positions receipt of satisfactory pre-employment screening.*
 1. Substitute Personnel Recommended for Consideration
 - a. Lori David, K-8 Substitute Teacher
 - b. Beverly Neeley, K-12 Substitute Teacher
 - c. Zachary Peters, K-12 Substitute Teacher
 - d. Eric Schleich, K-12 Substitute Teacher
 - e. Beth Magstadt, K-12 Substitute Teacher
 - f. Chris Zabel, Food Service Substitute
 2. Extra-Curricular Personnel Recommended for Consideration
 - a. Heather Epperly, Elementary School Music Advisor
 - b. Aubrie Kallenberger, Elementary School Data Coordinator
 - c. Elise Van Valkenburg, Middle School Data Coordinator
 - d. Scarlett Sherman, High School Data Coordinator
 - e. Matt Farrier, Assistant Wrestling Coach
- Consideration of Policy Adoption
 1. 1000 – Legal Status, Operation and Organization
 2. 1105 – Membership
 3. 1111 – Election
 4. 1120 – Annual Organization Meeting
 5. 1240 – Duties of Individual Trustees
 6. 1310 – District Policy and Procedures
 7. 1400 – Board Meetings
 - ~~8. 1420 – School Board Meeting Procedure~~
 9. 1420F – Notice Regarding Public Comment
 10. 1441 – Audience Participation
 11. 1511 – Code of Ethics for School Board Members
 12. 1512 – Conflict of Interest
 13. 1513 – Management Rights
 14. 1520 – Board/Staff Communications

15. 1610 – Annual Goals and Objectives
16. 1700 – Uniform Complaint Procedures

REPORTS & PRESENTATIONS

A. High School PLC Conference Report

High school teachers Charlie Ball, Rhonda White, Christina Nadeau, Natalie Burton, Solveig Munson and Cynthia Wilondek shared about their recent PLC conference attendance. They each shared their biggest takeaways from the conference. Takeaways included the need for a daily schedule that allows time for teachers to meet with students who are struggling, the recognition that the high school is on the right track, learning how to help 21st Century learners learn, the importance of building strong relationships with students, learning the difference between enrichment and extension, and the need for teacher collaboration.

SUPERINTENDENT REPORT

Mr. Jensen asked the trustees if they had questions regarding the general fund levy timeline. Election day is May 5, 2020. He proposed a board workshop to discuss the FVCC trainings, the general fund levies, and student discipline policies. A board workshop will be scheduled the first week of December. He is starting work on the 2020-21 school year calendar. He asked trustees for feedback regarding start and end days, spring break and Christmas break. Mr. Jensen told trustees the school received the Transformational Learning Grant. The high school will receive \$39,751 and the elementary will receive \$66,847 each year for the next 4 years. The trustees also have the option of running matching permissive levies years 2, 3 and 4. Mr. Jensen updated the trustees on the soft lock down the district had.

NEW BUSINESS

- A. Cross Country Fundraiser – Beau Wielkoszewski asked the trustees to approve the cross country fundraiser. He will run approximately 57 miles per day for 10 days over Christmas break in Arizona. The cross country team has been growing and needs about \$9,000 per year for the season. He hopes to get larger outside donations. If he raises more than \$10,000 he will split it between the other unfunded athletic programs.

A motion to approve the Cross Country Fundraiser as proposed was made by Trustee Elwell, seconded by Trustee Relyea, and approved by unanimous vote of the elementary and high school trustees.

- B. Memorandum of Understanding with Flathead Community Health Center – Mr. Jensen told trustees he received the draft of the MOU today. It is the third part of the school based out-patient therapy and designates Bigfork Schools as a host sight. There is no cost to the school. There are 5 middle school students and 5 high school students who could benefit from the services at this time. Discussion followed. Board Chair Sandry asked that the MOU be tabled until the next meeting so Mr. Jensen and trustees can review it.
- C. Bigfork High School General Fund Budget Amendment Proclamation – Lacey Porrovecchio provided the board with enrollment numbers since 2005. Both the high school and elementary are up approximately 30 students from last year. Both budgets could do budget amendments based on the increased students, but only the high school is eligible for additional state aid. She explained the budget amendment process and the proclamation is the first step. The next step is to send the petition to the Office of Public Instruction.

A motion to approve the Bigfork High School General Fund Budget Amendment Proclamation as proposed was made by Trustee Anderson, seconded by Trustee Parish, and approved by unanimous vote of the elementary and high school trustees.

- D. Bus Route 20C – Mr. Jensen explained Bus Route 20C is the Intermountain route and only runs in the morning. There may be additional route changes throughout the school year.

A motion to approve Bus Route 20C as proposed was made by Trustee Anderson, seconded by Trustee Relyea, and approved by unanimous vote of the elementary trustees.

- E. Policy 1420 – School Board Meeting Procedure – Trustee Anderson explained he would like to alter the language in the policy regarding attending board meetings via electronic communication. It has been abused in situations on other boards he serves on. Board discussion followed. Board Chair Sandry told the trustees language will be considered for Policy 1420 and discussed at the board workshop.

REGULAR BOARD MEETING

November 12, 2019

There were no committee reports.

PRINCIPAL REPORTS

Mrs. Clarke talked to the trustees about parent teacher conferences and the book fair. She told them about the instructional coaching her teachers are receiving in reading and writing. She taught a lesson in the third grade classrooms.

Mr. Appleby is celebrating kindness in the middle school. He also reported on the soft lock down, all middle school kids have taken the ACT Aspire test and PLC conferences in the spring and summer.

Mr. Hansen reported on the band concert, the Veterans Day assembly, the end of the quarter, and parent teacher conferences. He also thanked the teachers who reported on their recent PLC trip.

FUTURE MEETING SCHEULE

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

- o Wednesday, December 11, 2019
- o Wednesday, January 8, 2020
- o Wednesday, February 12, 2020
- o Wednesday, March 11, 2020
- o Wednesday, April 8, 2019

Trustees discussed the upcoming meeting schedule. Trustee Anderson will not be able to attend the December 11 meeting.

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

Adjourned: 6:30 pm

EXECUTIVE SESSION

Litigation Strategy, Closed session in Accordance with Section 2-3-203(4)(a), MCA

Closed session began at 6:35.

Closed session ended at 6:39.

District Clerk

Chairperson

THE MEETING of the BOARD OF TRUSTEES of Bigfork Elementary School and Bigfork High School, District No 38, Flathead and Lake Counties, was called to order by Chairperson Sandry on December 3, 2019, at 5:00 pm in the high school library.

Trustees in attendance: Paul Sandry, Zack Anderson, Dana Whitney, Dan Elwell, Jessica Martinz, Aaron Parish and Christina Relyea

Also in attendance were Superintendent Matt Jensen, Business Manager Lacey Porrovecchio, principal Mark Hansen, staff members and community members.

Pledge of allegiance

There were no comments on non-agenda items.

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

NEW BUSINESS

- A. FVCC Boardmanship Leadership Academy- The superintendent and board members engaged in discussion recapping the classes they attended at FVCC. Discussion included the roll of the board and superintendent, board meeting agendas, new trustee orientation, board and superintendent evaluations, and the affect the school board has on student achievement.
- B. District Improvement Plan Overview- Mr. Jensen and the trustees engaged in discussion regarding the process for how schools improve. The plan will provide more structure and accountability and incorporates the current district goals. Each school would also have a School Improvement Plan. They also discussed professional learning communities and the daily schedule. Mr. Jensen will continue to work on the plan and bring it back to the trustees at a future board meeting.
- C. Board Policy 3300, Corrective Actions and Punishment- Board Chair Sandry asked the trustees if they wanted to make changes to board policy 3300. Discussion followed regarding drug testing as part of the administration's recommendation for students who go through discipline hearings. They also discussed limiting the drug testing to a certain amount of time following student discipline hearing. Mr. Jensen will make revisions to the policy including adding drug testing language and language requiring students to park on campus after discipline hearings instead of off campus. The time period for drug testing will be discussed at the next board meeting.
- D. Maintenance & Operations Levies Purpose- Mr. Jensen and the trustees discussed running general fund levies and how the funds would be used if the levies passed. The discussion included staffing, salaries and benefits, restoring and increasing expenditure lines, funding for the SRO, and funding the current unfunded sports. After discussion, the focus will include staffing, salaries and benefits, SRO funding and expenditure lines.
- E. 2020 Maintenance & Operations Levies Timeline- Mr. Jensen talked to the trustees about the levy timeline. Some of the timeline is determined by law.

Trustee Anderson will be absent for the December 11 board meeting.

Mr. Jensen let the trustees know the suspect in the high school bomb threat is in custody. They also discussed the unexpected passing of Mike Tharp, recently retired from the transportation department. Mr. Jensen noted he was a kind, generous man.

FUTURE MEETING SCHEULE

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

- o Wednesday, December 11, 2019
- o Wednesday, January 8, 2020
- o Wednesday, February 12, 2020
- o Wednesday, March 11, 2020
- o Wednesday, April 8, 2019

BOARD WORKSHOP

December 3, 2019

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

Adjourned: 6:57 pm

District Clerk

Chairperson

Roger Vanlandingham, Food Service Director
Bigfork School District #38
600 Commerce St
Bigfork, Mt 59911

December 2, 2019

Mr. Matt Jensen, Superintendent
Bigfork School District #38
600 Commerce St
Bigfork, Mt 59911

Dear Mr. Jensen,

I would like to recommend Carrie Dahlman to work in the Food Service department. The offer will be contingent upon her successful completion of the physical exam and Background check.

Sincerely,



Roger Vanlandingham

Roger Vanlandingham, Food Service Director
Bigfork School District #38
600 Commerce St
Bigfork, Mt 59911

December 2, 2019

Mr. Matt Jensen, Superintendent
Bigfork School District #38
600 Commerce St
Bigfork, Mt 59911

Dear Mr. Jensen,

I would like to recommend Amanda Duncan to work in the Food Service department part time and as a sub. The offer will be contingent upon her successful completion of the physical exam and Background check.

Sincerely,



Roger Vanlandingham

Fw: Sub recommendations

Matt Jensen

Thu 11/14/2019 3:25 PM

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

Please add to the December agenda.

Thanks

Matt J

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

Sent: Thursday, November 14, 2019 11:54 AM

To: Matt Jensen <mattj@bigfork.k12.mt.us>

Subject: Sub recommendations

Trustees,

I recommend Jenni Cosand and Patrick Caufield as subs in our district.

Ms. Cosand has been running youth groups and working with kids since she was 15 years old, and is currently working on finishing up "Grounded" a place for high schoolers to go after school (in the old Eagle office).

Mr. Caufield taught high school Spanish and English for 31 years in Montana and Nevada and is a former graduate of Bigfork himself.

Thank you for your consideration,

Charlie Appleby

Charles Appleby | Middle School Principal

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

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

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

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

Dear Mr. Jensen,

I am delighted to recommend Josh Venteicher to the position of substitute teacher for our district.

Mr. Venteicher is a graduate of Bigfork High School, also graduating from U.T.I in 2013 with an Associates Degree.

Josh has been in charge of high school age students as manager of a restaurant and has mentored young adults with how work on their vehicles, as the owner of an auto repair shop.

Mr. Venteicher knows the importance of positive feedback to foster growth in our students and to see the potential in all students.

I believe Josh will work well with our staff and students, to ensure that students are getting the instruction they need, as a substitute teacher.

Thank you for your consideration,

Mark Hansen

Principal

Bigfork High School

Board Rec

Brenda Clarke

Mon 11/25/2019 11:40 AM

To: Matt Jensen <mattj@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Please add this to the next Board Agenda:

Board of Trustees:

I am pleased to recommend Catherine Kittle as a substitute teacher for Bigfork School District. Catherine recently moved to Bigfork to be near family. Her aunt, Leona Maneval, has a daughter in Bigfork High School and served as a substitute also. Catherine has a Bachelor of Science degree in Sales and Business Marketing from Western Michigan University. She was a mortgage banker for over 10 years and a nanny for a short time.

Thank you,
Brenda Clarke

***** The email account for Brenda Clarke sent out malware on the morning of November 22, 2019. If you clicked the link, downloaded a zip file and opened the contents, your computer may be infected. Bigfork School District IT *****

Coach Recommendation - Winter

Matt Porrovecchio

Wed 11/13/2019 1:23 PM

To: Matt Jensen <mattj@bigfork.k12.mt.us>

Cc: Alison Wallen <awallen@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Dear Mr. Jensen,

I would like to recommend the following coaches for the 2019-2020 high school winter sports season:

Head Wrestling Coach

Mr. Shawn Hall - Returning

Head Swim Coach

Mrs. Charlotte Ball - Returning

Thank you for your consideration.

Matt Porrovecchio

Fw: MS Girls Basketball Coach Recommendations

Lacey Porrovecchio

Fri 12/6/2019 2:32 PM

To: Alison Wallen <awallen@bigfork.k12.mt.us>

Lacey Porrovecchio
Business Manager
Bigfork School District 38
406.837.7400

From: Matt Jensen <mattj@bigfork.k12.mt.us>
Sent: Monday, December 2, 2019 3:31 PM
To: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>
Subject: Fw: MS Girls Basketball Coach Recommendations

Lacey,

Please add to the December agenda.

Matt J

From: Matt Porrovecchio <mattp@bigfork.k12.mt.us>
Sent: Monday, December 2, 2019 2:09 PM
To: Matt Jensen <mattj@bigfork.k12.mt.us>
Subject: MS Girls Basketball Coach Recommendations

Dear Mr. Jensen,

I would like to recommend the following coaches for the 2019/20 Middle School Girls Basketball season.

5th Grade Volunteer Head Coach

Mrs Amy Campbell
Mr. Jazper Torres

6th Grade Volunteer Head Coach

Mrs. Bobby Joe White
Mrs. Janell Plummer

7th Grade Head Coach

Mr. Ray Hein

8th Grade Head Coach

Mrs. Kim Coleman

Thank you for your time and consideration.

Matt Porrovecchio

Winter Cheer Coach Recommendations 19-20

Matt Porrovecchio

Fri 12/6/2019 1:02 PM

To: Matt Jensen <mattj@bigfork.k12.mt.us>

Cc: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>

Dear Mr. Jensen

I would like to recommend the following coaches for the 2019/20 school year:

High School Cheer

-Emily Feller Head Coach - Returning

-Heather Epperly Assistant Coach - Returning

Thank you for your time and consideration.

Matt Porrovecchio