

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

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Tuesday–August 15, 2017, 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. July 18, 2017 (Athletic Committee Meeting)
  - b. July 18, 2017 (Regular Board Meeting)
  - c. August 4, 2017 (Special Board Meeting)

**FINANCE REPORT**

- 06. Action, pay bills, approve investments, and note extra-curricular balances

**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

### NEW BUSINESS

14. Action, College Graduate Credit Request(s)
15. Action, Guest Teacher Application(s)
16. Action, 2017-2018 Teacher Handbook
17. Action, 2017-2018 Certified Staff Contract(s)
18. Action, 2017-2018 Classified Staff Contract(s)
19. Action, 2017-2018 Extra-Curricular Contract(s)
20. Action, 2017-2018 Classified Staff Temporary Reassignment
21. Action, 2017-2018 Activity Pass/Gate Prices
22. Action, 2017-2018 Homecoming Calendar Adjustment
23. Action, 2017-2018 Roose-Valley Special Education Cooperative Agreement
24. Action, 2017-2018 Coal Delivery Contract
25. Action, Bus Monitor Route #2 (Hekkel)
26. Action, Used Athletic Equipment
27. Action, 2017-2018 Budgets
28. Action, 2017-2018 Goal Setting

### PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 29.

### REPORTS (Continued)

30. Information, Trustees Reports/Requests.

### DATE/TIME FOR NEXT MEETING

31. Date: Tuesday, September 19<sup>th</sup> Time: 6:30 p.m.  
Potential Conflicts: Fall Superintendent's Conference @ Bozeman  
Suggested Changes: Tuesday, September 12<sup>th</sup> or  
Wednesday, September 20<sup>th</sup> or  
Tuesday, September 26<sup>th</sup> or .....

### ADJOURNMENT

32. 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  
COMMITTEE MEETING  
July 18, 2017  
Tuesday – 6:00 p.m.

The Athletic Committee met to review spring activities at 6:00 p.m. Trustees present were: Eric Bergum and Gy Salvevold. Representatives were: Larry Crowder, Dave Solem and Lora Finnicum.

Visitors were recognized. Notice for public comment given. Spring activity seasons have concluded. Committee would recommend to re-hire DJ Hauge for the HS Boys' and Girls' Golf Coach and Dave Solem for the HS Boys' and Girls' Track Coach. No equipment needs were noted.

Meeting adjourned at 6:06 p.m.

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Chairman of the Board



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Clerk

SCHOOL BOARD MINUTES  
REGULAR MEETING  
July 18, 2017  
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, July 18, 2017, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Luke Anderson, Eric Bergum, Cheryl Kirkaldie, and Gy Salvevold. Representatives were: Larry Crowder, Dave Solem, and Lora Finnicum. Visitors were recognized.

Cheryl Kirkaldie made motion to approve the agenda. Luke Anderson seconded motion. Motion carries unanimously. Notice for public comment given.

Eric Bergum made motion to approve the minutes of June 20<sup>th</sup> (regular board), and July 11, 2017 (special board) meeting(s). Gy Salvevold seconded motion. Motion carries unanimously.

Gy Salvevold made motion to pay the July bills, approve investments and note extra-curricular balances. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Payroll Warrants	51227 to 51253
Claims Warrants	63293 to 63347

Reports were approved as presented. Athletic Committee met in November and recommended purchases for board to consider.

The Booster Club presented fundraising requests for 2017-18. With student council not meeting during the summer for approval of fundraising activities, the Booster Club asked the Board to approve August 25<sup>th</sup> and September 8<sup>th</sup> for football tailgating and September 2<sup>nd</sup> volleyball fundraising. Eric Bergum made motion to approve the activities for football and volleyball. Gy Salvevold seconded motion. The remaining activities would need to be presented to student council. Motion carries unanimously. The Booster Club presented a \$6,400 check towards the purchase volleyball uniforms, football pads, and girls' and boys' basketball uniforms. Cheryl Kirkaldie made motion to accept the donation from the Booster Club. Luke Anderson seconded motion. The Board would like to recognize the Booster Club in the athletic programs, school news and the newspaper.

Mr. Crowder has interviews scheduled for potential teachers. Luke Anderson made motion to hire Edith Allen, pending successful interview, fingerprint and background check. Eric Bergum seconded motion. Motion carries unanimously.

Extra-curricular positions were presented. Gy Salvevold made motion to hire Dave Solem as Activities Director. Luke Anderson seconded motion. Motion carries unanimously. Luke Anderson made motion to hire Christina Olson as Title IX Coordinator. Gy Salvevold seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire Brad Nielsen as Drug & Alcohol Coordinator. Eric Bergum seconded motion. Motion carries unanimously. Luke Anderson made motion to hire Christina Olson as Student Council Advisor. Eric Bergum seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire Karen Toavs as National Honor Society Advisor. Luke Anderson seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire Hayley Oelkers as BPA Advisor. Eric Bergum seconded motion. Motion carries unanimously. Eric Bergum made motion to hire Jens Nielsen

SCHOOL BOARD MINUTES  
REGULAR MEETING  
July 18, 2017  
Tuesday – 6:30 p.m.

as FFA Advisor. Luke Anderson seconded motion. Motion carries unanimously. Luke Anderson made motion to hire Mary Machart as JMG Coordinator. Eric Bergum seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire Jennesy Taberna as Band Director. Cheryl Kirkaldie seconded motion. Motion carries unanimously. Eric Bergum made motion to hire Lana Hekkel as Choir Director. Luke Anderson seconded motion. Motion carries unanimously. Cheryl Kirkaldie made motion to hire Ashley Copple for Annual Advisor. Luke Anderson seconded motion. Motion carries unanimously. Luke Anderson made motion to hire Ashley Copple for HS Boys' Assistant Basketball Coach. Eric Bergum seconded motion. Motion carries unanimously. Eric Bergum made motion to hire DJ Hauge as HS Girls' Assistant Basketball Coach. Gy Salvevold seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire Tori Kirkaldie for JH Girls' and EL Girls' Basketball Coach. Eric Bergum seconded motion. For motion: Anderson, Bergum, and Salvevold. Recuse: Kirkaldie. Motion carries. Gy Salvevold made motion to hire Erin Solem as E/JH Cross Country Coach. Luke Anderson seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire DJ Hauge as HS Head Golf Coach. Eric Bergum seconded motion. Motion carries unanimously. Gy Salvevold made motion to hire Dave Solem as HS Head Track Coach. Eric Bergum seconded motion. Motion carries unanimously.

Delivery coal contract will be tabled until next meeting.

Bus routes for 2017-2018 were presented. Cheryl Kirkaldie made motion to adopt as presented. Gy Salvevold seconded motion. Motion carries unanimously.

Eric Bergum made motion to approve \$5,000 professional growth allocation for 2017-2018. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Board reviewed the year-end breakfast and hot lunch report from 2016-2017. Eric Bergum made motion to make no change in breakfast and hot lunch prices for the upcoming school year. Gy Salvevold seconded motion. Motion carries unanimously.

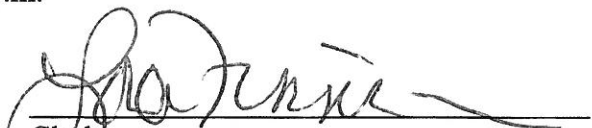
Cheryl Kirkaldie made motion to approve the transportation request from the Froid School to enter into our district for bus stops. Luke Anderson seconded motion. Motion carries unanimously.

Gy Salvevold made motion to approve \$200 reimbursement to teacher candidates who travel over 150 miles for interviews. Eric Bergum seconded motion. Motion carries unanimously.

Trustees were asked to provide three board goals each for the upcoming year to present for next meeting. The possibility of community forum meetings was suggested. Notice was given for public comment for non-agenda items. Next meeting was scheduled for 6:30 p.m. on August 15, 2017. Gy Salvevold made motion to adjourn. Cheryl Kirkaldie seconded motion. Motion carries unanimously. Meeting adjourned at 7:13 p.m.

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Chairman of the Board

  
Clerk

SCHOOL BOARD MINUTES  
SPECIAL MEETING  
August 4, 2017  
Friday – 7:00 a.m.

The Board met in special session on Friday, August 4, 2017, at 7:02 a.m. Trustees present were: Chair Paul Finnicum, Luke Anderson, Eric Bergum, Cheryl Kirkaldie, and Gy Salvevold. Representatives were: Larry Crowder and Lora Finnicum.

No visitors were present. Gy Salvevold made motion to approve the agenda. Luke Anderson seconded motion. Motion carries unanimously. Notice for public comment given.

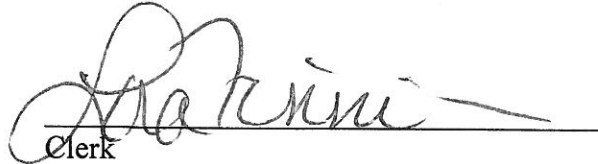
Eric Bergum made motion to offer teaching contract for Kindergarten to Vicki Parker, pending successful fingerprint and background check. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Gy Salvevold made motion to hire Leslie Saunders for Custodian, pending successful fingerprint and background check. Eric Bergum seconded motion. For motion: Anderson, Bergum, Kirkaldie, and Salvevold. Recuse: Finnicum. Motion carries. Eric Bergum made motion to hire Misty Kim for Special Education Aide, pending successful fingerprint and background check. Luke Anderson seconded motion. Motion carries unanimously.

Notice for public comment given on non-agenda items. Gy Salvevold made motion to adjourn. Eric Bergum seconded motion. Motion carries unanimously. Meeting adjourned at 7:04 a.m.

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Chairman of the Board



Clerk

## Culbertson Public School

Totals Report for Fiscal Year 17-18  
2017-2018

08/08/2017  
11:48:30 AM

Checking  
Savings  
Investments

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
1 - ANNUAL	4,177.99	711.40	29.99	0.00	4,859.40
2 - ATHLETICS	4,729.87	0.00	2,876.17	0.00	1,853.70
3 - SENIOR 2018	2,826.76	0.00	0.00	0.00	2,826.76
4 - JUNIORS 2019	2,509.87	0.00	0.00	0.00	2,509.87
5 - SOPHOMORE 2020	269.49	0.00	0.00	0.00	269.49
6 - FRESHMAN 2021	0.00	0.00	0.00	0.00	0.00
7 - 8TH GRADE	0.00	0.00	0.00	0.00	0.00
8 - CHEERLEADER	129.76	0.00	0.00	0.00	129.76
9 - FFA	7,836.40	952.75	0.00	0.00	8,789.15
10 - BAND/CHIOR	460.13	0.00	0.00	0.00	460.13
11 - STUDENT COUNCIL	3,063.61	214.50	0.00	0.00	3,278.11
12 - SPEECH AND DRAMA	1,478.08	0.00	0.00	0.00	1,478.08
13 - VO-AG REVOLVING	2,570.12	0.00	0.00	0.00	2,570.12
16 - JMG	528.65	158.23	0.00	0.00	686.88
17 - BPA	704.47	0.00	5.00	0.00	699.47
18 - EXPLORE AMERICA	2,410.84	50.00	0.00	0.00	2,460.84
19 - MUSIC PARENTS	2,915.70	0.00	0.00	0.00	2,915.70
20 - ART	1,371.64	0.00	0.00	0.00	1,371.64
21 - LIBRARY	1,200.73	0.00	0.00	0.00	1,200.73
22 - SPANISH CLUB	15.49	0.00	0.00	0.00	15.49
23 - LAST YEAR SENIOR 2014	0.00	0.00	0.00	0.00	0.00
24 - Science Olypiad	965.98	0.00	0.00	0.00	965.98
25 - SENIOR 2015	0.00	0.00	0.00	0.00	0.00
26 - SENIOR 2016	0.00	0.00	0.00	0.00	0.00
27 - SENIOR 2017	266.17	0.00	0.00	0.00	266.17
	40,431.75	+ 2,086.88	- 2,911.16	+ 0.00	= 39,607.47





# Culbertson School Board Meeting

## Superintendent's Report

### August 15, 2017

A. Events that I plan to attend for August and September.

Aug. 4 <sup>th</sup>	Culbertson School Board Special Meeting
Aug. 7 <sup>th</sup>	Culbertson Chamber of Commerce Meeting
Aug. 8 <sup>th</sup>	Culbertson Fire Department Meeting
Aug. 10 <sup>th</sup>	Culbertson FFA Alumni Fair Meal
Aug. 11 <sup>th</sup>	Culbertson Chamber of Commerce Fair Meal
Aug. 15 <sup>th</sup>	Culbertson School Board Meeting
Aug. 22 <sup>nd</sup>	Culbertson Fire Department Training
Aug. 25 <sup>th</sup>	HS Football vs. Forsyth HERE
Aug. 26 <sup>th</sup>	HS Volleyball Invitational Tournament HERE
Sept. 2 <sup>nd</sup>	HS Volleyball vs. Froid/Lake HERE
Sept. 8 <sup>th</sup>	HS Volleyball vs. Lustre HERE
	HS Football vs. Broadus HERE
Sept. 9 <sup>th</sup>	JH Football Jamboree HERE
Sept. 11 <sup>th</sup>	Richland County Transportation Committee Meeting @ Sidney
Sept. 12 <sup>th</sup>	Culbertson Fire Department Meeting
Sept. 16 <sup>th</sup>	HS Cross Country Meet HERE
	HS Volleyball vs. Plentywood HERE
Sept. 17 <sup>th</sup>	MREA Board Meeting @ Bozeman
Sept. 18 <sup>th</sup>	Fall Supt. Conference @ Bozeman
Sept. 19 <sup>th</sup>	Fall Supt. Conference @ Bozeman
Sept. 22 <sup>nd</sup>	JH & HS Football vs. Scobey HERE
Sept. 26 <sup>th</sup>	Culbertson Fire Department Training
Sept. 28 <sup>th</sup>	Culbertson School Parent/Teacher Conferences
Sept. 29 <sup>th</sup>	HS Volleyball vs. Fairview HERE
	HS Football vs. Fairview HERE

B. Other items for your consideration:

1. Old Armory Strategic Plan - Needing to work with the facility committee on this.
2. We will begin completing the applications for Federal Title Programs and Federal Carl Perkins Funds this week.
3. Attached please find our opening PIR day schedule with the staff.

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 any time. I can be reached at 787-6246 (school), 787-5779 (home), 478-3330 (cell), or by email at [crowderl@culbertson.k12.mt.us](mailto:crowderl@culbertson.k12.mt.us) at any time.

# Culbertson Public Schools

## 2017-2018

### Orientation PIR Day - Monday, August 21<sup>st</sup>

9:00 a.m.	K-12 Staff Meeting in the lunchroom <ul style="list-style-type: none"><li>• Introductions and Refreshments</li></ul>
9:30 a.m.	Go Math Webinar for K-5 Staff in the computer lab Room Time for All other Staff
12:00 p.m.	Lunch on your own
1:00 p.m.	7-12 Staff Meeting in the computer lab Room Time for All other Staff
2:30 p.m.	Elementary Staff Meeting in the computer lab Room Time for All other Staff
4:00 p.m.	Everyone is free to go

### Orientation PIR Day - Tuesday, August 22<sup>nd</sup>

9:00 a.m.	K-12 Staff Meeting in the lunchroom <ul style="list-style-type: none"><li>• More Refreshments</li></ul>
9:30 a.m.	Certified Teacher Staff Meeting in the computer lab <ul style="list-style-type: none"><li>• Master Agreement</li><li>• Teacher Evaluation</li><li>• Communication/Documentation</li></ul> Room Time for All other Staff
12:00 a.m.	Lunch on your own
1:00 p.m.	New Staff Orientation in the computer lab Room Time for All other Staff
3:00 p.m.	MUST Insurance Representative in computer lab Room Time for All other Staff
4:00 p.m.	Everyone is free to go

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 14

**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					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 15

**AGENDA TITLE:** Guest Teacher Application(s)

**SUMMARY:** I have received no applications at this time.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 16

**AGENDA TITLE:** 2017-2018 Teacher Handbook

**SUMMARY:** Mike and I are finalizing the small changes to the handbook. Copies will be given to the Board at the meeting or sent out electronically as soon as they are available.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 17

**AGENDA TITLE:** 2017-2018 Certified Staff Contract(s)

**SUMMARY:** Mike and I would like to recommend offering a contract for 3<sup>rd</sup> grade to Karen Bronk. We do not have a recommendation for 6<sup>th</sup> grade at this time.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 18

**AGENDA TITLE:** 2017-2018 Classified Staff Contract(s)

**SUMMARY:** We are currently advertising for special education aide and evening custodial positions. I do not have any recommendations at this time. Hopefully there will be candidates/recommendations at the meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 19

**AGENDA TITLE:** 2017-2018 Extra-Curricular Contract(s)

**SUMMARY:** The following positions will be contracts soon:

12<sup>th</sup> Grade Advisor  
11<sup>th</sup> Grade Advisor  
10<sup>th</sup> Grade Advisor  
9<sup>th</sup> Grade Advisor  
8<sup>th</sup> Grade Advisor  
7<sup>th</sup> Grade Advisor  
JH Football Assistant Coach  
HS Speech & Drama Assistant Coach  
JH Boys' Basketball Coach  
Elementary Boys' Basketball Coach

Hopefully we will have some recommendations for at least part of some of these positions at the meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					



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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 2017-2018 Classified Staff Temporary Reassignment

**SUMMARY:** I would like to ask the Board's permission to reassign Jennifer Lambert from Title I Aide to Elementary Art in the afternoons during the fall trimester while Danielle Helvie-Juarez completes her student teaching.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 21

**AGENDA TITLE:** 2017-2018 Activity Pass/Gate Prices

**SUMMARY:** Attached please find the gate prices and activity pass prices from last year. I recommend leaving them the same for upcoming school year.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

## Gate and Season Ticket Prices

### Gate:

Adult- \$5

Student- \$3

Senior Citizen- \$2

Culbertson Senior Citizens- Free

### Season Ticket Prices:

Adult- \$50

Student- \$25

Family- \$125

Culbertson Senior Citizens- Free

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 22

**AGENDA TITLE:** 2017-2018 Homecoming Calendar Adjustment

**SUMMARY:** Homecoming week is scheduled for September 5-9. Normally we conduct the homecoming parade at 2 pm with a 3 pm dismissal. This year on Friday, September 8<sup>th</sup>, I would like to request moving the parade to 1 pm and have a 2 pm dismissal, as we have a home volleyball match scheduled to start at 3 pm.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 23

**AGENDA TITLE:** 2017-2018 Roose-Valley Special Education Cooperative Agreement

**SUMMARY:** This is an annual agreement that allows our school district to belong to the Roose-Valley Special Education Cooperative for the purposes of receiving speech pathology and school psychology services. The agreement is attached.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

# **ROOSE-VALLEY SPECIAL SERVICES COOPERATIVE**

## **INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF A SPECIAL EDUCATION COOPERATIVE**

THIS AGREEMENT, Made and entered into this twenty-seventh day of July, 2017 between and among the following School Districts: Bainville School District #64; Brockton School District #55; Culbertson School District #17, hereinafter referred to as the "Fiscal Host School," Frazer School District #2; Froid School District #65; Frontier School District #3; Lustre School District #23; and Opheim School District #9.

WHEREAS: The participating Districts desire to offer full services to persons requiring Special Education, said persons defined in (Section 20-7-401-MCA) and to all children with disabilities residing within said Districts, and

WHEREAS: The participating District desire to provide these Special Education services in compliance with all applicable State and Federal laws and regulations.

WHEREAS: Sections 20-7-451 through 20-7-456, MCA, provide that School Districts may contract with one another to establish a Cooperative to perform all Special Education administrative services, activities and undertaking that the School District entering into this Agreement is authorized by law to perform.

NOW THEREFORE: The parties hereto, hereby establish a Special Education Cooperative, pursuant to the following mutual covenants and promises.

### **COOPERATIVE'S POWERS, DUTIES, AND RESPONSIBILITIES**

- I. The Cooperative shall provide assistance in the development and maintenance of Special Education Programs in all School Districts who are party to this Agreement.
- II. The Cooperative shall provide a comprehensive evaluation for each child referred to it by any District that is a party to this Agreement, when such an evaluation is not available in said District.
- III. The Cooperative shall assist in the development of an individualized education program, for each child requiring the services of this Cooperative.
- IV. The Cooperative shall provide all the instructional and support services required by the individualized educational program, when such services are not available in said District, developed under the requirements of sub-paragraph III.
- V. The Cooperative shall provide the above-mentioned services to all persons between the ages of six years and eighteen years, inclusive, who reside within the School

Districts that are parties to this Agreement, and when such services are not available in said District. Further, the Cooperative, after evaluation of persons between three years of age to five years of age, may offer services to those persons who would benefit from those programs established for persons between six years of age and eighteen years of age.

## **COOPERATIVE ORGANIZATION**

- I. Cooperative's name: the name of this Special Education Cooperative shall be: ***ROOSE-VALLEY SPECIAL EDUCATION COOPERATIVE.***
- II. Duration of Cooperative's existence: the duration of this Cooperative is perpetual.
- III. The Cooperative shall have the following powers:
  - A. To sue, and be sued, complain and defend, in its Cooperative name.
  - B. To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, hold, own, improve, use, and otherwise deal in and with real or personal property, or any interest therein, whatever situated.
  - C. To sell, convey, pledge, lease, exchange, transfer or otherwise dispose of all or any part of its property and assets.
  - D. To make contracts and incur liabilities, through the purchasing of goods and materials.
  - E. To conduct its affairs, carry on its operations, and have office within the boundaries of the Cooperative.
  - F. To make and alter, by resolution of the Management Board, by-laws governing the calling and conducting of meetings, election of a Management Board and the internal operating procedures of the Board.
  - G. To employ professional and other skilled or unskilled personnel as and when the need arises, either on the basis of permanent employment through contractual agreements, or in a temporary or consultative capacity, but only to the extent that funds have been available to it for the purpose.
  - H. To organize and to establish such education programs for the residents of the Cooperative as shall be approved by the member.
  - I. To make joint application for Federal and State funds, on behalf of its member School Districts.
  - J. To do what is reasonable, necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement, existing law, and regulations.
- IV. MANAGEMENT BOARD: All determinations of employment of Cooperative Staff, expenditures of Cooperative funds, provisions of Special Education Services, and

implementation of Cooperative's policy shall be done by the Cooperative's Management Board.

V. MANAGEMENT BOARD ORGANIZATIONS:

- A. The Management Board shall consist of a representative of each School District; namely the Superintendent or Designee. The composition of the cooperative management board shall be an elected member from each participating districts' board of trustees or an administrator assigned by the district board of trustees to represent the participating district on the cooperative management board.
- B. The Management Board shall recruit and employ a Director. The Management Board may delegate by resolution any or all of the powers granted it in subparagraph III herein, and allowed by law, to the Director.
- C. The Management Board shall employ significant qualified staff to provide services contemplated by this Agreement.
- D. Set policy to be implemented by the Director.
- E. Comprehensively review at least annually all aspects of the Cooperative including:
  - 1. Policies and Procedures
  - 2. Records and Accounting
  - 3. Recruitment of Staff
  - 4. In-Service Training
  - 5. Employee Supervision and Evaluation
  - 6. Compliance with State and Federal Special Education Guidelines
- F. Review the financial management of the Cooperative monthly.
- G. Set and approve the fiscal budget of the Cooperative.
- H. Meet quarterly.
- I. To exercise the executive management and administrative control of the Cooperative and its properties, facilities, programs and the contracted activities and performance of its employees.
- J. The Management Board shall have the power to make contracts for the Cooperative. No such contract entered by the Cooperative shall bind the Cooperative for a term in excess of one year.
- K. The Management Board shall employ only those persons whose qualifications equal or exceed the qualification required by Part V of the Montana Special Education Reference Manual (NSERM).
- L. Provide for a yearly audit.



## **FINANCIAL ADMINISTRATION**

- I. Culbertson School District #17 shall be designated as the Fiscal Host for this Cooperative, pursuant to section 20-9-701 et seq., MCA.
- II. Said Fiscal Host shall establish a non-budgeted Interlocal Cooperative Fund for the purpose of the financial administration of the Interlocal Cooperative Agreement. All revenues received including Federal, State or other type of grant payments in direct support of the Agreement and the financial support provided by Cooperative Agencies, shall be deposited in such fund. All financial support of the Agreement contributed by a member District may be transferred to the interlocal Cooperative fund from any fund maintained by such District by resolution of the trustees and District warrant. Any such transfer to the Interlocal Cooperative fund shall be used to finance those expenditures under the Agreement which is comparable to those that are permitted by law to be made out of the fund from which the transfer was made and are within the final budget for the fund which the transfer was made. No transfer shall be made from the miscellaneous Federal Program Fund without the express approval of the Superintendent of Public Instruction.
- III. All expenditures in support of the Interlocal Cooperative Agreement shall be made from the Interlocal Cooperative fund established by the Fiscal Host.
- IV. The Management Board shall have the sole power to expend funds from the Interlocal Cooperative Fund.
- V. In the event that funds are received directly from the Office of Public Instruction, then the member Districts will not have to transfer said sum.
- VI. Each District shall be responsible to provide, at a minimum, the matching dollars that are necessary for the related services block grant.
- VII. The federal application for Part B and Preschool funds will be made by the Cooperative on behalf of its member school districts.
- VIII. A financial audit by an independent auditor shall be ordered each year to assure proper expenditure procedures.

## **TERMINATION OF MEMBERSHIP IN COOPERATIVE**

Each District agreeing to the terms of this Agreement shall remain a member of the Cooperative for a minimum of three years. Unless membership is requested to be dropped by October 1<sup>st</sup> of the current school fiscal year, the District's commitment will automatically extend for three fiscal years. Each District's commitment to membership in the Cooperative is effective with the signature on this Interlocal Agreement. A District intending to withdraw must provide notification of intent to withdraw three fiscal years in advance of the withdrawal date.

Any property in the possession of the Cooperative and owned by the terminated District shall be returned to the terminated District as soon as reasonably possible. Total amount of the contract is due upon termination and any monies paid to the Cooperative by the District shall be retained by the Cooperative as payment for services already rendered and in full satisfaction of any damages caused to the Cooperative by said termination.

### **ADDITION OF A DISTRICT TO COOPERATIVE**

Any non-participating school district within the geographic boundary of the Cooperative will be notified annually no later than October 1<sup>st</sup> of an opportunity to join the Roose-Valley Special Education cooperative for the ensuing three (3) state fiscal years. Non-participating districts who wish to join must respond within 60 days of the date of mailing of the opportunity to join. The Cooperative shall allow the addition of a district within the geographic boundaries of the Cooperative in accordance with state statute. Such addition shall only be allowed at the December meeting of the Board. Notice of application to add a district shall be given to all Management Board members at least ten (10) days prior to the winter meeting of the MANAGEMENT BOARD OF THE COOPERATIVE.

#### **APPLICATION TO JOIN COOPERATIVE SHALL CONTAIN:**

1. The District's name.
2. Anticipated required services.
3. District's proposed budget for contracted Special Education Services.
4. Application must be signed by the Chairman of the Board of Trustees of the applying District.

The Cooperative may contract with any District during the Fiscal Year to provide Special Education Services, if available, to a non-member District. Any such Contract entered into shall comply with the terms and conditions stated herein and shall be for compensation deemed reasonable by the Cooperative.

### **TERMINATION OF COOPERATIVE**

The Cooperative may be terminated by majority vote of all the representatives of the Management Board. Such vote shall only be held at the spring meeting of said Management Board. Any member of the Board may propose termination. Notice of intention to propose termination shall be sent to each member of the Management Board proposing termination at least thirty (30) days prior to the March meeting of the Board.

If the Management Board should terminate the Cooperative, the termination shall be effective at the end of the fiscal year in which termination occurs. During the period from the

termination of the Cooperative until the end of the fiscal year, the Cooperative shall undertake closure procedures. All property in the possession of the Cooperative and owned by any member District shall be returned as soon as possible, but no later than June 30, to the Owner-District. Any property owned by the Cooperative shall be liquidated. All monies in the possession of the Cooperative, including any monies generated from the Cooperative-owned property liquidation, shall be distributed to the members District by the following formula:

$$\begin{array}{l} \text{Contribution of Member District} \\ / \text{ (divided by) Contribution of all Districts} \\ \times \text{ (times) all remaining Cooperative monies.} \end{array}$$

### **REVIEW BY THE ATTORNEY GENERAL**

THIS AGREEMENT shall be submitted to the office of the Attorney General of the State of Montana for review and approval, in accordance with Section 20-7-453, MCA, and this Agreement shall not be effective until such approval is obtained, and the Agreement is recorded with the Montana Secretary of State and Clerk and Recorder of each County within which a participating District lies.

Signature of a member of the Board of Trustees indicates acceptance of the Roose-Valley  
Special Education Interlocal Agreement on behalf of the Culbertson School District

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CULBERTSON DISTRICT #17

DATE

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 24

**AGENDA TITLE:** 2017-2018 Coal Delivery Contract

**SUMMARY:** James Obergfell would like to keep the contact the same as last year: \$ 105 per ton flat rate.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 25

**AGENDA TITLE:** Bus Monitor Route #2 (Hekkel)

**SUMMARY:** I would like to recommend hiring Beth Hekkel as a bus monitor for Route #2 for a special needs student. Beth would be paid the same as the Birch route monitors (\$20 per run) and will only ride on an as needed basis.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 26

**AGENDA TITLE:** Used Athletic Equipment

**SUMMARY:** From time to time we receive requests from students to purchase their basketball/volleyball/football jerseys or football helmets. I would like to ask the Board to weigh in on the matter and give me some direction. I would recommend this matter be assigned to the Athletic Committee and then brought back to the full Board with a recommendation.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 27

**AGENDA TITLE:** 2017-2018 Budgets

**SUMMARY:** Lora is putting the finishing touches on the 2017-2018 budget figures and will have them for the Board to review and consider at the meeting prior to adoption.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					



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

**MEETING DATE:** 8-15-2017

**AGENDA ITEM #:** 28

**AGENDA TITLE:** 2017-2018 Goal Setting

**SUMMARY:**

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

# 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.