

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

**Tuesday – February 20, 2018, 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. January 16, 2018 (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, Student Attendance
15. Action, 2017-2018 Temporary Elementary Teacher Contract
16. Action, 2017-2018 Classified Staff Contract(s)
  - a. Full-Time Custodian
  - b. Temporary Custodian
17. Action, 2017-2018 Extra-Curricular Contract(s)
  - a. Junior High/Elementary Track Coach(es)
18. Action, Resignation(s)
19. Action, School Board Policy 2-04-102.1 (Salary Scale)
20. Action, 2018-2019 School Calendar
21. Action, High School Football Shoulder Pad Replacement
22. Action, School Election Declaration
23. Action, School Election Judge Appointments
24. Action, 2016-2017 Audit Report
25. Action, Audit Report Corrections
  - a. Balance Sheet Asset Account
  - b. OPEB Liability Cost
26. Action, 2018-2019 Principal Contract
27. Action, 2018-2019 Technology Systems Coordinator Contract

### **PUBLIC COMMENT FOR NON-AGENDA ITEMS**

28.

### **REPORTS (Continued)**

29. Information, Trustees Reports/Requests.

### **DATE/TIME FOR NEXT MEETING**

30. Date: Tuesday, March 20<sup>th</sup> Time: 6:30 p.m.  
Potential Conflicts: MREA Meeting, Spring Superintendent Conference  
Suggested Changes: Wednesday, March 21<sup>st</sup> or Thursday, March 22<sup>nd</sup> or ????

### **ADJOURNMENT**

31. Time of adjournment: \_\_\_\_\_

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

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# 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  
January 16, 2018  
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, January 16, 2018, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Eric Bergum, Cheryl Kirkaldie, and Gy Salvevold. Representatives were: Larry Crowder, Mike Olson, and Lora Finnicum. Visitors were recognized.

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

Gy Salvevold made motion to approve the minutes of December 18, 2017 (regular board) meeting(s). Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Eric Bergum made motion to pay the January bills, approve investments and note extra-curricular balances. Gy Salvevold seconded motion. Motion carries unanimously.

Payroll Warrants	51486 to 51525
Claims Warrants	63722 to 63784

Reports were approved as presented. New Vice President Colby Olson would be representing the student council for board meetings. BPA students placed in the top 10 in 34 events out of 37. State BPA conference will be held in Billings in March with 21 students, counting interns, representing Culbertson. Elementary practices will be held in the new gym, but games will not be until bleachers are installed. Mr. Crowder summarized the MHSA proposals.

Gy Salvevold made motion to approve Policy 1-04-115 Indian Education Equal Participation. Cheryl Kirkaldie seconded motion. No comments were received. Motion carries unanimously.

Cheryl Kirkaldie made motion to hire Elbert Swearingen as full-time custodian, pending successful fingerprint and background check. Eric Bergum seconded motion. Motion carries unanimously.

Gy Salvevold made motion to hire Mike Olson as HS Assistant Track Coach and Janelle Ator as EL Assistant Girls' Basketball Coach, volunteer. Cheryl Kirkaldie seconded motion. The number of girls currently out for elementary basketball is 17. Motion carries unanimously.

Eric Bergum made motion to approve the request for Christian Hekkel Route #6 of an additional \$20 per day for the remainder of this school year. Gy Salvevold seconded motion. All bus routes will be up for review at the conclusion of this school year. Motion carries unanimously.

Board discussed driver's education and would like to offer assistance to any staff willing to get the endorsement. Eric Bergum made motion to approve a June driver's education program. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

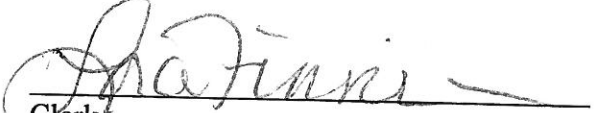
Notice was given for public comment for non-agenda items. Upcoming science fair is scheduled for February 6<sup>th</sup> and everyone is encouraged to judge. Eric Bergum offered board goals of assessing the heating and cooling system to the gym and a 3D computer. Paul Finnicum said the extension office would be interested in working on grants for the farm to table goal. Next



SCHOOL BOARD MINUTES  
REGULAR MEETING  
January 16, 2018  
Tuesday – 6:30 p.m.

meeting will be scheduled for 6:30 p.m. on February 20, 2018. Cheryl Kirkaldie made motion to adjourn. Eric Bergum seconded motion. Motion carries unanimously. Meeting adjourned at 6:54 p.m.

\_\_\_\_\_  
Chairman of the Board

  
Clerk

**CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT**  
for the month of JANAURY 31, 2018

FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	6,117.77	79,558.63	26,478.00	-	147,069.93	(34,915.53)	(34,915.53)	-
TRANSP	22,743.88	935.82	77,311.00	-	18,685.91	82,304.79	82,304.79	-
RETIREM	135,904.66	415.30	-	-	17,547.17	118,772.79	118,772.79	-
MISC	(14,565.50)	3,477.36	1,705.00	-	21,415.39	(30,798.53)	(30,798.53)	-
Misc	0.61	0.36	1,705.00	-	600.00	1,105.97		
Title	(18,960.90)				18,057.74	(37,018.64)		
Multi Dist	-					-		
Ind Ed	(1,818.96)	1,819.00			2,247.67	(2,247.63)		
JMG	1,243.64					1,243.64		
SRS	0.69	1,658.00			99.99	1,558.70		
JOM	4,969.42				409.99	4,559.43		
AD ED	127.90	94.08	8,615.00	-	328.50	8,508.48	8,508.48	-
COMPAB	0.81	0.88	4,141.00	-		4,142.69	4,142.69	-
IMPACT	10,733.79		-	-	2,345.45	8,388.34	8,388.34	-
TECH	0.52	0.01	35.00	-		35.53	35.53	-
FLEX	(113,819.40)		-	-		(113,819.40)	(113,819.40)	-
COOP	(15,387.46)	180,092.87	288,053.00	343,461.00	106,139.68	3,157.73	3,157.73	(0.00)
PR	6,197.17	260,218.04	-	-	263,975.00	2,440.21	2,440.21	(0.00)
CL	87,429.18	227,324.99	-	-	297,553.84	17,200.33	17,200.33	(0.00)
ELEM	125,483.32	752,117.98	406,338.00	343,461.00	875,060.87	65,417.43	65,417.43	(0.00)
GENERAL	5,622.54	42,391.52	26,351.00	-	91,617.74	(17,252.68)	(17,252.68)	-
TRANSP	1,553.58	347.69	71,667.00	-	12,232.09	61,336.18	61,336.18	-
LUNCH	0.30	10,649.17	1,854.00	-	7,682.39	4,821.08	4,821.08	-
RETIREM	124,596.40	313.32	29,751.00	20,499.00	10,854.83	123,306.89	123,306.89	-
MISC	(114,356.81)	-	-	-	1,826.47	(116,183.28)	(116,183.28)	-
Misc	(121,816.92)		-	-		(121,816.92)		
AG	2,932.00				1,129.73	1,802.27		
Adv Ag	-					-		
BUS	1,312.00				199.98	1,112.02		
Multi Dist	-					-		
JMG	3,216.11				496.76	2,719.35		
Perkins	-					-		
Aca Ach	-					-		
AD ED	109.72	32.96	8,038.00	7,819.00	328.50	33.18	33.18	0.00
DR ED	0.27	0.27	1,282.00	1,282.00		0.54	0.54	(0.00)
COMPAB	0.20	0.97	4,606.00	4,606.00		1.17	1.17	0.00
IMPAC	14,658.31		-	14,658.00		0.31	0.31	(0.00)
TECH	0.75		13.00	13.00		0.75	0.75	-
FLEX	0.84		2.00	2.00		0.84	0.84	-
ENDOW	16.68	22.99	108,784.00	88,800.00	20,000.00	23.67	23.67	(0.00)
HS	32,202.78	53,758.89	252,348.00	175,661.00	144,542.02	56,088.65	56,088.65	(0.00)
TOTAL	157,686.10	805,876.87	658,686.00	519,122.00	1,019,602.89	121,506.08	121,506.08	(0.00)

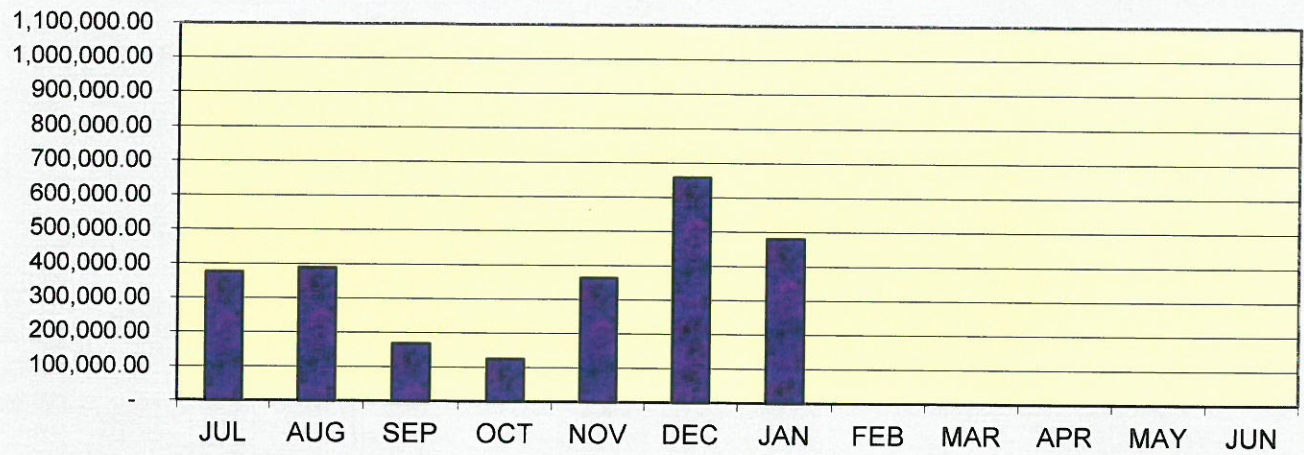
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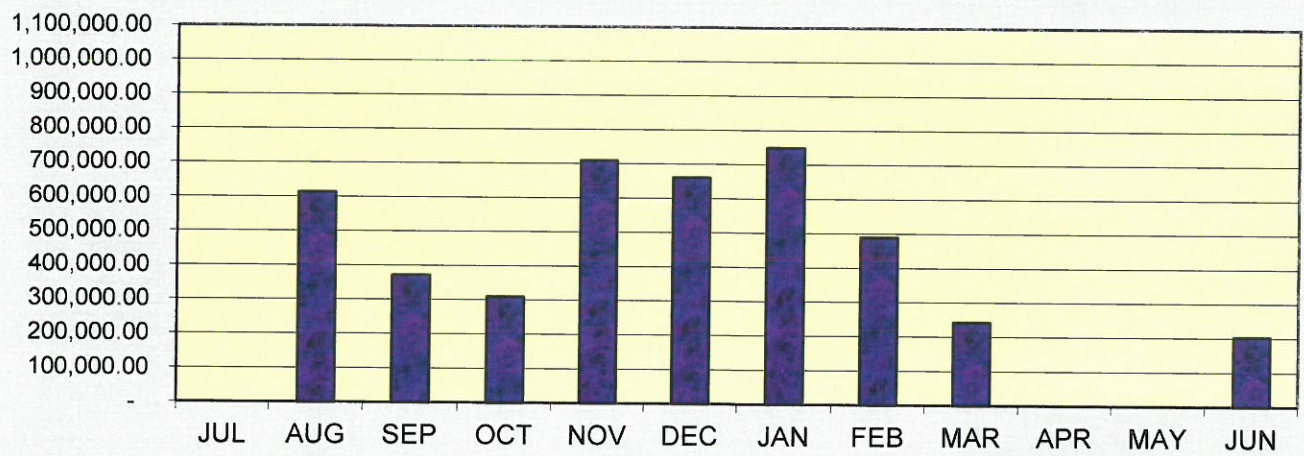
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
201	101 General	-	-	-	-	-	26,478.00	-	-	-	-	-	-
	110 Transport	-	-	-	-	-	77,311.00	-	-	-	-	-	-
	114 Retirement	-	-	-	-	-	-	-	-	-	-	-	-
	115 Misc Fed	-	-	-	-	-	1,705.00	-	-	-	-	-	-
	117 Adult Ed	-	-	-	-	-	8,615.00	-	-	-	-	-	-
	121 Comp Abs	-	-	-	-	-	4,141.00	-	-	-	-	-	-
	126 Impact Aid	-	-	-	-	-	-	-	-	-	-	-	-
	128 Technology	-	-	-	-	-	35.00	-	-	-	-	-	-
	129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
	182 Interlocal	326,956.00	281,373.00	168,822.00	125,000.00	254,759.00	288,053.00	343,461.00	-	-	-	-	-
	201 General	-	-	-	-	-	26,351.00	-	-	-	-	-	-
	210 Transport	-	-	-	-	-	71,667.00	-	-	-	-	-	-
	212 Hot Lunch	-	-	-	-	-	1,854.00	-	-	-	-	-	-
	214 Retirement	-	-	-	-	-	29,751.00	20,499.00	-	-	-	-	-
	215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
	217 Adult Ed	-	-	-	-	-	8,038.00	7,819.00	-	-	-	-	-
	218 Drivers Ed	-	-	-	-	-	1,282.00	1,282.00	-	-	-	-	-
	221 Comp Abs	-	-	-	-	-	4,606.00	4,606.00	-	-	-	-	-
	226 Impact Aid	-	-	-	-	-	-	14,658.00	-	-	-	-	-
	228 Technology	-	-	-	-	-	13.00	13.00	-	-	-	-	-
	229 Flex	-	-	-	-	-	2.00	2.00	-	-	-	-	-
	281 Endow	50,000.00	108,043.00	-	-	108,784.00	108,784.00	88,800.00	-	-	-	-	-
	TOTAL	376,956.00	389,416.00	168,822.00	125,000.00	363,543.00	658,686.00	481,140.00	-	-	-	-	-
201		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
201	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
201		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
201	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	-	-



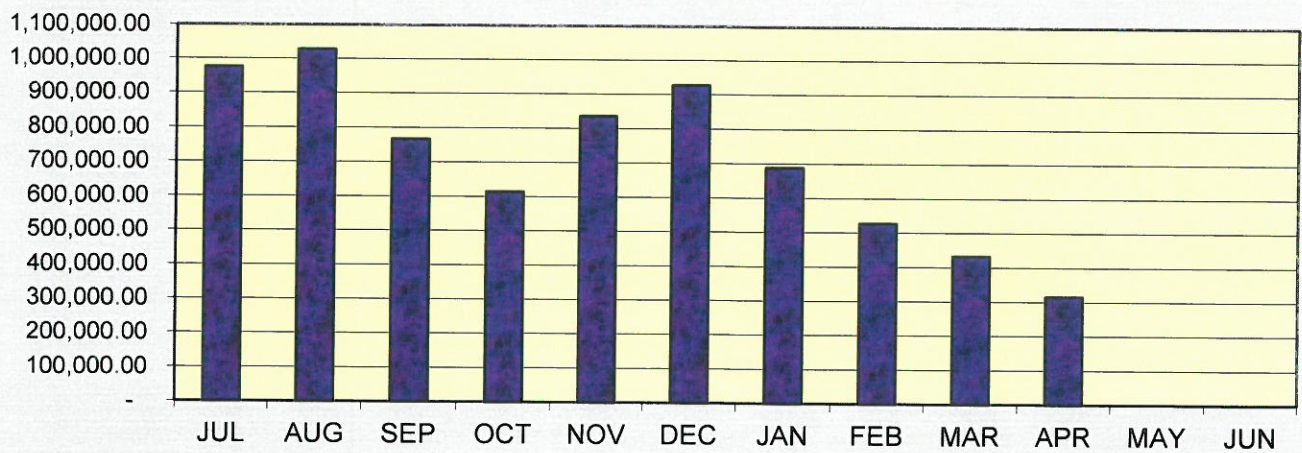
### 2017-18 INVESTMENTS



### 2016-17 INVESTMENTS



### 2015-16 INVESTMENTS



## Culbertson Public School

Totals Report for January 2018  
2017-2018

02/13/2018  
2:53:59 PM

Checking  
Savings  
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	8,545.89	0.00	29.99	0.00	8,515.90
2 - ATHLETICS	-124.62	2,906.00	2,741.51	0.00	39.87
3 - SENIOR 2018	2,979.98	0.00	0.00	0.00	2,979.98
4 - JUNIORS 2019	2,695.93	0.00	0.00	0.00	2,695.93
5 - SOPHOMORE 2020	347.94	0.00	142.62	0.00	205.32
6 - FRESHMAN 2021	402.46	704.00	0.00	0.00	1,106.46
7 - 8TH GRADE	0.00	0.00	0.00	0.00	0.00
8 - CHEERLEADER	629.76	54.36	611.80	0.00	72.32
9 - FFA	11,036.14	5,334.85	1,510.76	0.00	14,860.23
10 - BAND/CHOR	2,378.01	210.80	0.00	0.00	2,588.81
11 - STUDENT COUNCIL	3,891.46	250.00	0.00	0.00	4,141.46
12 - SPEECH AND DRAMA	1,478.08	0.00	256.58	0.00	1,221.50
13 - VO-AG REVOLVING	2,570.12	0.00	0.00	0.00	2,570.12
16 - JMG	142.89	140.00	33.57	0.00	249.32
17 - BPA	5,291.50	1,599.27	1,517.81	0.00	5,372.96
18 - EXPLORE AMERICA	4,600.25	3,703.90	408.76	0.00	7,895.39
19 - MUSIC PARENTS	2,915.70	0.00	533.95	0.00	2,381.75
20 - ART	1,544.64	0.00	0.00	-58.96	1,485.68
21 - LIBRARY	1,160.53	357.67	316.63	58.96	1,260.53
22 - SPANISH CLUB	15.49	0.00	0.00	0.00	15.49
24 - Science Olympiad	1,511.96	0.00	0.00	0.00	1,511.96
27 - SENIOR 2017	0.00	0.00	0.00	0.00	0.00
	54,014.11 +	15,260.85 -	8,103.98 +	0.00 =	61,170.98



## February AD Report

Culbertson Board of Trustees,

The 2017-2018 speech and drama team ended another great year of competition. The team won divisionals for speech and placed second in drama on January 20 in Shepherd. The following week at the state meet held at Huntley Project several participants earned all-state honors. Coach Gustafson was named class C speech and drama coach of the year also. Senior recognition for speech and drama, cheer, and basketball was held on February 11. The 2018 high school track and field schedule is enclosed. I hope to have the golf and 5-8 track schedules finalized by the first week of March. High school track and golf will begin on March 12. Elementary and junior high track will begin on March 19.

Sincerely,

David Solem

# Culbertson Public Schools

## Track and Field 2018

Date	Meet	Location	Grade
Thurs. March 29	Glasgow	Glasgow	HS
Sat. April 7	Baker	<del>Baker</del>	HS
Fri. April 13	Fairview	Fairview	HS
Sat. April 21	Sidney	Sidney	HS
Fri. April 27	Lambert	Lambert	HS
Tues. May 1	Top 10	Glasgow	HS
Fri. May 4	Wolf Point	Wolf Point	HS
Sat. May 5	Hinsdale	Glasgow	HS
Tues. May 8	Districts	Lambert	HS
Thurs. May 17	Divisionals	Glasgow	HS
May 25-26	State	Great Falls	HS

Updated Feb 12, 2018

Mr. Olson

Technology Report

School Board Meeting

February 20, 2018

The E-rate 470 paper work has been sent to Nicole Jones. We have requested managed switches, wireless access points, and related cables.

Gaffaney's came in and worked on the server, Kaspersky, and other small issues.

I am still in the process of getting all computers moved over to the new Kaspersky 10.

Our tech plan goes through the 2018-2019 school year. We will have to get the tech committee together and begin talking about server upgrade as this will be a lengthy conversation.



Mr. Olson  
Principal's Report  
School Board Meeting  
February 20, 2018

Ms. Forbredg and I will begin looking at this year's Smarter Balance testing schedule. We not received any information from OPI on dates yet.

The Culbertson Science Fair was held on Feb. 6<sup>th</sup>. The 5<sup>th</sup>-8<sup>th</sup> graders that earned a blue ribbon will compete at the Regional Science Fair in Havre on March 12<sup>th</sup>.

The Culbertson Spelling Bee will be held on Feb.20<sup>th</sup> The Top five winners will compete in Wolf Point on Feb 26<sup>th</sup>.

MASSP meeting was held on February 7<sup>th</sup>. Discussion on school health survey and student discipline.

Student enrollment numbers as of 2-16-17

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	24	29	14	21	27	21	21	26	24	24	23	12	15	281
Dec	24	28	13	21	27	20	21	24	21	24	23	11	16	273
Jan	24	28	13	21	27	20	21	24	21	25	22	12	17	275
Feb	25	28	14	21	27	20	21	24	22	25	21	12	13	273
March														0
April														0
May														0

Enrolled	8	5	1	4	2	7	6	1	1	2	3	2	3	45
Transferred	4	2	3	6	1	4	2	5	3	2	3	3	1	39
Total In/Out	12	7	4	10	3	11	8	6	4	4	6	5	4	84

Ended the 2016-2017 year with 275

# Culbertson School Board Meeting

## Superintendent's Report

### February 20, 2018

A. Events that I plan to attend for February and March.

Feb. 1 <sup>st</sup>	NEMASS Meeting @ Sidney
Feb. 3 <sup>rd</sup>	Elementary Basketball Jamboree HERE
	HS Basketball vs. R&L HERE
Feb. 6 <sup>th</sup>	Culbertson Elementary Science Fair
Feb. 7 <sup>th</sup>	Culbertson Town Council Meeting
Feb. 8 <sup>th</sup>	Culbertson Lions Club Meeting
Feb. 9 <sup>th</sup>	HS Basketball vs. MonDak HERE
Feb. 10 <sup>th</sup>	HS Basketball vs. Bainville HERE
Feb. 11 <sup>th</sup>	District 2C Basketball Tournament Seeding Meeting @ Sidney
Feb. 12 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
Feb. 13 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
	Culbertson Fire Department Meeting
Feb. 14 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
Feb. 15 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
	Culbertson Lions Club Meeting
Feb. 16 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
Feb. 17 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
Feb. 19 <sup>th</sup>	District 2C Basketball Tournament HERE
Feb. 21 <sup>st</sup>	Eastern C Division Girls' Basketball Tournament @ Wolf Point*
Feb. 22 <sup>nd</sup>	Eastern C Division Girls' Basketball Tournament @ Wolf Point*
	Eastern C Division Boys' Basketball Tournament @ Wolf Point*
Feb. 23 <sup>rd</sup>	Eastern C Division Girls' Basketball Tournament @ Wolf Point*
	Eastern C Division Boys' Basketball Tournament @ Wolf Point*
Feb. 24 <sup>th</sup>	Eastern C Division Boys' Basketball Tournament @ Wolf Point*
Feb. 28 <sup>th</sup>	Culbertson Fire Department Training
March 1 <sup>st</sup>	State C Boys' Basketball Tournament @ Butte*
	Culbertson Lions Club Meeting
March 2 <sup>nd</sup>	State C Boys' Basketball Tournament @ Butte*
March 3 <sup>rd</sup>	State C Boys' Basketball Tournament @ Butte*
March 5 <sup>th</sup>	Culbertson Town Council Meeting
March 8 <sup>th</sup>	State C Girls' Basketball Tournament @ Butte*
March 9 <sup>th</sup>	State C Girls' Basketball Tournament @ Butte*
March 10 <sup>th</sup>	State C Girls' Basketball Tournament @ Butte*
March 13 <sup>th</sup>	Culbertson 5-8 Music Concert
	Culbertson Fire Department Meeting
March 15 <sup>th</sup>	Culbertson Lions Club Meeting
March 18 <sup>th</sup>	MREA Board Meeting @ Helena
March 19 <sup>th</sup>	Spring MASS Conference @ Helena

\*indicates if the Culbertson Team is participating

March 20 <sup>th</sup>	Spring MASS Conference @ Helena
March 25 <sup>th</sup>	Culbertson Lions Club Palm Sunday Dinner
March 27 <sup>th</sup>	Culbertson Fire Department Training

\*indicates if the Culbertson Team is participating

B. Other items for your consideration:

1. It is almost time to turn the calendar to the second half of the school year, which means we need to begin looking at .....
  - a. Review of the Science Curriculum: The timeline for this would begin with the staff reviewing the current curriculum and ordering samples where replacement might be considered in January and February. The staff will review any new materials received in March. The Curriculum Committee of the Board, the staff, and the public will conduct a community meeting(s) in April. The Board will consider adoption of any Science curriculum changes in May.
  - b. The 2018-2019 School Calendar: The CEA will work with the administration to develop calendar options in January. The Board will adopt a calendar from the options at the February Board meeting.
2. With the addition of several new uniform sets (high school volleyball, high school girls' and boys' basketball, junior high girls' and boys' basketball, cheerleader) this year, we are needing to store more "old" sets. In the upcoming months, the Board can expect to be asked to provide some direction on if, when, and how these extra "old" uniforms will be either stored or disposed of.
3. I have completed Part 1 of the Title VI Indian Education Grant. This grant has three parts and the funds from this federal grant pay almost all of the wages and benefits for our Native American Home – School Coordinator position that is currently staffed by Tessa Rumsey.
4. School Board Goals – I have a tentative timeline for the Board Goals. The timeline is attached for your review and consideration.
5. Staffing for the 2018-2019 School Year: Mike and I will be developing a recommendation for staffing during January and February. Contract renewals for staff will take place in March. The Board will make teaching assignments at the April Board meeting.
6. Bus Route Contract Renewals: It is hard to believe it has been five years since our last renewal/negotiation. I would expect the Board will look at working on this matter in the upcoming months and try to have contracts approved by the Board at the April meeting or sooner.

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  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 2-20-2018

**AGENDA ITEM #:** 14

**AGENDA TITLE:** Student Attendance

**SUMMARY:** Two students have exceeded the 15 day absence limit in the winter semester. The parents/guardians of both students 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					

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

**MEETING DATE:** 2-20-2018

**AGENDA ITEM #:** 15

**AGENDA TITLE:** 2017-2018 Temporary Elementary Teacher Contract

**SUMMARY:** I would like to recommend Rachel Pewitt be offered a temporary teacher contract for March, April, and May of 2018. Rachel will be assigned the 4<sup>th</sup> grade classroom for Mrs. Berwick, who will be on maternity leave. Rachel is a recent graduate from Montana State University with a degree in Elementary Education. Rachel is from Glasgow.

**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:** 2-20-2018

**AGENDA ITEM #:** 16

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

**SUMMARY:**

a. Full-Time Custodian: Norine would like to recommend Crescencio Solano for an evening custodial position pending background check.

b. Temporary Custodian: Norine would like to recommend Sandra Rothkamm for a temporary contract pending background check. Sandra would replace Elizabeth Harkins, who will be on maternity leave soon.

**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:** 2-20-2018

**AGENDA ITEM #:** 17

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

**SUMMARY:** a. Junior High/Elementary Track Coach(es)

Based on tentative numbers, Dave Solem would like to recommend offering Christina Olson a contract for Head Junior High/Elementary Track Coach and Terri Sansaver a contract for Assistant Junior High/Elementary Track Coach.

If there more student turn out than expected, an additional coach will be recommended at that 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:** 2-20-2018

**AGENDA ITEM #:** 18

**AGENDA TITLE:** Resignation(s)

**SUMMARY:** Attached please find the resignation letter from Shawn Harkins.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					



**SHAWN HARKINS**  
PO Box 25  
Culbertson, Montana 59218  
(406) 478-0589 • sharkins3@hotmail.com

02/09/18

Dear Culbertson School Board,

I am writing to inform you that I will be resigning from my position as 7-12 Business and Computers Teacher at Culbertson Public Schools, effective upon the end of the current 2017-18 school year. I have decided to pursue an administrative position across the state.

I have greatly enjoyed being a part of the staff at Culbertson Schools during the last four school years. I feel that the experience here has been invaluable and the support I have gotten from fellow teachers, administration, and the community has been remarkable. Thank you for the opportunity to have worked in the district for four great years.

I feel very fortunate to have been a part of the Culbertson School community, and I wish you continued success in the future.

Best regards,



Shawn Harkins

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

**MEETING DATE:** 2-20-2018

**AGENDA ITEM #:** 19

**AGENDA TITLE:** School Board Policy 2-04-102.1 (Salary Scale)

**SUMMARY:** On June 20, 2017 the Board officially approved adding the 30% oil field impact stipend to the classified wages of employees, but it has not been officially been included in the Board policy that address classified wages. So.....here it. This will be the first reading of the policy change.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					

## 2-04-102.1 Salary Scale.

All support personnel shall have their starting salaries fixed by the Board according to the following scale:

Aides, Tutors	School Maintenance Director	School Custodial Director	Custodian
<del>\$9.00</del> <b><i>\$11.70</i></b>	<del>\$12.00</del> <b><i>\$15.60</i></b>	<del>\$11.25</del> <b><i>\$14.63</i></b>	<del>\$10.00</del> <b><i>\$13.00</i></b>

Head Cook	Assistant Cook	Cook's Helper	Secretary	Activities Secretary Clerk's Assistant
<del>\$11.25</del> <b><i>\$14.63</i></b>	<del>\$9.50</del> <b><i>\$12.35</i></b>	<del>\$8.75</del> <b><i>\$11.38</i></b>	<del>\$9.00</del> <b><i>\$11.70</i></b>	<del>\$10.00</del> <b><i>\$13.00</i></b>

Each employee will receive a 3% increase annually during each year of the first four years of employment. Each employee will then receive a 5% increase for the fifth year of employment. This cycle of increases will continue with a 3% increase for the sixth through ninth years and a 5% increase for the tenth year of employment. The cycle will then continue throughout the employment of classified personnel.

Classified staff members that are assigned and teach a "bonafide" class, that is listed on the class schedule and approved by the administration, will be compensated an additional \$500 per class period per semester/trimester. Such classes will require lesson plans, student performance evaluations, student performance reporting, etc. All due compensation will be paid at the completion of each semester/trimester.

Adopted: August 11, 2003  
Revised: August 23, 2004  
December 17, 2007  
September 16, 2008  
July 21, 2009  
September 21, 2010  
July 21, 2011

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

**MEETING DATE:** 2-20-2018

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 2018-2019 School Calendar

**SUMMARY:** I do not yet received the options from the teachers. I will forward the options once I receive them.

**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:** 2-20-2018

**AGENDA ITEM #:** 21

**AGENDA TITLE:** High School Football Shoulder Pad Replacement

**SUMMARY:** Universal Athletics is offering a TAG Shoulder Pad Replacement program. They are offering a sale price of \$109.99 per set. We purchased 14 sets last year and I would recommend purchasing another 14 this year. The deadline to take advantage of this price is February 28<sup>th</sup>. As a bonus, they will not bill us until July 1<sup>st</sup>.

**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:** 2-20-2018

**AGENDA ITEM #:** 22

**AGENDA TITLE:** School Election Declaration

**SUMMARY:** The Board is required to approve a resolution to conduct a trustee and levy election that will be set for Tuesday, May 8<sup>th</sup>.

**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:** 2-20-2018

**AGENDA ITEM #:** 23

**AGENDA TITLE:** School Election Judge Appointments

**SUMMARY:** The Board is required to appoint judges for the trustee and levy elections. Lora would like to recommend the same group that served last year: LeEtta Waldhausen, Ester Petersen, and Allen Petersen. .

**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:** 2-20-2018

**AGENDA ITEM #:** 24

**AGENDA TITLE:** 2016-2017 Audit Report

**SUMMARY:** Attached are the audit findings. The entire audit report will be sent out separately due to its file size.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Kirkaldie					
Anderson					
Bergum					



# **Culbertson School Districts**

## **Financial Statement Findings**

### **For the Year Ended June 30, 2017**

Finding 2017-001. Segregation of Duties. Due to the limited staff that handle a transaction from start to finish, this is a fairly standard finding for a school our size.

**Response: There is always checks and balances in each transaction between office staff, administration, and the school board as well as yearly audits to ensure no fraud exists.**

**Action: No action is necessary.**

Finding 2017-002. Financial Expertise. Financial statements are required to be prepared by a qualified firm specializing in government entities. The auditing firm cannot prepare the statements, but only ensure the quality of the document and the preparer.

**Response: The Clerk prepares the financial statements. We contract with an auditing firm qualified to conduct government audits.**

**Action: School board reviews the draft financial statements.**

Finding 2017-003. Other Post Employment Benefit Liability Not Recorded. Government entities are required to calculate the cost of providing health insurance coverage to retirees who elect coverage and pay premiums.

**Response: Over the past several years, we have claimed that the liability would be minimal; therefore, not financially feasible to contract with an actuarial firm to calculate the OPEB.**

**Action: The Board can either contract with a firm or have clerk calculate liability.**

Finding 2017-004. Extra-curricular Account Deficiencies. 1. Inventory counts are not authorized by both student and supervisor, 2. Missing appropriate documents or approvals to support expenditures, 3. Transfers are not authorized by both student and supervisor, 4. Ticket sales are not kept numerically with appropriate documentation, 5. Students are not being involved in account expenditures, and 6. Checks to cash boxes are made payable to "Cash" instead of to First Community Bank.

**Response and Action: All inventory, expenditures, and transfers will be properly documented by account students and supervisors. Ticket sales will be maintained and properly documented numerically. Checks will be made payable to First Community Bank.**

Finding 2017-005. Bus Driver Training. Districts are required to have records of the mandatory 10 hours bus driver trainings on file.

**Response: Even though we have independent contractors hired for our route bus drivers, we are not exempt from this requirement.**

**Action: We will begin requiring our drivers to produce documentation for the required mandatory training hours.**

Finding 2017-006. Unrecorded Liabilities. Expenses were incurred in June and paid in July resulting in liabilities crossing fiscal years.

**Response:** Due to lack of available funding, the expenses were not recorded as a liability in the previous fiscal year.

**Action:** Our funding should be adequate in the upcoming years that this will not occur again.

Finding 2017-007. Cash Reconciliation. The cash accounts held separately from the County Treasurer are not recorded or reconciled with the District's financial statements.

**Response and Action:** All cash accounts will be recorded as Cash Equivalents in the Balance Sheet of the District and reconciled monthly with reports to the Board. This will be presented for action at the February board meeting.

Finding 2017-008. Exceeding Budget Authority. The District's expenditures exceed the available funds in the elementary Flex Fund and the high school Miscellaneous Fund.

**Response:** Due to obligations with construction projects and the loss of oil revenues, expenditures exceeded available resources in two District funds. However, the District DID have enough resources overall funds to compensate for the deficiency.

**Action:** Our funding should be adequate in the upcoming years that this will not occur again.

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

**MEETING DATE:** 2-20-2018

**AGENDA ITEM #:** 25

**AGENDA TITLE:** Audit Report Corrections

- SUMMARY:**
- a. Balance Sheet Asset Account – The Board will need to approve establishing a Balance Sheet Asset Account (Fund 101, 201, and 284) called Cash Equivalence. This is to account for the cash money that is held separately from the County Treasurer.
  - b. OPEB Liability Cost – The Audit Correct requires the District to have a liability cost associated with allowing retirees to stay on the District group health insurance plan. The Board has three options:
    - 1. Actuary Northwest can be paid to do it. Their price is \$2,000
    - 2. Lora can do it at no additional cost.
    - 3. Not do anything and simply have an audit exception each year.

**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:** 2-20-2018

**AGENDA ITEM #:** 26

**AGENDA TITLE:** 2018-2019 Principal Contract

**SUMMARY:** I believe there will be a recommendation forthcoming from the Negotiation Committee.

**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:** 2-20-2018

**AGENDA ITEM #:** 27

**AGENDA TITLE:** 2018-2019 Technology Systems Coordinator Contract

**SUMMARY:** I believe there will be a recommendation forthcoming from the Negotiation Committee.

**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.