

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Monday – October 16, 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. September 20, 2017 (Regular Board Meeting)

FINANCE REPORT

- 06. Action, pay bills/approve investments/review 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 Custodian Contract
17. Action, 2017-2018 Extra-Curricular Contract(s)
 - a. High School Speech & Drama Assistant Coach Contract (Part-Time)
 - b. Junior High Boys' Basketball Assistant Coach
 - c. 7th Grade Class Advisor
 - d. 8th Grade Class Advisor
18. Action, 2017-2018 Graduation Date/Time
19. Action, FFA with Concession Stipend Request
20. Action, Student Absenteeism

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 21.

REPORTS (Continued)

22. Information, Trustees Reports/Requests.

DATE/TIME FOR NEXT MEETING

23. Date: Tuesday, November 21st Time: 6:30 p.m.
Potential Conflicts: none
Suggested Changes:

ADJOURNMENT

24. 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 20, 2017
Wednesday – 6:30 p.m.

The Board met in regular session on Wednesday, September 20, 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, Mike Olson, 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.

Gy Salvevold made motion to approve the minutes of August 15th (regular board), and August 29, 2017 (special board) meeting(s). Eric Bergum seconded motion. Motion carries unanimously.

Luke Anderson made motion to pay the September bills, approve investments and note extra-curricular balances. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Payroll Warrants	51280 to 51333
Claims Warrants	63405 to 63479

Reports were approved as presented. Homecoming week ended and was rushed due to early game. Student Council will be gearing up to attend the state leadership conference and plan for the Christmas games. Fall activity numbers were updated. New clock and bells/intercom system are up and running. Enrollment numbers are up but the transfers need to be finalized. Mr. Crowder asked the Board to provide their MCEL travel plans.

Gy Salvevold made motion to hire Bailey Salsbury, Ian Walker, and Debbie Curtis as guest teachers, pending successful fingerprint and background check. Eric Bergum seconded motion. Motion carries unanimously.

Cheryl Kirkaldie made motion to accept the letter of resignation from Krysia Traffie effective September 15, 2017. Luke Anderson seconded motion. Motion carries unanimously.

No recommendation for special education aide at this time. Eric Bergum made motion to hire Shann Krahm as Custodian, pending successful fingerprint and background check. Luke Anderson seconded motion. Motion carries unanimously.

Luke Anderson made motion to hire Angi Iverson as Assistant HS Speech & Drama Coach. Gy Salvevold seconded motion. Motion carries unanimously.

Board considered a weight room re-activation request. Eric Bergum made motion to re-activate the card for Mike Spacht. Luke Anderson seconded motion. Motion carries unanimously.

Gy Salvevold made motion to accept the contributions of 10 days to the sick leave bank. Luke Anderson seconded motion. Motion carries unanimously.

SCHOOL BOARD MINUTES
REGULAR MEETING
September 20, 2017
Wednesday – 6:30 p.m.

Gy Salvevold made motion to approve a school facebook page as long as the site will be used for information only. The website, OneCall, daily emails and now facebook are all available to disseminate pertinent information. Eric Bergum seconded motion. Motion carries unanimously.

Luke Anderson made motion to close the student account, Class of 2017, and transfer the remaining balance of \$266.17 to the Student Council. Gy Salvevold seconded motion. Motion carries unanimously.

Notice was given for public comment for non-agenda items. Concerns expressed on the accessibility of school board policies. Mr. Crowder will be working on getting electronic, read-only versions on the website. Copies are available upon request. Next meeting will be scheduled for 6:30 p.m. on October 16, 2017. Gy Salvevold made motion to adjourn. Eric Bergum seconded motion. Motion carries unanimously. Meeting adjourned at 6:49 p.m.

Chairman of the Board


Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of **SEPTEMBER 30, 2016**

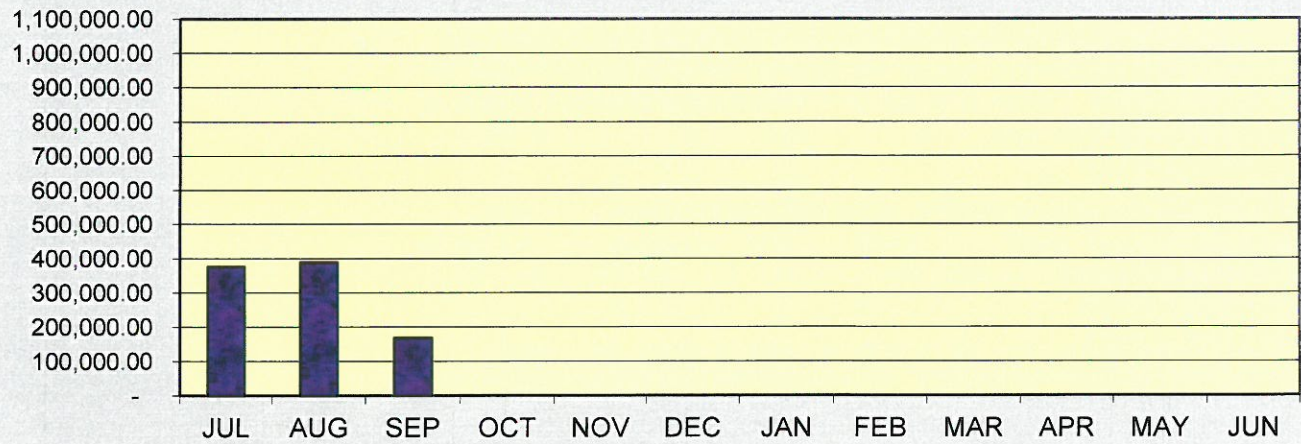
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	53,818.77	75,259.03	-	-	168,407.80	(39,330.00)	(38,252.13)	(1,077.87)
TRANSP	66,555.68	11,364.65	-	-	16,842.18	61,078.15	61,078.15	-
RETIREM	58,929.36	26,769.09	-	-	18,941.10	66,757.35	66,757.35	-
MISC	(3,754.35)	-	-	-	18,376.32	(22,130.67)	(22,130.67)	-
Misc	1,705.61	-	-	-	-	1,705.61		
Title	-	-			12,949.98	(12,949.98)		
Multi Dist	-	-			-	-		
Ind Ed	-	-			2,251.34	(2,251.34)		
JMG	3,118.59	-			750.00	2,368.59		
SRS	(11,211.88)	-			875.00	(12,086.88)		
JOM	2,633.33	-			1,550.00	1,083.33		
AD ED	3,171.55	23.32	-	-	11.63	3,183.24	3,183.24	-
COMPAB	4,980.61	-	-	-	-	4,980.61	4,980.61	-
IMPACT	36.96	-	-	-	39,705.32	(39,668.36)	(39,668.36)	-
TECH	0.66	-	-	-	-	0.66	0.66	-
FLEX	(113,819.40)	-	-	-	-	(113,819.40)	(113,819.40)	-
COOP	54.95	64,592.80	281,373.00	168,822.00	112,605.00	64,593.75	64,593.75	(0.00)
PR	4,407.61	262,810.98	-	-	233,803.00	33,415.59	33,415.59	-
CL	30,902.65	296,395.04	-	-	205,821.85	121,475.84	121,475.84	-
ELEM	105,285.05	737,214.91	281,373.00	168,822.00	814,514.20	140,536.76	141,614.63	(1,077.87)
GENERAL	(5,935.45)	40,883.73	-	-	102,753.42	(67,805.14)	(67,805.14)	-
TRANSP	47,594.07	8,438.04	-	-	11,419.50	44,612.61	44,612.61	-
LUNCH	3,230.51	2,077.25	-	-	13,171.58	(7,863.82)	(7,863.82)	-
RETIREM	105,759.20	20,094.26	-	-	10,779.16	115,074.30	115,074.30	-
MISC	(113,627.39)	-	-	-	3,520.96	(117,148.35)	(117,148.35)	-
Misc	(118,870.66)	-	-	-	3,309.70	(122,180.36)		
AG	-					-		
Adv Ag	-					-		
BUS	-					-		
Multi Dist	-					-		
JMG	5,243.27	-			211.26	5,032.01		
Perkins	-					-		
Aca Ach	-					-		
AD ED	4,575.51	20.92	-	-	11.62	4,584.81	4,584.81	-
DR ED	3,779.02	-	-	-	475.00	3,304.02	3,304.02	-
COMPAB	5,086.02	-	-	-	-	5,086.02	5,086.02	-
IMPAC	282.14	-	-	-	15,000.00	(14,717.86)	(14,717.86)	-
TECH	0.46	-	-	-	-	0.46	0.46	-
FLEX	2.84	-	-	-	-	2.84	2.84	-
ENDOW	723.52	18.35	108,043.00	-	-	108,784.87	108,784.87	-
HS	51,470.45	71,532.55	108,043.00	-	157,131.24	73,914.76	73,914.76	-
TOTAL	156,755.50	808,747.46	389,416.00	168,822.00	971,645.44	214,451.52	215,529.39	(1,077.87)

*adjusting entry in October for \$1,077.87

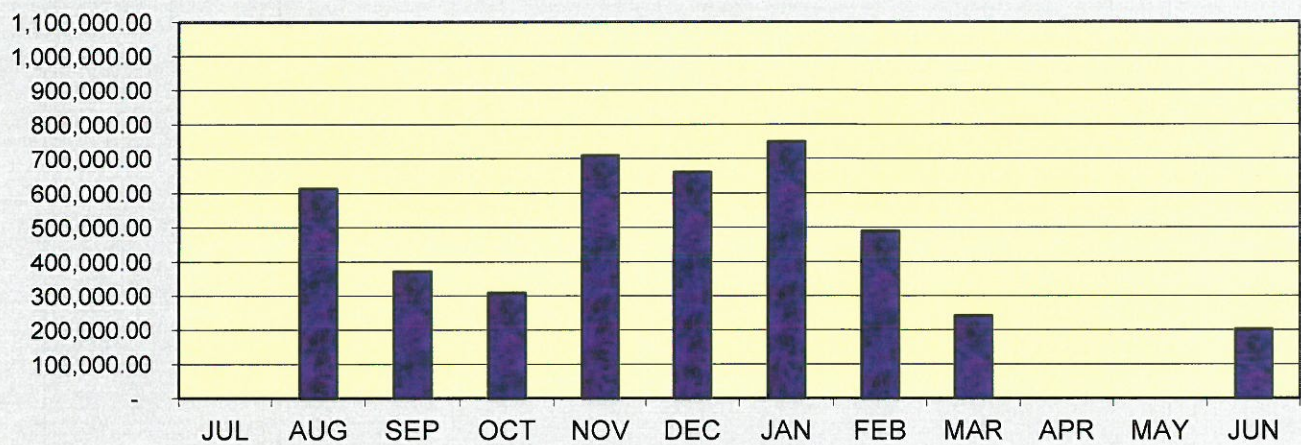
*

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2017-2018												
101 General	-	-	-									
110 Transport	-	-	-									
114 Retirement	-	-	-									
115 Misc Fed	-	-	-									
117 Adult Ed	-	-	-									
121 Comp Abs	-	-	-									
126 Impact Aid	-	-	-									
128 Technology	-	-	-									
129 Flex	-	-	-									
182 Interlocal	326,956.00	281,373.00	168,822.00									
201 General	-	-	-									
210 Transport	-	-	-									
212 Hot Lunch	-	-	-									
214 Retirement	-	-	-									
215 Misc Fed	-	-	-									
217 Adult Ed	-	-	-									
218 Drivers Ed	-	-	-									
221 Comp Abs	-	-	-									
226 Impact Aid	-	-	-									
228 Technology	-	-	-									
229 Flex	-	-	-									
281 Endow	50,000.00	108,043.00	-									
TOTAL	376,956.00	389,416.00	168,822.00	-	-	-	-	-	-	-	-	-
2017-2018												
101 General	-	5,830.00	-	-	149,384.00	65,431.00	132,052.00	-	-	-	-	-
110 Transport	-	33,670.00	629.00	-	71,827.00	48,513.00	-	-	-	-	-	-
114 Retirement	-	53,864.00	-	-	-	-	32,283.00	8,329.00	-	-	-	-
115 Misc Fed	-	-	-	-	2,473.00	2,473.00	2,473.00	2,474.00	-	-	-	-
117 Adult Ed	-	1,086.00	1,087.00	-	6,011.00	6,862.00	7,902.00	6,308.00	-	-	-	-
121 Comp Abs	-	10,680.00	3,680.00	-	10,683.00	10,683.00	10,684.00	10,686.00	-	-	-	-
126 Impact Aid	-	-	-	-	6,364.00	6,364.00	5,682.00	426.00	-	-	-	-
128 Technology	-	1,355.00	359.00	-	160.00	1,160.00	544.00	51.00	-	-	-	-
129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
182 Interlocal	-	287,024.00	230,784.00	284,545.00	240,367.00	265,385.00	319,415.00	274,050.00	227,774.00	-	-	203,313.00
201 General	-	50,195.00	-	-	39,514.00	-	-	-	-	-	-	-
210 Transport	-	17,391.00	6,648.00	-	58,854.00	42,223.00	29,496.00	-	-	-	-	-
212 Hot Lunch	-	682.00	-	-	-	10,422.00	588.00	7,080.00	-	-	-	-
214 Retirement	-	45,828.00	23,075.00	11,327.00	12,900.00	86,079.00	81,045.00	55,413.00	-	-	-	-
215 Misc Fed	-	-	-	-	1,500.00	5,706.00	1,019.00	1,020.00	-	-	-	-
217 Adult Ed	-	871.00	977.00	589.00	4,590.00	4,599.00	4,888.00	2,602.00	-	-	-	-
218 Drivers Ed	-	3,013.00	3,013.00	3,013.00	3,014.00	3,014.00	3,015.00	3,015.00	-	-	-	-
221 Comp Abs	-	9,447.00	9,447.00	9,449.00	9,451.00	9,452.00	9,454.00	9,455.00	-	-	-	-
226 Impact Aid	-	-	-	189.00	189.00	189.00	189.00	101.00	-	-	-	-
228 Technology	-	791.00	146.00	147.00	503.00	503.00	476.00	27.00	-	-	-	-
229 Flex	-	-	-	-	52.00	52.00	52.00	55.00	-	-	-	-
281 Endow	-	92,232.00	92,232.00	-	92,269.00	92,269.00	108,703.00	108,720.00	15,103.00	-	-	-
TOTAL	-	613,959.00	372,077.00	309,259.00	710,105.00	661,379.00	749,960.00	489,812.00	242,877.00	-	-	203,313.00
2017-2018												
101 General	83,278.00	102,813.00	74,298.00	4,304.00	215,743.00	81,206.00	93.00	-	-	-	-	-
110 Transport	109,615.00	154,998.00	105,373.00	72,171.00	80,663.00	82,073.00	65,499.00	28,668.00	11,215.00	-	-	-
114 Retirement	86,451.00	82,771.00	68,786.00	71,083.00	65,757.00	140,354.00	76,518.00	47,554.00	34,048.00	-	-	-
115 Misc Fed	60,099.00	46,854.00	9,037.00	9,044.00	9,046.00	9,048.00	9,049.00	49.00	52.00	-	-	-
117 Adult Ed	24,398.00	24,453.00	24,058.00	13,121.00	14,577.00	15,176.00	15,849.00	3,052.00	2,135.00	-	-	-
121 Comp Abs	9,474.00	9,475.00	9,476.00	9,335.00	9,336.00	9,068.00	9,070.00	9,071.00	9,073.00	-	-	-
126 Impact Aid	36,093.00	2,660.00	3,553.00	1.00	4.00	4.00	74.00	10,851.00	4.00	-	-	-
128 Technology	160.00	1,532.00	417.00	17.00	848.00	848.00	848.00	8.00	48.00	-	-	-
129 Flex	39,038.00	1,712.00	1,719.00	20.00	20.00	20.00	20.00	20.00	20.00	-	-	-
182 Interlocal	121,228.00	245,032.00	189,948.00	246,273.00	201,363.00	328,419.00	283,194.00	237,877.00	237,925.00	201,419.00	-	-
201 General	136,030.00	68,101.00	37,380.00	-	15,983.00	-	-	-	-	-	-	-
210 Transport	72,050.00	100,403.00	89,565.00	25,725.00	70,046.00	52,761.00	31,172.00	30,099.00	19,031.00	797.00	-	-
212 Hot Lunch	9,326.00	9,772.00	366.00	-	6,590.00	-	51.00	83.00	2.00	-	-	-
214 Retirement	53,410.00	48,897.00	36,833.00	68,411.00	48,484.00	115,864.00	82,140.00	52,213.00	41,487.00	7,219.00	-	-
215 Misc Fed	38,954.00	38,960.00	357.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	-	-
217 Adult Ed	18,215.00	18,288.00	17,893.00	7,380.00	9,587.00	10,026.00	10,024.00	2,955.00	2,528.00	2,197.00	-	-
218 Drivers Ed	1,996.00	4,213.00	4,214.00	4,214.00	4,215.00	4,216.00	4,216.00	4,217.00	3,888.00	3,803.00	-	-
221 Comp Abs	8,585.00	8,586.00	8,587.00	8,445.00	8,447.00	8,205.00	8,206.00	7,956.00	7,957.00	7,958.00	-	-
226 Impact Aid	26,632.00	16,653.00	10,003.00	6.00	85.00	85.00	85.00	148.00	81.00	14.00	-	-
228 Technology	16.00	855.00	5.00	6.00	413.00	413.00	413.00	13.00	3.00	3.00	-	-
229 Flex	1,479.00	1,499.00	1,500.00	411.00	11.00	11.00	11.00	11.00	11.00	11.00	-	-
281 Endow	39,988.00	39,994.00	74,396.00	74,403.00	74,414.00	69,849.00	92,164.00	92,176.00	62,730.00	92,206.00	-	-
TOTAL	976,515.00	1,028,521.00	767,764.00	614,734.00	835,996.00	928,010.00	689,060.00	527,385.00	432,602.00	315,991.00	-	-

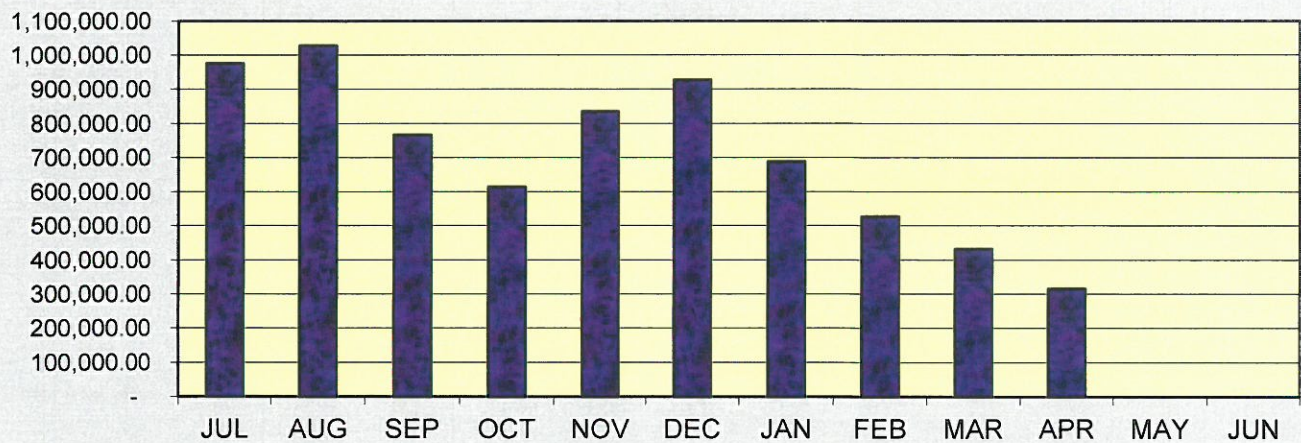
2017-18 INVESTMENTS



2016-17 INVESTMENTS



2015-16 INVESTMENTS



October 2017 AD report

Culbertson Board of Trustees,

Fall elementary and junior high activities have ended. Junior high basketball practice began on Oct 9 with 13 girls and 18 boys participating. District volleyball will be held in Plentywood on Oct 26-28. Currently the Cowgirls are sitting as the 9th seed. State cross country will be held Oct 21 in Great Falls with four runners competing (3 boys and 1 girl). The speech and drama season has also commenced with 25 participants. New elementary and junior high basketball uniforms should be arriving soon.

Sincerely,

David Solem

Mr. Olson

Technology Report

School Board Meeting

October 16, 2017

Gaffaney's was in the building to work our wireless access points, Kaspersky Issues, Sonic Wall, and logins.

I am in the process of putting our new wireless access points up in areas of the school that need more coverage.

I will begin updating the Computer inventory list as many computers got shuffled around with new staff and additional needs.

We held an internet safety assembly on Oct 11. Mark Reddick from Miles City PD was the presenter.

The Epson projectors on the new elementary addition are now working properly. There were issues with the white boards needing to be adjusted for the touch sensors to work.

Mr. Olson
Principal's Report
School Board Meeting
October 16, 2017

We held our Community Education Forum on October 12th. The topic of discussion was attendance, absences, and academic eligibility.

We had a 6-12 assembly with Captain Mark Reddick with Miles City PD. He presented to the students information on internet safety and internet crimes.

Culbertson VFD came to the school on Oct 9th to discuss Fire Safety with grades K-6. Fire prevention materials were sent home with students.

Parent/Teacher conferences were held on Sept 28th. Teachers reported that attendance was above 80% for many classes.

Teacher observations are going well, with 7 teachers completed.

Student enrollment numbers as of 10-12-17

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	28	32	14	26	29	21	22	26	28	26	22	15	15	304
Sept	27	32	13	23	28	22	19	23	27	25	22	14	14	289
Oct	25	29	14	22	27	21	21	24	27	23	23	13	15	284
Nov														0
Dec														0
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	6	4	1	4	2	7	6	1	1	2	3	1	1	39
Transferred	3	1	2	5	1	1	2	3	1	2	1	2	1	25
Total In/Out	9	5	3	9	3	8	8	4	2	4	4	3	2	64

Culbertson School Board Meeting

Superintendent's Report

October 16, 2017

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

Oct. 1 st	Northern Plains Conference on Students with Disabilities @ Billings
Oct. 2 nd	Northern Plains Conference on Students with Disabilities @ Billings
Oct. 3 rd	Northern Plains Conference on Students with Disabilities @ Billings
Oct. 4 th	Northern Plains Conference on Students with Disabilities @ Billings
Oct. 5 th	Northeast Supt. Meeting @ Sidney HS Volleyball vs. Savage HERE Culbertson Lions Club Meeting
Oct. 10 th	Culbertson JH/HS Music Concert Culbertson Fire Department Meeting
Oct. 12 th	Culbertson School Community Education Forum
Oct. 16 th	Culbertson School Board Meeting
Oct. 17 th	HS Volleyball vs. Bainville HERE
Oct. 18 th	MSGIA Meeting @ Billings
Oct. 19 th	MCEL Conference @ Billings
Oct. 20 th	MCEL Conference @ Billings
Oct. 24 th	Culbertson Fire Department Training
Oct. 26 th	District Volleyball Tournament @ Plentywood
Oct. 27 th	District Volleyball Tournament @ Plentywood JH Basketball vs. MonDak HERE
Oct. 28 th	District Volleyball Tournament @ Plentywood
Nov. 2 nd	Culbertson Lions Club Meeting
Nov. 3 rd	JH Basketball vs. Savage HERE
Nov. 4 th	JH Basketball vs. Froid/Lake HERE
Nov. 14 th	Culbertson Fire Department Meeting
Nov. 16 th	Culbertson Lions Club Meeting
Nov. 18 th	JH Basketball vs. Bainville HERE
Nov. 20 th	MHSA Executive Board Meeting @ Helena
Nov. 21 st	Culbertson School Board Meeting
Nov. 28 th	Roose-Valley Special Education Coop Board Meeting @ Brockton Culbertson Fire Department Training

B. Other items for your consideration:

1. The following Federal Program Grant Applications were completed:
 - ESEA (Title I)
 - Carl Perkins (High School Vocational Education)
 - IDEA (Special Education)
 - Title VI (Indian Education) - Part III
2. We are working the annual TEAMS (school accreditation) report.
3. We are working on placing all of the School Board Policies on the School website.
4. We are working on the new IPP (Indian education Policies and Procedures) requirements prior to the submission of the Impact Aid grant application in January.
5. We are working on developing a substitute list for the following departments:
 - Special Education Staff
 - Kitchen Staff
 - Custodial Staff

The individuals that would be assigned to be substitute staff in these departments would be required to pass a background check and receive Board approval, just like guest teachers. Additionally, these substitute staff members will receive additional training specific to the respective departments/programs.

6. Mike and I are working on a slight glitch that has come to the surface in the lunch periods at the school. The elementary staff lunch is 35 minutes in length while the junior high/high school staff lunch is only 30 minutes in length. Mike and I will be developing some possible solutions and bringing them to the Board for consideration.

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 at any time.

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

MEETING DATE: 10-16-2017

AGENDA ITEM #: 14

AGENDA TITLE: College Graduate Credit Request(s)

SUMMARY: Attached please find the requests from Hayley Oelkers and Shawn Harkins.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

Culbertson School District #17

Teacher Graduate Credit Request Form

Teacher: Hayley Oelkers

College Course Title: _____

Number of Graduate Credits: 1 2 3 4 5 6 7 8

Type of Graduate Credits: semester quarter

Name of Institution: Idaho State University

Description of college course and potential impact for Culbertson students:
(Please attach all appropriate documentation)

This course will help me become a
successful BPA advisor

For Culbertson School District Use Only

_____ College Course Approved by the Culbertson School Board

_____ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: _____

IDAHO STATE UNIVERSITY
College of Education
Albion Center for Education Innovation
Professional Development Registration Form
921 S. 8th Ave., Stop 8019
Pocatello, ID 83209

PERSONAL INFORMATION
All Information Is Required

ISU ID or SS#: _____

Name: _____

Prior Name(s): _____

Address: _____

City: _____ State: _____ ZIP: _____

Day Phone: _____

Evening Phone: _____

Birth Date: _____ Male/Female: _____

Email: _____

DEGREE INFORMATION
All Information Is Required

High School: _____

HS State: _____ HS Grad Date: _____

Highest College Degree Earned: _____

Institution: _____ State: _____

FALL REGISTRATION DEADLINE: December 1, 2017

SEMESTER	COURSE REFERENCE NUMBER	DEPT	COURSE	COURSE TITLE	COURSE FEE	# CREDITS /CREDIT FEE	TOTAL AMOUNT
AF17	15663	EDUC	5598P-03	Local Advisor Leadership	-	1/\$55.00	\$55.00

☐ CHECK # _____ ☐ VISA ☐ MasterCard

Credit Card Number: _____

Expiration Date: ____/____ 3 Digit Card Security Number **X** _____ Zip Code for Billing Address _____

Cardholder Name as it appears on Credit Card: _____

Cardholder Signature: **X** _____

Original Signature Is Required for Payment

Forms will not be processed without completing the required information below:

- ☐ I understand that 5597/5598P courses do not count towards a graduate degree.
- ☐ I hold a teaching certificate and/or other professional employee of a school district. School district employed or contracted by: _____
- ☐ I understand that through my signature I am attesting to the fact that I will attend all course sessions and events to provide 16 contact hours, or complete required assignments if online course, per 4497/5597 and 4498P/5598P credit being taken.
- ☐ I understand that it is my responsibility to provide accurate credit card information and/or valid checks.
- ☐ I understand I may only earn seven (7) credits per semester, and it is my responsibility to oversee the number of credits I have received each term.
- ☐ I understand the dates above indicate the semester in which the course will be posted to the official transcript. Transcripts may be requested at transcripts.isu.edu.

I certify that the above information is correct. Also, I understand that submission of this form constitutes commitment to the course and no drop, withdrawal or refund will be processed.



Today's students. Tomorrow's business professionals.

2017-18 Local Advisor Certification Series

Course Syllabus

The National Local Advisor Certification Series is designed to prepare local chapter advisors for success in the BPA classroom through online training, peer-to-peer engagement and national program resources.

DELIVERY/REQUIREMENTS:

1. Attend or view six 50 minute weekly training webinars
2. Contribute to thread discussion via The Source
3. Complete online self-check assessments
4. Complete webinar series via Next Step Academy

GOALS:

1. Prepare new advisors for success in the BPA Classroom.
2. Retain existing advisors through supportive training materials resulting in success in the BPA Classroom.
3. Provide a training source for new and existing advisors which results in a Trained Pin & Letter of Completion for Local School Administration.

Participants may register for courses individually, but must complete all courses & assignments in order to satisfy the requirements for the Local Advisor Certification Designee.

GENERAL BPA KNOWLEDGE: LAC 101

Mon, Sep 18, 2017 8:00 PM - 9:00 PM EDT

[Log on to Moodle for archive](#)

Course Objectives:

- .10 Describe the Training Overview
- .35 Explain the Organizational structure/Stakeholders/Partners/Mission/History/Divisions
- .5 Identify various association terminology

Course Assignments:

Attend LAC 01-General BPA Knowledge online webinar or view the online version
Complete the thread discussion regarding the topics addressed on The SOURCE
Complete the self-check assessment.
Review the "About BPA" section on www.bpa.org

MANAGING A CHAPTER/THE ADVISORY ROLE: LAC 102

Mon, Sep 25, 2017 8:00 PM - 9:00 PM EDT

<https://attendee.gotowebinar.com/register/8321445231472780545>

Course Objectives:

- .3 Describe the Training Overview
- .15 Explain Advisor Responsibilities/Managing the Chapter
- .35 Identify Elements Needed for Planning a Successful Program
Fundraising, Recruitment/Promotion, Managing the Paperwork, Officer Elections, Planning a Calendar,
Planning a Budget, National Program Highlights

Course Assignments:

Attend LAC 02- Managing A Chapter/The Advisory Role
Complete the thread discussion regarding the topics addressed on The SOURCE
Complete the self-check assessment.
Review the Local Chapter Handbook found online on www.bpa.org

MAKING BPA Co-CURRICULAR I: LAC 103

Mon, Oct 2, 2017 8:00 PM - 9:00 PM EDT

<https://attendee.gotowebinar.com/register/8252386005643814401>

Course Objectives:

- .3 Describe the Training Overview
- .50 Identify Ways to Engage the Student-Using the WSAP as a Co-curricular resource in the Classroom

Course Assignments:

Attend LAC 03-Making BPA Co-Curricular I
Complete the thread discussion regarding the topics addressed on The SOURCE
Complete the self-check assessment.
Review the WSAP Guidelines Document found online on www.bpa.org

MAKING BPA Co-CURRICULAR II: LAC 104

Mon, Oct 16, 2017 8:00 PM - 9:00 PM EDT

<https://attendee.gotowebinar.com/register/7138936968474135553>

Course Objective:

- .3 Describe the Training Overview
- .50 Identify Ways to Engage the Student-Using BPA Leadership Programs as a Co-curricular resource

Course Assignments:

Attend LAC 04-Making BPA Co-Curricular II
Complete the thread discussion regarding the topics addressed on The SOURCE
Complete the self-check assessment.
Review the Service Area Tab found online on www.bpa.org

MANAGING YOUR MEMBERSHIP: LAC 105

Mon, Oct 23, 2017 8:00 PM - 9:00 PM EDT

<https://attendee.gotowebinar.com/register/6617664003303687681>

Course Objectives:

- .3 Describe the Training Overview
- .10 Identify Recruitment/Promotion Tools
- .40 Explain the Online Membership Registration Tool

Course Assignments:

Attend LAC 05-Managing Your Membership
Complete the thread discussion regarding the topics addressed on The SOURCE
Complete the self-check assessment.
Review the Membership Area Tab found online on www.bpa.org

ENGAGING LEADERSHIP OUTSIDE OF THE CLASSROOM: LAC 106

Mon, Oct 30, 2017 8:00 PM - 9:00 PM EDT

<https://attendee.gotowebinar.com/register/8924822028424213249>

Course Objectives:

- .3 Describe the Training Overview
- .5 Identify Local/Regional Opportunities
- .5 Identify State Opportunities
- .40 Identify National Opportunities

Course Assignments:

Attend LAC 06-Engaging Leadership Outside of the Classroom
Complete the thread discussion regarding the topics addressed on The SOURCE.
Complete the self-check assessment.
Review the Classroom Resource Tab found online on www.bpa.org/source

Next Step Academy Webinar Series

Use Code BPA1718 when registering for courses unless otherwise noted

Participants enrolled in the Local Advisor Certification Series will be required to complete a total of six Next Step Academy courses. Two sets of courses will be identified and advisors must select three courses from each set for a total of six Next Step Academy courses.

- **Set #1: Leadership Development**

- [Time Management](#)
- [Communication Skills](#)
- [Leadership](#)
- [You NEED Next Step Academy](#)
- [Business Writing](#)
- [Distracted Driving](#)
- [Interviewing Skills](#)
- [Personal Productivity & Professional Accountability](#)

- **Set #2: Career Exploration**

- [Careers in Web Development](#)
- [Careers in Coding](#)
- [Careers in Accounting](#)
- [Careers in Human Resources](#)
- [Careers in Graphic Design](#)
- [Careers in Marketing](#)
- [Careers in Medical Billing and Coding](#)

Culbertson School District #17

Teacher Graduate Credit Request Form

Teacher: SHAWN HARKINS

College Course Title: STRATEGIC PLANNING FOR TECHNOLOGY

Number of Graduate Credits: 1 2 3 4 5 6 7 8

Type of Graduate Credits: semester quarter

Name of Institution: UNIVERSITY OF MONTANA

Description of college course and potential impact for Culbertson students:
(Please attach all appropriate documentation)

COURSE LOOKS AT POTENTIAL USES FOR TECHNOLOGY IN THE SCHOOL. AS A CURRENT TECHNOLOGY TEACHER, IT PROVIDED A LOT OF NEW INSIGHT.

For Culbertson School District Use Only

_____ College Course Approved by the Culbertson School Board

_____ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: _____

Culbertson School District #17

Teacher Graduate Credit Request Form

Teacher: SHAWN HARKINS

College Course Title: FOUNDATIONS OF EDUCATIONAL RESEARCH

Number of Graduate Credits: 1 2 3 4 5 6 7 8

Type of Graduate Credits: semester quarter

Name of Institution: UNIVERSITY OF MONTANA

Description of college course and potential impact for Culbertson students:
(Please attach all appropriate documentation)

COURSE LOOKS AT LEADERSHIP METHODS IN AN EDUCATIONAL SETTING. THE SCHOOL ORGANIZATION
CAN NEVER HAVE ENOUGH STRONG ACTORS TO WORK TOGETHER.

For Culbertson School District Use Only

_____ College Course Approved by the Culbertson School Board

_____ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: _____

Culbertson School District #17

Teacher Graduate Credit Request Form

Teacher: SHAWN HARKINS

College Course Title: EDUCATIONAL RESEARCH

Number of Graduate Credits: 1 2 3 4 5 6 7 8

Type of Graduate Credits: semester quarter

Name of Institution: UNIVERSITY OF MONTANA

Description of college course and potential impact for Culbertson students:
(Please attach all appropriate documentation)

EXPLORES RESEARCH METHODS FOR EDUCATION, WHICH IS A GREAT TOOL, CONSIDERING THE
CHANGES IN SCHOOL DEMOGRAPHICS OVER THE LAST DECADE. COURSE HAD AN EMPHASIS ON
QUANTITATIVE RESEARCH METHODS

For Culbertson School District Use Only

_____ College Course Approved by the Culbertson School Board

_____ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: _____

Culbertson School District #17

Teacher Graduate Credit Request Form

Teacher: SHAWN HARKINS

College Course Title: MEASURE + ANALYSIS OF EDUCATIONAL DATA

Number of Graduate Credits: 1 2 3 4 5 6 7 8

Type of Graduate Credits: semester quarter

Name of Institution: UNIVERSITY OF MONTANA

Description of college course and potential impact for Culbertson students:
(Please attach all appropriate documentation)

LOOKS AT WAYS/METHODS TO DISSEMINATE EDUCATIONAL DATA, AND HOW WE (AS EDUCATORS) CAN INTERPRET THAT DATA.

For Culbertson School District Use Only

_____ College Course Approved by the Culbertson School Board

_____ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: _____

Culbertson School District #17

Teacher Graduate Credit Request Form

Teacher: SHAWN HARKINS

College Course Title: PHILOSOPHY OF EDUCATION

Number of Graduate Credits: 1 2 3 4 5 6 7 8

Type of Graduate Credits: semester quarter

Name of Institution: UNIVERSITY OF MONTANA

Description of college course and potential impact for Culbertson students:
(Please attach all appropriate documentation)

EXPLORES THE PHILOSOPHIES OF EDUCATION THROUGHOUT THE YEARS AND EXPLORES
CURRENT APPLICATIONS TODAY.

For Culbertson School District Use Only

_____ College Course Approved by the Culbertson School Board

_____ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: _____

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

MEETING DATE: 10-16-2017

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: 10-16-2017

AGENDA ITEM #: 16

AGENDA TITLE: 2017-2018 Custodian Contract

SUMMARY: Unfortunately, Steven Gray has moved away. Norine would like to recommend Debbie Curtis for the vacant custodian position pending background check.

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: 10-16-2017

AGENDA ITEM #: 17

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

SUMMARY:

- a. High School Speech & Drama Assistant Coach (Part-Time)
 - The participation is over 20 again this year. Jeri Gustafson would like to recommend hiring Gretchen Wagner as a part-time assistant coach.
- b. Junior High Boys' Basketball Assistant Coach
 - The participation is near 20 this year. Leslie Saunders would like to request an assistant coach. We hope to have a recommendation for the Board to consider at the meeting.
- c. 7th Grade Class Advisor
 - Mike Olson would like to recommend Rhonda Seitz.
- d. 8th Grade Class Advisor
 - Mike Olson would like to recommend Dave Solem.

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: 10-16-2017

AGENDA ITEM #: 18

AGENDA TITLE: 2017-2018 Graduation Date/Time

SUMMARY: The Culbertson High School Senior Class of 2018 would like to respectfully request that graduation ceremonies take place on Saturday, May 19th at 2:00 p.m.

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: 10-16-2017

AGENDA ITEM #: 19

AGENDA TITLE: FFA with Concessions Stipend Request

SUMMARY: Jens Nielsen would like to request the Board consider changing the stipend for FFA with Concessions from the current amount of \$5,000 to a \$ 5,000 base with an additional \$100 per year for every year of service.

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: 10-16-2017

AGENDA ITEM #: 20

AGENDA TITLE: Student Absenteeism

SUMMARY: A student has exceeded the 15 day absence limit in the fall semester. The parents/guardians have been contacted and have been invited to the Board meeting for an opportunity to visit with the School Board about the matter.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

Public Comment

(Non-Agenda Items)

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during this “public comment” section. Individuals wishing to be heard by the Board shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments within a 3 minute time period. Citizens may comment on items within the jurisdiction of the school board that do not appear on this meeting’s agenda. Citizens may not comment on matters related to student or staff privacy or contested adjudicative matters. The Chairperson may control the comment period to ensure an orderly progression of the meeting and may redirect or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant.

Thank you.