

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

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Wednesday–October 20, 2021, 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 14, 2021 (Regular Board Meeting)
  - b. October 4, 2021 (Special Board Meeting)
  - c. October 11, 2021 (Policy Committee Meeting)

**FINANCE REPORT**

- 06. Action, pay bills, approve investments, and note cash & 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**

14. Action, Level 4 Complaint

**NEW BUSINESS**

15. Action, Student Attendance Request
16. Action, Board Policy – 1<sup>st</sup> Reading
17. Action, Bus Route #3 Change
18. Action, Guest Teacher Application(s)
19. Action, 2021-2022 Graduation Date/Time
20. Action, 2021-2022 Extra-Curricular Contract(s)
  - a. Junior High Boys' Basketball Assistant Coach - Temporary

**PUBLIC COMMENT FOR NON-AGENDA ITEMS**

- 21.

**REPORTS (Continued)**

22. Information, Trustees Reports/Requests.

**DATE/TIME FOR NEXT MEETING**

23. Date: Tuesday, November 16<sup>th</sup> Time: 6:30 p.m.  
Potential Conflicts: None  
Suggested Changes: None

**ADJOURNMENT**

24. 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 by raising your hand at that time so that the chair may properly recognize you.

Thank you.

SCHOOL BOARD MINUTES  
REGULAR MEETING  
September 14, 2021  
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, September 14, 2021, at 6:30 p.m. Trustees present were: Paul Finnicum, Eric Bergum, Mark Colvin, and Ian Walker. Representatives were: Larry Crowder, Mike Olson, Dave Solem, and Lora Finnicum. Visitors were recognized.

Mark Colvin made motion to approve the agenda. Ian Walker seconded the motion. Motion carries unanimously. Notice of public comment was given.

Eric Bergum made motion to approve the minutes of August 17, 2021 (regular board) meeting. Ian Walker seconded motion. Motion carries unanimously.

Ian Walker made motion to pay the September bills, approve investments, note cash and extra-curricular balances. Mark Colvin seconded the motion. Motion carries unanimously.

Payroll Warrants	950 to 990
Claims Warrants	10052 to 10101

Reports were presented. Upcoming JMG and homecoming activities were announced. Jennessy Taberna stated that, from 75 band students, 52 horns have been rented with all but 17 paid. Efforts to collect the remaining are continuing. The Montana Science Olympiad competition has been moved to April 15<sup>th</sup> which falls around spring break and Easter. Paula Schledewitz proposed an alternative to participating in the state event with a local competition, potentially in November. Board agreed and would take formal action at the October board meeting. Trustees were asked to report to Mr. Crowder if they would be participating in the virtual MCEL conference.

Eric Bergum made motion to approve second reading of presented policies except 2-03900.1 Extra-Curricular Stipends. Mark Colvin seconded motion. Stipend policy would be referred to committee. Motion carries unanimously.

Mark Colvin made motion to approve the amended bus routes #3 to 76.8 miles/day and #4 142 miles/day. Ian Walker seconded motion. Motion carries unanimously.

No maintenance applications have been received and will continue to advertise. An application was received for the Cook's Helper position. Kitchen is currently staffed with 3 people at 24 hours/day, but some days are a struggle to complete all tasks. Students have volunteered which has helped. Possibly consider staggering work shifts. With budgets already set, board requested Mr. Crowder make adjustments as necessary and review at the next meeting.

No applications for golf have been received. Eric Bergum made motion to hire Terrance Johnson as JH Boys' Basketball Assistant Coach. Mark Colvin seconded motion. Motion carries unanimously.

SCHOOL BOARD MINUTES  
REGULAR MEETING  
September 14, 2021  
Tuesday – 6:30 p.m.

Ian Walker made motion to hire Lance Bengochea and Chelsie Flinn as Guest Teachers, pending background check. Eric Bergum seconded motion. Motion carries unanimously.

Board reviewed home school parent's appeal to allow students to participate in school activities. Family does not reside in our district and the legal ability to grant access was questioned. Board requested Mr. Crowder seek a legal opinion. Issue tabled for additional information.

Notice for public comment for non-agenda items was given. Concerns were expressed regarding the condition of the C-C field, football uniforms, and IEC attendance. Issues were addressed. The next regular board meeting is scheduled for Wednesday, October 20, 2021 at 6:30 p.m. Eric Bergum made motion to adjourn. Mark Colvin seconded motion. Motion carries unanimously. Meeting adjourned at 7:15 p.m.

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Chairman of the Board



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Clerk

SCHOOL BOARD MINUTES  
SPECIAL MEETING  
October 4, 2021  
Monday – 7:00 a.m.

The Board met in special session on Thursday, October 4, 2020, at 7:00 a.m. Trustees present were: Chair Paul Finnicum, Eric Bergum, and Mark Colvin. Representatives were: Larry Crowder.

No visitors were present. Mark Colvin made motion to approve the agenda. Eric Bergum seconded motion. Motion carries unanimously. Notice for public comment given.

Mark Colvin made motion to hire Kim Ellis as Custodian, pending successful background check. Eric Bergum seconded motion. Motion carries unanimously.

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

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

  
Clerk

SCHOOL BOARD MINUTES  
COMMITTEE MEETING  
October 11, 2021  
Monday – 6:00 p.m.


The Policy Committee met on October 11, 2021 at 6:01 p.m. Committee members present were: Eric Bergum and Ian Walker. Representatives were: Lora Finnicum.

Visitors were recognized. Notice for public comment given. Committee discussed the extra-curricular stipend policy regarding coaches and advisors. Some stipends have not been changed for quite some time. Stipends would need to be comparable between activities. Possibly pay coaches by the week. Question on how many after school hours advisors work. Good comments were received, and the Committee would continue to review.

Meeting adjourned at 6:41 p.m.

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Chairman of the Board



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Clerk

**CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT**  
for the month of **SEPTEMBER 30, 2021**

FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
<b>GENERAL</b>	56,443.85	76,892.76	27,311.00	45,893.00	114,572.30	182.31	182.31	0.00
<b>TRANSF</b>	509.45	6,287.83	113,506.00	92,934.00	21,167.21	6,202.07	6,202.07	0.00
<b>RETIRE</b>	14.59	20,683.47	86,665.00	70,779.00	15,900.26	20,683.80	21,216.34	(532.54)
<b>MISC</b>	(126,196.66)	8,735.00	-	-	151,125.21	(268,586.87)	(268,416.27)	(170.60)
Misc	967.12	-	-	-	-	967.12		
Title	-				9,439.30	(9,439.30)		
ESSER II	(113,973.79)				87,861.87	(201,835.66)		
ESSER III	(16,913.88)				50,746.98	(67,660.86)		
Ind Ed	(7.00)	2,566.00			2,564.83	(5.83)		
JMG	2,000.00				-	2,000.00		
SRS	(6,168.78)	6,169.00			-	0.22		
JOM	7,899.67				512.23	7,387.44		
<b>AD ED</b>	30.57	8.71	6,491.00	6,310.00	216.00	4.28	3.21	1.07
<b>COMPA</b>	1.45	1.76	10,714.00	10,715.00		2.21	2.21	0.00
<b>IMPACT</b>	0.42		28.00	28.00	-	0.42	0.42	0.00
<b>TECH</b>	0.13	0.16	972.00	972.00	-	0.29	0.29	(0.00)
<b>FLEX</b>	-		-	-		-	-	-
<b>PR</b>	4,665.72	272,855.52	-	-	267,387.45	10,133.79	8,895.39	1,238.40
<b>CL</b>	1,529.00	188,510.83	-	-	175,393.51	14,646.32	14,646.32	(0.00)
<b>ELEM</b>	(63,001.48)	573,976.04	245,687.00	227,631.00	745,761.94	(216,731.38)	(217,267.71)	536.33
<b>GENERAL</b>	10,706.39	48,335.78	-	-	84,514.63	(25,472.46)	(25,472.46)	-
<b>TRANSF</b>	355.77	4,396.71	38,547.00	23,001.00	15,901.47	4,397.01	4,397.01	-
<b>LUNCH</b>	0.64	9,699.46	1,146.00	-	19,394.97	(8,548.87)	(8,548.87)	-
<b>RETIRE</b>	8.34	12,961.55	108,341.00	96,000.00	12,348.59	12,962.30	13,418.55	(456.25)
<b>MISC</b>	8,107.92	86.45	-	-	762.54	7,431.83	7,431.83	-
Misc	1,091.40	86.45	-	-	299.41	878.44		
ESSER	-				-	-		
AG	-				-	-		
BUS	-					-		
JMG	7,016.52	-			463.13	6,553.39		
Perkins	-				-	-		
<b>AD ED</b>	36.63	4.57	8,181.00	8,001.00	216.00	5.20	5.20	(0.00)
<b>DR ED</b>	1,414.87	0.70	4,283.00	5,697.00		1.57	1.57	(0.00)
<b>COMPA</b>	1.18	1.40	8,527.00	8,528.00		1.58	1.58	(0.00)
<b>IMPAC</b>	0.15	0.61	3,690.00	3,690.00		0.76	0.76	(0.00)
<b>TECH</b>	(0.05)	0.10	629.00	628.00	-	1.05	1.05	0.00
<b>FLEX</b>	(0.16)		3.00	2.00		0.84	0.84	-
<b>ENDOW</b>	45,074.35	47,138.35	154,718.00	203,348.00		43,582.70	43,582.70	-
<b>HS</b>	65,706.03	122,625.68	328,065.00	348,895.00	133,138.20	34,363.51	34,819.76	(456.25)
<b>TOTAL</b>	2,704.55	696,601.72	573,752.00	576,526.00	878,900.14	(182,367.87)	(182,447.95)	80.08

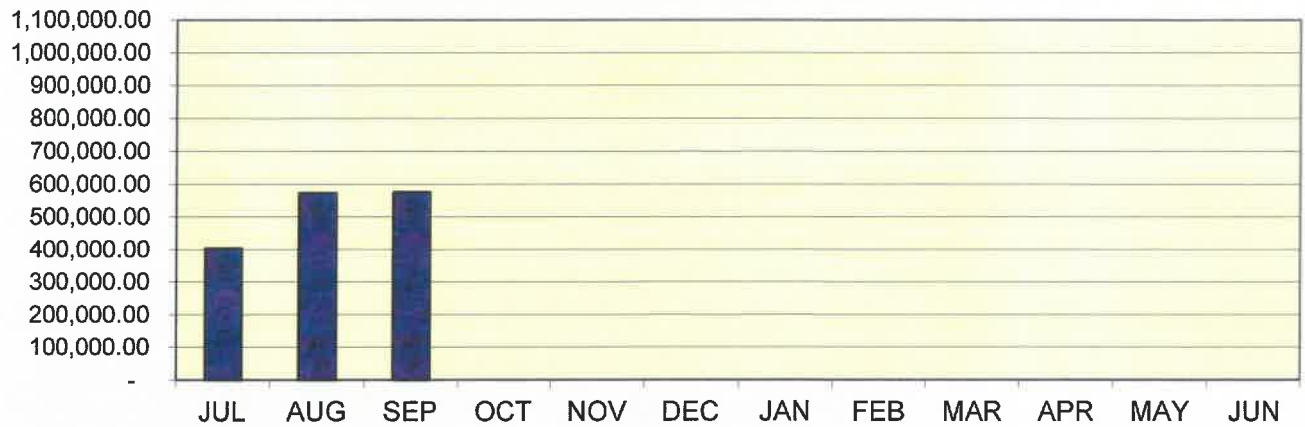
\*unemployment check cleared district but not treasurer, \$80.08 coop share not shown on district cash flow; \$1.07 treas put in 115 s/b 117

\*

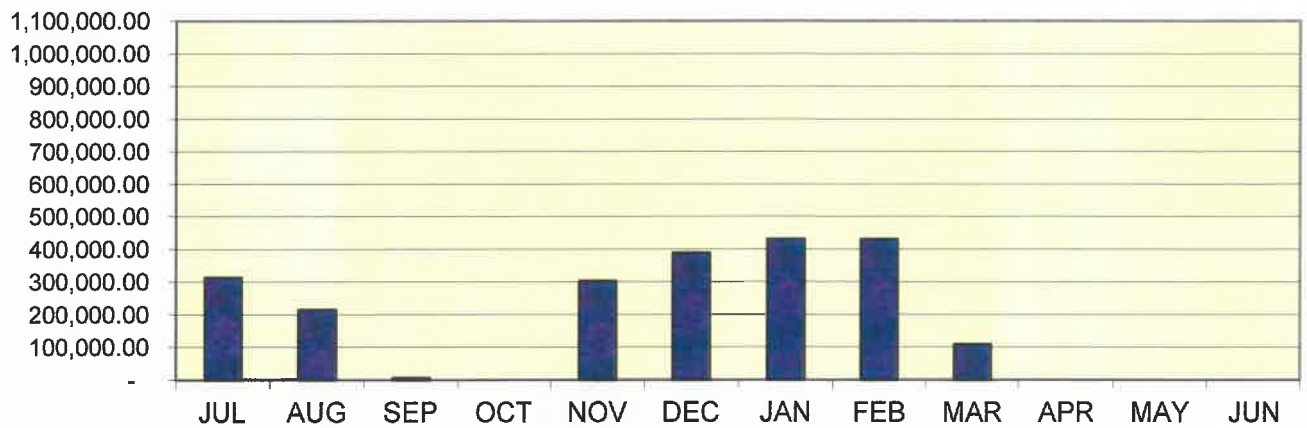


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	-	27,311.00	45,893.00									
110 Transport	-	113,506.00	92,934.00									
114 Retirement	85,561.00	86,665.00	70,779.00									
115 Misc Fed	-	-	-									
117 Adult Ed	6,412.00	6,491.00	6,310.00									
121 Comp Abs	10,713.00	10,714.00	10,715.00									
126 Impact Aid	28.00	28.00	28.00									
128 Technology	2.00	972.00	972.00									
129 Flex	-	-	-									
201 General	-	-	-									
210 Transport	27,204.00	38,547.00	23,001.00									
212 Hot Lunch	1,146.00	1,146.00	-									
214 Retirement	50,343.00	108,341.00	96,000.00									
215 Misc Fed	-	-	-									
217 Adult Ed	8,090.00	8,181.00	8,001.00									
218 Drivers Ed	2,856.00	4,283.00	5,697.00									
221 Comp Abs	8,526.00	8,527.00	8,528.00									
226 Impact Aid	3,689.00	3,690.00	3,690.00									
228 Technology	-	629.00	628.00									
229 Flex	2.00	3.00	2.00									
281 Endow	199,758.00	154,718.00	203,348.00									
TOTAL	404,330.00	573,752.00	576,526.00	-	-	-	-	-	-	-	-	-
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	-	-	-	-	-	-	-	-	-	-	-	-
110 Transport	42,791.00	47,590.00	-	-	15,467.00	10,587.00	-	-	-	-	-	-
114 Retirement	10,633.00	-	-	-	27,466.00	72,524.00	90,014.00	90,014.00	-	-	-	-
115 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
117 Adult Ed	4,713.00	-	-	-	7,464.00	8,582.00	9,067.00	9,067.00	-	-	-	-
121 Comp Abs	5,264.00	-	-	-	-	-	-	-	-	-	-	-
126 Impact Aid	18.00	-	-	-	12,545.00	-	26,153.00	26,153.00	-	-	-	-
128 Technology	1.00	-	-	-	1,061.00	789.00	738.00	738.00	-	-	-	-
129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
201 General	-	-	-	-	-	-	-	-	-	-	-	-
210 Transport	33,623.00	20,177.00	-	-	52,274.00	60,834.00	53,547.00	53,547.00	-	-	-	-
212 Hot Lunch	1,888.00	-	-	-	-	9,888.00	12,674.00	12,674.00	-	-	-	-
214 Retirement	20,844.00	-	-	-	92,921.00	112,016.00	131,983.00	131,983.00	-	-	-	-
215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
217 Adult Ed	4,663.00	4,045.00	-	-	7,251.00	8,494.00	8,999.00	8,999.00	-	-	-	-
218 Drivers Ed	313.00	2,563.00	-	-	2,564.00	2,564.00	2,564.00	2,564.00	-	-	-	-
221 Comp Abs	3,341.00	-	-	-	-	-	-	-	-	-	-	-
226 Impact Aid	11.00	845.00	-	-	-	-	49.00	49.00	-	-	-	-
228 Technology	-	-	-	-	565.00	565.00	552.00	552.00	-	-	-	-
229 Flex	2.00	2.00	-	-	2.00	2.00	2.00	2.00	-	-	-	-
281 Endow	186,114.00	140,553.00	6,980.00	-	83,828.00	102,394.00	95,225.00	95,225.00	109,742.00	-	-	-
TOTAL	314,219.00	215,775.00	6,980.00	-	303,408.00	389,239.00	431,567.00	431,567.00	109,742.00	-	-	-
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	-	-	-	-	88,659.00	130,578.00	2,016.00	28,859.00	-	-	-	-
110 Transport	7,813.00	-	-	-	-	9,129.00	90,599.00	76,640.00	-	-	-	-
114 Retirement	-	-	-	-	-	-	11,691.00	-	-	-	-	-
115 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
117 Adult Ed	8,897.00	-	-	-	-	9,512.00	9,384.00	8,866.00	-	-	-	-
121 Comp Abs	11,920.00	-	-	-	-	-	13,908.00	13,716.00	-	-	-	-
126 Impact Aid	1,949.00	-	-	-	-	-	-	-	-	-	-	-
128 Technology	-	-	-	-	-	1.00	1.00	1.00	-	-	-	-
129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
182 Interlocal	315,911.00	242,258.00	203,086.00	193,709.00	294,350.00	240,582.00	206,030.00	220,521.00	239,069.00	161,265.00	-	-
201 General	-	-	-	-	-	11,703.00	-	-	-	-	-	-
210 Transport	29,704.00	-	-	-	63,156.00	133,670.00	59,499.00	51,026.00	38,981.00	-	-	-
212 Hot Lunch	4,752.00	-	-	-	-	13,051.00	10,976.00	11,378.00	10,001.00	-	-	-
214 Retirement	83,857.00	-	-	-	105,068.00	143,022.00	107,018.00	143,079.00	131,068.00	-	-	-
215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
217 Adult Ed	10,053.00	-	-	-	10,492.00	10,116.00	9,806.00	9,226.00	7,467.00	-	-	-
218 Drivers Ed	1,513.00	-	-	-	2,489.00	2,489.00	2,490.00	2,298.00	2,059.00	789.00	-	-
221 Comp Abs	11,969.00	5,305.00	-	-	11,974.00	11,974.00	11,976.00	11,980.00	11,791.00	11,578.00	-	-
226 Impact Aid	40.00	-	-	-	-	-	-	-	26,060.00	4.00	-	-
228 Technology	-	-	-	-	-	-	-	-	-	-	-	-
229 Flex	2.00	-	-	-	2.00	2.00	2.00	2.00	2.00	2.00	-	-
281 Endow	153,929.00	125,000.00	150,000.00	48,928.00	195,846.00	189,715.00	185,893.00	106,470.00	100,063.00	186,026.00	57,668.00	57,668.00
TOTAL	642,309.00	372,563.00	353,086.00	242,637.00	772,036.00	905,544.00	721,289.00	684,062.00	566,561.00	359,664.00	57,668.00	57,668.00

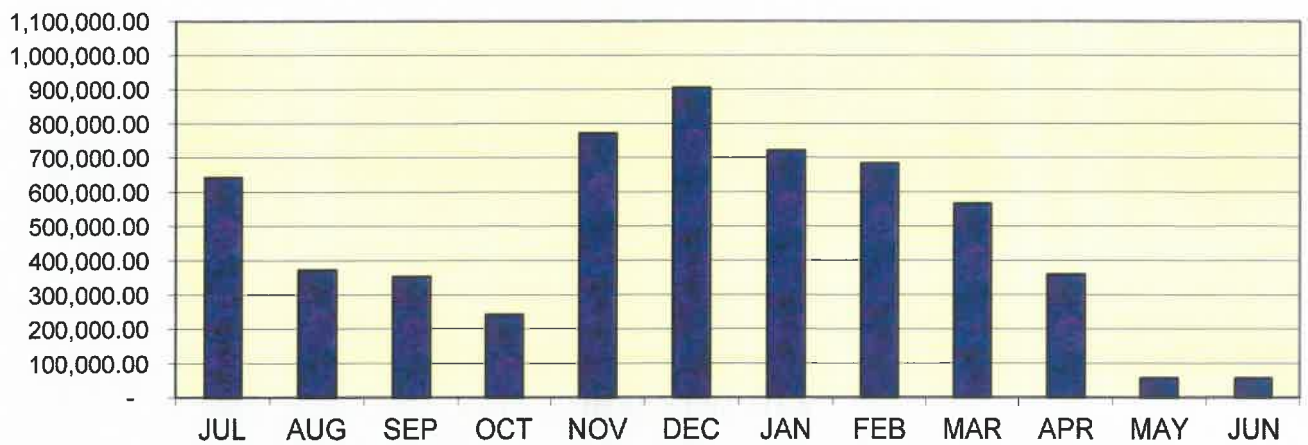
### 2021-22 INVESTMENTS



### 2020-21 INVESTMENTS



### 2019-20 INVESTMENTS



## Culbertson Public School

Totals Report for September 2021  
2021-202210/12/2021  
4:10:05 PMChecking  
Savings  
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	2,287.07	805.00	0.00	0.00	3,092.07
2 - ATHLETICS	1,670.52	9,817.69	6,191.83	0.00	5,296.38
3 - JUNIOR CLASS 2023	3,152.66	667.30	0.00	0.00	3,819.96
4 - SOPHOMORE CLASS 2024	1,506.71	0.00	0.00	0.00	1,506.71
5 - FRESHMAN CLASS 2025	0.00	2,200.00	33.08	0.00	2,166.92
6 - **** SENIOR CLASS 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	664.81	0.00	0.00	0.00	664.81
9 - FFA	10,580.17	4,059.65	2,632.11	0.00	12,007.71
10 - BAND/CHOIR	2,231.16	2,255.00	0.00	0.00	4,486.16
11 - STUDENT COUNCIL	5,645.63	23.05	222.11	0.00	5,446.57
12 - SPEECH AND DRAMA	1,167.45	0.00	0.00	0.00	1,167.45
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - SENIOR CLASS 2022	3,469.40	460.00	90.22	0.00	3,839.18
15 - PLAY	2,263.21	1,290.00	0.00	0.00	3,553.21
16 - JMG	5,885.01	0.00	0.00	0.00	5,885.01
17 - BPA	1,045.74	120.00	462.04	0.00	703.70
18 - EXPLORE AMERICA	11,497.25	1,175.00	0.00	0.00	12,672.25
19 - MUSIC PARENTS	2,601.75	0.00	0.00	0.00	2,601.75
20 - ART	1,576.68	0.00	0.00	0.00	1,576.68
21 - LIBRARY	1,464.42	0.00	0.00	0.00	1,464.42
22 - SPANISH CLUB	15.49	0.00	0.00	0.00	15.49
23 - INDIAN CLUB	0.00	0.00	0.00	0.00	0.00
24 - SCIENCE OLYMPIAD	5,016.23	0.00	0.00	0.00	5,016.23
-----	65,636.85 +	22,872.69 -	9,631.39 +	0.00 =	78,878.15



October 2021 AD report

Culbertson Board of Trustees,

Fall elementary and junior high activities have ended. Junior high basketball practice will begin on Oct 18. District volleyball will be held in Scobey and Culbertson Oct 28-30. State cross country will be held Oct 23 in Missoula with twelve runners competing (7 boys and 5 girls).

Sincerely,

David Solem

Mr. Olson  
Technology Report  
School Board Meeting  
October 20, 2021

NFHS camera on the football field is working. Mr. Solem and I figured out how to get good audio to the NFHS camera in the gym.

I have begun setting up staff with Microsoft accounts for Office 365 with download to the computers.

We will begin our next round of retiring the oldest Chromebooks when our new shipment comes in.

Northstar has installed some software on our server to help detect trouble areas as we are still experiencing drops to our Wifi.

Mr. Olson  
Principal Report  
School Board Meeting  
October 20, 2021

Homecoming activities went very well.

School pictures were taken on Oct 4th by Lifetouch Pictures.

Mrs. Forbregd and I have set up students in grades 9-12 with student portal access in Infinite Campus. This will allow students to login and see grades and assignments. Currently we are working on the parent portal and will then move into junior high.

Parent teacher conference were held on Sept 30. Good attendance was reported by the teachers.

Interquest Canine Detention was in the building on Oct 4<sup>th</sup>.

As of 10-15-21

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug														0
Sept	24	15	23	23	20	24	15	20	30	19	17	25	21	276
Oct	22	16	25	21	20	25	13	20	31	18	15	25	20	271
Nov														0
Dec														0
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	3	2	2	4	4	2	4	2	2	1	1	1	1	29
Transferred	2	2	1	3	3	1	2	2	1	0	1	1	1	20
Total In/Out	5	4	3	7	7	3	6	4	3	1	2	2	2	49

Ended the 2020-2021 year with 274

## Clerk's Report

### October 20, 2021 Meeting

Several months back, Western Bank was bought out by Opportunity Bank, Wolf Point, (bank where the Roosevelt County Treasurer and Culbertson School funds are held). During this transition, routing numbers, account numbers, and check numbers were changed.

Because the county uses a different accounting system than our School, we were running into issues with same check numbers between claims and payroll, even though they are technically in different funds. We were forced to destroy a batch of checks and reorder with a larger gap in number sequences. Below is the list of check ranges used and destroyed (shredded).

#### Claims Warrants

Last warrant used: Check # 826  
Checks destroyed: #827 - #1000  
New warrants start: Check # 10001

#### Payroll Warrants

Last warrant used: Check # 789  
Checks destroyed: #790 - #889  
New warrants start: Check # 890

# Culbertson School Board Meeting

## Superintendent's Report

### October 20, 2021

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

October 1 <sup>st</sup>	HS Football vs. Plentywood HERE
October 4 <sup>th</sup>	Special School Board Meeting
October 6 <sup>th</sup>	Northeast Superintendent Meeting @ Wolf Point
October 7 <sup>th</sup>	District 2C Meeting @ Culbertson HS Volleyball vs. Fairview HERE
October 8 <sup>th</sup>	HS Volleyball vs. Froid/Lake HERE
October 11 <sup>th</sup>	MHSA Reclassification Committee Meeting @ Helena
October 12 <sup>th</sup>	HS Volleyball vs. Plentywood HERE Culbertson Town Council Meeting Culbertson Fire Department Meeting
October 14 <sup>th</sup>	7-12 Music Concert
October 18 <sup>th</sup>	HS Volleyball vs. Bainville HERE
October 19 <sup>th</sup>	Eastern C Division Football Meeting @ Glendive
October 20 <sup>th</sup>	MSGIA Board Meeting – Virtual Culbertson School Board Meeting
October 21 <sup>st</sup>	MCEL Conference – Virtual Culbertson Lions Club Meeting
October 22 <sup>th</sup>	MCEL Conference – Virtual
October 26 <sup>th</sup>	Culbertson Fire Department Training
October 27 <sup>th</sup>	Culbertson Indian Education Committee Meeting
October 28 <sup>th</sup>	District 1C Volleyball Tournament @ Scobey
November 3 <sup>rd</sup>	Northeast Superintendent Meeting @ Sidney
November 4 <sup>th</sup>	Eastern C Division Volleyball Meeting @ Sidney Eastern C Division Volleyball Tournament @ Sidney **
November 5 <sup>th</sup>	Eastern C Division Volleyball Tournament @ Sidney **
November 6 <sup>th</sup>	Eastern C Division Volleyball Tournament @ Sidney **
November 8 <sup>th</sup>	Culbertson Town Council Meeting
November 16 <sup>th</sup>	Culbertson School Board Meeting
November 17 <sup>th</sup>	Roose-Valley Special Education Coop Board Meeting @ Wolf Point
November 18 <sup>th</sup>	Culbertson Lions Club Meeting
November 23 <sup>rd</sup>	Culbertson Fire Department Training
November 24 <sup>th</sup>	Culbertson Indian Education Committee Meeting

\*\* if the Culbertson team qualifies



B. Other items for your review and consideration:

1. We are currently advertising for a High School Golf Head Coach and a full or part-time maintenance person to assist Austin. I do not currently have any applicants for these positions and will place the matter on the next available school board meeting when we do.
2. I recently attended an MHSA Reclassification Committee meeting in Helena. The discussion of enrollment limits to the respective Class AA, Class A, Class B, and Class C schools took place. The committee concluded its deliberations and will make recommendations to the MHSA Executive Board for small alterations to the enrollment numbers. The MHSA Executive Board will meet in November to make any final decisions on the matter.
3. I have been asked to apply for any available vacancy on the State Board of Public Education. This Board is most widely known for setting the state public school accreditation standards and the standards for teacher licensure. Vacancies are filled by appointment of the Governor. I submitted my application this week for consideration.
4. Just so we don't forget, here are a few projects to think about in the short term and long term (in no particular order of importance):
  - Replacement of the oldest section of Playground Equipment
  - Replacement of the Football Field Lights
  - Old Armory: Renovation or Demolition
  - Replacement of the cinder track with an all-weather track.
  - Building or purchasing teacher housing.
  - Building an auditorium for music performances and plays
  - Re-establishment of the Family Consumer Science classroom and the corresponding student organization FCCLA (Family, Career and Community Leaders of America).
5. Here are a few items that might be part of the regular November Board meeting agenda:
  - Remaining Extra-Curricular Contracts for 2021-2022
  - Remaining Board Policy Readings
  - Extra-Curricular Contract for 2022-2023
  - Update of reopening plan
  - Hiring of Maintenance Personnel
  - Alternative Science Olympiad Competition

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:** 10-20-2021

**AGENDA ITEM #:** 14

**AGENDA TITLE:** Level 4 Complaint

**SUMMARY:** I believe that Paul has been in contact with MTSBA will have an update for the Board at the meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

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

**MEETING DATE:** 10-20-2021

**AGENDA ITEM #:** 15

**AGENDA TITLE:** Student Attendance Request

**SUMMARY:** We have received a verbal request from an out-of-district family to re-enroll their students in our school. I believe the parents will be present at the meeting to visit with the Board and answer any questions.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

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

**MEETING DATE:** 10-20-2021

**AGENDA ITEM #:** 16

**AGENDA TITLE:** Board Policy – 1<sup>st</sup> Reading

**SUMMARY:** We have received another round of policies recommended for change, recommended to be added, or recommended to be deleted from Kris Goss at MTSBA Policy Services. Attached please find a copy the summary of these updates, as well as the policies as forwarded to our district. I recommend the Board post these policies for public comment prior to consideration of adoption at the regular November Board meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

# **Model Policies to Update**

**MTSBA Model Policy 1135 – School Board Advocacy** -has been updated to reflect the current operations of the MTSBA advocacy program. This is a required update to an optional policy.

**MTSBA Model Policy 1420 – School Board Meeting Procedure**- has been updated to clearly state the role of the board chair in approving agenda items, update the authority of the board to change the order of business in compliance with the latest interpretation of the open meeting law, and ensure consistency of notification requirements with special meeting provisions in law. These are required updates to a required policy.

**MTSBA Model Policy 2050 – Student Instruction** - has been updated to ensure consistency with the law and applicability when districts are not facing an emergency. This is a required update to a recommended policy.

**MTSBA Model Policy 2140 – Guidance and Counseling** - has been updated to address alternative discipline matters and correct outdated language regarding students and post-secondary opportunities. This is a required update to a recommended policy.

**MTSBA Model Policy 2167 – Correspondence Courses** - has been updated to reflect previous changes to Model Policies 2170 and 3121 consistent with newly enacted law. These updates remove limitations on the number of correspondence courses a student may take. This is a required update to a recommended policy.

**MTSBA Model Policy 2168 – Distance Learning** - has been updated to reflect previous changes to Model Policy 2170. This is a required update to a recommended policy.

**MTSBA Model Policy 2221P – School Closure Procedures** - has been updated to reflect expand the scope of possible closures and clarify the role of staff during a closure. This a recommended change to an optional policy. MTSBA can assist with any customization that may be necessary for a specific district's practices.

**MTSBA Model Policy 3121 – Enrollment and Attendance** - has been updated to reflect the requirements of HB 233. The bill, which is now law, allows for certain students with disabilities up to 21 years of age to be included in average number belonging calculations. This is a required update to a recommended policy.

**MTSBA Model Policy 3222 – Distribution and Posting Materials** - has been updated to reflect changes to other policies governing the activities of student clubs and organizations and ensure consistency with community postings under Policy 4331. This a required update to a recommended policy.

**MTSBA Model Policy 3231 – Search and Seizure** - has been updated to clarify the scope of the authority of school administrators to utilize devices for the purposes of preserving school safety. This is a required update to a recommended policy.

**MTSBA Model Policy 3235 -Video Surveillance** - has been updated to establish procedures for maintaining and monitoring school surveillance footage and clarifying the options for audio surveillance. This is a required update to a recommended policy.

**MTSBA Model Policy 4330P and 4330F – Community Use of Facilities** - have been updated to address additional ways community members may use district facilities and to have the use agreement reflect standard insurance practices and health protocols.

**MTSBA Model Policy 5140 – Classified Employment and Assignment** – has been updated to reflect changes to the Wrongful Discharge from Employment Act and to clarify district obligations to employees regarding issuance of contracts and terms of employment following successful completion of the probationary period. This is a required update to a recommended policy.

**MTSBA Model Policy 5223 – Personal Conduct** – has been updated to address ownership of materials completed by employees in the scope of their duties using public resources. This is a required update to a recommended policy.

**MTSBA Model Policy 5314 – Substitutes** – has been updated to specifically apply confidentiality standards to substitute employees. This is a required update to a recommended policy.

**MTSBA Model Policy 7251 – Disposal of Property** – has been updated to remove inapplicable language from the “With a Vote” section of the policy. This is a required update to a recommended policy.

## **New Recommended Policies**

**MTSBA Model Policy 4125 -District Social Media** - is now available to provide guidance and structure to a school district’s use of social media for community engagement. This is a recommended policy.

**MTSBA Model Policy 8211 – Procurement Policy Using Federal Funds** - is now available to comply with federal procurement standards that may apply to districts when using federal funds for purposes beyond food service. This is a recommended policy.

## **Model Policies to Delete**

**MTSBA Model Policy 1135P – School Board Advocacy Procedure** - has been deleted to reflect the current operations of the MTSBA advocacy program.

**MTSBA Model Policy 2312P – Copyright Procedure** - has been deleted to reflect updated copyright compliance guidance by relying solely on law as outlined in MTSBA Model Policy 2312.

1 School District

2  
3 **THE BOARD OF TRUSTEES**

1135

4  
5 School Board Advocacy

6  
7 The Board of Trustees believes it has a responsibility to the students, parents, and community to  
8 advocate for student achievement and quality education. In order to meet these responsibilities,  
9 the District will work vigorously for the passage of new laws designed to advance the cause of  
10 good schools and for the repeal or modification of existing laws that impede this cause.  
11

12 Trustees must keep themselves and community members informed of pending legislation and  
13 actively communicate board positions and concerns to elected representatives at both the state  
14 and national level. The Board must work with legislative representatives (both state and federal),  
15 with the Montana School Boards Association, the National School Boards Association, and other  
16 concerned groups in developing an annual as well as long-range legislative program.  
17

18 Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board  
19 Legislative Contact Program and the caucuses. We also encourage each board and trustee to be  
20 aware of the importance of building a relationship with the community and local legislators, to  
21 be used to increase student success.  
22

23 In doing so, the ~~Board~~ Trustees will:

- 24  
25 1. ~~At its annual organizational meeting appoint a member as its Board Legislative Contact~~  
26 ~~(BLC) to the Montana School Boards Association (MTSBA). This person will:~~  
27 a. ~~Serve as the Board's liaison to MTSBA;~~  
28 b. Review MTSBA legislative correspondence;  
29 c. Respond to MTSBA legislative calls to action;  
30 d. ~~Attend the~~ Participate in Day of Advocacy during each legislative session;  
31 e. Attend other state and regional association meetings as approved by the Board;  
32 and  
33 f. Advise MTSBA of the Board's views regarding MTSBA's legislative positions  
34 and activities.  
35  
36 2. At least once each month in accordance with Policy 1420, the Board meeting agenda will  
37 include an opportunity for the trustees to discuss BLC to report on educational issues  
38 pending on the state and federal levels.  
39  
40 3. Work with the ~~BLC~~, MTSBA, the National School Boards Association (NSBA), and  
41 other concerned groups and organizations on matters of mutual interest.  
42

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

2  
3 **THE BOARD OF TRUSTEES**

1420

page 1 of 3

4  
5 School Board Meeting Procedure

6  
7 Agenda

8  
9 The authority to set the board agenda lies with the Board Chair in consultation with board members  
10 and the administration. The act of preparing the board meeting agendas can be delegated to the  
11 Superintendent.

12  
13 ~~The Board Chairperson must approve any items submitted by Board members or members of the~~  
14 ~~public, to be placed on the agenda. Any topics requested by Board members or members of the~~  
15 ~~public must first be approved by the Board Chair before being placed on the agenda.~~

16 Citizens wishing to make brief comments about school programs or procedures will follow the public  
17 comment procedures in district policy.

18  
19 The agenda also must include a “public comment” portion to allow members of the general public to  
20 comment on any public matter under the jurisdiction of the District which is not specifically listed on  
21 the agenda, except that no member of the public will be allowed to comment on contested cases,  
22 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable  
23 time limits on any “public comment” period to maintain and ensure effective and efficient operations  
24 of the Board. The Board shall not take any action on any matter discussed, unless the matter is  
25 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

26  
27 ~~With consent of a majority of members present, the order of business at any meeting may be~~  
28 ~~changed.~~ Copies of the agenda for the current Board meeting, minutes of the previous Board  
29 meeting, and relevant supplementary information will be prepared and distributed to each trustee at  
30 least ~~twenty-four (24)~~ forty-eight (48) hours in advance of a Board meeting and will be available to  
31 any interested citizen at the Superintendent’s office ~~twenty-four (24)~~ forty-eight (48) hours before a  
32 Board meeting. An agenda for other types of Board meetings will be prepared if circumstances  
33 require an agenda.

34  
35 Consent Agenda

36  
37 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes  
38 those items considered to be routine in nature. Any item that appears on the consent agenda may be  
39 removed by a member of the Board. Any Board member who wishes to remove an item from the  
40 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items  
41 will be voted on by a single motion. The approved motion will be recorded in the minutes, including  
42 a listing of all items appearing on the consent agenda.

43  
44 Minutes

45  
46 Appropriate minutes of all meetings required to be open must be kept and must be available for  
47 inspection by the public. [(Optional) If an audio recording of a meeting is made and designated as  
48 official, the



recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

#### Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

#### Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in

a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

#### Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

#### Rescind a Motion

A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts
	<i>Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005</i>	

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **INSTRUCTION**

2050

4  
5 Student Instruction

6  
7 The School District has adopted the protocols outlined in this policy to ensure the delivery of  
8 education services to students onsite at the school, offsite at other locations using available  
9 resources. The District administration or designated personnel are authorized to implement this  
10 policy.

11  
12 As outlined in District Policy 2100, and except for students determined by the School District to  
13 be proficient using School District assessments, the adopted calendar has a minimum number of  
14 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours  
15 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

16  
17 The School District may satisfy the aggregate number of hours through any combination of  
18 onsite, offsite, and online instruction. The District administration is directed to ensure that all  
19 students are offered access to the complete range of educational programs and services for the  
20 education program required by the accreditation standards adopted by the Montana Board of  
21 Public Education.

22  
23 For the purposes of this policy and the School District's calculation of ANB and "aggregate  
24 hours of instruction" within the meaning of that term in Montana law, the term "instruction"  
25 shall be construed as being synonymous with and in support of the broader goals of "learning"  
26 and full development of educational potential as set forth in Article X, section 1 of the Montana  
27 Constitution. Instruction includes innovative teaching strategies that focus on student  
28 engagement for the purposes of developing a students' interests, passions, and strengths. The  
29 term instruction shall include any directed, distributive, collaborative and/or experiential learning  
30 activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of  
31 record in a given course that is done purposely to achieve content proficiency and facilitate the  
32 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full  
33 educational potential of each child.

34  
35 Staff shall calculate the number of hours students have received instruction as defined in this  
36 policy through a combined calculation of services received onsite at the school or services  
37 provided or accessed at offsite or online instructional settings including, but not limited to, any  
38 combination of physical instructional packets, virtual or electronic based course meetings and  
39 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts  
40 undertaken by the staff and students that can be given for grade or credit. Staff shall report  
41 completed hours of instruction as defined in this policy to the supervising teacher, building  
42 principal, or district administrator for final calculation.

43  
44 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,  
45 MCA, the District shall implement the instructional schedules and methods identified in this  
46 policy.

Offsite Instruction

The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year ~~affected by a public health emergency~~. Offsite delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Offsite instruction is available to students:

1. meeting the residency requirements for that district as provided in 1-1-215;
2. living in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or
3. attending school in the district under a mandatory attendance agreement as provided in 20-5-321;
4. attending school in the nearest district offering offsite instruction that agrees to enroll the student when the student's district of residence does not provide offsite instruction in an equivalent course in which the student is enrolled. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. Attendance under this provision is subject to approval of the Trustees.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at when circumstances require.

Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using District assessments consistent with District Policy 1005FE, or other measures approved by the Board of Trustees.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or

onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

**Legal Reference:** Article X, Section 1, Montana Constitution  
Section 20-1-101, MCA – Definitions  
Section 20-1-301, MCA – School Fiscal Year  
Section 20-9-311, MCA – Calculation of Average Number Belonging  
Section 20-7-118, MCA - Offsite Provision of Educational Services  
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
ARM 10.55.906(4)) – High School Credit

**Cross Reference:** Policy 1005FE – Proficiency-Based Learning  
Policy 2100 – School Calendar  
Policy 2140 – Guidance and Counseling  
Policy 2168 – Distance Learning  
Policy 2410 – Graduation  
Policy 2420 – Grading and Progress Reports

**Policy History:**

Adopted on:

Reviewed on:

Revised on:

Terminated on:

2  
3 **INSTRUCTION**

2140

4  
5 Guidance and Counseling

6  
7 The District recognizes that guidance and counseling are an important part of the total program of  
8 instruction and should be provided in accordance with state laws and regulations, District policies and  
9 procedures, and available staff and program support.

10  
11 The general goal of this program is to help students achieve the greatest personal value from their  
12 educational opportunities. Such a program should:

- 13  
14 1. Provide staff with meaningful information which can be utilized to improve educational services  
15 offered to individual students.  
16  
17 2. Provide students with planned opportunities to develop future career and educational plans.  
18  
19 3. Refer students with special needs to appropriate specialists and agencies.  
20  
21 4. Aid students in identifying options and making choices about their educational program.  
22  
23 5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.  
24  
25 6. Provide for a follow-up of students who further their education and/or move into the workforce  
26 world of work.  
27  
28 7. Solicit feedback from students, staff, and parents, for purposes of program improvement.  
29  
30 8. Assist students in developing a sense of belonging and self-respect.  
31  
32 9. Have information available about nicotine addiction services and referrals to tobacco cessation  
33 programs to students and staff.  
34  
35 10. Serve as a reference for alternative discipline or restorative justice programs.  
36

37 All staff will encourage students to explore and develop their individual interests in all areas including but  
38 not limited to career and technical programs, academic curricula, post-secondary opportunities,  
39 community or military service, and employment options without regard race, color, national origin,  
40 ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability,  
41 economic or social condition, actual or potential marital or parental status.  
42

43 ~~All staff will encourage students to explore and develop their individual interests in career and vocational-~~  
44 ~~technical programs and employment opportunities, without regard to gender, race, marital status, national~~  
45 ~~origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and~~  
46 ~~explore "nontraditional" occupations.~~  
47

48  
49 Legal Reference     § 49-3-203, MCA     Educational, counseling, and training programs  
50                             10.55.710, ARM     Assignment of School Counseling Staff

1	10.55.802, ARM	Opportunity and Educational Equity
2		
3	<u>Policy History:</u>	
4	Adopted on:	
5	Reviewed on:	
6	Revised on:	

2  
3 **INSTRUCTION**

2167

4  
5 Correspondence Courses

6  
7 The District will permit a student to enroll in an approved correspondence course from a school  
8 approved by the National University Extension Association or the Distance Education  
9 Accrediting Commission, in order that such student may include a greater variety of learning  
10 experiences within the student's educational program.

11  
12 Credit for correspondence courses may be granted, provided the following requirements are met:

- 13  
14 1. Prior permission has been granted by the principal;  
15  
16 2. The program fits the education plan submitted by the regularly enrolled student;  
17  
18 3. Credit is granted for the following approved schools:  
19  
20 a. Schools approved by the National University Extension Association or through  
21 one of the schools approved by the Distance Education Accrediting Commission;  
22  
23 b. Community colleges, vocational-technical institutes, four-(4)-year colleges and  
24 universities and state-approved private schools in the state of Montana; and  
25  
26 c. Other schools or institutions which are approved by the District after evaluation  
27 for a particular course offering.  
28

29 The District shall not be obligated to pay for a student's correspondence courses unless otherwise  
30 specified in Policy 2170.

31  
32 ~~The District will accept up to two (2) credits of correspondence coursework. No correspondence~~  
33 ~~courses are allowed that serve to supplant required coursework in grades 9-12, unless granted by~~  
34 ~~the principal. Correspondence coursework cannot be used to allow a student to graduate early~~  
35 ~~from high school.~~  
36  
37

38 Cross Reference: 2410 and 2410P High School Graduation Requirements

39  
40 Legal Reference: § 20-7-116, MCA Supervised correspondence study  
41 ARM 10.55.906 High School Credit  
42

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:



2  
3 **INSTRUCTION**

2168  
page 1 of 2

4  
5 Distance, Online, and Technology-Delivered Learning

6  
7 For purposes of this policy, “distance learning” is defined as: instruction in which students and  
8 teachers are separated by time and/or location with synchronous or asynchronous content,  
9 instruction, and communication between student and teacher (e.g., correspondence courses,  
10 online learning, videoconferencing, streaming video).

11  
12 The District may receive and/or provide distance, online, and technology-delivered learning  
13 programs, provided the following requirements are met:

- 14
- 15 1. The distance, online, and technology-delivered learning programs and/or courses shall  
16 meet the learner expectations adopted by the District and be aligned with state content  
17 and performance standards;  
18
  - 19 2. The District shall provide a report to the Superintendent of Public Instruction,  
20 documenting how it is meeting the needs of students under the accreditation standards,  
21 who are taking a majority of courses during each grading period via distance, online, and/  
22 or technology-delivered programs;  
23
  - 24 3. The District will provide qualified instructors and/or facilitators as described in ARM  
25 10.55.907(3)(a)(b)(c);  
26
  - 27 4. The District will ensure that the distance, online, and technology-delivered learning  
28 facilitators receive in-service training on technology-delivered instruction as described in  
29 ARM 10.55.907(3)(d); and  
30
  - 31 5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-  
32 e).  
33

34 The District will permit a student to enroll in an approved distance learning course, in order that  
35 such student may include a greater variety of learning experiences within the student’s  
36 educational program.

37  
38 Credit for distance learning courses may be granted, provided the following requirements are  
39 met:

- 40
- 41 1. Prior permission has been granted by the principal;  
42
  - 43 2. The program fits the education plan submitted by the regularly enrolled student;  
44
  - 45 3. The course does not replace a required course offered by the District;  
46

4. The course is needed as credit retrieval and cannot fit into the student's schedule; and
5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student's distance learning courses unless otherwise specified in Policy 2170.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

Cross Reference:	2170	Montana Digital Academy
	2410 and 2410P	High School Graduation Requirements
	2100	School Calendar and Year
Legal Reference:	§ 20-9-311(4)(d), MCA	Calculation of Average Number Belonging
	ARM 10.55.705	Administrative Personnel; Assignment of School
	ARM 10.55.906	Administrators/Principals
	ARM 10.55.907	High School Credit
		Distance, Online, and Technology Delivered Learning

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **INSTRUCTION**

2221P  
page 1 of 2

4  
5 School Closure Procedure

6  
7 *Note: this is an optional procedure that should be customized to meet a districts' specific needs,*  
8 *structure, and operations. These changes reflect updates to the MTBSA model document.*  
9

10 All students, parents, and school employees should assume that school will be in session and  
11 buses running as scheduled, unless there is official notification from the Superintendent to the  
12 contrary. Such notice will be given via public media.

13  
14 In the event extremely cold temperatures, wind chill factors, snow, wind, community disaster,  
15 public health emergency, or other circumstances require a modification of the normal routine, the  
16 Superintendent will make the modification decision prior to 6:00 a.m. and contact the public  
17 radio stations for broadcast to the community and will initiate the emergency fan-out  
18 communication procedure to all administrators.

19  
20 The provisions of this procedure may be terminated, amended, or adjusted, by the Board of  
21 Trustees in the event of circumstances requiring extended school closure due to a declaration of  
22 emergency.  
23

24 Work Schedules and Responsibilities for School Closures

25  
26 **Superintendent**

27  
28 ~~Only~~ The Superintendent or Board of Trustees has authority to close schools. The  
29 Superintendent will be on duty throughout any existing or potential emergency situation, day or  
30 night. All orders of doubtful origin should be confirmed with the Superintendent.  
31

32 **Central Administrative Personnel**

33  
34 Central administrative personnel will be expected to report for duty on their assigned shifts in the  
35 event of any school closure, insofar as is safely possible, unless otherwise directed by the  
36 Superintendent or designee. Additional hours may be required, especially of the maintenance  
37 supervisor, business manager, and personnel director, depending on the nature of the emergency.  
38 ~~If it is absolutely impossible for a central administrator to report for duty, the administrator may~~  
39 ~~take the day as a personal leave day or vacation day, with the permission of the Superintendent.~~  
40

41 **Building-Level Administrators, Non-Teaching "Exempt" Personnel, and Identified**  
42 **Support Staff**

43  
44 All building-level administrators and non-teaching "exempt" personnel will report for duty per  
45 their normal shifts or as otherwise directed each day during the school closure, together with the  
46 head custodian and at least one (1) secretary, insofar as is safely possible. The building

administrator will ascertain that the building has been adequately secured and that any child who mistakenly reports to school ~~[in the event school has been closed]~~ is properly and safely cared for and returned home per District policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation and will respond to telephone questions. Staff will be advised of schedule for the day by immediate supervisor. ~~When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day will then adjust his/her work year, by memorandum to the Superintendent, by the number of hours not worked on the day or days of school closure.~~

### **12-Month Classified Employees**

In the event of school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor. Building secretaries and secretaries to key central administrative personnel who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

### **10- and 11-Month Classified Employees**

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they will complete a District leave request form to declare the day as personal leave, vacation, or leave without pay.

### **Aides, Food Service Workers, and Other 9¼-Month Classified Employees**

These employees work only those days school is in session and are not expected to work when school is not in session. If school has been closed, 9¼-month employees should not report for duty unless otherwise directed by their immediate supervisor. 9¼-month employees will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

### **Teachers (Teachers, Librarians, Psychologists, Counselors)**

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

### Policy History:

Adopted on:

- 1 Reviewed on:
- 2 Revised on:

2  
3 **STUDENTS**

3121  
page 1 of 2

4  
5 Enrollment and Attendance Records

6  
7 Since accurate enrollment and attendance records are essential both to obtain state financial  
8 reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall  
9 be diligent in maintaining such records.

10  
11 A district may only include, for ANB purposes, any student who participates in pupil instruction  
12 as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20,  
13 including but not limited to an enrolled student who is:

- 14  
15 • A resident of the district or a nonresident student admitted by trustees under a student  
16 attendance agreement and who is attending a school of the district;
- 17  
18 • Unable to attend school due to a medical reason certified by a medical doctor and  
19 receiving individualized educational services supervised by the district, at district  
20 expense, at a home or facility that does not offer an educational program;
- 21  
22 • Unable to attend school due to the student's incarceration in a facility, other than a youth  
23 detention center, and who is receiving individualized educational services supervised by  
24 the district, at district expense, at a home or facility that does not offer an educational  
25 program;
- 26  
27 • Living with a caretaker relative under Section 1-1-215, MCA;
- 28  
29 • Receiving special education and related services, other than day treatment, under a  
30 placement by the trustees at a private nonsectarian school or private program if the  
31 student's services are provided at the district's expense under an approved individual  
32 education plan supervised by the district;
- 33  
34 • Participating in the Running Start Program at district expense under Section 20-9-706,  
35 MCA;
- 36  
37 • Receiving education services, provided by the district, using appropriately licensed  
38 district staff at a private residential program or private residential facility licensed by the  
39 Department of Public Health and Human Services;
- 40  
41 • Enrolled in an educational program or course provided at district expense using electronic  
42 or offsite delivery methods, including but not limited to tutoring, distance learning  
43 programs, online programs, and technology delivered learning programs, while attending  
44 a school of the district or any other nonsectarian offsite instructional setting with the  
45 approval of the trustees of the district;
- 46

- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
  - the student has not graduated;
  - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
  - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

- a. resided in the District;
- b. was not enrolled in the District or was not enrolled full time; and
- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section, "extracurricular activity" means:

- a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
- c. a school theater production.

#### Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Cross References:	Policy 3510 Policy 2600	School Sponsored Activities Work Based Learning
Legal Reference:	§ 1-1-215, MCA § 20-9-311, MCA § 20-9-706, MCA § 20-9-707, MCA 29 U.S.C. 794 34 CFR 300.1, et seq. Chapter 297 Chapter 269 Chapter 247 <u>Chapter 406</u>	Residence – rules for determining Calculation of average number belonging (ANB) -- three-year averaging. Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits Agreement with Montana youth challenge program or accredited Montana job corps program Nondiscrimination under Federal grants and programs Assistance to states for the education of children with disabilities 2021 General Legislative Session 2021 General Legislative Session 2021 General Legislative Session <u>2021 General Legislative Session</u>

#### Policy History:

Adopted on:



- 1 Reviewed on:
- 2 Revised on:

2  
3 **STUDENTS**

3222

4  
5 Distribution and Posting of Student Materials

6  
7 District policy allows distribution of materials for student curricular clubs and non-curricular  
8 groups.

9  
10 The Superintendent, building principal, or designee must approve all materials before they may  
11 be distributed or posted. Materials distributed or posted will include an notation to inform the  
12 recipient if the material is from a curricular student club or non-curricular student group.

13  
14 To facilitate the distribution of materials with information about student activities, each school  
15 may maintain a centrally located bulletin board for the posting of materials, and/or maintain a  
16 table available to students for placing approved materials. Materials may also be posted on  
17 designated walls in the school buildings.

18  
19 Materials from a curricular student club or non-curricular student group, which provide  
20 information valued or needed by the students of the school district may be distributed, except  
21 those that would:

22  
23 A. Disrupt the educational process;

24 B. Violate the rights of others;

25 C. Invade the privacy of others;

26 D. Infringe on a copyright;

27 E. Violate District policy, procedure, or administrative directive;

28 F. Be obscene, vulgar or indecent; or

29 G. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, nicotine  
30 and any other tobacco innovation, firearms, or certain products that create community  
31 concerns.

32  
33 All non-student community materials must be reviewed and approved by the Superintendent,  
34 building principal, or designee in accordance with Policy 4331.

35  
36 ~~District policy allows distribution of materials of parent and student organizations sponsored by~~  
37 ~~the District or other governmental agencies. The District also may allow distribution of materials~~  
38 ~~that provide information valued or needed by the District.~~

39  
40 ~~The Superintendent must approve all materials before they may be distributed by any~~  
41 ~~organization.~~

42  
43 ~~To facilitate the distribution of materials with information about student activities, each school~~  
44 ~~may maintain a centrally located bulletin board for the posting of materials, and/or maintain a~~  
45 ~~table available to students for placing approved materials.~~  
46

1  
2 Policy History:  
3 Adopted on:  
4 Reviewed on:  
5 Revised on:

1                      **School District**

2  
3 **STUDENTS**

3231  
page 1 of 2

4  
5 Searches and Seizure

6  
7 The goal of search and seizure with respect to students is meeting the educational needs of  
8 children and ensuring their security. The objective of any search and/or seizure is not the  
9 eradication of crime in the community. Searches may be carried out to recover stolen property,  
10 to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a  
11 threat to the maintenance of an orderly educational environment. The Board authorizes school  
12 authorities to conduct reasonable searches of school property and equipment, as well as of  
13 students and their personal effects, to maintain order and security in the schools.

14  
15 The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified  
16 at its inception, and (2) reasonably related in scope to the circumstances which justified the  
17 interference in the first place.

18  
19 School authorities are authorized to utilize any reasonable means of conducting searches,  
20 including but not limited to the following:

- 21  
22 1. A “pat down” of the exterior of the student’s clothing;  
23 2. A search of the student’s clothing, including pockets;  
24 3. A search of any container or object used by, belonging to, or otherwise in the possession  
25 or control of a student; and/or  
26 4. Devices or tools identified in school district policy or the student handbook or deemed  
27 necessary by the Superintendent or designee.

28  
29 The “pat down” or “search” of a student, if conducted, will be conducted by a school official or  
30 employee of the same gender as the student being searched.

31  
32 School Property and Equipment and Personal Effects of Students

33  
34 School authorities may inspect and search school property and equipment owned or controlled  
35 by the District (such as lockers, desks, and parking lots).

36  
37 The Superintendent may request the assistance of law enforcement officials, including their use  
38 of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and  
39 other school property and equipment for illegal drugs, weapons, or other illegal or dangerous  
40 substances or material.

41  
42 Students

43  
44 School officials may search any individual student, his/her property, or District property under  
45 his/her control, when there is a reasonable suspicion that the search will uncover evidence that  
46 he/she is violating the law, Board policy, administrative regulation, or other rules of the District

or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

#### Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference:     *Safford Unified School Dist. No. 1 v. Redding*, 557 U.S. 364, 129 S.Ct. 2633 (2009)  
                              *Terry v. Ohio*, 392 U.S. 1, 20 (1968)  
                              *B.C. v. Plumas*, (9th Cir. 1999) 192 F.3d 1260

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

1            **School District**

2  
3 **STUDENTS**

3235

4  
5 Video Surveillance

6  
7 The Board authorizes the use of video cameras on District property to ensure the health, welfare,  
8 and safety of all staff, students, and visitors to District property and to safeguard District  
9 buildings, grounds, buses, and equipment. The Superintendent will approve appropriate  
10 locations for video cameras.

11  
12 The Superintendent will notify staff and students, through staff and student handbooks or by  
13 other means, that video surveillance may occur on District property. A notice will also be posted  
14 at the main entrance of all District buildings, and on all buses, indicating the use of video  
15 surveillance.

16  
17 The District may choose to make video recordings a part of a student's educational record or of a  
18 staff member's personnel record. The District will comply with all applicable state and federal  
19 laws related to record maintenance and retention. The administration will have access to the  
20 system for monitoring, maintenance, and necessary retention. Responsibilities governing access  
21 to the system will be outlined in the employee's respective job description.

22  
23 Video recordings will be totally without sound.  
24  
25  
26  
27  
28

29 Cross Reference:     3600   Student Records  
30

31 Policy History:

32 Adopted on:

33 Reviewed on:

34 Revised on:

5  
6 Rules and Regulations for Building/Facility/Equipment Use

- 7
- 8 1. Applications requesting use of the school facility must be presented to the building  
9 administrator at least ten (10) days in advance of the time desired and must be signed by  
10 a qualified representative of the organization desiring to use the building.  
11
  - 12 2. The school premises shall not be available before 5:00 p.m. on school days, except under  
13 special conditions.  
14
  - 15 3. Rental fees are as follows: (Example)      Gym      \$100 + custodian  
16  
17 Fees (will) (may) be waived for private nonprofit groups that do not charge admission  
18 fees. Religious groups or organizations will be charged rental fees as listed above.  
19
  - 20 4. The use of the school premises will be denied when, in the opinion of the Superintendent  
21 or the Board, such use may be construed to be solely for commercial purposes, there is a  
22 probability of damage or injury to school property, or the activity is deemed to be  
23 improper to hold in school buildings.  
24
  - 25 5. In case of loss or damage to school property, the organization and/or individual signing  
26 the request shall be fully responsible and liable.  
27
  - 28 6. The District reserves the right to require a certificate of insurance from the renting  
29 agency.  
30
  - 31 7. No furniture or apparatus shall be moved or displaced without permission.  
32
  - 33 8. No access to other rooms in the building shall be permitted unless designated by  
34 agreement.  
35
  - 36 9. There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or  
37 alcohol used or sold in or about school buildings and premises, nor shall profane  
38 language, quarreling, fighting, or illegal gambling be permitted. Violations of this rule  
39 by any organization during occupancy shall be sufficient cause for denying further use of  
40 school premises to the organization.  
41
  - 42 10. Wax, or other preparations ordinarily used on dance floors, is not to be used on  
43 gymnasium floors.  
44
  - 45 11. The Superintendent may require a school employee to be present during use of the  
46 building by the non-school organization. In such case, the requesting organization will

pay for the employee expense (i.e., custodians, overtime).

12. When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.

13. General Community Use of Gym/Weight Room/Equipment

The following guidelines will be strictly adhered to for community members accessing school property for use of the gymnasium, weight room, and other facilities:

- a. Absolutely no students are allowed in the facility during periods designated for general community use without proper adult supervision.
- b. All community members accessing the facility during periods for general community use will have completed the forms and training required by the school district which may include but are not limited to:
  - i. Signed Assumption of Risk Form on file in the office
  - ii. Proof of medical insurance. The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.
- c. Unacceptable behavior including but not limited to: undisciplined behavior, harassment, discrimination, misuse of equipment, or other violations of district policy will result in termination of access.
- d. Always make sure the facility is left as it was found and locked upon completion of use.

Policy History

Adopted on:

Reviewed on:

Revised on:



**SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT**\_\_\_\_\_  
**School District**

Organization or Individual Requesting Facility Use: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date and Hours of Requested Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

**Will there be an admission fee? If so, how much?** \_\_\_\_\_**Premises and Conditions**

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. All District policies are in effect and shall be honored during the rental period and while the requesting organization is using the facility.
2. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities. The District uses audio and video surveillance to monitor activity in the facility.
5. The presence of weapons, including firearms, is prohibited unless previously reviewed and approved by the Board of Trustees in accordance with Montana law.
6. All District-owned equipment, facilities, and other property will remain unchanged and undamaged and the requesting organization or individual will pay for any damages to District property. All fobs, or other access items will be returned to the District. Access to the facility will be restricted to the identified points of ingress and egress.
7. All attendees and participants shall honor and enforce County Health Department directives and safety standards and School District policies regarding the health and safety at gatherings and events held at the school. The requesting organization is expected to specifically comply with all cleaning and disinfecting protocols outlined in District policy as attached.

Failure to honor these covenants will result in cancellation of the event and/or all available remedies under the law.

**Rent and Deposit**

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ \_\_\_\_\_, and this shall be due \_\_\_\_\_ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

**Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards ~~and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.~~

### **Insurance**

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

### **Special Events Coverage**

~~The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.~~

### **Assumption of Risk**

~~The requesting organization agrees to indemnify, release and hold harmless the District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by the District or its agents adding unwarranted danger to participation in such event.~~

The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved. Any negligence arising out of use of the facilities or grounds under this agreement shall be attributed to requesting entity as comparative negligence within the meaning of Section 27-1-702, MCA.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

### **Non-Discrimination**

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

### **District's Rights**

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes, the event will violate District policy, or if the conditions outlined in this agreement are not satisfied. The District reserves all rights under the law to seek remedy in the event School District property is damaged.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
School District:

\_\_\_\_\_  
Requesting Organization or Individual:

By \_\_\_\_\_

By \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Additional Obligations \_\_\_\_\_

\_\_\_\_\_

2  
3 **PERSONNEL**

5140

4  
5 Classified Employment and Assignment

6  
7 Employees designated as “classified” employees include all non-teaching positions or duties in  
8 the District.

9  
10 Each newly hired classified employee will either be hired: (1) as a probationary employee, or (2)  
11 immediately be placed on a written contract for a specific term with a beginning and ending date,  
12 within the meaning of Section 39-2-912(2), MCA. Employees initially hired on a written  
13 contract for a specific term will have no expectation of continued employment beyond the  
14 current contract term, and in the absence of Board action to offer a subsequent contract, the  
15 employment will automatically conclude at the conclusion of the contract term.

16  
17 For those employees hired as probationary employees, such employees will be required to  
18 complete a probationary period of six months. The Board authorizes the Superintendent to  
19 extend the probationary period in a manner permitted by law. Any extension of the probationary  
20 period by the Superintendent, together with the original probationary period, may not exceed a  
21 total of 18 months. Leaves of absence by an employee for a period of more than 5 consecutive  
22 working days other than holidays or vacations during the probationary period will not be counted  
23 as part of the probationary period.

24  
25 During the probationary period of employment, the employment may be terminated at the will of  
26 either the School District or the employee on notice to the other for any reason or no  
27 reason. Prior to the conclusion of the original or extended probationary period, the  
28 Superintendent will determine whether to retain the employee or make a recommendation to the  
29 Board for termination of probationary employment. If the employee is retained, the employee  
30 will be designated as one of the following types of employees depending on the factors noted.

31  
32 Designation 1: If, before the probationary period concludes, the employee is placed on a written  
33 employment contract, the employment contract shall be a written contract of employment for a  
34 specific term with a beginning and ending date, within the meaning of Section 39-2-912(2),  
35 MCA. The employee will have no expectation of continued employment beyond the current  
36 contract term, and in the absence of Board action to offer a subsequent contract, the employment  
37 will automatically conclude at the conclusion of the contract term.

38  
39 If the employee is issued subsequent contracts for a specific term following the initial contract, a  
40 probationary period will not apply. The employee will be subject to terms of the contract  
41 including the beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The  
42 employee will have no expectation of continued employment beyond the current contract term,  
43 and in the absence of Board action to offer a subsequent contract, the employment will  
44 automatically conclude at the conclusion of the contract term.  
45

Designation 2: If, after the probationary period concludes, the employee is not placed on a written employment contract for a specific term, the employee's service to the District will be subject to the provisions in Title 39, Chapter 2, Part 9, MCA.

Designation 3: If, after the probationary period concludes, the employee is subject to the provisions of a collective bargaining agreement, the employee's service to the District will be subject to the terms of the collective bargaining agreement within the meaning of Section 39-2-912, MCA.

Subject to any applicable collective bargaining agreement, the District reserves the right to: (1) change employment conditions affecting an employee's duties, assignment, supervisor, or grade and/or (2) determine the salary and benefits for classified employees.

~~Each classified employee will be employed under a written contract of employment for a specific term with a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of \_\_\_\_\_\*.~~

~~During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.~~

~~The Board will determine salary and wages for classified personnel.~~

Legal Reference:	§ 39-2-904, MCA	Elements of wrongful discharge – presumptive probationary period
	§ 39-2-912, MCA	Exemptions

### Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **PERSONNEL**

5223

Page 1 of 2

4  
5  
6 Personal Conduct

7  
8 School District employees will abide by all district policies, state and federal laws in the course of their  
9 employment. Where applicable, employees will abide by and honor the professional educator code of  
10 conduct.

11  
12 All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum,  
13 and impartiality in the conduct of District business. All employees shall maintain appropriate employee-  
14 student relationship boundaries in all respects, including but not limited to personal, speech, print, and  
15 digital communications. Failure to honor the appropriate employee student relationship boundary will  
16 result in a report to the Department of Public Health and Human Services and the appropriate law  
17 enforcement agency.

18  
19 In accordance with state law, an employee shall not dispense or utilize any information gained from  
20 employment with the District, accept gifts or benefits, or participate in business enterprises or  
21 employment that creates a conflict of interest with the faithful and impartial discharge of the employee's  
22 District duties. A District employee, before acting in a manner which might impinge on any fiduciary  
23 duty, may disclose the nature of the private interest which would create a conflict. Care should be taken  
24 to avoid using or avoid the appearance of using official positions and confidential information for  
25 personal advantage or gain. Curriculum or materials created within the course of the employee's  
26 duties for the District using District resources are considered to be the property of the District.

27  
28 Further, employees are expected to hold confidential all information deemed not to be for public  
29 consumption as determined by state law and Board policy. Employees also will respect the  
30 confidentiality of people served in the course of an employee's duties and use information gained in a  
31 responsible manner. The Board may discipline, up to and including discharge, any employee who  
32 discloses confidential and/or private information learned during the course of the employee's duties or  
33 learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion  
34 should be used even within the school system's own network of communication and confidential  
35 information should only be communicated on a need to know basis.

36  
37 Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the  
38 job within a particular building.

39  
40 Firearms and Weapons

41  
42 Employees of the District shall not injure or threaten to injure another person; damage another's property  
43 or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

44  
45 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or  
46 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
47 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
48 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

49  
50 For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a

1 weapon or through its use is capable of intimidating threatening or producing bodily harm or which may

2 5223

3 Page 2 of 2

4  
5 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile  
6 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks;  
7 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been  
8 modified to serve as a weapon.  
9

10 District administrators are authorized to appropriate action, as circumstances warrant, to enforce this  
11 section of the policy including but not limited to requesting the assistance of law enforcement in  
12 accordance with Montana law.  
13

14 For the purposes of this policy, "school property" means within school buildings, in vehicles used for  
15 school purposes, or on owned or leased school land or grounds. "Building" specifically means a  
16 combination of any materials, whether mobile, portable, or fixed, to form a structure and the related  
17 facilities for the use or occupancy by persons or property owned or leased by a local school district that  
18 are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section  
19 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building"  
20 and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether  
21 temporary or permanently fixed.  
22

23 This section does not apply to a law enforcement officer acting in the officer's official capacity or an  
24 individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school  
25 building.  
26

27 The Board of Trustees shall annually review this policy and update this policy as determined necessary by  
28 the trustees based on changing circumstances pertaining to school safety.  
29

30 Cross Reference: Professional Educators of Montana Code of Ethics  
31 5121 Applicability of Personnel Policies  
32 3311 Firearms and Weapons  
33 5232 Abused and Neglected Children  
34 4332 Conduct on School Property  
35

36 Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents
	Title 2, Chapter 2, Part 1	Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer
	§ 45-8-361, MCA	Possession or allowing possession of
		a weapon in a school building
	§ 45-5-501, MCA	Definitions
	§ 45-5-502, MCA	Sexual Assault
	ARM 10.55.701(2)(d)	Board of Trustees

44  
45

46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **PERSONNEL**

5314

4  
5 Substitutes

6  
7 The Board will regularly approve a list of acceptable substitutes that meet the guidelines as  
8 prescribed in this policy. Appearance on the substitute list does not guarantee employment.  
9

10 The Board authorizes the use of substitute teachers that appear on the list to replace teachers who  
11 are temporarily absent. The principal shall arrange for the substitute to work for the absent  
12 teacher. Under no condition is a teacher to select or arrange for their own substitute. A  
13 substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive  
14 teaching days.  
15

16 If the absence of the regular, licensed or authorized teacher continues for more than 35  
17 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or  
18 seek an emergency authorization of employment in accordance with Administrative Rules of  
19 Montana 10.57.107.  
20

21 The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are  
22 given to substitute teachers.  
23

24 Substitutes for classified positions will be paid by the hour. When a classified employee is called  
25 upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is  
26 higher.  
27

28 All substitute teachers will be required to undergo fingerprint and background checks. All  
29 substitutes are subject to District Policies during their term of service to the District. All  
30 substitutes shall abide by student and staff confidentiality standards during their term of service  
31 to the District.  
32

33 Legal Reference: 10.55.716, ARM Substitute teachers  
34  
35

36 Policy History:

37 Adopted on:

38 Reviewed on:

39 Revised on:



1                      **School District**

2  
3 **FINANCIAL MANAGEMENT**

7251

4  
5 Disposal and Sale of School District Property

6  
7 Without a Vote

8  
9 The Board is authorized to dispose of a site, building, or any other real or personal property of  
10 the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for  
11 school purposes.

12  
13 To effect proper disposal, the trustees shall pass a resolution stating their decision concerning  
14 property disposal. The resolution will not become effective until fourteen (14) days after the  
15 resolution is published in a newspaper of general circulation in the District.

16  
17 Should any taxpayer properly protest the resolution during the fourteen (14) days after the date  
18 of publication, the trustees shall submit testimony to the court with jurisdiction.

19  
20 Once the resolution is effective, or if appealed the decision has been upheld by the court, the  
21 trustees shall sell or dispose of the real or personal property in a reasonable manner determined  
22 to be in the best interests of the District. Proceeds from the sale of fixed assets can be deposited  
23 to the general, debt service, building, or any other appropriate fund.

24  
25 With a Vote

26  
27 Unless the property can be disposed of without a vote, the Board has the power to dispose of all  
28 District property, only when the qualified electors of the District approve of such action at an  
29 election called for such approval in accordance with the provisions in Section 20-6-603, MCA ~~or~~  
30 ~~when the trustees adopt a resolution stating their intention to dispose of the property. When the~~  
31 ~~trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to~~  
32 ~~authorize the sale of the real property. The conduct of the meeting and any such subsequent~~  
33 ~~appeals shall be in accord with § 20-6-604, MCA.~~

34  
35 The money realized from the sale or disposal of real or personal property of the district must be  
36 credited to the debt service fund, building fund, general fund, or other appropriate fund, at the  
37 discretion of the trustees.

38  
39 Legal Reference:       § 20-6-603, MCA       Trustees' authority to acquire or dispose of sites and  
40                               § 20-6-604, MCA       buildings – when election required  
41                               Sale of property when resolution passed after  
42                               hearing – appeal procedure

43  
44 Policy History:

45 Adopted on:

46 Reviewed on:

1    Revised on:

2  
3 **COMMUNITY RELATIONS**

4125

5 District Social Media Presence

6  
7 The District social media accounts are provided for communication with the community. The  
8 School District will update these accounts as often as possible to share as much as necessary can  
9 about the School District and the achievements of the students and staff as well as other relevant  
10 district community information.

11  
12 All posting of comments on these accounts are at the discretion of the page administrators. The  
13 intent of this policy is to protect the privacy and rights of School District's staff and students.  
14 The account administrators will review all postings to make sure they do not violate the rules nor  
15 of the District's Acceptable Use Guidelines regarding Internet access and practices. All posts  
16 will be accompanied by an explanation of how to communicate with the School District in a  
17 manner consistent with District policy.

18  
19 The School District uses social media in conjunction with the School District's website. Staff  
20 members assigned to access/post information are:

- 21  
22 1) Superintendent  
23 2) Principal  
24 3) Activities Director

25  
26 These staff members will complete training as needed to ensure use of the social media is  
27 consistent with this and other District policies.

28  
29 The Board authorizes the Superintendent to take necessary steps to implement this policy.

30  
31 Policy History:

32 Adopted on:

33 Reviewed on:

34 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8211  
page 1 of 3

4  
5 Procurement Policy Using Federal Funds

6  
7 The purpose of this Policy is to establish guidelines that meet or exceed the procurement  
8 requirements for purchases of goods, services, and construction or repair projects when federal  
9 funds are being used in whole or in part to pay for the cost of the contract. The policy  
10 specifically applies to purchases using federal funds including but not limited to food service  
11 purchases.  
12

13 This policy applies to contracts for purchases, services, and construction or repair work funded  
14 with federal financial assistance whether direct or reimbursed. The requirements of this Policy  
15 also apply to any subrecipient of the funds. All contracts paid for in whole or in part with federal  
16 funds shall be in writing.  
17

18 All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are  
19 subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements  
20 for federal awards codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the  
21 federal agency or state pass-through agency that awarded the funds.  
22

23 No contract may be divided to bring the cost under bid thresholds or to evade any requirements  
24 under this Policy or state and federal law.  
25

26 **Purchases:**

- 27 • Purchases greater than \$1 and less than \$80,000:
- 28 ○ Any purchase greater than \$1 and less than \$80,000 will be handled in a fair and  
29 equitable manner consistent with district policy on purchasing as specified in  
30 accordance with Policy 7320.
  - 31 ○ The District may obtain two or more estimates when any purchase will cost less  
32 than eighty thousand (\$80,000).
  - 33 ○ The District may enter into a cooperative purchasing contract for procurement of  
34 supplies with one or more districts or a Cooperative Services Program. This  
35 allows the District to participate in a cooperative purchasing group to purchases  
36 supplies through the group without bidding if the cooperative purchasing group  
37 has a publicly available master list of items available with pricing included and  
38 provides an opportunity at least twice yearly for any vendor, including a Montana  
39 vendor, to compete, based on a lowest responsible bidder standard.  
40

- 41 • Purchases greater \$80,000 will be handled in accordance with District Policy 7320.  
42

43 **Suspension and Debarment**

44  
45 The District will award contracts only to responsible contractors possessing the ability to  
46 perform successfully under the terms and conditions of the proposed procurement. All

purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended . When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by confirming such status.

### **Maintenance of Procurement Records**

The District maintains records sufficient to detail the history of all procurements . These records include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

### **Standards of Conduct for District Employees:**

- The District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district's need to obtain quality services and supplies.
- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
  - The employee
  - Any member of his/her immediate family
  - People with whom there is an intimate personal relationship
  - An organization which employs or is about to employ any of the above
- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

**Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms:**

The School District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for projects and purchases covered by this policy, when possible under the circumstances governing or relating to the purchase or project. Affirmative steps shall include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists covered by this policy;
- Assuring that small and minority businesses, and women's business enterprises are solicited for projects and purchases covered by this policy whenever they are potential sources;
- Dividing total requirements, when economically feasible and legally permissible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises for projects and purchases covered by this policy;
- Establishing delivery schedules, where the requirements and circumstances permit, which encourage participation by small and minority businesses, and women's business enterprises for projects and purchases covered by this policy;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce for projects and purchases covered by this policy; and
- Requiring the prime contractor, if subcontracts are to be let for a project or purchase covered by this policy, to take the affirmative steps listed in this section.

Cross Reference: Policy 7320 - Purchasing

Policy History:

Adopted on:

Reviewed on:

Revised on:

1                      School District

2  
3 **THE BOARD OF TRUSTEES**

1135P

4  
5 School Board Advocacy

6  
7 ~~Once the Board of Trustees has determined that it is in its best interest to actively become an~~  
8 ~~advocate for the education of the students in its District, the following guidelines are established~~  
9 ~~to help facilitate the process.~~

10  
11 ~~1. — An additional item on the agenda of the Annual Organizational Meeting, usually held in~~  
12 ~~May of each year, will include the appointment of one (1) of its trustees as the Board~~  
13 ~~Legislative Contact (BLC) to the Montana School Boards Association (MTSBA).~~

14  
15 ~~a. — The District Clerk will submit the name to the Administrative Service Specialist~~  
16 ~~of the MTSBA no later than one (1) month after the appointment.~~

17  
18 ~~2. — The Board will identify this appointee and/or additional trustees as registered lobbyists~~  
19 ~~for the District.~~

20  
21 ~~a. — The District Clerk will make sure that the appointed trustee(s) are sufficiently~~  
22 ~~registered as lobbyists for the District.~~

23  
24 ~~3. — The threshold for reimbursement of expenses before the lobbying license requirement~~  
25 ~~becomes effective will be determined by the Commissioner of Political Practices.~~

26  
27 ~~4. — The BLC, or designee, will attend the Day of Advocacy during each legislative session.~~

28  
29 ~~5. — The BLC, or designee, will attend the annual Delegate Assembly.~~

30  
31 ~~6. — The Board may set additional parameters, including the number of trips to the~~  
32 ~~Legislature, the number of regional and state meetings approved, etc.~~

33  
34 ~~7. — The Board will include an item on its monthly agenda, giving the BLC an opportunity to~~  
35 ~~discuss advocacy information.~~

36  
37  
38  
39 ~~Legal Reference: § 5-7-112, MCA — Payment threshold — inflation adjustment~~  
40 ~~— ARM 44.12.204 — Payment threshold — inflation adjustment~~

41  
42 Policy History:

43 Adopted on:

44 Reviewed on:

45 Revised on:

Copyright Compliance

Authorized Reproduction and Use of Copyrighted Material in Print

- ~~Materials on the Internet should be used with caution since they may, and likely are, copyrighted.~~
- ~~Proper attribution (author, title, publisher, place and date of publication) should always be given.~~
- ~~Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.~~
- ~~Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.~~

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per pupil, for classroom use if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity

- a. ~~A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.~~
- b. ~~Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)~~
- c. ~~One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.~~

2. Spontaneity. Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

~~Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.~~



Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

#### Authorized Reproduction and Use of Copyrighted Materials in the Library

- A library may make a single copy or three digital copies of an unpublished work which is in its collection; a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price; and a work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

#### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;

- ~~Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,~~
- ~~Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.~~

~~Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.~~

~~Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:~~

- ~~The performance is not for a commercial purpose;~~
- ~~None of the performers, promoters or organizers are compensated; and,~~
- ~~Admission fees are used for educational or charitable purposes only.~~

~~All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.~~

#### Recording of Copyrighted Programs

~~Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the [principal, teacher or teacher librarian—choose all that apply or add others] or the subscription database, e.g. unitedstreaming.~~

#### USE OF INFORMATION RESOURCES REGULATION

~~Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45-calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.~~

~~After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.~~

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
  - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
  - A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- 
- A copy of the software license agreement shall be retained by the, *[board secretary, technology director or teacher librarian choose all that apply or add others]*; and,
  - A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

#### Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

### USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- ~~Motion media: ten percent or three minutes, whichever is less;~~
- ~~Text materials: ten percent or 1,000 words, whichever is less;~~
- ~~Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;~~
- ~~Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;~~
- ~~Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;~~
- ~~Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;~~

~~Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.~~

Procedure History:

Promulgated on:

Reviewed on:

Revised on: —

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

**MEETING DATE:** 10-20-2021

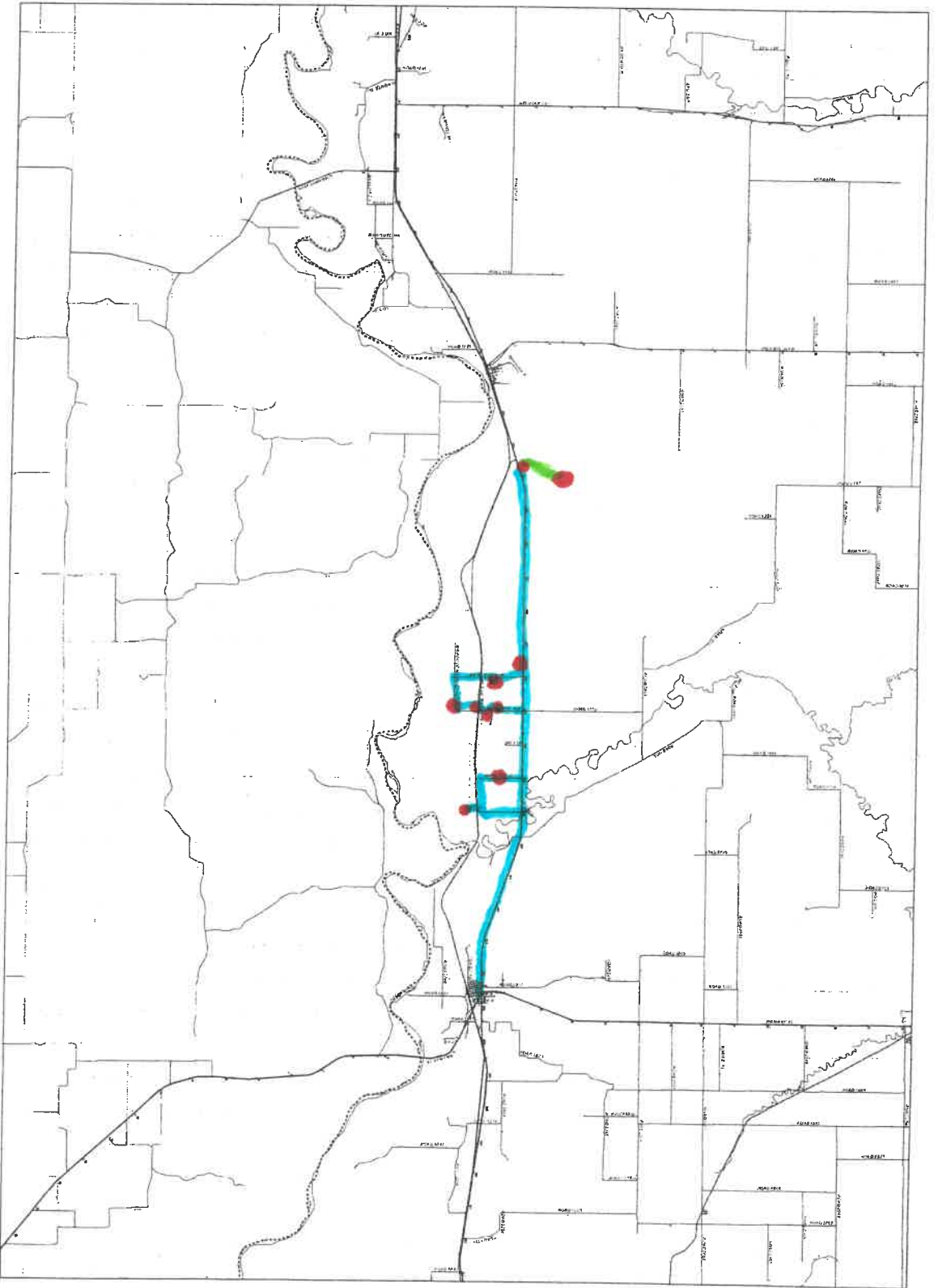
**AGENDA ITEM #:** 17

**AGENDA TITLE:** Bus Route #3 Change

**SUMMARY:** Larry Birch has a new family riding at the base of Bighorn Hill and is requesting two (2) additional miles be added back into his route, as this was a previous stop over the past few years. Attached please find a map with the additional mileage in green highlighter.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					



Culbertson Public Schools

2021-2022

Bus Route #3

78.8 miles/day

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

**MEETING DATE:** 10-20-2021

**AGENDA ITEM #:** 18

**AGENDA TITLE:** Guest Teacher Application

**SUMMARY:** We have received an application from Tifney Kimpton. Tifney is a former employee and I recommend approving her application.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

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

**MEETING DATE:** 10-20-2021

**AGENDA ITEM #:** 19

**AGENDA TITLE:** 2021-2022 Graduation Date/Time

**SUMMARY:** The Culbertson High School Senior Class of 2022 would like to respectfully request the Board set the Graduation date and time for Saturday, May 21<sup>st</sup> at 12 pm (noon).

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					



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

**MEETING DATE:** 10-20-2021

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 2021-2022 Extra-Curricular Contract(s)

**SUMMARY:** Junior High Boys' Basketball Assistant Coach - Temporary

Dave Solem has been informed by Dallas Reiland, the Junior High Boys' Basketball Coach, that Dallas will be on a three week leave with the National Guard out-of-state from approximately October 18<sup>th</sup> (the start of the season) until approximately November 11<sup>th</sup>. Based on the number of junior high boys' basketball players anticipated turning out for this season, Dave Solem would like to request the Board hire an additional temporary assistant coach for this approximate three week stretch and recommend Beau Hyatt for the position.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

# 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.