

CULBERTSON SCHOOL DISTRICT #17 J/R/C
RICHLAND/ROOSEVELT COUNTIES
CULBERTSON, MONTANA

NOTICE OF REGULAR SCHOOL BOARD MEETING

Tuesday—October 22, 2013, 6:30 PM

PREVIEW BILLS.....6:15 PM

CALL TO ORDER.....6:30 PM

ROLL CALL

- 01. Action, establish quorum

RECOGNITION OF VISITORS

- 02.

APPROVE AGENDA

- 03. Action, approve agenda

PUBLIC COMMENT FOR AGENDA ITEMS

- 04.

MINUTES OF PREVIOUS MEETINGS

- 05. Action, approve minutes from the following meeting(s)
 - a. September 17, 2013 (Regular Board Meeting)
 - b. October 7, 2013 (Special Board Meeting)

FINANCE REPORT

- 06. Action, Pay Bills/Approve Investments/Review Extra-curricular Accounts

REPORTS

- 07. Information, Student Representative Report
- 08. Information, Teacher Report
- 09. Information, Activities Director Report
- 10. Information, Technology Systems Administrator Report
- 11. Information, Principal Report
- 12. Information, District Clerk Report
- 13. Information, Superintendent Report

* Items listed on the agenda do not necessarily indicate the order in which they will be addressed.

Mission

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever changing world.

UNFINISHED BUSINESS

14. Action, Board Policy: Teacher Evaluation Instrument
15. Action, Board Policy: Principal Evaluation Instrument
16. Action, Board Policy: Staff Dress Code
17. Action, Board Policy: Staff Cell Phone Use
18. Action, Board Policy: Staff Social Media Use
19. Action, Board Policy: Activity Bus/School Van Ridership
20. Action, Board Policy: Extra-Curricular Team Support Staff
21. Action, Teacher Housing

NEW BUSINESS

22. Action, College Graduate Credit Request(s)
23. Action, Guest Teacher Application(s)
24. Action, 2013-2014 Classified Staff Contract(s)
 - a. Pam Zieman Contract Change
 - b. Special Education Aide
 - c. Custodian
25. Action, Professional Growth Allocation
26. Action, 2 pm Dismissal on October 31st
27. Action, Disposal of Property
28. Action, Band Instrument Rentals
29. Action, Request for 6th Grade Participation in Junior High Basketball
30. Action, 2013-2014 Extra-Curricular Contract(s)
 - a. High School Boys' Basketball Assistant Coach
31. Action, Enrollment Request

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 32.

REPORTS (Continued)

33. Information, Trustees Reports/Requests.

DATE/TIME FOR NEXT MEETING

34. Date: Tuesday, November 19th Time: 6:30 p.m.
Potential Conflicts: None
Suggested Change: None

* Items listed on the agenda do not necessarily indicate the order in which they will be addressed.

Mission

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever changing world.

ADJOURNMENT

35. Time of adjournment: _____

* Items listed on the agenda do not necessarily indicate the order in which they will be addressed.

Mission

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever changing world.

Public Comment

(Agenda Items)

The Culbertson School Board of Trustees would like to encourage public comment on any agenda item during the time that it is presented. If any visitor has any particular agenda item or items on which to comment, we would ask that you please indicate your intentions at that time.

Thank you.

SCHOOL BOARD MINUTES
REGULAR MEETING
September 17, 2013
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, September 17, 2013, at 6:32 p.m. Trustees present were: Chair Paul Finnicum, Amanda Cullinan, Cheryl Kirkaldie, and Gy Salvevold. Representatives were: Larry Crowder, Mike Olson, Dave Solem and Lora Finnicum.

Visitors were recognized. Cheryl Kirkaldie made motion to approve the agenda. Amanda Cullinan seconded motion. Motion carries unanimously. Notice for public comment given.

Cheryl Kirkaldie made motion to approve the minutes of August 20, 2013 (regular board) meeting. Gy Salvevold seconded motion. Motion carries unanimously.

Gy Salvevold made motion to pay the September bills, approve investments, and note extra-curricular balances. Amanda Cullinan seconded motion. Motion carries unanimously.

Payroll Warrants	48668 to 48714
Claims Warrants	59458 to 59519

Mr. Olson explained the need to install a second internet line from Nemont to help spread the load until the fiber optic lines are functional. Our camera systems are using up tons of space. Trustees will need to let Mr. Crowder know if they will be attending MCEL conference in Billings.

Cheryl Kirkaldie made motion to hire Shelly Salvevold and Mikayla Bingham as Guest Teachers, pending successful fingerprint and background checks. Amanda Cullinan seconded motion. Motion carries unanimously.

Gy Salvevold made motion to hire Marjory McCaffery as HS Math Teacher prorated on start date. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

No classified recommendations at this time. Amanda Cullinan made motion to advertise for custodian and gym cleaning. Gy Salvevold seconded motion. Motion carries unanimously.

Cheryl Kirkaldie made motion to hire Trent Panasuk as HS Football Assistant Coach, Jeff Nickoloff as JH Football Assistant Coach, Valli Hauge as JH Girls' Basketball Coach, and Gordon Oelkers as JH Boys' Basketball Coach. Gy Salvevold seconded motion. The football coaches' stipend would be prorated to the remaining season. For motion: Kirkaldie, Salvevold. Recuse: Cullinan. Motion carries.

Gy Salvevold made motion to approve the handbook changes based on staff recommendations to clean up language. All staff agreed and 7-12 students will be required to take final tests. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Trustees reviewed OPI's guidelines on teacher evaluations. The evaluation is subject to collective bargaining. CEA approved the new evaluation forms. Gy Salvevold made motion to

SCHOOL BOARD MINUTES
REGULAR MEETING
September 17, 2013
Tuesday – 6:30 p.m.

adopt the proposed teacher evaluation instrument. Amanda Cullinan seconded motion. Motion carries unanimously.

Trustees also reviewed the new principal evaluation. Cheryl Kirkaldie made motion to adopt the proposed principal evaluation instrument. Amanda Cullinan seconded motion. Motion carries unanimously.

Mr. Crowder explained the lack of affordable housing and the difficulty over the past couple years in recruiting and retaining staff. Board reviewed an offer from Dave Geib for purchase of existing rentals or options to build rentals. Gy Salvevold made motion to table for additional information. Cheryl Kirkaldie seconded motion. Mr. Olson would get language from other schools on how housing is decided. Motion carries unanimously.

No interest from staff on gym cleaning. Gy Salvevold made motion to offer time and a half to staff. Amanda Cullinan seconded motion. If still no takers, Board could consider a cleaning contract. Motion carries unanimously.

Mrs. Herness is working on the AR Incentive Program based on meaningful, educationally based incentives. The program will be presented once it is developed.

Details will be finalized on the reading journal incentive program. We have partnered with Me Too as a book-it program. Details will be presented at the next board meeting.

Gy Salvevold made motion to post policy on staff dress code. The policy would be condition of employment and a union matter. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Cheryl Kirkaldie made motion to post cell phone use policy. Amanda Cullinan seconded motion. Motion carries unanimously.

Gy Salvevold made motion to post social media use policy. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Amanda Cullinan made motion to post activity bus/school van ridership policy. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Policy would be developed for extra-curricular team support staff. No sample policy was available but it could also be included in the handbook. Age appropriate managers will be required.

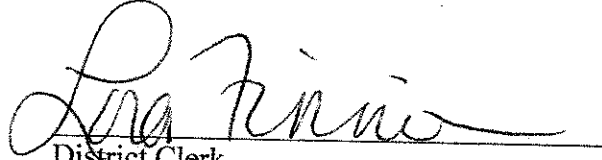
Board discussed bonus period and the pros and cons. The concept is not ready for implementation now, but could be developed and introduced at a later time.

SCHOOL BOARD MINUTES
REGULAR MEETING
September 17, 2013
Tuesday – 6:30 p.m.

Mr. Crowder requested a math stipend for teaching math until teacher was hired. Gy Salvevold made motion to approve a \$150/day math stipend to Mr. Crowder. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Notice for public comment on non-agenda items given. Trustees discussed common core standards and the potential changes. Next regular meeting scheduled for October 22nd at 6:30 p.m. Gy Salvevold made motion to adjourn. Cheryl Kirkaldie seconded motion. Meeting adjourned at 7:50 p.m.

Board Chair



District Clerk

SCHOOL BOARD MINUTES
SPECIAL MEETING
October 7, 2013
Monday – 6:30 p.m.

The Board met in special session on Monday, October 7, 2013, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Amanda Cullinan, Cheryl Kirkaldie, Ron Larsen, and Gy Salvevold. Representatives were: Larry Crowder, Mike Olson and Lora Finnicum.

Visitors were recognized. Ron Larsen made motion to approve agenda. Amanda Cullinan seconded motion. Motion carries unanimously. Notice for public comment given.

One bid was received for Project Manager for Health Classroom/Storage Project and Elementary Classroom Addition Project at \$40/work hour. Plans and funding were reviewed. Plans would be developed on the Elementary Classroom project. Discussion whether Board should be focusing on building school facility projects or staff housing. We have immediate needs for facility additions and potential future needs for housing. Gy Salvevold made motion to award the bid to Geib Construction at \$40/work hour as project manager. Cheryl Kirkaldie seconded motion. For motion: Cullinan, Kirkaldie, Salvevold. Against: Larsen. Motion carries.

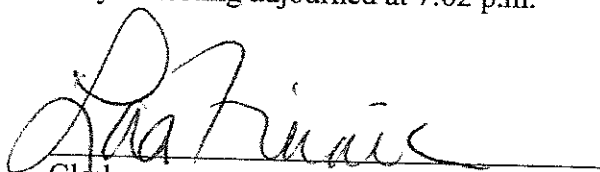
Due to the need to split the Spanish and Health Classrooms, administration would like to request a temporary move of the weight room to the basement of the Old Armory. Once construction is completed, the weight room will be moved back. Ron Larsen made motion to approve the move. Amanda Cullinan seconded motion. Motion carries unanimously.

Mr. Crowder requested a clarification on the gym cleaning wages. Board received an offer from Spanish Club to clean the gym only for \$125 per event. Ron Larsen made motion to approve Spanish Club for gym cleaning at \$125 per event. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Gy Salvevold made motion to hire Leona Colvin, Christie Knudsen, and April Deen as Guest Teachers, pending successful fingerprint and background check. Ron Larsen seconded motion. Motion carries unanimously.

Gy Salvevold made motion to accept the letter of resignation from Krysia Traffie effective immediately. Amanda Cullinan seconded motion. Motion carries unanimously. Notice for public comment given on non-agenda items. Mr. Crowder explained the need for additional staff in the Title room with the increased number of students in the elementary. Recommendation will be given at the October regular meeting to hire Pam Zieman for 4 hours as Title I Aide in addition to the lunchroom duties. Amanda Cullinan made motion to adjourn meeting. Cheryl Kirkaldie seconded motion. Motion carries unanimously. Meeting adjourned at 7:02 p.m.

Chairman of the Board



Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of **SEPTEMBER 30, 2013**

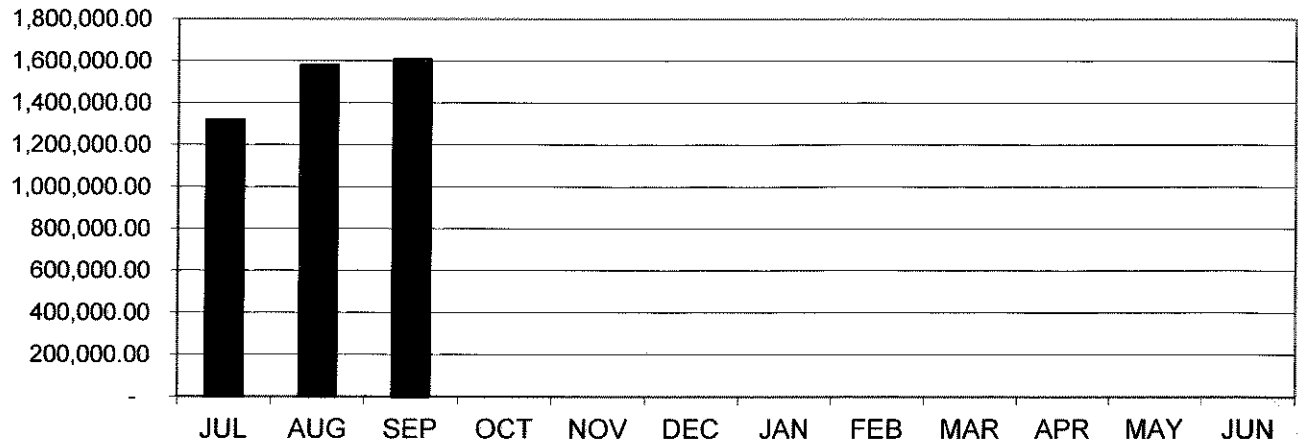
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(2,138.49)	296,921.42	240,075.00	418,810.00	115,768.36	279.57	279.57	0.00
TRANSP	86.98	24,854.78	175,746.00	156,271.00	19,561.23	24,855.53	24,855.53	-
RETIREM	14.56	42,180.85	81,387.00	66,397.00	15,003.82	42,181.59	42,181.59	-
MISC	30,401.89	6.04	34,031.00	60,204.00	8,182.63	(3,947.70)	(3,947.70)	-
Misc	26,173.41	6.04	34,031.00	60,204.00	-	6.45		
Title	-	-			8,182.63	(8,182.63)		
Multi Dist	3,011.09	-			-	3,011.09		
Ind Ed	-	-			-	-		
JMG	750.00	-			-	750.00		
SRS	(1,645.28)	-			-	(1,645.28)		
JOM	2,112.67	-			-	2,112.67		
AD ED	8.89	20.94	19,184.00	18,749.00	443.25	21.58	21.58	0.00
COMPAB	1.13	1.71	9,609.00	9,610.00	-	1.84	1.84	0.00
IMPACT	14.06	10.72	60,390.00	60,404.00	-	10.78	10.78	(0.00)
TECH	2,568.55	-	2.00	910.00	1,660.04	0.51	0.51	0.00
FLEX	(8,999.82)	34.96	196,946.00	179,963.00	7,982.00	36.14	36.14	0.00
COOP	(7,805.01)	71,889.28	253,657.00	203,090.00	114,605.44	45.83	45.83	0.00
PR	8,485.44	219,868.76	-	-	224,688.05	3,666.15	3,666.15	0.00
CL	26,593.23	201,696.15	-	-	219,606.95	8,682.43	8,682.43	0.00
ELEM	49,231.41	857,485.61	1,071,027.00	1,174,408.00	727,501.77	75,834.25	75,834.25	0.00
GENERAL	(6,348.15)	43,577.38	93,189.00	47,134.00	82,708.03	576.20	576.20	(0.00)
TRANSP	50.70	14,815.28	65,625.00	52,557.00	13,117.87	14,816.11	14,816.11	-
LUNCH	1.61	1.48	8,329.00	2,216.00	6,114.45	1.64	1.64	0.00
RETIREM	13.58	64,852.58	73,202.00	63,426.00	9,788.83	64,853.33	64,853.33	-
MISC	6,799.48	6.66	37,520.00	37,539.00	114.94	6,672.20	6,672.20	-
Misc	19.49	6.66	37,520.00	37,539.00	-	7.15		
AG	410.00	-			-	410.00		
BUS	-	-			-	-		
BUS-R	-	-			-	-		
Multi Dist	2,230.36	-			-	2,230.36		
JMG	480.63	-			114.94	365.69		
Perkins	-	-			-	-		
Aca Ach	3,659.00	-			-	3,659.00		
AD ED	9.36	26.19	13,858.00	13,424.00	443.25	26.30	26.30	(0.00)
DR ED	0.80	0.47	2,638.00	2,638.00	-	1.27	1.27	(0.00)
COMPAB	1.08	1.47	8,302.00	8,303.00	-	1.55	1.55	(0.00)
IMPAC	28.83	31.77	178,992.00	179,020.00	-	32.60	32.60	0.00
TECH	0.61	0.31	1,764.00	993.00	770.92	1.00	1.00	0.00
FLEX	0.16	-	-	-	-	0.16	0.16	-
ENDOW	4.66	4.65	26,169.00	26,173.00	-	5.31	5.31	0.00
HS	562.72	123,318.24	509,588.00	433,423.00	113,058.29	86,987.67	86,987.67	0.00
TOTAL	49,794.13	980,803.85	1,580,615.00	1,607,831.00	840,560.06	162,821.92	162,821.92	0.00

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	82,752.00	240,075.00	418,810.00									
110 Transport	147,492.00	175,746.00	156,271.00									
114 Retirement	89,051.00	81,387.00	66,397.00									
115 Misc Fed	34,031.00	34,031.00	60,204.00									
117 Adult Ed	19,946.00	19,184.00	18,749.00									
121 Comp Abs	3,866.00	9,609.00	9,610.00									
126 Impact Aid	84,037.00	60,390.00	60,404.00									
128 Technology	1.00	2.00	910.00									
129 Flex	255,884.00	196,946.00	179,963.00									
182 Interlocal	126,738.00	253,657.00	203,090.00									
201 General	74,143.00	93,189.00	47,134.00									
210 Transport	51,669.00	65,625.00	52,557.00									
212 Hot Lunch	5,962.00	8,329.00	2,216.00									
214 Retirement	81,404.00	73,202.00	63,426.00									
215 Misc Fed	37,520.00	37,520.00	37,539.00									
217 Adult Ed	14,753.00	13,858.00	13,424.00									
218 Drivers Ed	1,237.00	2,638.00	2,638.00									
221 Comp Abs	5,001.00	8,302.00	8,303.00									
226 Impact Aid	178,933.00	178,992.00	179,020.00									
228 Technology	1.00	1,764.00	993.00									
229 Flex	-	-	-									
281 Endow	26,159.00	26,169.00	26,173.00									
TOTAL	1,320,580.00	1,580,615.00	1,607,831.00									

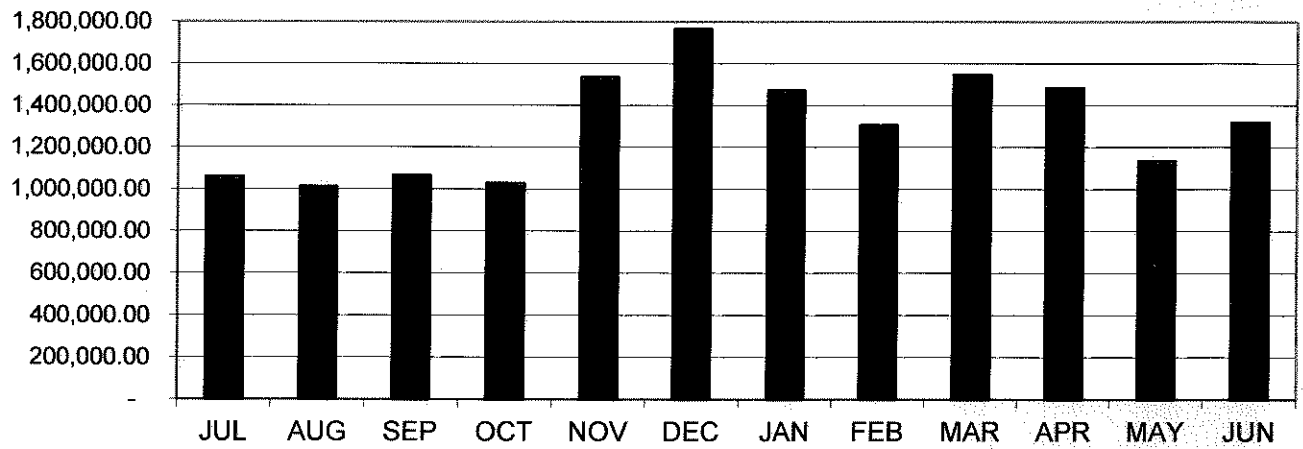
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	100,011.00	123,476.00	219,639.00	155,073.00	240,404.00	343,750.00	258,054.00	165,961.00	305,581.00	220,520.00	23,991.00	82,752.00
110 Transport	34,885.00	41,392.00	59,520.00	53,031.00	87,798.00	149,513.00	135,511.00	117,630.00	128,752.00	109,231.00	87,097.00	147,492.00
114 Retirement	97,627.00	95,257.00	82,268.00	101,335.00	89,815.00	127,839.00	113,051.00	100,889.00	108,423.00	95,817.00	60,578.00	89,051.00
115 Misc Fed	62,236.00	62,251.00	62,266.00	60,721.00	61,718.00	61,350.00	61,363.00	61,375.00	61,386.00	61,395.00	61,406.00	34,031.00
117 Adult Ed	14,590.00	14,710.00	16,389.00	15,887.00	19,531.00	23,466.00	23,545.00	23,239.00	23,023.00	22,650.00	24,822.00	19,946.00
121 Comp Abs	8,701.00	8,702.00	6,014.00	6,016.00	6,017.00	5,599.00	5,634.00	5,635.00	5,603.00	5,604.00	5,605.00	3,866.00
126 Impact Aid	116,762.00	112,524.00	96,500.00	99,200.00	234,187.00	282,208.00	188,780.00	188,837.00	197,459.00	274,033.00	293,796.00	84,037.00
128 Technology	-	1,207.00	1,207.00	1,207.00	1,208.00	1,208.00	1,208.00	1,188.00	570.00	570.00	570.00	1.00
129 Flex	65,001.00	65,017.00	53,715.00	53,732.00	41,022.00	33,833.00	34,142.00	34,149.00	34,154.00	34,160.00	34,344.00	255,884.00
182 Interlocal	285,597.00	202,732.00	220,194.00	246,426.00	268,235.00	178,145.00	154,644.00	172,860.00	271,709.00	242,182.00	170,428.00	126,738.00
201 General	20,793.00	31,037.00	28,406.00	-	186,995.00	168,582.00	145,520.00	108,370.00	70,212.00	32,962.00	9,383.00	74,143.00
210 Transport	43,448.00	43,565.00	30,572.00	26,737.00	44,802.00	56,470.00	46,984.00	34,291.00	41,254.00	28,429.00	16,076.00	51,669.00
212 Hot Lunch	5,015.00	5,150.00	4,581.00	9,113.00	3,875.00	18,294.00	9,371.00	5,728.00	436.00	458.00	5,694.00	5,962.00
214 Retirement	81,255.00	78,014.00	68,309.00	87,222.00	79,541.00	123,646.00	115,315.00	106,047.00	116,318.00	107,508.00	82,155.00	81,404.00
215 Misc Fed	37,437.00	37,446.00	37,455.00	37,465.00	37,473.00	37,480.00	37,488.00	37,496.00	37,502.00	37,508.00	37,514.00	37,520.00
217 Adult Ed	5,380.00	5,240.00	4,802.00	4,297.00	8,622.00	10,569.00	10,699.00	10,714.00	9,971.00	9,569.00	12,302.00	14,753.00
218 Drivers Ed	2,853.00	4,534.00	4,534.00	4,536.00	4,537.00	4,537.00	4,538.00	4,053.00	4,540.00	4,541.00	4,542.00	1,237.00
221 Comp Abs	7,679.00	7,680.00	4,992.00	4,994.00	4,995.00	4,996.00	4,997.00	4,998.00	4,999.00	4,999.00	5,000.00	5,001.00
226 Impact Aid	43,886.00	43,896.00	37,211.00	34,324.00	87,652.00	106,500.00	90,825.00	90,846.00	94,258.00	159,716.00	168,005.00	178,933.00
228 Technology	-	894.00	894.00	894.00	894.00	894.00	874.00	875.00	757.00	758.00	758.00	1.00
229 Flex	-	-	-	-	122.00	122.00	122.00	122.00	122.00	122.00	154.00	-
281 Endow	27,036.00	27,043.00	27,050.00	27,057.00	27,062.00	27,068.00	30,717.00	31,094.00	31,099.00	31,104.00	31,109.00	26,159.00
TOTAL	1,060,192.00	1,011,767.00	1,066,518.00	1,029,267.00	1,536,505.00	1,766,069.00	1,473,382.00	1,306,397.00	1,548,128.00	1,483,836.00	1,135,329.00	1,320,580.00

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	18,494.00	95,214.00	-	-	-	231,018.00	167,433.00	56,064.00	144,713.00	105,730.00	-	144,082.00
110 Transport	44,979.00	44,001.00	-	-	-	46,710.00	29,833.00	10,254.00	15,891.00	4,085.00	-	33,902.00
114 Retirement	105,631.00	102,618.00	4,222.00	-	89,708.00	134,039.00	125,528.00	114,936.00	114,249.00	103,924.00	70,715.00	100,505.00
115 Misc Fed	38,730.00	-	-	-	37,633.00	38,000.00	37,643.00	62,154.00	62,173.00	62,187.00	62,204.00	62,219.00
117 Adult Ed	22,240.00	20,660.00	-	-	15,208.00	16,186.00	15,708.00	15,108.00	14,378.00	12,889.00	13,771.00	14,618.00
121 Comp Abs	9,531.00	9,533.00	-	-	9,019.00	9,019.00	9,021.00	9,021.00	9,026.00	9,028.00	9,031.00	5,252.00
126 Impact Aid	9,987.00	-	-	-	8,702.00	136,220.00	81,459.00	145,162.00	143,917.00	155,216.00	155,255.00	170,451.00
128 Technology	2.00	1,206.00	-	-	321.00	269.00	270.00	270.00	164.00	164.00	164.00	164.00
129 Flex	210.00	210.00	-	-	521.00	521.00	521.00	521.00	521.00	521.00	655.00	65,655.00
201 General	2,798.00	-	-	-	-	71,240.00	42,867.00	14,452.00	-	982.00	-	94,897.00
210 Transport	34,563.00	33,985.00	-	14,164.00	1,991.00	39,975.00	30,324.00	17,870.00	21,151.00	13,268.00	7,471.00	42,987.00
212 Hot Lunch	4,847.00	4,402.00	2,381.00	5,928.00	7,928.00	905.00	6,847.00	8,705.00	8,310.00	7,158.00	1,963.00	2,121.00
214 Retirement	81,911.00	76,762.00	1,807.00	33,053.00	74,605.00	102,333.00	94,485.00	84,984.00	89,115.00	80,784.00	52,853.00	82,496.00
215 Misc Fed	17,930.00	17,403.00	-	-	12,597.00	12,597.00	12,597.00	37,393.00	37,399.00	37,408.00	37,418.00	37,427.00
217 Adult Ed	13,595.00	6,676.00	6,142.00	5,546.00	5,298.00	6,905.00	6,405.00	5,856.00	5,071.00	4,151.00	4,961.00	5,420.00
218 Drivers Ed	1,565.00	3,641.00	3,642.00	3,643.00	3,645.00	3,646.00	3,646.00	3,647.00	3,649.00	3,331.00	2,995.00	1,852.00
221 Comp Abs	7,956.00	7,957.00	7,960.00	7,892.00	7,445.00	7,447.00	7,447.00	7,449.00	7,453.00	7,455.00	7,457.00	4,540.00
226 Impact Aid	8,492.00	1,087.00	1,067.00	781.00	32,185.00	76,875.00	21,556.00	55,158.00	55,172.00	34,769.00	34,784.00	41,180.00
228 Technology	2.00	960.00	143.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00
229 Flex	8.00	8.00	8.00	8.00	14.00	14.00	14.00	14.00	14.00	14.00	16.00	16.00
281 Endow	23,441.00	23,449.00	28,720.00	28,730.00	28,742.00	28,751.00	31,286.00	31,294.00	31,310.00	31,317.00	31,325.00	27,028.00
TOTAL	446,912.00	449,772.00	56,092.00	99,809.00	335,626.00	962,734.00	724,954.00	680,376.00	763,740.00	674,445.00	493,102.00	936,876.00

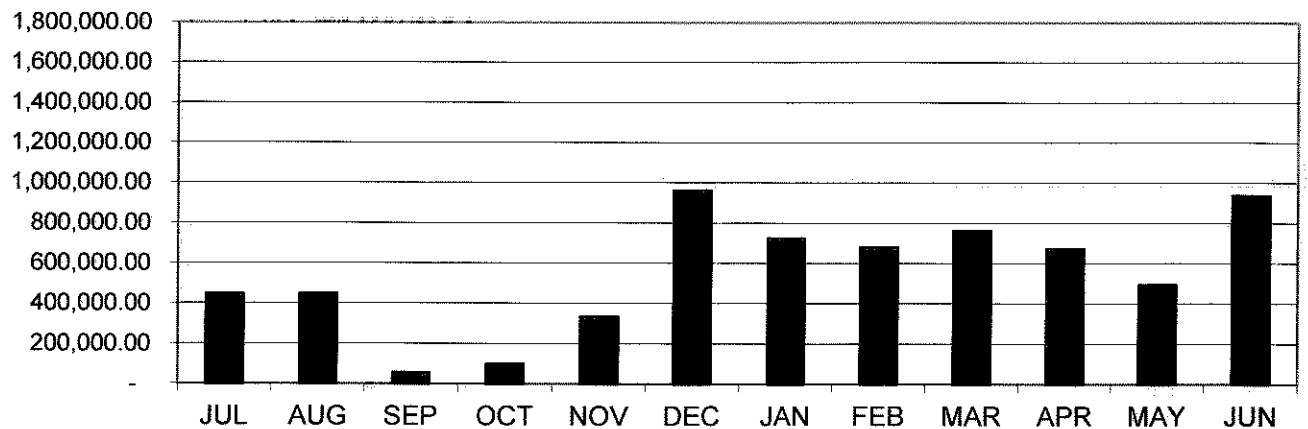
2013-14 INVESTMENTS



2012-13 INVESTMENTS



2011-12 INVESTMENTS



BALANCE ACCOUNTS FOR SEPTEMBER

Cash on Hand		300.00
Checking Statement Balance:	61,966.20	

Outstanding Deposits (In Transit):	0.00
------------------------------------	------

OUTSTANDING CHECKS THROUGH SEPTEMBER

	14266	DAMON MCLAUGHLIN	08-28-2013	68.88
*	14268	PARIS PWONKA	08-28-2013	68.88
*	14270	LARRY ROMO	08-28-2013	173.38
*	14272	SHERRIE BAWDEN	08-28-2013	215.19
*	14280	DAVID HELMER	09-10-2013	36.00
*	14282	BRIAN MANNING	09-10-2013	36.00
	14283	BRUCE BEISWANGER	09-09-2013	44.88
	14284	DAMON MCLAUGHLIN	09-09-2013	44.88
	14285	JEFF MEAD	09-09-2013	86.69
*	14288	WESTBY SCHOOL	09-10-2013	53.75
*	14290	DAWSON COUNTY HIGH	09-10-2013	20.00
*	14300	SHERRIE BAWDEN	09-12-2013	146.69
*	14303	MEDICINE LAKE SCHOOL	09-18-2013	144.00
*	14305	DAR'S DESIGN'S	09-18-2013	250.00
*	14307	DAMON MCLAUGHLIN	09-19-2013	94.91
	14308	BRUCE BEISWANGER	09-19-2013	46.32
	14309	JEFF MEAD	09-19-2013	46.32
*	14312	ABBY ATOR	09-27-2013	33.75
*	14314	CALEB FELL	09-27-2013	48.75
	14315	LANA HEKKEL	09-27-2013	48.75
*	14317	JAMES HERSON	09-27-2013	48.75
	14318	J AND M DISTRIBUTING	09-27-2013	481.38
	14319	CULBERTSON FFA ALUMN	09-27-2013	410.00
	14320	ORIENTAL TRADING	09-27-2013	176.99
	14321	PRO TUFF DECALS	09-27-2013	210.00
	14322	THE OTHER PLACE	09-27-2013	30.00

Outstanding Checks:	-3,065.14
---------------------	-----------

Bank Balance:	58,901.06
---------------	-----------

Investment Balance:	0.00
---------------------	------

Savings Balance:	0.00
------------------	------

Adjusted Balance:	58,901.06
-------------------	-----------

Balance From Ledger:	58,568.56
----------------------	-----------

(Balance From Ledger = Checking + Savings + Investment Balance)

Balance From Ledger + Cash on Hand:	58,868.56
-------------------------------------	-----------

Cash on Hand:	300.00
---------------	--------

CHECK BOOK FAILS TO BALANCE ERROR IS	332.50
--------------------------------------	--------

Adjusted Balance + Cash on Hand:	\$59,201.06
----------------------------------	-------------

Account #	Account Name	Beginning	Receipts	Expenditures	Transfers	New
		Balance				Balance
1	ANNUAL	5,243.72	440.00	1,450.93	0.00	4,232.79
2	ATHLETICS	8,164.51	7,237.25	6,090.21	-70.75	9,240.80
26	CLASS OF 2013-SENIOR	332.86	0.00	0.00	0.00	332.86
3	CLASS OF 2014-SR	4,473.47	0.00	0.00	0.00	4,473.47
4	CLASS OF 2015-JR	2,319.80	0.00	0.00	0.00	2,319.80
5	CLASS OF 2016-SOPH	1,713.63	467.58	342.50	0.00	1,838.71
8	CHEERLEADERS G/B	187.62	110.00	0.00	0.00	297.62
9	FFA	7,949.37	3,240.75	5,247.49	70.75	6,013.38
10	BAND/CHOIR	2,671.58	20.00	28.00	0.00	2,663.58
11	STUDENT COUNCIL	1,723.78	82.25	354.84	0.00	1,451.19
12	SCHOOL PLAY	472.47	0.00	0.00	0.00	472.47
14	VO AG REVOLVING	2,602.42	0.00	0.00	0.00	2,602.42
23	8TH GRADE	0.00	266.00	145.85	0.00	120.15
16	JMG	1,544.29	426.00	308.55	0.00	1,661.74
17	BPA	8,483.16	2,755.51	1,614.15	0.00	9,624.52
18	EXPLORE AMERICA	1,292.00	1,535.70	526.24	0.00	2,301.46
21	MUSIC PARENTS	2,391.30	0.00	0.00	0.00	2,391.30
6	CLASS OF 2017-FRESH	631.76	263.75	42.50	0.00	853.01
24	ART	3,907.82	0.00	122.40	0.00	3,785.42
27	LIBRARY	433.22	0.00	0.00	0.00	433.22
25	SPANISH CLUB	1,007.00	1,343.00	891.35	0.00	1,458.65
-----		-----	-----	-----	-----	-----
	TOTALS	\$57,545.78	\$18,187.79	\$17,165.01	\$0.00	\$58,568.56

October AD report

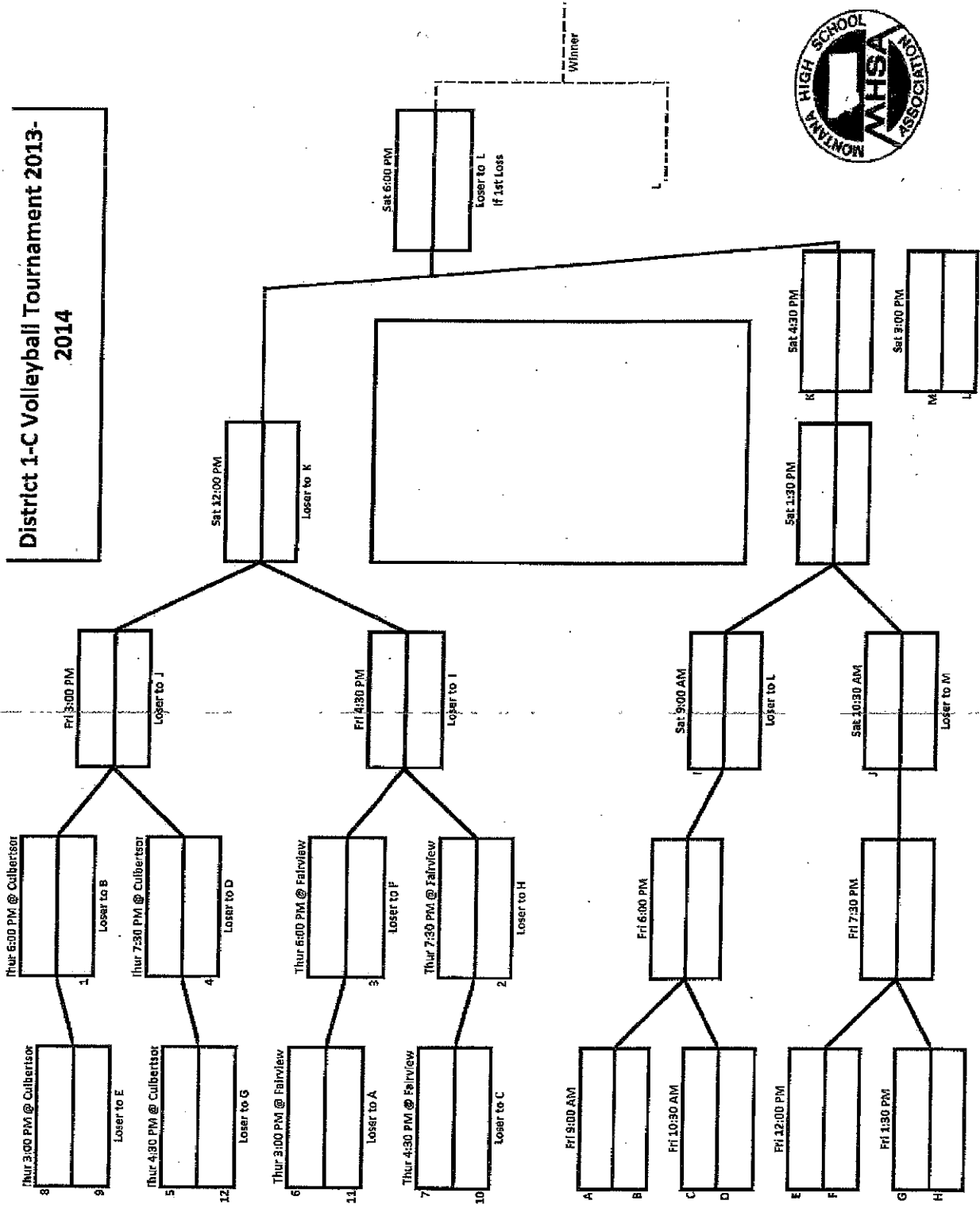
Culbertson Board of Trustees

The fall activities regular season is winding down to the post season. Volleyball districts will be held the week of Oct 28-Nov 2, with Culbertson hosting four matches on Oct 31 in conjunction with Fairview. Currently, the cowgirl volleyball 8th place team in the conference. The varsity football team has qualified for the playoffs as the #2 seed in the conference and will be hosting a playoff game on November 2 versus a team from the Northern division. The high school cross country team will be leaving for the state meet in Missoula on Oct 24. Junior high football and volleyball had their last games on Oct 5. The Ele/JH cross country season also finished on Oct 10 in Wolf Point. Junior high boys and girls basketball season began on Oct 7. Twelve boys and 7 girls in grades 7-8 are participating. Due to the low number of 7-8 girls, 6th graders are allowed to participate.

Sincerely

David Solem

District 1-C Volleyball Tournament 2013-2014



Culbertson School Fall Activities Schedules 2013-2014

Junior High Girls' and Boys' Basketball

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time(s)</u>
Fri. Oct. 25 th	R & L	Culbertson	3 pm, 4 pm
Sat. Oct. 26 th	Savage	Savage	10:00 am, 11:00am
Sat. Nov. 2 nd	Circle	Circle	10:00 am, 11:00am
Mon. Nov. 4 th	Froid/Lake	Froid?	4:30 pm, 5:30 pm
Sat. Nov. 9 th	Brockton	Culbertson	9:00am, 10:00am
Fri. Nov. 15 th	Bainville	Bainville	4:00pm, 5:00pm
Sat. Nov. 16 th	Fairview	Culbertson	9:00am, 10:00am
Fri. Nov. 22 nd	MonDak	Culbertson	4:00pm, 5:00pm
Sat. Nov. 23 rd	Savage	Culbertson	9:00am, 10:00am
Fri. Dec. 6 th	R & L	Lambert	4:30 pm, 5:30 pm
Sat. Dec. 7 th	Froid/Lake	Culbertson	9:00am, 10:00am
Thurs. Dec. 12 th	North Regional Tournament (Girls) @ Froid North Regional Tournament (Boys) @ Medicine Lake		
Sat. Dec. 14 th	Final Four Tournament (Girls & Boys) @ TBA		

2013 – 2014 Speech, Drama & Debate Schedule

October 26

November 2 Sidney

November 9

November 16 Circle

November 23 Roundup

December 7 Plentywood/Huntley Project

December 14 Billings Central

January 4 Baker

January 11 Glendive

January 18 Culbertson

January 25 Divisionals – Shepherd

January 31 – Feb.1 State - Glasgow

Mr. Olson

Technology Report

October School Board Meeting

October 14, 2013

I have ordered additional windows server license with the educational discount. The SRI server will become a windows server and will split the load of our current server. I will update the board on this project as it moves forward.

Nemont has been contacted to run a 2nd internet line to the school. Our bandwidth during the day has been as low as 2.1 mbps download and 1.5 mbps upload. We currently have a 30mb line. The second line will let us split the load throughout the school. Casey from Gaffaney's will hook this line up through our Sonic Wall.

Ms. Fink and I are trying to reimage some of the old laptops to see if I can get them to run better for the elementary students. I will have more information at the next board meeting.

I am in the process of changing out old computers with the rebuilt ones that were purchased through CDI.

We have added a few cameras to the system in areas that did not have coverage and have put one in the weight room at the old armory.

Mr. Olson
Principal's Report
October School Board Meeting
October 14, 2013

Teachers have turned in their professional responsibilities and goals form in accordance with the new evaluation model. I will now meet with each teacher to set up summative observations for the year.

Interquest Detection Canines came to the school on October 9th. They did an extensive search of the school, armory, and C/C Complex. No contraband was found.

Culbertson Volunteer Fire Department presented fire prevention week activities on October 14th to the K-6 students. The topic for this year was kitchen fires.

High School students enjoyed their homecoming week activities on Friday Oct 4th. The student council had a series of competitions set up for the morning. They would like to repeat this next year. Local companies donated money for a DJ for a Homecoming dance which was held on Oct 5th for 8pm -12pm.

The student enrollment numbers (as of 10-14-13) are as follows: We still have 2 kindergarten, 1 first grade, 1 second grade, and 1 fourth grade student waiting on enrollment. The true number for school enrollment will be 284 including the 2 students requiring early education services. K-6 enrollment will be 162 and 7-12 will be at 118.

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	21	21	19	26	22	30	17	18	16	20	19	21	23	276
Sept	21	21	19	26	22	30	17	18	17	20	20	22	23	279
Oct	21	22	20	26	23	29	17	18	16	20	20	22	22	279
Nov														
Dec														
Jan														
Feb														
March														
April														
May														

Change	0	1	1	0	1	1	0	0	2	0	1	1	1	9
--------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Students that have enrolled or transferred during this school year.

Culbertson School Board Meeting

Superintendent's Report

October 22, 2013

A. Events that I plan to attend for October and November.

- Oct. 2 Culbertson Chamber of Commerce Meeting
- Oct. 3 Northeast Supt. Meeting @ Sidney at 10 am
Homecoming Pep Rally at 6:30 pm
- Oct. 4 Homecoming Parade at 1 pm
HS Volleyball vs. Fairview HERE
HS Football vs. Fairview HERE
- Oct. 5 JH Football vs. Fairview HERE
- Oct. 7 JV Football vs. Scobey HERE
- Oct. 8 Culbertson Fire Department Meeting
- Oct. 10 Parent/Teacher Conferences from 4 pm – 7 pm
Culbertson Lions Club Meeting
- Oct. 11 HS Volleyball vs. Circle HERE
HS Football vs. Broadus HERE
- Oct. 16 MCEL Conference @ Billings
- Oct. 17 MCEL Conference @ Billings
- Oct. 18 MCEL Conference @ Billings
- Oct. 22 Culbertson School Board Meeting at 6:30 pm
Culbertson Fire Department Training
- Oct. 28 JH Basketball vs. Savage HERE
- Oct. 31 District 1C Volleyball Tournament HERE
- Nov. 1st District 1C Volleyball Tournament @ Fairview
- Nov. 2nd District 1C Volleyball Tournament @ Fairview
Football Playoffs First Round*
- Nov. 5th 7-12 Music Concert at 7 pm
- Nov. 7th Eastern C Division Volleyball Meeting @ Sidney
District 1C Volleyball Meeting @ Sidney
Eastern C Division Volleyball Tournament*
Culbertson Lions Club Meeting
- Nov. 19th Culbertson School Board Meeting
- Nov. 21st Culbertson Lions Club

Nov. 22nd JH Basketball vs. MonDak HERE
Nov. 26th Culbertson Fire Department Training

B. We are currently working on the following items:

- Completing a 3 year asbestos inspection by Northern Industrial Hygiene.
- All custodial staff will receive the required 2 hour asbestos training.
- Completing the Accelerated Reader Incentive Program details before presenting it to the Board.
- Completing the Reading Journal Incentive Programs details before presenting it to the Board.
- Time schedules and other details for the Trimester Class Schedule Bonus Period before presenting it to the Board.

As always.....if you have any questions, comments, or concerns about any item in this report or on the agenda, please feel free to contact me at your earliest convenience. I can be reached at the school at 787-6246, my home at 787-5779, my cell at 478-3330, or by email at crowderl@nemont.net at any time.

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 14

AGENDA TITLE: Teacher Evaluation Instrument

SUMMARY: Attached please find a copy of the teacher evaluation instrument.
As this is a change in policy, it has been posted for comment since the September 17th Board meeting.

BOARD ACTION

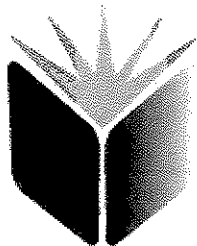
	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

MONTANA EDUCATOR PERFORMANCE APPRAISAL SYSTEM (MONTANA-EPAS)

A State Model for Teacher Evaluation

Teacher Evaluation Forms

August 2013



opi.mt.gov

**Montana
Office of Public Instruction
Denise Juneau, State Superintendent**



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM
(Domain Four)

Teacher	<input type="text"/>	School Year	<input type="text"/>
Grade(s)	<input type="text"/>	Subject Area(s)	<input type="text"/>
Evaluator	<input type="text"/>		

SECTION 1

**Complete Section 1 of the form and bring with you to the initial
Professional Responsibilities and Goal(s) Conference.**

- 1.1 Prioritize student needs and identify the area(s) of need on which you will focus with your students this school year.

- 1.2 How will you ensure that families and appropriate staff are informed of student area(s) listed in item 1.1?

- 1.3 Identify the measurable indicator(s) and methods of measurement you will use to show student progress in item 1.1.



TEACHER PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM

(Domain Four)

1.4 Briefly describe your student record keeping system to record progress of items identified in 1.3.

1.5 List professional learning, including activities and/or courses that will help you meet the area(s) of student needs during this school year. Will these activities support reflective practice?

1.6 List other information that you would like to share with your evaluator.

Date of Conference

Teacher Signature

Date

Evaluator Signature

Date



TEACHER PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM
(Domain Four)

SECTION 2

**Before the Summative Conference, complete Section 2 of the form;
provide a copy to your evaluator. Attach applicable documents.**

2.1 Summarize your students' progress in the area(s) of need as shown by the indicators identified in item 1.1.

2.2 If you met your goal(s), what conditions were most helpful?

2.3 If you did not meet your goal(s), what were your obstacles or barriers?



TEACHER PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM (Domain Four)

2.4 List professional learning, including activities and/or courses that you participated in this school year. What professional learning helped you meet the identified student needs for this school year? Which of these activities support reflective practice?

2.5 List curricular or extra-curricular activities that you feel have contributed to your professional growth. Explain.

2.6 List other information that you would like to share with your evaluator.

Teacher Signature

Date

Evaluator Signature

Date

Date Submitted



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER PRE-OBSERVATION FORM

Teacher	<input type="text"/>	School Year	<input type="text"/>
Grade(s)	<input type="text"/>	Subject Area(s)	<input type="text"/>
Evaluator	<input type="text"/>		

Before the Pre-Observation Conference, complete this form and provide a copy to your evaluator. Attach your detailed lesson plan, assessments, and other applicable documents.

1. How does this lesson fit into the sequence of learning in your classroom?

2. How will you determine student progress in meeting the goals for this lesson?

3. For the class as a whole, what challenges are presented and how will you address them?



TEACHER PRE-OBSERVATION FORM

4. Are there characteristics of the physical space that may negatively impact student learning? If yes, please describe.

5. Additional comments or information that you would like to share with your evaluator. (Optional)

Teacher Initials

Evaluator Initials

Date of Conference



TEACHER FORMATIVE FEEDBACK FORM

(Domains One, Two, and Three)

Teacher

School Year

Grade(s)

Subject Area(s)

Evaluator

Date and Time of Observation

Date of Conference

Observation Type:

☐ Announced

☐ Unannounced

Description of Lesson

Domain One: Planning and Preparation

Narrative

Domain Two: Learning Environment

Narrative



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER FORMATIVE FEEDBACK FORM

(Domains One, Two, and Three)

Domain Three: Instructional Effectiveness for Student Learning

Narrative

Commendations/Recommended Area(s) of Growth

The teacher and evaluator sign the Formative Feedback Form to indicate that the lesson was reviewed and discussed, not that the teacher necessarily agrees with the observation or comments on this form.

Teacher Signature

Date

Evaluator Signature

Date

If the teacher disagrees with any feedback on this form, the teacher may provide information in writing to the evaluator within fifteen (15) working days of the receipt of this form. The teacher may request a second conference with the evaluator to discuss concerns. Any additional information will become part of the appraisal record.



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER SUMMATIVE EVALUATION FORM

Teacher School Year
Grade(s) Subject Area(s)
Evaluator

Observation Date Date of Conference
Tenured Teacher ☐ Nontenured Teacher ☐
Years in District Years Overall
Year last evaluation completed

DOMAIN ONE: PLANNING AND PREPARATION

- The teacher selects instructional goals that are aligned with the Montana Content and Common Core Standards and the district's curricula. Goals are appropriate for the learners and reflect high expectations for all students, consistent with state and district assessment levels of performance.
- The teacher plans for learning activities that align with the instructional goals and support student learning. Instructional planning shows a structure and selection of materials and activities that support student learning relative to the district curricula.
- The teacher shows his or her knowledge of content and how to teach it to a variety of learners. The teacher's plans include natural connections among content areas that deepen student learning. The content that he or she teaches is aligned to the district curricula.
- The teacher shows his or her knowledge of student developmental characteristics, approaches to learning, knowledge, skills, interests, cultural heritage, and state and district assessment performance levels.
- The teacher demonstrates the ability to create and/or select assessments that are congruent with instructional goals, criteria, and standards and to plan for the use of formative and summative assessments of his or her students.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

☐ Unsatisfactory ☐ Developing ☐ Proficient ☐ Exemplary



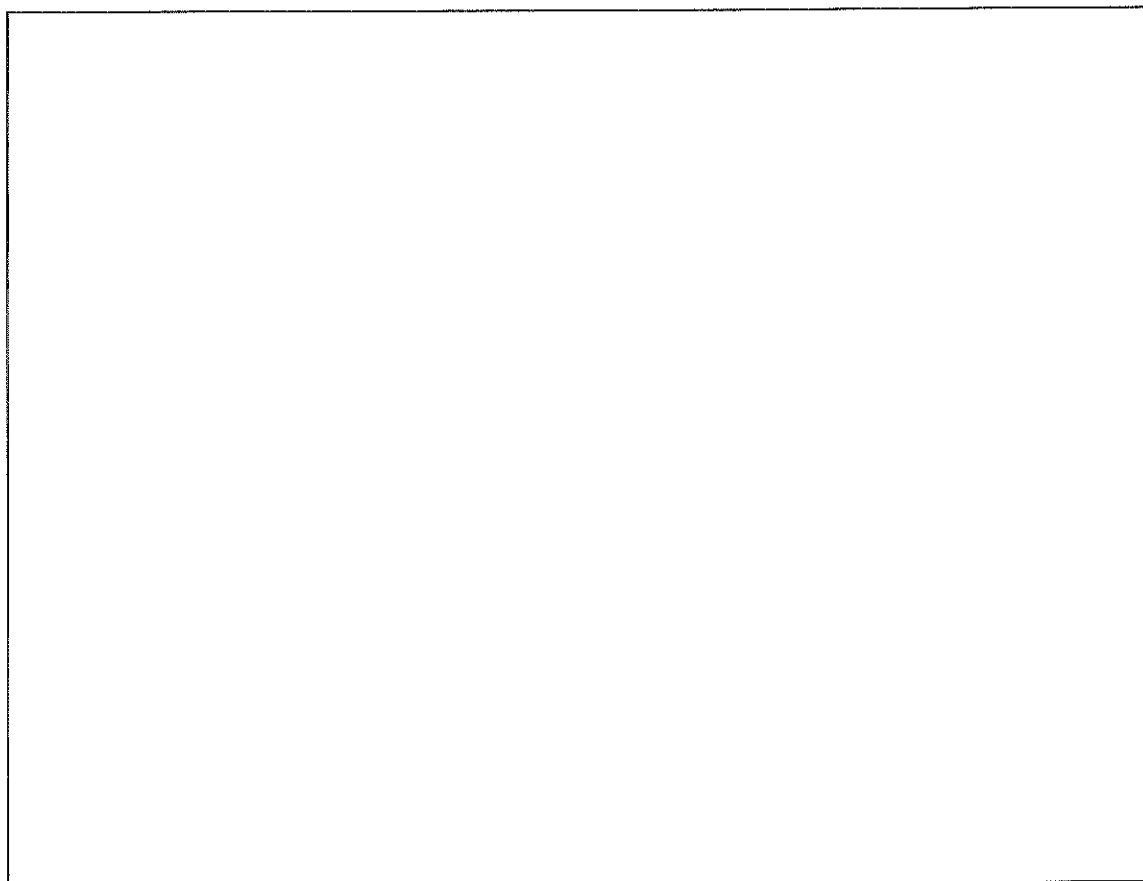
Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER SUMMATIVE EVALUATION FORM

DOMAIN TWO: LEARNING ENVIRONMENT

- The teacher clearly defines procedures for managing learning time, transitions between learning events, and routines that maximize learning time.
- The teacher establishes behavioral expectations and consequences and monitors student conduct. Teacher responds to student behavior in appropriate and effective ways to minimize disruptions.
- The teacher creates an atmosphere in which learning is valued. Teacher-to-student and student-to-student interactions show rapport that is grounded in mutual respect.
- The teacher organizes, allocates, and manages physical space to create a safe learning environment.
- The teacher uses physical resources to contribute to effective instruction and makes resources accessible to all students.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH



☐ Unsatisfactory

☐ Developing

☐ Proficient

☐ Exemplary



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER SUMMATIVE EVALUATION FORM

DOMAIN THREE: INSTRUCTIONAL EFFECTIVENESS FOR STUDENT LEARNING

- Content is appropriate, clear, and linked to student knowledge and experience. Content is aligned with the district curricula and the Montana Content and Common Core Standards. Activities and assignments engage all students. Instructional materials are suitable to the instructional goals. The instruction is coherent and paced appropriately for all students.
- The teacher has a repertoire of instructional strategies and makes use of them to make modifications to lessons as needed. The teacher differentiates instruction based on learner characteristics and achievement data.
- Verbal and written communication is clear and appropriate to students' age, background, and level of understanding.
- Questions are appropriate to the content and level of student understanding. Teacher encourages students to pose his or her own questions and is responsive to student questions. Teacher facilitates student led discussions.
- The teacher demonstrates understanding of assessment for, and of, learning and how each plays a valuable part in teaching and learning.
- The teacher can analyze data presented in reports and determine how to plan instruction for the students in the classroom. The teacher uses formative assessments like observations, homework, and conferences to track and understand student progress.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

☐ Unsatisfactory

☐ Developing

☐ Proficient

☐ Exemplary



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER SUMMATIVE EVALUATION FORM

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES

- The teacher shares information about the school's educational program and expectations for student performance. Teacher develops a mechanism for two-way communication with families about student progress, behavior, and personal needs or concerns.
- The teacher keeps records of attendance, disciplinary actions, emergency contact information, and personal information. Teacher shares relevant information with appropriate school personnel.
- The teacher adheres to district policy, procedures, and the Montana Code of Ethics. The teacher demonstrates leadership through honesty and integrity in relations with students, staff and the community.
- The teacher chooses and participates in professional growth that is aligned with his or her professional needs and aligned with the needs of the students, school or district.
- The teacher engages in reflective thinking as an individual, as a team participant, or as a school community member with the goal of improving instruction and learning for all students.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH



☐ Unsatisfactory

☐ Developing

☐ Proficient

☐ Exemplary



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER SUMMATIVE EVALUATION FORM

SUMMATIVE EVALUATION RATING

☐ Unsatisfactory

☐ Developing

☐ Proficient

☐ Exemplary

IMPROVEMENT PLAN REQUIRED FOR:

DOMAIN ONE

DOMAIN TWO



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER SUMMATIVE EVALUATION FORM

DOMAIN THREE

DOMAIN FOUR

The teacher and evaluator sign the Summative Evaluation Form to indicate that it was reviewed and discussed, not that the teacher necessarily agrees with comments on this form.

Teacher Signature

Date

Evaluator Signature

Date

If the teacher disagrees with feedback on this form, the teacher may provide information in writing to the evaluator within fifteen (15) working days of the receipt of this form. The teacher may request a second conference with the evaluator to discuss concerns. Additional information becomes part of the appraisal record.



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER IMPROVEMENT PLAN FORM

Teacher	<input type="text"/>	School Year	<input type="text"/>
Grade(s)	<input type="text"/>	Subject Area(s)	<input type="text"/>
Evaluator	<input type="text"/>	Date of Conference	<input type="text"/>
Area(s) for Improvement	<input type="text"/>		

The teacher and evaluator will collaboratively develop the Improvement Plan at an Improvement Plan Conference. If consensus between the teacher and evaluator is not reached, the evaluator develops the Improvement Plan.

1. Describe specific area(s) for improvement in performance as related to the Montana-EPAS Domain(s)/area(s).

2. List the specific measurable goals to improve performance to a satisfactory level. Indicate how progress will be measured for each goal.



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER IMPROVEMENT PLAN FORM

3. Specify professional learning activities, interventions, or resources needed to complete the goals of the Improvement Plan.

4. Indicate the sources of evidence that will be used to document the completion of the Improvement Plan. List reasonable checkpoints and a timeline for activities or events of the Improvement Plan. Specify the date by which the Improvement Plan will be completed.

5. Specify the procedures that will be used to collect the necessary evidence to determine that the goal(s) of the Improvement Plan are met.



TEACHER IMPROVEMENT PLAN FORM

6. Indicate how satisfactory or unsatisfactory completion of the plan will be determined. Indicate what will happen if there is unsatisfactory completion of the plan.

My signature below means that I received the Improvement Plan, understand what is expected of me, and will work on the plan as described.

Teacher Signature

Date

My signature below means that I carefully reviewed the Improvement Plan with the teacher and clearly communicated what is expected of the educator to complete the plan.

Evaluator Signature

Date



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

TEACHER IMPROVEMENT PLAN FORM

Amendments to the Improvement Plan

If the Improvement Plan is amended during the implementation, specify changes.

Teacher Signature

Date

Evaluator Signature

Date

Completion of Improvement Plan

The teacher has completed the improvement plan as described.

☐ Satisfactory

☐ Unsatisfactory

Teacher Signature

Date

Evaluator Signature

Date



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 15

AGENDA TITLE: Principal Evaluation Instrument

SUMMARY: Attached please find a copy of the principal evaluation instrument. As this is a change in policy, it has been posted for comment since the September 17th Board meeting.

BOARD ACTION

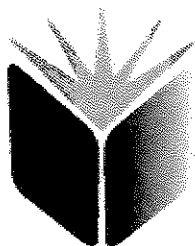
	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

MONTANA EDUCATOR PERFORMANCE APPRAISAL SYSTEM (MONTANA-EPAS)

A State Model for Principal Evaluation

Principal Evaluation Forms

June 2013



opi.mt.gov

**Montana
Office of Public Instruction
Denise Juneau, State Superintendent**



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

June 2013

DRAFT Page 23 of 40

Notes



PRINCIPAL PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM

Principal	<input type="text"/>	School Year	<input type="text"/>
School	<input type="text"/>	Date	<input type="text"/>

SECTION 1

Principal develops one to four goals, completes Section 1 of the form and brings the completed form to the Professional Responsibilities and Goal(s) Conference.

August - September

- 1.1 Using the goals from the school and/or district improvement plan, identify area(s) of need you will focus on during this school year.

- 1.2 Identify the measurable indicator(s) and methods of measurement you will use to show student progress in the area(s) identified in 1.1.

- 1.3 List professional learning activities that you will engage in and describe how these activities align to your professional needs and those of the school and/or district?



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM

1.4 How do you plan to welcome and engage families in student learning?

--

Date of Conference

--

Principal Signature

--

Date

--

Evaluator Signature

--

Date

--



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM

SECTION 2

Complete Section 2 of the Professional Responsibilities and Goal(s) Form and provide a copy to your evaluator prior to the Summative Conference. Attach applicable documents.

April - May

2.1 Summarize your school and/or district progress in the area(s) of need as shown by the indicators identified in the beginning of the school year in Section 1.1.

2.2 If you met your goal(s), what conditions were most helpful? If you did not meet your goal(s), what were your obstacles or barriers?

2.3 Describe how you maintain professional relationships with staff and how you demonstrate sensitivity to diversity within the school and the community.



PRINCIPAL PROFESSIONAL RESPONSIBILITIES AND GOAL(S) FORM

2.4 Explain how you work collaboratively with staff, faculty and community to establish a culture that encourages and welcomes families and community members. How do you encourage families and communities to engage in student learning?

2.5 Explain how you deal fairly and consistently with students and staff. Provide evidence of expression of your values, beliefs and attitudes that inspire students and staff to higher levels of performance.

2.6 Provide evidence of the professional learning activities that you participated in and how they align to your professional needs and those of the school and/or district.

Date of Conference

Principal Signature

Date

Evaluator Signature

Date



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL FORMATIVE FEEDBACK FORM

Principal

School Year

School

Date

This form is used to record the content of conferences, agreed upon goals or performance expectations, and other pertinent information either party wishes to record.

Component One: Vision and Goals

Narrative

Component Two: Culture of Learning

Narrative



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL FORMATIVE FEEDBACK FORM

Component Three: Management

Narrative

Component Four: Professional Responsibilities

Narrative

Summary

Principal and evaluator sign the Formative Feedback Form to indicate that the form was reviewed and discussed, not that the principal necessarily agrees with the observation or comments on this form.

Principal Signature

Date

Evaluator Signature

Date



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

**PRINCIPAL SUMMATIVE FEEDBACK FORM
(All Components)**

Principal	<input type="text"/>	School Year	<input type="text"/>
School	<input type="text"/>	Date	<input type="text"/>

COMPONENT ONE: VISION AND GOALS

- Principal, in collaboration with others, such as the school or district improvement team or board, uses multiple sources of information and assists in analyzing data to establish rigorous and concrete school and/or district improvement goals in the context of student achievement and instructional programs.
- Principal provides leadership for major initiatives and change efforts relative to the school and/or district improvement goals. Principal is committed to doing the work required for continuous school and district improvement.
- Principal promotes high expectations for teaching and learning. Principal is committed to ensuring that all students have the knowledge and skills necessary to become successful in future educational activities.
- Principal communicates effectively to appropriate stakeholders about progress toward meeting the school and/or district improvement plan goals. Principal participates in a process to regularly monitor, evaluate and revise school and/or district improvement goals.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

☐ Exemplary ☐ Proficient ☐ Developing ☐ Unsatisfactory



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL SUMMATIVE FEEDBACK FORM (All Components)

COMPONENT TWO: CULTURE OF LEARNING

- Principal provides leadership for assessing, developing, and improving the school and/or district culture and instructional program that is conducive to student learning. Principal articulates the desired school and/or district instructional program and shows evidence about how he or she reinforces the instructional program and culture.
- Principal participates in monitoring and evaluating the effectiveness of the curriculum, instruction, or assessment of students. Principal evaluates staff and provides ongoing coaching for improvement. Principal uses a variety of sources of information to make decisions.
- Principal helps to ensure that staff has professional growth opportunities that enhance their performance and improve student learning. Principal is accessible and approachable by staff, families, and community and is visible in the school or district community. Principal supports the use of technology as appropriate in teaching and learning.
- Principal systematically and fairly recognizes accomplishments of staff and students toward a positive school or district culture. Principal uses and analyzes data to instill the importance of continually developing programs and strategies to enhance opportunities for learning.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

☐ Exemplary ☐ Proficient ☐ Developing ☐ Unsatisfactory



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL SUMMATIVE FEEDBACK FORM (All Components)

COMPONENT THREE: MANAGEMENT

- Principal addresses and resolves issues as they arise, in a timely manner, and works to prevent potential problems. Operational procedures are designed and managed to maximize opportunities for learning for all students.
- Principal manages fiscal and physical resources responsibly, efficiently, and effectively. Principal protects instructional time by managing operational procedures to maximize learning. Principal efficiently manages his or her time so that teaching and learning are a high priority.
- Principal complies with federal and state law and district policies. School and/or district contractual agreements are effectively managed. Principal maintains confidentiality and privacy of school and/or district records, including student or staff information.
- Principal works to ensure a safe and secure school and/or district environment and a culture that is conducive to teaching and learning. Challenges that could potentially interrupt teaching and learning are addressed and resolved.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

☐

Exemplary

☐

Proficient

☐

Developing

☐

Unsatisfactory



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

PRINCIPAL SUMMATIVE FEEDBACK FORM (All Components)

COMPONENT FOUR: PROFESSIONAL RESPONSIBILITIES

- Principal fosters and maintains positive professional relationships with staff. Principal is respectful of others' opinions and demonstrates an appreciation for and sensitivity to diversity in the school and/or district community.
- Principal collaboratively works to establish a culture that encourages and welcomes families and community members and seeks ways in which to engage them in student learning.
- Principal is fair and consistent when dealing with students and staff. Principal demonstrates values, beliefs, and attitudes that inspire all students and staff to higher levels of performance.
- Principal chooses and participates in professional growth that is aligned with his or her professional needs or aligned with the needs of the school and/or district.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

☐

Exemplary

☐

Proficient

☐

Developing

☐

Unsatisfactory



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

**PRINCIPAL SUMMATIVE FEEDBACK FORM
(All Components)**

SUMMATIVE EVALUATION RATING

☐ Exemplary ☐ Proficient ☐ Developing ☐ Unsatisfactory

IMPROVEMENT PLAN REQUIRED FOR:

COMPONENT ONE

COMPONENT TWO



**PRINCIPAL SUMMATIVE FEEDBACK FORM
(All Components)**

COMPONENT THREE

COMPONENT FOUR

The principal and evaluator sign the Summative Evaluation Form to indicate that it was reviewed and discussed, not that the principal necessarily agrees with comments on this form.

Principal Signature

Date

Evaluator Signature

Date



PRINCIPAL IMPROVEMENT PLAN FORM

Principal	<input type="text"/>	School Year	<input type="text"/>
Evaluator	<input type="text"/>	Date of Conference	<input type="text"/>
Area(s) for Improvement	<input type="text"/>		

The principal and evaluator will collaboratively develop the Improvement Plan at an Improvement Plan Conference. If consensus between the principal and evaluator is not reached, the evaluator develops the Improvement Plan.

1. Identify specific Area(s) For Improvement (AFI) and recommended areas of growth related to one or more of the Montana-EPAS components.

2. List specific measurable goals for improving the AFI and recommended growth areas to satisfactory levels.



PRINCIPAL IMPROVEMENT PLAN FORM

3. Identify resources and strategies necessary to implement the Improvement Plan.

4. List evidence that must be submitted to evaluate growth and improvement of the identified AFI or recommended areas of growth.

5. Identify a timeline for completion of the Improvement Plan, along with times for intermediate checkpoints.



PRINCIPAL IMPROVEMENT PLAN FORM

6. Indicate how satisfactory performance as defined by the Improvement Plan will be determined.

My signature below means that I received the Improvement Plan, understand what is expected of me, and will work on the plan as described.

Principal Signature

Date

My signature below means that I carefully reviewed the Improvement Plan with the principal and clearly communicated what is expected of the principal to complete the plan.

Evaluator Signature

Date



Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

Amendments to the Improvement Plan

[illegible][illegible]

Satisfactory ☐

Unsatisfactory ☐



**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 16

AGENDA TITLE: Staff Dress Code

SUMMARY: Attached please find a copy of the draft policy. I recommend this policy be posted for comment and be considered for adoption at the November 19th meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

1-04-151. Staff Dress Code.

Culbertson School District staff will follow the same dress code that is established for the junior high and high school students each year.

Adopted:

Revised:

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 17

AGENDA TITLE: Staff Cell Phone Use

SUMMARY: Attached please find a copy of the draft policy. I recommend this policy be posted for comment and be considered for adoption at the November 19th meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

1-04-152. Staff Cell Phone Use.

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent. District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including termination of employment.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

Adopted:

Revised:

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 18

AGENDA TITLE: Staff Social Media Use

SUMMARY: Attached please find a copy of the draft policy. I recommend this policy be posted for comment and be considered for adoption at the November 19th meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

1-04-153. **Staff Social Media Use.**

The Culbertson School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

Therefore, the Culbertson School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The School Board discourages district staff from socializing with students on social networking websites (during school or out-of-school). Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during breaks or preparation periods. All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

Adopted:

Revised:

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 19

AGENDA TITLE: Activity Bus/School Van Ridership

SUMMARY: Attached please find a copy of the draft policy. I recommend this policy be posted for comment and be considered for adoption at the November 19th meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

1-04-154. Activity Bus/School Van Ridership.

The Activity Buses/School Vans are contracted/purchased for the exclusive use of transporting students and staff to District-approved events, such as intra-curricular activities, extra-curricular activities, professional development workshops, and administrative meetings. Only authorized activity participants, professional staff, and chaperones assigned by the administration may ride on the buses or in the school vans. In addition, only authorized professional staff may drive the school vans.

Adopted:

Revised:

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 20

AGENDA TITLE: Extra-Curricular Team Support Staff

SUMMARY: Attached please find a copy of the draft policy. I recommend this policy be posted for comment and be considered for adoption at the November 19th meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

1-04-155. Extra-Curricular Team Support Staff.

The Culbertson School District recognizes the role of extra-curricular team support staff, such as student team managers. Due to safety and liability considerations, the Board requires the extra-curricular team support staff be grade-level appropriate. (i.e. high school teams will have high school student managers, junior high teams will have junior high school student managers, etc.)

Adopted:

Revised:

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 21

AGENDA TITLE: Teacher Housing

SUMMARY: Mike and I spoke with Roger Meyer about the potential of placing a modular unit or units onto the Old Nay Lot. Roger placed some modular units for the Lambert School during the past year. We are awaiting his proposal.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 22

AGENDA TITLE: College Graduate Credit Request(s)

SUMMARY: I have received no requests at this time.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 23

AGENDA TITLE: Guest Teacher Application(s)

SUMMARY: Attached are the applications that I have received since our last Board meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

CULBERTSON PUBLIC SCHOOLS

P.O. Box 459
425 First Avenue West
Culbertson, Montana 59218-0459
Phone: (406) 787-6241 • Fax: (406) 787-6244

GUEST TEACHER APPLICATION

Name: Misha N. Noffman

Address (street or P.O. Box): P.O. Box 97

City/State/Zip Code: Culbertson MT 59218

Phone Number: 406-770-0339 Message/alternate phone number: _____

Please complete the following:

Do you have a high school diploma? ☒ Yes ☐ No Where from: Upland N.S.

Do you have a college degree? ☐ Yes ☒ No Where from: _____

Do you have any teaching/education experience? ☒ Yes ☐ No Please provide details below.

in teacher's aid & Church

The following is a list of classes in which you may be called to guest teach. Please indicate the classes that you would like to guest teach in by placing a ☒ next to each one.

<input checked="" type="checkbox"/> Kindergarten	<input type="checkbox"/> JH/HS Science	<input checked="" type="checkbox"/> K-12 Art
<input checked="" type="checkbox"/> 1 st Grade	<input type="checkbox"/> JH/HS English & French	<input checked="" type="checkbox"/> K-12 Music
<input checked="" type="checkbox"/> 2 nd Grade	<input type="checkbox"/> JH/HS Mathematics	<input checked="" type="checkbox"/> K-12 P.E.
<input checked="" type="checkbox"/> 3 rd Grade	<input checked="" type="checkbox"/> JH/HS Social Studies	<input type="checkbox"/> K-6 Special Education
<input checked="" type="checkbox"/> 4 th Grade	<input type="checkbox"/> 7-12 Business	
<input checked="" type="checkbox"/> 5 th Grade	<input type="checkbox"/> 7-12 Agriculture Education	
<input checked="" type="checkbox"/> 6 th Grade	<input type="checkbox"/> 7-12 Special Education	

You will receive a copy of the Culbertson School District Guest Teacher Handbook and you will be responsible for the contents. The Culbertson School District would also like to request a short, informal interview with you prior to recommending your name to the School Board of Trustees along with a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

Would you like Teacher's Retirement withheld from your paycheck? ☐ Yes ☒ No

Misha N. Noffman
Signature of Applicant

10-3-13
Date

CULBERTSON PUBLIC SCHOOLS

P.O. Box 459
423 First Avenue West
Culbertson, Montana 59218-0459
Phone: (406) 787-6241 • Fax: (406) 787-6244

GUEST TEACHER APPLICATION

Name: Felicia Ford

Address (street or P.O. Box): PO Box 803

City/State/Zip Code: Culbertson MT 59218

Phone Number: 406-630-2046 Message/alternate phone number: _____

Please complete the following:

Do you have a high school diploma? ☒ Yes ☐ No Where from: Castleberry High School

Do you have a college degree? ☐ Yes ☒ No Where from: _____

Do you have any teaching/education experience? ☐ Yes ☒ No Please provide details below.

The following is a list of classes in which you may be called to guest teach. Please indicate the classes that you would like to guest teach in by placing a ☒ next to each one.

<input checked="" type="checkbox"/> Kindergarten	<input type="checkbox"/> JH/HS Science	<input type="checkbox"/> K-12 Art
<input checked="" type="checkbox"/> 1 st Grade	<input type="checkbox"/> JH/HS English & French	<input type="checkbox"/> K-12 Music
<input checked="" type="checkbox"/> 2 nd Grade	<input type="checkbox"/> JH/HS Mathematics	<input type="checkbox"/> K-12 P.E.
<input checked="" type="checkbox"/> 3 rd Grade	<input type="checkbox"/> JH/HS Social Studies	<input type="checkbox"/> K-6 Special Education
<input checked="" type="checkbox"/> 4 th Grade	<input type="checkbox"/> 7-12 Business	
<input checked="" type="checkbox"/> 5 th Grade	<input type="checkbox"/> 7-12 Agriculture Education	
<input checked="" type="checkbox"/> 6 th Grade	<input type="checkbox"/> 7-12 Special Education	

You will receive a copy of the Culbertson School District Guest Teacher Handbook and you will be responsible for the contents. The Culbertson School District would also like to request a short, informal interview with you prior to recommending your name to the School Board of Trustees along with a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

Would you like Teacher's Retirement withheld from your paycheck? ☐ Yes ☒ No

Felicia Ford
Signature of Applicant

10-11-13
Date

CULBERTSON PUBLIC SCHOOLS

P.O. Box 459
425 First Avenue West
Culbertson, Montana 59218-0459
Phone: (406) 787-6241 • Fax: (406) 787-6244

GUEST TEACHER APPLICATION

Name: Cristina Rees

Address (street or P.O. Box): P.O. Box 441

City/State/Zip Code: Culbertson, MT 59218

Phone Number (701) 609-6613 Message/alternate phone number: _____

Please complete the following:

Do you have a high school diploma? ☒ Yes _____ No Where from: Cambridge High School

Do you have a college degree? _____ Yes ☒ No Where from: Coalinga CA 93210

Do you have any teaching/education experience? _____ Yes ☒ No Please provide details below.

The following is a list of classes in which you may be called to guest teach. Please indicate the classes that you would like to guest teach in by placing a ✓ next to each one.

<input checked="" type="checkbox"/> Kindergarten	_____ JH/HS Science	_____ K-12 Art
<input checked="" type="checkbox"/> 1 st Grade	_____ JH/HS English & French	_____ K-12 Music
<input checked="" type="checkbox"/> 2 nd Grade	_____ JH/HS Mathematics	_____ K-12 P.E.
<input checked="" type="checkbox"/> 3 rd Grade	_____ JH/HS Social Studies	<input checked="" type="checkbox"/> K-6 Special Education
<input checked="" type="checkbox"/> 4 th Grade	_____ 7-12 Business	
<input checked="" type="checkbox"/> 5 th Grade	_____ 7-12 Agriculture Education	
<input checked="" type="checkbox"/> 6 th Grade	_____ 7-12 Special Education	

You will receive a copy of the Culbertson School District Guest Teacher Handbook and you will be responsible for the contents. The Culbertson School District would also like to request a short, informal interview with you prior to recommending your name to the School Board of Trustees along with a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

Would you like Teacher's Retirement withheld from your paycheck? _____ Yes ☒ No

Cristina Rees
Signature of Applicant

10/14/13
Date

CULBERTSON PUBLIC SCHOOLS

P.O. Box 459
423 First Avenue West
Culbertson, Montana 59218-0459
Phone: (406) 787-6241 • Fax: (406) 787-6244

GUEST TEACHER APPLICATION

Name: Ian James Knight

Address (street or P.O. Box): 101 5th St. E.

City/State/Zip Code: Culbertson, MT. 59218

Phone Number: 701-570-9061 Message/alternate phone number: 391-633-0053

Please complete the following:

Do you have a high school diploma? ☐ Yes ☐ No Where from: _____

Do you have a college degree? ☒ Yes ☐ No Where from: UMUC/COCC

Do you have any teaching/education experience? ☐ Yes ☒ No Please provide details below.

The following is a list of classes in which you may be called to guest teach. Please indicate the classes that you would like to guest teach in by placing a ✓ next to each one.

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> JH/HS Science	<input checked="" type="checkbox"/> K-12 Art
<input type="checkbox"/> 1 st Grade	<input type="checkbox"/> JH/HS English & French	<input type="checkbox"/> K-12 Music
<input type="checkbox"/> 2 nd Grade	<input type="checkbox"/> JH/HS Mathematics	<input type="checkbox"/> K-12 P.E.
<input type="checkbox"/> 3 rd Grade	<input type="checkbox"/> JH/HS Social Studies	<input type="checkbox"/> K-6 Special Education
<input type="checkbox"/> 4 th Grade	<input type="checkbox"/> 7-12 Business	
<input type="checkbox"/> 5 th Grade	<input type="checkbox"/> 7-12 Agriculture Education	
<input type="checkbox"/> 6 th Grade	<input type="checkbox"/> 7-12 Special Education	

You will receive a copy of the Culbertson School District Guest Teacher Handbook and you will be responsible for the contents. The Culbertson School District would also like to request a short, informal interview with you prior to recommending your name to the School Board of Trustees along with a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

Would you like Teacher's Retirement withheld from your paycheck? ☐ Yes ☒ No

Ian James Knight
Signature of Applicant

October 14, 2013
Date

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 24

AGENDA TITLE: 2013-2014 Classified Staff Contract(s)

- SUMMARY:**
- a. The Title I department is requesting additional assistance. Mike and I would like to recommend adding Pam Zieman for four (4) hours per day as a Title I aide. We talked about this at the October 7th special meeting, but did not have it on the agenda as an action item.
 - b. Special Education Aide – we are still advertising for this position. We may have a recommendation from Janelle Ator at the meeting.
 - c. Custodian – we are still advertising for this position. We may have a recommendation from Norine Haugland at the meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

Proposal to clean the armory

The Lambert family is proposing to the Board that we are willing to clean the armory once a week. We are trying to earn money for the trip to Peru and also Explore America. We have noticed that with the armory being used more often for basketball, bountiful baskets, and with moving the weight room, it is needing a little more attention.

What we are willing to do:

- sweep the gym floor
- vacuum the carpets by the front and back door
- clean the bathrooms
- empty the trash
- wipe down the exercise equipment
- spot mop

We are asking for \$125.00 a week. .

The school will provide all of the cleaning supplies.

If you have any questions please let us know

Cameron, Jaycee, Kayleen, Jay Lambert
787-5228

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 25

AGENDA TITLE: Professional Growth Allocation

SUMMARY: Each year the Board designates money for ongoing professional growth for certified personnel. I would like to again this year recommend setting aside \$5,000 for this professional development.

I would also like to recommend allowing \$70 per night for commercial lodging reimbursement rather than the \$35 state rate reimbursement that has been utilized in the past.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 26

AGENDA TITLE: 2 pm Dismissal on October 31st

SUMMARY: This year we will be hosting one night of the District 1C Volleyball Tournament on Thursday, October 31st. Due to nature of this event starting at 3 pm and the number of out-of-town teams that will be arriving, I would like to recommend that Board change the dismissal time on October 31st from 3:30 pm to 2:00 pm.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 27

AGENDA TITLE: Disposal of Property

SUMMARY: The Agriculture Education Department would like to recommend the disposal of three (3) shop table tops (butcher block style). They are approximately 5' x 5' each.

The FFA would like to recommend the disposal of an old commercial popcorn machine.

The Athletic department would like to recommend the disposal of approximately 30 junior high football helmets.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 28

AGENDA TITLE: Band Instrument Rentals

SUMMARY: Lana Hekkel will have a recommendation for the Board at the meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 29

AGENDA TITLE: Request for 6th Grade Participation in Junior High Basketball

SUMMARY: Due to lower than usual participation in Junior High Girls Basketball, Coach Hauge is requesting the 6th grade girls be allowed to participate in the Junior High program this year.

The Junior High Boys Basketball Coach Oelkers may also be making that request if his player participation falls below the ten or twelve number.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 30

AGENDA TITLE: 2013-2014 Extra-Curricular Contract(s)

SUMMARY: a. High School Boys' Basketball Assistant Coach: Head Coach
Cody Stepler would like to recommend Barry Bighorn, Sr. for this
contract.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

**CULBERTSON PUBLIC SCHOOLS
DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET**

MEETING DATE: 10-22-2013

AGENDA ITEM #: 31

AGENDA TITLE: Enrollment Request

SUMMARY: A parent will be coming to the Board to request enrollment for their student.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

Public Comment

(Non-Agenda Items)

The Culbertson School Board of Trustees would also like to invite public comment on any matter that was not on the agenda for this meeting. If any visitor would like to provide such comment, we would ask that you please raise your hand so that you can be properly recognized.

Thank you.