

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

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Thursday–March 24, 2022, 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. February 24, 2022 (Negotiation Committee Meeting)
  - b. February 24, 2022 (Regular Board Meeting)
  - c. March 14, 2022 (Negotiation 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

### NEW BUSINESS

14. Action, Master Agreement Ratification
15. Action, 2022-2023 Teacher Contract(s)
16. Action, 2022-2023 Principal Contract
17. Action, 2022-2023 Technology Systems Administrator Contract
18. Action, School Board Policy – First Reading
  - a. 8121
  - b. 8121F
19. Action, Weight Room Supervisors
20. Action, 2020-2021 Audit Report
21. Action, 2021-2022 Extra-Curricular Contract(s)
  - a. Junior High/Elementary Track Coach(es)
  - b. High School Golf Head Coach
22. Action, High School Golf Program
23. Action, 2022-2023 Elementary & High School District Voted Levies
24. Action, 2022-2023 Elementary & High School District Permissive Levies
  - a. Adult Education
  - b. Transportation
25. Action, 2022-2023 Extra-Curricular Contacts
  - a. High School Speech & Drama Head Coach
  - b. High School Cheerleading Head Coach
  - c. High School Boys' Basketball Head Coach
  - d. High School Girls' Basketball Head Coach
26. Action, 2022-2023 Staffing & Classroom Plan/Teacher Contract(s)

### PUBLIC COMMENT FOR NON-AGENDA ITEMS

27.

### REPORTS (Continued)

28. Information, Trustees Reports/Requests.

### DATE/TIME FOR NEXT MEETING

29. Date: Tuesday, April 19<sup>th</sup>                      Time: 6:30 p.m.  
Potential Conflicts: None  
Suggested Changes: None

### ADJOURNMENT

30. Time of adjournment: \_\_\_\_\_

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

#### Mission

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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  
COMMITTEE MEETING  
February 24, 2022  
Thursday – 5:30 p.m.

The Negotiations Committee met for master agreement negotiations on February 24, 2022 at 5:34 p.m. Trustees present were: Paul Finnicum and Ian Walker. Teacher representatives were: Janelle Ator, Amy Berwick, Amanda Bushlen, Theresa McDonald, Tiffany Nielsen, Chris Olson, Paula Schledewitz, and Rhonda Seitz.

No other visitors were present. Notice for public comment given. Committee rejected the Union's counter proposal: 1) 3-year contract negotiable; 2) acceptance of discontinuation of the school comparisons; 3) Year 1 salary at 2% increments, Year 2 salary at 2.1% increments, Year 3 salary at 2.2% increments; 4) acceptance of \$25 per month per year of contract; and 5) acceptance of additional \$1,500 longevity at Year 20. Board felt the proposed offer was fair and resolved the issues presented. Union questioned any possibility of increases to second and third years. The 3-year proposal offered guarantee of raises versus comparable schools' option and increases in longevity and insurance. Subsequent meeting would be scheduled. Chair adjourned meeting at 6:02 p.m.

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Chairman of the Board



Clerk

SCHOOL BOARD MINUTES  
REGULAR MEETING  
February 24, 2022  
Thursday – 6:30 p.m.

The Board met in regular session on Thursday, February 24, 2022, at 6:30 p.m. Trustees present were: Paul Finnicum, Luke Anderson, Eric Bergum, and Ian Walker. Representatives were: Larry Crowder, Mike Olson, Dave Solem, and Lora Finnicum. Visitors were recognized.

Luke Anderson made motion to approve the agenda. Eric Bergum seconded the motion. Motion carries unanimously. Notice of public comment was given.

Eric Bergum made motion to approve the minutes of January 18<sup>th</sup> (regular board), January 25<sup>th</sup> (negotiation committee), February 8<sup>th</sup> (negotiation committee) and February 21, 2022 (special board) meeting(s). Ian Walker seconded motion. Motion carries unanimously.

Ian Walker made motion to pay the February bills, approve investments, note cash and extra-curricular balances. Luke Anderson seconded the motion. Motion carries unanimously. Payroll warrants #1188 to #1246 and claims warrants #10332 to #10391 were written.

Reports were presented. Fourth grade held their recorder recital and was well attended. Music department is preparing for upcoming concerts and festivals. Participating JH and HS students will be headed to Sidney for Math Contests. Mrs. Gustafson expressed appreciation to the Board for all the support through the year. Speech Teams took first place in divisionals and had several state placements. Montcas testing will begin soon. Mr. Crowder reported the REAP grant for 2022-23 was submitted.

Board will continue to work on the school activity bus request and develop parameters. The football team was encouraged to continue fundraising in the interim.

Eric Bergum made motion to approve the resignation of Mary Machart. Ian Walker seconded motion. Motion carries unanimously.

Luke Anderson made motion to hire Will Salvevold as part-time, student custodian. Ian Walker seconded motion. Motion carries unanimously.

Eric Bergum made motion to hire Terri Sansaver as EL/JH Track Assistant Coach. Ian Walker seconded motion. Motion carries unanimously. No golf coach applicants were received.

Luke Anderson made motion to approve calendar Option C. Eric Bergum seconded motion. Snow and vacation days were discussed. For motion: Bergum. Against motion: Anderson, Walker. Motion fails. Luke Anderson made motion to approve calendar Option A with start date August 15<sup>th</sup> (2 PIR) and end date May 25<sup>th</sup>. Eric Bergum seconded motion. Snow days could be traded for vacation days. Motion carries unanimously.

Luke Anderson made motion to hire David Murray as driver's education teacher for the 2022 summer program at \$28.00 per hour. Ian Walker seconded motion. Motion carries unanimously.

SCHOOL BOARD MINUTES  
REGULAR MEETING  
February 24, 2022  
Thursday – 6:30 p.m.

Eric Bergum made motion to hire Cassie Williams as Guest Teacher. Ian Walker seconded motion. Williams has previously submitted background check. Motion carries unanimously.

Board reviewed ACT Prep Program. Luke Anderson made motion to approve the 2-year quote from Method Learning for the ACT course at \$1,170. Ian Walker seconded motion. Program could increase student's ACT scores by several points. Motion carries unanimously.


Board received a request from the 1972 High School Class to plant a tree on school grounds in memory of their classmates and teachers during their 50<sup>th</sup> class reunion. Luke Anderson made motion to approve the request. Eric Bergum seconded motion. Location and species would be determined by the Board. Motion carries unanimously.

Mr. Crowder contacted many area schools and only three allowed access to weight rooms without adult supervision. In previous years, the District did hire someone from adult ed funds to supervise the weight room during scheduled hours. Eric Bergum made motion to hire weight room monitors for student access. Luke Anderson seconded motion. A Google survey could be sent asking students preferential times. Motion carries unanimously.

Notice for public comment for non-agenda items was given. Paul Finnicum proposed providing the Missoula Children's Theatre group the proceeds from the District's MASBO rebate payment to help alleviate additional fundraising. Theatre Advisor stipend could also be considered. Proposal will be added to the next agenda. The next regular board meeting is scheduled for Thursday, March 24, 2022 at 6:30 p.m. Eric Bergum made motion to adjourn. Luke Anderson seconded motion. Motion carries unanimously. Meeting adjourned at 7:56 p.m.

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Chairman of the Board

  
Clerk

SCHOOL BOARD MINUTES  
COMMITTEE MEETING  
March 14, 2022  
Monday – 6:00 p.m.

The Negotiations Committee met for master agreement negotiations on March 14, 2022 at 6:04 p.m. Trustees present were: Paul Finnicum and Mark Colvin. Teacher representatives were: Amanda Bushlen, Theresa McDonald, Chris Olson, and Rhonda Seitz.

No other visitors were present. Notice for public comment given. Union accepted the Committee's proposal: 1) 3-year contract; 2) discontinuation of the school comparisons; 3) base pay increases of 2% annually with experience level increases of 2% and 4% every fifth year; 4) insurance increases of \$25 per month per year of contract; and 5) additional \$1,500 longevity for 20 or more years in the district. Revised draft of the master agreement would be presented to the Union for review. Committee expressed appreciation to staff for time and commitment to students. Union was asked to develop options on leave language for future discussions. Chair adjourned meeting at 6:10 p.m.

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Chairman of the Board



Clerk

**CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT**  
for the month of **FEBRUARY 28, 2022**

A	B	C	D	E	F	G	H	I
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	56,039.63	157,433.00	261,013.00	288,402.00	169,713.48	16,370.15	16,370.15	0.00
TRANSFER	7,422.98	589.39	123,243.00	107,750.00	22,954.69	550.68	550.68	(0.00)
RETIRED	19,044.77	528.90	167,875.00	170,195.00	14,149.87	3,103.80	3,103.80	(0.00)
MISC	(145,584.51)	13,392.00	-	-	75,166.16	(207,358.67)	(207,358.67)	-
Misc	5,385.57		-			5,385.57		
Title	(19,191.84)				9,410.80	(28,602.64)		
ESSER II	(13,416.15)				26,282.89	(39,699.04)		
ESSER III	(119,093.05)				34,937.57	(154,030.62)		
Ind Ed	(2,566.69)	2,570.00			2,558.12	(2,554.81)		
JMG	1,139.94				396.99	742.95		
SRS	(3,802.83)	5,193.00			1,337.36	52.81		
JOM	5,960.54	5,629.00			242.43	11,347.11		
AD ED	23.60	24.81	9,531.00	9,541.00	13.25	25.16	25.16	(0.00)
COMPA	1.18	1.15	9,002.00	7,829.00	1,174.15	1.18	1.18	0.00
IMPACT	3.05	2.76	21,655.00	3,562.00	18,095.30	3.51	3.51	(0.00)
TECH	0.64	0.02	160.00	160.00	-	0.66	0.66	(0.00)
FLEX	-		-			-	-	-
PR	9,566.53	302,552.48	-		294,760.06	17,358.95	17,358.95	-
CL	4,903.66	208,012.24	-		204,192.72	8,723.18	8,723.18	(0.00)
ELEM	(48,578.47)	682,536.75	592,479.00	587,439.00	800,219.68	(161,221.40)	(161,221.40)	0.00
GENERAL	41,935.47	49,238.98	116,002.00	109,826.00	96,335.73	1,014.72	1,014.72	(0.00)
TRANSFER	5,333.04	447.41	45,627.00	34,507.00	16,452.17	448.28	448.28	0.00
LUNCH	0.13	19,812.30	473.00	-	24,356.08	(4,070.65)	(4,070.65)	(0.00)
RETIRED	13,532.52	325.19	136,321.00	135,941.00	13,912.16	325.55	325.55	(0.00)
MISC	4,293.51	82.81	-	-	88.88	4,287.44	4,287.44	-
Misc	812.99	82.81	-		21.00	874.80		
ESSER	-					-		
AG	4,283.00					4,283.00		
BUS	-					-		
JMG	2,146.56				67.88	2,078.68		
Perkins	(2,949.04)					(2,949.04)		
AD ED	23.64	22.57	10,399.00	10,409.00	13.25	22.96	22.96	0.00
DR ED	1.43	0.73	5,700.00	5,701.00		1.16	1.16	(0.00)
COMPA	1.57	1.05	8,237.00	8,238.00		1.62	1.62	0.00
IMPAC	3.71	2.88	22,601.00	3.00	22,601.00	3.59	3.59	0.00
TECH	0.89	-	21.00	21.00	-	0.89	0.89	0.00
FLEX	0.84		2.00	2.00		0.84	0.84	-
ENDOW	20,029.44	26.37	206,995.00	77,953.00		149,097.81	149,097.81	-
HS	85,156.19	69,960.29	552,378.00	382,601.00	173,759.27	151,134.21	151,134.21	(0.00)
TOTAL	36,577.72	752,497.04	1,144,857.00	970,040.00	973,978.95	(10,087.19)	(10,087.19)	0.00

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**CULBERTSON SCHOOL DISTRICT**  
**Cash Equivalent Accounts Summary**  
January 31, 2022

	Beginning Balance	Receipts <i>reconciled</i> <i>bank credits</i>	Expenses <i>reconciled</i> <i>bank debits</i>	Ending Balance
<b>General Funds 101 &amp; 201 - Asset 102:</b>				
First Community Bank Hot Lunch Revolving Account No. 335266	\$ 1,631.83	\$ 548.00	\$ 575.83	\$ 1,604.00
First Community Bank Savings Account No. 5000521	\$ 0.89	\$ -	\$ -	\$ 0.89
First Community Bank Pcard Account No. 4205644	\$ 1,223.46	\$ 12,102.36	\$ -	\$ 13,325.82
Synovus AFLAC Cafeteria Plan Account No. 000-329-492-7	\$ 13,595.76	\$ 1,716.65	\$ 1,044.55	\$ 14,267.86
<b>Cash Equivalent Total</b>	<b>\$ 16,451.94</b>	<b>\$ 14,367.01</b>	<b>\$ 1,620.38</b>	<b>\$ 29,198.57</b>
	Fund 101 Balance: \$	14,599.29	Fund 201 Balance: \$	14,599.28
	102 Debit (Credit) \$	6,373.32	970 Credit (Debit) \$	6,373.31

**General Funds 101 & 201 - Asset 103:**

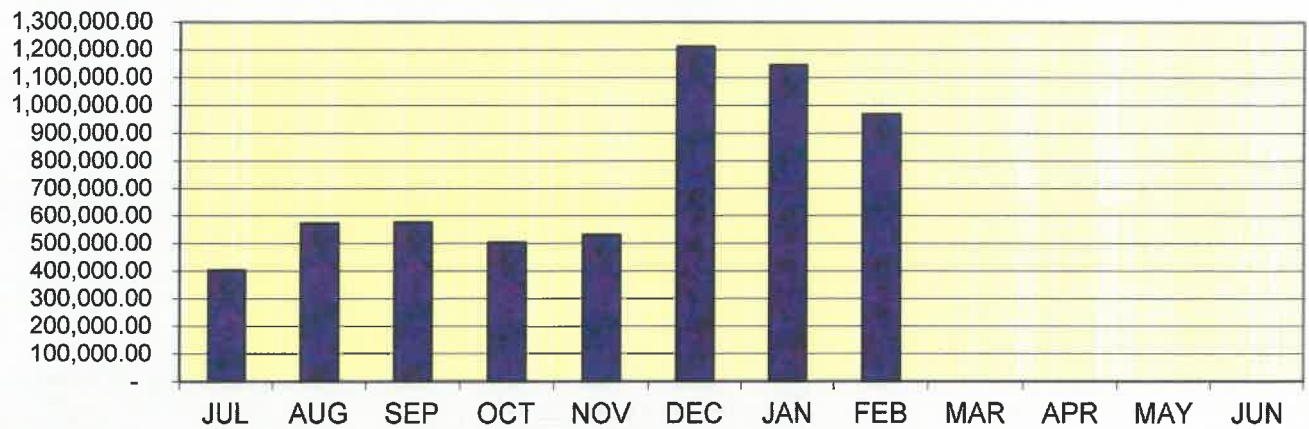
First Community Bank Petty Cash Account No. 332364	\$ 300.00	\$ -	\$ -	\$ 300.00
<b>Cash Equivalent Total</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300.00</b>
	Fund 101 Balance: \$	150.00	Fund 201 Balance: \$	150.00
	103 Debit (Credit) \$	-	970 Credit (Debit) \$	-

**Activities Fund 284 - Asset 102:**

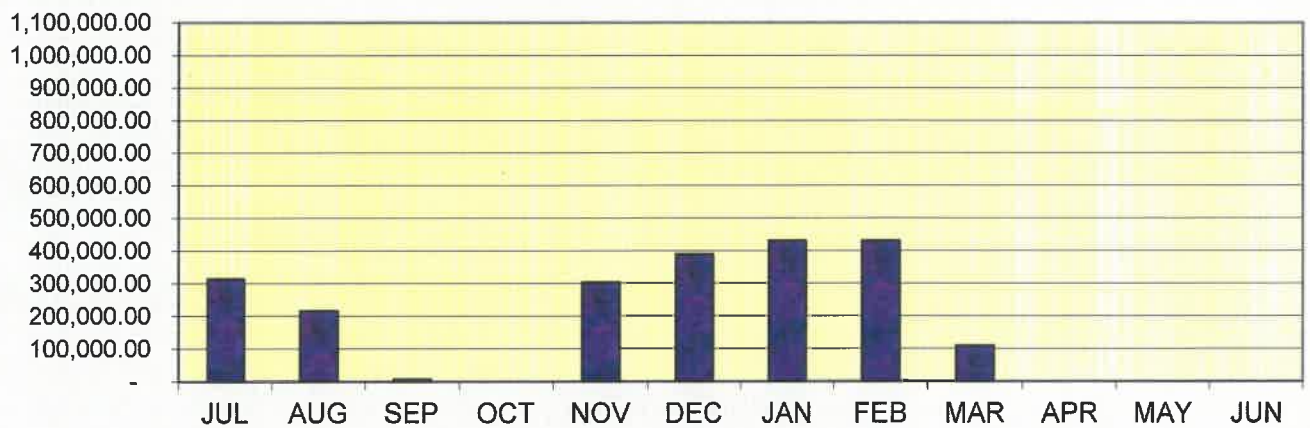
First Community Bank Activities Account No. 332356	\$ 87,788.75	\$ 24,458.82	\$ 7,928.74	\$ 104,318.83
<b>Cash Equivalent Total</b>	<b>\$ 87,788.75</b>	<b>\$ 24,458.82</b>	<b>\$ 7,928.74</b>	<b>\$ 104,318.83</b>
	102 Debit (Credit) \$	16,530.08	970 Credit (Debit)	

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2010												
101 General	-	27,311.00	45,893.00	-	38,712.00	307,837.00	261,013.00	288,402.00				
110 Transport	-	113,506.00	92,934.00	77,335.00	61,615.00	142,093.00	123,243.00	107,750.00				
114 Retirement	85,561.00	86,665.00	70,779.00	51,628.00	75,258.00	127,700.00	167,875.00	170,195.00				
115 Misc Fed	-	-	-	-	-	-	-	-				
117 Adult Ed	6,412.00	6,491.00	6,310.00	6,314.00	4,974.00	9,581.00	9,531.00	9,541.00				
121 Comp Abs	10,713.00	10,714.00	10,715.00	10,496.00	10,497.00	9,090.00	9,002.00	7,829.00				
126 Impact Aid	28.00	28.00	28.00	50,752.00	39,369.00	18,230.00	21,655.00	3,562.00				
128 Technology	2.00	972.00	972.00	780.00	742.00	635.00	160.00	160.00				
129 Flex	-	-	-	-	-	-	-	-				
201 General	-	-	-	-	-	144,540.00	116,002.00	109,826.00				
210 Transport	27,204.00	38,547.00	23,001.00	11,898.00	-	59,509.00	45,627.00	34,507.00				
212 Hot Lunch	1,146.00	1,146.00	-	-	-	-	473.00	-				
214 Retirement	50,343.00	108,341.00	96,000.00	95,293.00	94,915.00	117,378.00	136,321.00	135,941.00				
215 Misc Fed	-	-	-	-	-	-	-	-				
217 Adult Ed	8,090.00	8,181.00	8,001.00	8,005.00	6,641.00	10,502.00	10,399.00	10,409.00				
218 Drivers Ed	2,856.00	4,283.00	5,697.00	5,698.00	5,699.00	5,700.00	5,700.00	5,701.00				
221 Comp Abs	8,526.00	8,527.00	8,528.00	8,308.00	8,309.00	8,251.00	8,237.00	8,238.00				
226 Impact Aid	3,689.00	3,690.00	3,690.00	22,595.00	22,596.00	22,599.00	22,601.00	3.00				
228 Technology	-	629.00	628.00	595.00	595.00	595.00	21.00	21.00				
229 Flex	2.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00				
281 Endow	199,758.00	154,718.00	203,348.00	154,286.00	161,461.00	227,357.00	206,995.00	77,953.00				
TOTAL	404,330.00	573,752.00	576,526.00	503,985.00	531,385.00	1,211,599.00	1,144,857.00	970,040.00	-	-	-	-
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2010												
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
2010												
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
2010												

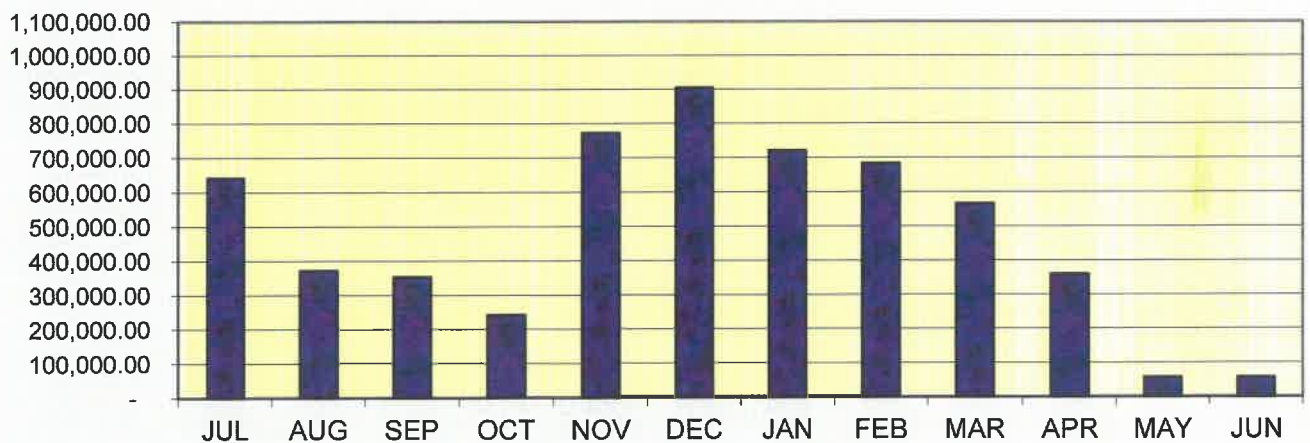
### 2021-22 INVESTMENTS



### 2020-21 INVESTMENTS



### 2019-20 INVESTMENTS



**Totals Report for February 2022**  
2021-2022

**Culbertson Public School**

03/07/2022  
12:48:00 PM

Checking  
Savings  
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	2,545.51	46.00	334.94	0.00	2,256.57
2 - ATHLETICS	8,595.76	4,799.00	5,816.67	-10.00	7,568.09
3 - JUNIOR CLASS 2023	5,129.80	3,952.00	1,179.71	0.00	7,902.09
4 - SOPHOMORE CLASS 2024	1,993.24	707.00	0.00	10.00	2,710.24
5 - FRESHMAN CLASS 2025	1,204.71	1,990.00	0.00	0.00	3,194.71
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	89.95	0.00	574.86
9 - FFA	6,014.01	7,176.00	1,941.23	0.00	11,248.78
10 - BAND/CHOIR	3,978.05	0.00	0.00	60.00	4,038.05
11 - STUDENT COUNCIL	5,659.01	725.00	0.00	0.00	6,384.01
12 - SPEECH AND DRAMA	860.03	110.00	0.00	-60.00	910.03
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - SENIOR CLASS 2022	3,240.87	271.00	0.00	0.00	3,511.87
15 - PLAY	4,066.51	160.00	1,625.00	0.00	2,601.51
16 - JMG	6,094.01	0.00	0.00	0.00	6,094.01
17 - BPA	3,286.66	849.82	0.00	0.00	4,136.48
18 - EXPLORE AMERICA	23,897.58	1,166.00	102.24	0.00	24,961.34
19 - MUSIC PARENTS	2,437.75	0.00	0.00	0.00	2,437.75
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	4,208.50	0.00	0.00	0.00	4,208.50
	88,828.89 +	21,951.82 -	11,089.74 +	0.00 =	99,690.97



March 2022 AD Report

Culbertson Board of Trustees,

High school track season began on March 14 with 27 participants. Junior high/elementary track will begin on March 21 and April 4. The 2021 football, volleyball, and cross country schedules are still a work in progress.

Sincerely,

David Solem

Mr. Olson  
Technology Report  
School Board Meeting  
March 24, 2022

Northstar is still working on Wifi drop issue.

Technology requests have come in and will be ready by the April board meeting.

We have found that the oldest of our Chromebooks will not work with the Smarter balance testing. These are the next set of Chromebooks to be retired.



Mr. Olson  
Principal Report  
School Board Meeting  
March 24, 2022

5-8 Music Concert was held on March 15.

HS Academic Olympics team will compete in Glasgow on March 23.

MontCAS Testing window has opened. Mrs. Forbregd has begun testing in the elementary.

Missoula Children Theatre will be here March 27- April 2

Hs Prom will be held on April 23<sup>rd</sup> at the Old Armory.

As of 3-15-22

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	24	17	25	23	19	25	13	20	32	18	15	25	21	277
Dec	24	17	26	24	21	24	13	20	32	18	15	25	21	280
Jan	27	17	26	26	20	24	13	20	32	18	14	26	20	283
Feb	27	17	26	26	19	24	13	20	32	18	14	25	20	281
March	26	17	26	26	19	24	13	20	32	18	15	25	21	282
April														0
May														0

Enrolled	8	4	6	8	5	2	4	2	4	1	2	1	3	50
Transferred	3	2	3	4	5	1	2	2	1	0	4	1	3	31
Total In/Out	11	6	9	12	10	3	6	4	5	1	6	2	6	81

Ended the 2020-2021 year with 274

# Culbertson School Board Meeting

## Superintendent's Report

### March 24, 2022

#### A. Events that I plan to attend for March and April.

March 1 <sup>st</sup>	District 1C Volleyball Meeting @ Wolf Point
	Eastern C Division Meeting @ Wolf Point
March 2 <sup>nd</sup>	Northeast Superintendent Meeting @ Wolf Point
March 3 <sup>rd</sup>	Eastern C Division Basketball Tournament @ Sidney
March 4 <sup>th</sup>	Eastern C Division Basketball Tournament @ Sidney
March 8 <sup>th</sup>	Culbertson Fire Department Meeting
March 10 <sup>th</sup>	Culbertson Chamber of Commerce Meeting
	Culbertson Lions Club Meeting
March 14 <sup>th</sup>	Culbertson Town Council Meeting
March 15 <sup>th</sup>	Culbertson School Grade 5-8 Music Concert
March 20 <sup>th</sup>	MREA Meeting @ Helena
March 21 <sup>st</sup>	Spring Superintendent's Conference @ Helena
March 22 <sup>nd</sup>	Spring Superintendent's Conference @ Helena
March 24 <sup>th</sup>	Culbertson School Board Meeting
March 25 <sup>th</sup>	MSGIA Conference @ Sedona, AZ
March 26 <sup>th</sup>	MSGIA Conference @ Sedona, AZ
March 27 <sup>th</sup>	MSGIA Conference @ Sedona, AZ
March 28 <sup>th</sup>	MSGIA Conference @ Sedona, AZ
March 29 <sup>th</sup>	MSGIA Conference @ Sedona, AZ
March 30 <sup>th</sup>	MSGIA Conference @ Sedona, AZ
April 5 <sup>th</sup>	Culbertson High School Music Concert
April 6 <sup>th</sup>	Northeast Superintendent Meeting @ Wolf Point
April 7 <sup>th</sup>	MSGIA Meeting @ Helena
April 10 <sup>th</sup>	Lions Club Palm Sunday Dinner
April 11 <sup>th</sup>	Culbertson Town Council Meeting
April 12 <sup>th</sup>	Culbertson Fire Department Meeting
April 19 <sup>th</sup>	Culbertson School Board Meeting
April 21 <sup>st</sup>	Culbertson Lions Club
April 23 <sup>rd</sup>	Culbertson High School Prom
April 26 <sup>th</sup>	Culbertson Fire Department Training
April 28 <sup>th</sup>	IROC2 Parent Presentation

#### B. Other items for your review and consideration:

1. The lead testing in the faucets and drinking fountains was conducted and submitted to Energy Labs in Billings in December. There were 34 samples tested and every one of them were under the minimum threshold requirements for lead testing.
2. The Federal Small Rural Schools Grant (SRSA) has been submitted. This is approximately \$20,000 in funding and we usually utilize these funds for the technology budget.



3. Lora and I completed the ESSER reporting on the OPI website that details the expenditures of ESSER I, ESSER II, and ARP ESSER funds expended from March 13, 2020 until September 30, 2021. This mandatory reporting was due on March 18<sup>th</sup>.
4. I am currently working on the District 2C Master Basketball Schedule for 2022-2023. The schedule should be finished by the middle of April or sooner.
5. I was recently contacted about an opening on the State Certification Standards and Practices Advisory Council (CSPAC) and was asked to consider applying for this position. The application deadline is April 22<sup>nd</sup>. The three-year term starts in June of 2022.
6. 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).
7. Here are a few items that might be part of the regular April Board meeting agenda:
  - Remaining Extra-Curricular Contracts for 2021-2022
  - Upcoming Extra-Curricular Contracts for 2022-2023
  - Roose-Valley Special Education Cooperative Interlocal Agreement
  - Teaching Staff Assignments
  - District Clerk Evaluation
  - Summer Employment Contracts
  - Summer Computer Cleaning Contracts
  - 2022-2023 Technology Budget
  - Staffing and Classroom Plan
  - School Board Policy Updates

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:** 3-24-2022

**AGENDA ITEM #:** 14

**AGENDA TITLE:** Master Agreement Ratification

**SUMMARY:** Attached please find a copy of the Master Agreement with noted edits. The highlighted portions and the ~~strikeouts~~ are the recommended changes that were negotiated. This is a three-year agreement proposal.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

**~~2019-2022~~ 2022-2025**

**CULBERTSON MASTER AGREEMENT**

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**CULBERTSON PUBLIC SCHOOLS  
PROFESSIONAL NEGOTIATIONS AGREEMENT**

**PREAMBLE**

This agreement is entered into this 25<sup>th</sup> 24<sup>th</sup> day of March, 2019 2022 between the Board of Trustees of School Districts 17J/C/R, Counties of Richland and Roosevelt, State of Montana, acting in the name of said districts hereinafter referred to as the "Board," and the Culbertson Education Association hereinafter referred to as the "Association."

Now therefore, in consideration of the covenants hereinafter mentioned to be kept and performed, by the respective parties hereto, IT IS HEREBY AGREED AS FOLLOWS:

**ARTICLE I**

***Association Recognition***

- A. The Board recognizes the Association as the exclusive representative of the teachers employed by the Board on matters of salary, hours, fringe benefits, and other terms of employment, or in regard to any grievance as mentioned in the negotiation agreement hereof, for a period of time from July 1, 2019 2022 to June 30, 2022 2025 inclusive and thereafter until a subsequent representative of such teachers is selected pursuant to 20-4-106, M.C.A.
- B. The Association shall represent members of the appropriate unit which shall consist of all teachers in the school who are certified in Class 1, 2, 4, 5 and Emergency Authorization to Work as provided in 20-4-106, M.C.A., and whose positions call for or require such certification, but shall exclude the following:
  - 1. Certified individuals who are not currently under contract to perform classroom teaching,
  - 2. The superintendent and principals,
  - 3. Supervisors as defined by the act, and
  - 4. Casual or temporary employees (less than 15 hours per week).

**ARTICLE II**

***Agreement All-Inclusive***

This agreement may be altered, changed, added to or deleted only by the mutual consent of the parties concerned. This agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

**ARTICLE III**

***Savings Clause***

If any provision of this agreement or any application thereof to any teacher is finally held to be contrary to law, then such provisions or application of the agreement shall be deemed invalid, to the extent required by such decision, but all other provisions or applications of the agreement shall continue in full force and effect. At the request of the teachers, negotiations shall immediately commence in order to alter said section(s) providing the benefit(s) according to the intent of the parties. The Association and Board shall both retain the same negotiating team for the duration of the contract, if both teams are still in-district and performing in a comparable capacity.

## **ARTICLE IV**

### ***Duration of Agreement***

- A. This agreement shall be in effect as of July 1, 2019 **2022**, and shall continue in force until June 30, ~~2022~~ **2025**.
- B. Said agreement will be renewed automatically and will continue in force and effect for additional periods of one year unless the Association gives notice to the Board no later than the regular February Board meeting of its desire to renegotiate portions of this agreement.
- C. In the event aforementioned negotiations are not concluded before the expiration date of this agreement, all provisions of said agreement shall remain in force until a new agreement is mutually approved.

## **ARTICLE V**

### ***Changes in Agreement***

For the term of this agreement no change shall be made in any provision of this agreement or in any other working condition that is a mandatory subject of bargaining, unless by mutual consent of the parties hereto.

## **ARTICLE VI**

### ***Teacher Rights***

- A. Nothing contained herein shall be construed to deny or to restrict any teacher of such rights as they have under the laws of Montana and the United States or other applicable laws, decisions, and regulations. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- B. When interpretations or additions to Board Policy are proposed and/or adopted and affect teachers, the Association shall be notified by the Board via posting such interpretation and/or addition for four (4) weeks in the staff work room.
- C. Incidents or situations which could have an adverse effect on the teacher's employment will be discussed between the teacher, the administrator, and the complainant within ten days of the report.

## **ARTICLE VII**

### ***Work Year***

- A. The work year consists of a maximum of one hundred eighty-seven (187) days, including PIR days, and will be a mutually satisfactory calendar that meets all requirements.
  - 1. The Superintendent and representatives of the Association will jointly develop calendar options for the following year starting no later than January of the current school year. At the regularly scheduled February Board meeting, the Board will begin review of calendar options and approve a calendar in a timely fashion.

## **ARTICLE VIII**

### ***Work Day***

- A. Arrival and Departure. Teachers shall report to school at eight o'clock in the morning, and before the lunch hour ends for students under their charge. Teachers shall remain on duty for thirty (30) minutes after the last class of the day, except on the last regularly scheduled day of the week.
- B. Meetings. Teachers shall attend all meetings called by the building principal or superintendent of schools. These meetings shall be scheduled during the school hours described in Item A of this article.
- C. Duties. Teachers shall, at no additional compensation, be expected to perform a reasonable amount of in-school duties during the normal school day as assigned by the building principal or superintendent.
- D. Extracurricular duties (performed outside the formal school day) shall be voluntary, and will be compensated.

## **ARTICLE IX**

### ***Prep Period and Duty-Free Lunch Period***

- A. All teachers shall receive a daily duty-free, uninterrupted lunch period of thirty (30) minutes or the student lunch period, whichever is greater. An eating area, separate from that of the students, will be provided.
- B. Each teacher shall have, during the student school day, at least one class period or one forty-five (45) minute duty-free period daily, in addition to his or her lunch period, for planning and preparation.

## **ARTICLE X**

### ***Professional and Personal Leave***

- A. Professional Leaves. Days necessary as determined by the Board or superintendent. There are two categories of professional leave.
  - 1. Professional Assistance Days-chaperoning students by assignment or in conjunction with extra-curricular activities.
  - 2. Professional Development Days-workshops, classes or activities which take the employee out of the school district or away from regular district duties.
- B. Personal. A teacher shall be granted no more than three (3) personal leave days per year, non-accumulative. Requests for personal leave shall be made to the teacher's immediate supervisor with sufficient time to allow the supervisor to arrange for a guest teacher. Unused personal leave shall be added to accumulated emergency leave at the end of the school year.

- C. Emergency. Each teacher shall have twelve (12) days per year granted at the start of the school year, with unused emergency leave accumulative to ninety (90) days. Unused emergency leave may not exceed 90 days at the conclusion of the school year. Emergency leave may be used for absences under the following:
1. illness of the employee, including maternity
  2. death or illness of family, relative, or friends
  3. natural disaster such as storms, or floods which are severe enough to jeopardize the health and safety of the employee traveling to school.
- D. Civil. Temporary leave at full salary will be provided for each teacher for jury duty and court appearances as a witness. The length of leave will vary with the amount of time required.
- E. Maternity. The Board shall provide for the leave of absence from duty for any teacher who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom.
- F. Association. One association delegate shall have two days per year for association business. The days taken will be designated as professional leave. Association leave shall be approved by the superintendent prior to taking the leave.
- G. Extended. Extended leaves of absence without salary will be provided with the approval of the Board. The duration of the leave shall be no more than (1) year in length. Teachers on said leave shall be entitled to return the same position which they held immediately before commencement of leave or to a position of comparable responsibility and remuneration. Reasons for said leave may include, but are not limited to: extended personal or family illness, child care or adoption, and exchange teaching.
- H. Sabbatical. Sabbatical leave of one year shall be available to teachers of the Culbertson Schools after five (5) years of service with the District.
1. The procedure for requesting a sabbatical is:
    - a. file an application with the Professional Growth Committee by March 1st,
    - b. receive a recommendation from the Professional Growth Committee, and
    - c. receive a final approval from the Board. The Board has final approval to grant one sabbatical for any calendar school year.
  2. During said sabbatical, the teacher shall:
    - a. be considered to be an employee of the District,
    - b. receive the District's health insurance benefit,
    - c. be paid one-half ( $\frac{1}{2}$ ) of their salary (based on the teacher's salary the year the leave was requested) in monthly installment over the duration of their next annual contract with the Culbertson School District in addition to his/her regular salary for the contracted year.
- I. Beginning with the 1998-99 school year, requested emergency and personal leave will be calculated on fifteen (15) minute increments.

## ARTICLE XI

### *Professional Compensation*

- A. The salaries of teachers covered by this agreement are set forth in Appendix "A." ***Base pay will increase each year by 2 percent from the previous salary schedule. Each year of experience will increase by 2 percent and 4 percent every fifth year.***

~~It is the goal of this district to stay competitive with area schools of similar size and stability. This salary schedule will remain in place until the average starting salary for Fairview, Seobey, and Plentywood meets or exceeds the Culbertson starting salary. When this condition is met, the Culbertson salary schedule will move to begin at the first level of pay that is above the average of the three other schools. The District will check the averages each year in June prior to the beginning of the new fiscal year.~~

~~Further, if at any time, one of the other schools listed above increases their starting pay to a level that is 15% greater than Culbertson's, the Culbertson District will have two (2) years to meet or exceed that salary within the scale.~~

- B. All incoming teachers, beginning with the 2019-2020 school year will be given full credit up to fifteen years maximum credit on the salary schedule set forth in Appendix "A" for full years of outside teaching experience in any school district accredited by a state accrediting agency.
- C. All teachers working half-time will be promoted on the salary schedule at one step increments for years of experience.
1. Seniority for teachers working half time shall be obtained at the rate of one year for each year of employment.
- D. Those teachers who accept an extra-duty activity which pays a salary will be issued a contract for such activity. This contract will be separate from the teacher's regular teaching contract, and payment for said activities shall be made at the completion of the activity with a separate check. All withholdings and/or benefits will be in force. Extracurricular salaries will be set by the Board.
- E. Teachers may elect to receive their contract salary in ten (10) or twelve (12) payments. Payroll checks will be issued on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> is not a pupil instruction day, payroll will be disbursed on the last pupil instruction day prior to the 5<sup>th</sup>.
- F. Beginning with the 2010-2011 school year, the Board shall pay 100% of the local CEA (\$25), state MFPE, and national NEA Association dues. Beginning with the 2012-2013 school year, any teacher may choose to receive a \$375 professional dues stipend in lieu of Board payment of their state MFPE and national NEA Association dues. Once a teacher selects the \$375 professional dues stipend option offered by the district, the individual teacher shall be responsible for his/her state MFPE or national NEA Association dues.
- G. Any teacher who terminates his/her employment with the Culbertson School District is entitled to a lump-sum payment equal to one-fourth ( $\frac{1}{4}$ ) of the pay attributed to his/her accumulated emergency leave. The pay attributed to his/her accumulated emergency leave shall be computed on the basis of the employee's final salary or wage. The lump-sum payments for unused emergency leave shall begin with the 1984-85 school year. Emergency



leave accrued before 1984-85 shall still be available to teachers as accumulated, but shall not be computed in any lump-sum payment.

- H. Beginning with the 2008-2009 school year, any teacher that has accrued at least 75 emergency days at the conclusion of the school year may elect to receive cash payment for any unused personal days at his/her current salary or wage. Teachers that meet this qualification will be asked to complete the Unused Personal Leave Buyout Form (Appendix E) at the conclusion of the school year. Payment will be received on or before June 30<sup>th</sup> of that year.
- I. All curriculum work, to be accomplished beyond the normal work day and mandated by the school district, shall be contracted to the teachers voluntarily and paid back at the rate of \$20.00 per hour.
- J. Beginning with the 2016-2017 school year, any teacher that has earned a master's degree will receive a bonus of \$2,000.00 to be paid annually.
- K. Beginning with the 2016-2017 school year, any teacher with 10 years ~~or more~~ **through 19 years** of experience in the Culbertson School District will receive a longevity bonus of \$1,500.00 to be paid annually. **Beginning with the year 2022-2023 school year, any teacher with 20 years or more of experience in the Culbertson School District will receive a longevity bonus of \$3,000 to be paid annually.**

## ARTICLE XII

### *Insurance*

- A. ~~Beginning with the 2019-2020 school year, a sum of six hundred twenty five dollars (\$625.00) a month will be allotted to each full time teacher with no restrictions. Beginning with the 2021-2022 school year, a sum of seven hundred dollars (\$700.00) a month will be allotted to each full time teacher with no restrictions. These contributions are to be paid in twelve (12) monthly installments.~~ **Beginning with the 2022-2023 school year, a sum of seven hundred twenty-five dollars (\$725.00) a month will be allotted to each full-time teacher with no restrictions. Beginning with the 2023-2024 school year, a sum of seven hundred fifty dollars (\$750.00) a month will be allotted to each full-time teacher with no restrictions. Beginning with the 2024-2025 school year, a sum of seven hundred seventy-five dollars (\$775.00) a month will be allotted to each full-time teacher with no restrictions.** These contributions are to be paid in twelve (12) monthly installments. Such payments shall be considered a substitute for employee health insurance until such a time that a group plan is agreed upon by both parties or mandated by state law.
- B. The Board shall pay 100% of the premium of a mutually selected disability insurance policy.
- C. The District shall maintain a benefit plan based on Section 125 of the IRS Code to pay eligible non-reimbursable health and dependent care costs. The plan will be administered by a mutually agreed upon third party and the District will pay start-up costs and the monthly administration fee. Participation will be voluntary and will include provision for employee orientation and education regarding plan use.

## **ARTICLE XIII**

### ***Evaluations***

- A. Teacher evaluations will be conducted in compliance with evaluation instruments as adopted in school board policy. Said instrument shall be mutually developed, amended, and adopted by the administration and representatives from the Association. For the tenured, who are currently evaluated every other year, an instrument shall be mutually developed, amended, and adopted by the administration and representatives from the association for evaluation in the "off" year.
- B. Prerequisites to the consideration of termination in accordance with M.C.A. sections 20-4-204 and 20-4-206, the teacher must have been observed and written evaluation report(s) must have been made in accordance with this Master Agreement.

## **ARTICLE XIV**

### ***Reduction in Force***

- A. The district will resort to a reduction in force if a fiscal exigency is deemed to exist in the district or a drop in enrollment warrants such a reduction. No employee will be laid off during a reduction in force for reasons that are discriminatory or retaliatory in nature, or otherwise prohibited by law. When the district determines the necessity to resort to a reduction-in-force, the following criteria will apply:
  - 1. Certified teachers shall be placed in a reduction-in-force position in an inverse order of seniority with the Culbertson School District. Full-time and part-time teachers will be treated equally. By September 30, the superintendent will provide the Association with a list showing the seniority of each teacher employed by the district, their areas of certification and courses taught. The superintendent shall promptly notify the Association of any changes in the list.
  - 2. Second preference will be given to teachers in the system with seniority in terms of the total number of years in the teaching profession.
  - 3. Contracts signed in the same year shall be treated equally.
  - 4. The sole possessor of an endorsement will be categorically excluded from the reduction in force.
- B. Teachers to be laid off because of a reduction-in-force will be given the following notification considerations:
  - 1. A written notice of the reduction-in-force.
  - 2. Teachers will not be laid off during the school year in which they are employed.
  - 3. A thirty (30) calendar day period before the lay-off takes effect.
- C. Tenured teachers who have been laid off because of a reduction-in-force will be given the following considerations for thirty-six (36) months.
  - 1. Teachers who are certified to perform the work will be called back in order of seniority with the district.
  - 2. Notice of recall will be given by certified, return receipt mail to the last address provided by the teacher. A copy of the recall will be given to the Association.
  - 3. Teachers called in this manner will have ten calendar days after receipt of said letter to reply in writing to the district.

**ARTICLE XV**  
***Grievance Procedure***

- A. Definition. Grievance is defined as a claim based upon an event or condition which effects the conditions or circumstances under which a teacher works which may be caused by violations, misinterpretations, or inequitable applications of board policies, statutes, or terms of their agreement.
- B. Procedure.
1. Any grievance, controversy, or dispute shall first be taken up by the grievant and the Association with the immediate supervisor within fifteen (15) days of the alleged grievance. The immediate supervisor shall respond in writing within five (5) days.
  2. If such controversy or dispute cannot be resolved in this manner, it shall be presented to the superintendent or his designee in writing within five (5) days to the response of step 1. The superintendent or his designee shall meet with the grievants and the Association representative prior to attempting settlement. The superintendent or his designee shall respond in writing within ten (10) days from the time the grievance was presented to the superintendent.
  3. If no settlement can be reached in step 2, the controversy shall be presented in writing to the school board or its designee within five (5) working days of receipt of response to step 2, and an attempt at a settlement shall be made. The Board or its designee will respond in writing within ten (10) days from the time the grievance was presented to the Board.
  4. Should the Association consider the decision of the Board or its designee to be unsatisfactory, the grievant shall, within ten (10) days of receipt of such decision, notify the Board or its designee in writing of its intention to have such grievance referred to arbitration. Within five (5) days after such notice of intention is delivered to the Board, the Association shall call on the Board of Personnel Appeals to provide a list of five persons from which to choose the arbitrator. Each party shall be entitled to strike two names from the list in alternate order and the name remaining shall be the arbitrator. Each party shall share equally the cost of the impartial arbitrator. In the event one of the parties wants transcripts from the proceedings of the arbitration, the party requesting the transcript will pay all costs of the transcript. If both parties request transcripts, they shall share equally the cost of the transcription.
  5. The arbitrator selected will confer with the representative of the Board and the Association and hold hearings promptly and will issue his decisions no later than twenty (20) days from the date of the close of the hearing, or, if oral hearings have been waived, from the submission date of the final statements. The arbitrator's decision will be in writing and will set forth findings of facts, reasonings, and conclusions on the issues submitted.
- C. The form for filing the grievance is listed as Appendix "B".

**ARTICLE XVI**  
***Individual Teacher Contract***

The Board and Association have agreed to the contract as set forth in Appendix "C".

## ARTICLE XVII

### *Job Sharing*

- A. Definition. Job sharing shall refer to two (2) teachers sharing one (1) full-time position, each sharing 50% of the assignments.
- B. Application. A job share application should be submitted each year. A detailed application submitted by job sharers should include the following:
  - 1. Scheduling.
  - 2. Division of teaching responsibilities.
  - 3. Handling of other responsibilities of the position-meetings, parent conferences, in-service training, etc.
  - 4. Means of planning and communication between sharers to ensure continuity of instruction and consistency in the classroom.
  - 5. Means of communicating with parents, principals and other staff throughout the year.
  - 6. Any substituting arrangements to which the job sharers agree; to include a statement to substitute for each other except when both are excused for bonafide sick leave.
  - 7. Plan to present the arrangement to the students.
- C. Compensation. Unit members working in a job share position shall receive a prorated amount of leave benefits as per ARTICLE X.
- D. Return to full-time status. If the job sharer chooses to return to full-time status, said request to return shall be filed by March 1st of the previous school year, and shall be dependent upon whether there is a position available for which the job sharer is certified and capable.
- E. Salary Schedule. Job sharers shall be placed appropriately on the teachers current salary schedule, receive one step increment for each year of service and be given appropriate added increments for advanced degrees, tenure or longevity, and will maintain their positions of seniority.
- F. Seniority. Seniority shall be obtained at the rate of one year for each year of job sharing.
- G. Substituting. Job sharers shall substitute for each other when necessary and possible. They shall work out the arrangements between themselves with the concurrence of the principal. The sharers shall keep track of "pay back" days or days that the partner "owes" them. When they substitute for each other in this way, they do not lose any sick leave.
- H. Contingency. If the job sharer team loses one of its members during the year due to serious illness, an accident, or spouse's transfer which may cause a teacher to resign or be absent for an extended period of time, the District may ask the remaining sharer to work full-time. If the sharer does not choose to, then the District shall hire a compatible substitute or replacement when available.
- I. Number of job share positions. No more than two job share teams shall be approved for any one school year.
- J. Evaluation. Evaluation of job share participants may be done as a pair, individually, or a combination of both as determined by the building principal.

- K. Teacher reduced assignment contract. The reduced assignment contract for teachers is set forth in Appendix "D".

## **ARTICLE XVIII**

### ***District Rights***

Section 1. Expressed Managerial Rights. The Association recognizes that the District is not required to and is not permitted to meet and negotiate on matters of expressed managerial prerogatives. The District shall retain all powers, rights, authorities, duties, and responsibilities conferred upon and vested in it by law to establish school policy of operation including but not limited to, the right to:

- A. Direct employees;
- B. Hire, promote, transfer, assign, and retain employees;
- C. Relieve employees from duties because of lack of work or funds or under conditions where continuation of such work is inefficient and nonproductive;
- D. Maintain the efficiency of school operations;
- E. Determine the methods, means, job classifications, and personnel by which school operations are to be conducted;
- F. Take whatever actions may be necessary to carry out the goals of the District in situations of emergency; and
- G. Establish the methods and processes by which work is performed.

Section 2. Effect of Laws, Rules and Regulations: The Association shall recognize any agent of the District selected to represent it in any manner covered by the Master Agreement, evidenced by a letter of appointment executed by the Board Chairman or Clerk of the District. The parties recognize that the teachers covered by this Master Agreement shall perform the teaching and teaching-related services prescribed by the District. The parties also recognize the rights, obligations, and duties of the Board Trustees and orders as empowered in M.C.A. 20-3-324 so far as they are not inconsistent with the terms of this Master Agreement. The parties further recognize that the District, all teachers covered by this Master Agreement and all provisions of this Master Agreement are subject to the laws of the State of Montana, Federal laws, and valid rules, regulations, and orders of state and federal governmental agencies. Any provision of this Master Agreement found to be in violation of any such laws, rules, regulations, directives, and order shall be null and void and without force and effect.

IN WITNESS THEREOF, the Chairman and Clerk of the Board, by authority vested in them pursuant to Resolution passed by the majority of the Board, have on behalf of the Board, subscribed their names; and the President and Secretary of the Association, by authority vested in them by a Resolution passed by a majority of the Association, have hereunto subscribed their names on behalf of the Association.

ATTEST:

*BOARD OF TRUSTEES  
SCHOOL DISTRICTS 17J/17R/17C*

_____	_____	_____	_____
Clerk	Date	Chairman of the Board	Date

*CULBERTSON EDUCATION ASSOCIATION*

_____	_____	_____	_____
Secretary	Date	President	Date

## APPENDIX "A"

### Culbertson Salary Schedule

Yrs	BA
1	\$ 35,012
2	\$ 35,695
3	\$ 36,391
4	\$ 37,100
5	\$ 38,547
6	\$ 39,299
7	\$ 40,065
8	\$ 40,847
9	\$ 41,643
10	\$ 43,267
11	\$ 44,111
12	\$ 44,971
13	\$ 45,848
14	\$ 46,742
15	\$ 48,565
16	\$ 49,512
17	\$ 50,477
18	\$ 51,462
19	\$ 52,465
20	\$ 54,511
21	\$ 55,574
22	\$ 56,658
23	\$ 57,763
24	\$ 58,889
25	\$ 61,186

## APPENDIX "A"

### Culbertson Salary Schedule

		2022-2023	2023-2024	2024-2025
Years		BA	BA	BA
1	2.000%	\$ 35,712	\$ 36,426	\$ 37,155
2	2.000%	\$ 36,426	\$ 37,155	\$ 37,898
3	2.000%	\$ 37,155	\$ 37,898	\$ 38,656
4	2.000%	\$ 37,898	\$ 38,656	\$ 39,429
5	4.000%	\$ 39,414	\$ 40,202	\$ 41,006
6	2.000%	\$ 40,202	\$ 41,006	\$ 41,826
7	2.000%	\$ 41,006	\$ 41,826	\$ 42,663
8	2.000%	\$ 41,826	\$ 42,662	\$ 43,516
9	2.000%	\$ 42,663	\$ 43,516	\$ 44,387
10	4.000%	\$ 44,369	\$ 45,256	\$ 46,162
11	2.000%	\$ 45,257	\$ 46,161	\$ 47,085
12	2.000%	\$ 46,162	\$ 47,085	\$ 48,027
13	2.000%	\$ 47,085	\$ 48,026	\$ 48,988
14	2.000%	\$ 48,027	\$ 48,987	\$ 49,967
15	4.000%	\$ 49,948	\$ 50,946	\$ 51,966
16	2.000%	\$ 50,947	\$ 51,965	\$ 53,005
17	2.000%	\$ 51,966	\$ 53,005	\$ 54,065
18	2.000%	\$ 53,005	\$ 54,065	\$ 55,147
19	2.000%	\$ 54,065	\$ 55,146	\$ 56,250
20	4.000%	\$ 56,228	\$ 57,352	\$ 58,500
21	2.000%	\$ 57,352	\$ 58,499	\$ 59,670
22	2.000%	\$ 58,499	\$ 59,669	\$ 60,863
23	2.000%	\$ 59,669	\$ 60,862	\$ 62,080
24	2.000%	\$ 60,863	\$ 62,079	\$ 63,322
25	4.000%	\$ 63,297	\$ 64,563	\$ 65,855

\$ 1,500 longevity stipend (10-19 years) in District

\$ 3,000 longevity stipend (20+ years) in District

\$ 2,000 Masters Degree stipend



## APPENDIX "B"

### GRIEVANCE REPORT FORM

Aggrieved Person \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Subject area or grade \_\_\_\_\_

Date grievance occurred:

Statement of grievance:

Remedy requested:

Signature of Aggrieved: \_\_\_\_\_ Date: \_\_\_\_\_

#### STEP 1

Decision of Immediate Supervisor:

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Aggrieved response:

Signature of Aggrieved: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2**

Date received by Superintendent:

Decision of Superintendent:

Signature: \_\_\_\_\_ Date:

Aggrieved response:

Signature of Aggrieved: \_\_\_\_\_ Date:

---

**STEP 3**

Date received by School Board:

Decision of School Board:

Signature of Board Chair: \_\_\_\_\_ Date:

---

**STEP 4**

Date submitted to Arbitrator:

Signature of Arbitrator: \_\_\_\_\_ Date:

---

**STEP 5**

Arbitrator's decision:

Arbitrator's Signature: \_\_\_\_\_ Date:

## APPENDIX "C"

### CULBERTSON TEACHER CONTRACT

THIS CONTRACT, made and entered into the \_\_\_\_ day of \_\_\_\_\_, \_\_ (year) between School District 17 J/C/R of Roosevelt and Richland Counties, Montana hereinafter referred to as the District, and hereinafter referred to as the Teacher, WITNESSETH:

1. That said District hereby agrees to employ the said Teacher to teach within his/her areas of certificated endorsement, to teach \_\_\_\_\_ for the school year 20\_\_\_\_-20\_\_\_\_, for a period of 187 days of service.
2. That the District shall pay to the above named teacher the sum of \$\_\_\_\_\_ payable in \_\_\_\_ (10 or 12) installments to be paid on such days of each month as are designated in Article XI. The Teacher's salary will be paid at the rate stated above per annum, less deductions required under federal and state laws, and such other deductions as shall be mutually agreed to. The terms of this contract shall be prorated if the assignment to cover a period of less than a school year or less than full time.
3. When a contract has been terminated by mutual agreement or in accordance with state law, the District shall be obligated to pay that portion of the contracted salary that has been earned up to and including the 1st day of service.
4. It is understood that the teacher holds a valid certificate, or will have met the requirements for such by the opening of school.
5. Both parties shall comply with the provisions of the applicable state laws terms and conditions of the collective bargaining agreement, and with adopted policies of the District (that have been received by the Teacher) which are made a part of this CONTRACT by reference.
6. The individual CONTRACT is subject to the terms and conditions of the collective bargaining agreement between the Association and District, and to the extent that the provisions of this CONTRACT and said agreement may be inconsistent, the provisions of the agreement shall be controlling.
7. In the absence of a previous notice of election or reelection this CONTRACT shall operate as notice of election of the Teacher for the school year designated herein and, unless the Teacher shall accept, sign and return this CONTRACT to the District Clerk within twenty (20) days from the receipt date, said CONTRACT shall be without legal effect.

IN WITNESS WHEREOF, this CONTRACT is duly signed.

Teacher \_\_\_\_\_ Date \_\_\_\_\_ District

Clerk \_\_\_\_\_ Date Offered \_\_\_\_\_ Experience/education level

## APPENDIX "D"

### TEACHER REDUCED ASSIGNMENT CONTRACT

TO: Culbertson Schools  
Districts 17J/C/R  
Culbertson, Montana

FR:

RE: Reduction in contract agreement

I agree that the change in my status from a full-time (100%) teacher to a part-time (\_\_\_\_%) teacher is the result of a voluntary request by me for the \_\_\_\_\_ school year. I understand that I remain at the reduced assignment agreed to below unless a mutual agreement between myself and the District is made.

Other conditions:

Signature of Teacher \_\_\_\_\_

Date \_\_\_\_\_

For the District \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX "E"

### Unused Personal Leave Buyout Form

Teacher Name: \_\_\_\_\_

Current School Year: \_\_\_\_\_

Number of Accrued Emergency Leave Days: \_\_\_\_\_

Number of Unused Personal Leave Days: \_\_\_\_\_

\_\_\_\_\_ I elect to have the entire balance of my unused personal leave days be paid by June 30<sup>th</sup> at my current salary or wage.

\_\_\_\_\_ I elect to have the entire balance of my unused personal leave days be added to my accumulated emergency leave.

Signature of Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**For District Use Only**

**Date Received:** \_\_\_\_\_

**Number of Personal Leave Days Paid:** \_\_\_\_\_ **Amount Paid: \$** \_\_\_\_\_

**Number of Personal Leave Days added to Accumulated Emergency Leave:** \_\_\_\_\_

**Adjusted Accumulated Emergency Leave Day Total:** \_\_\_\_\_

**District Clerk Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**MEETING DATE:** 3-24-2022

**AGENDA ITEM #:** 15

**AGENDA TITLE:** 2022-2023 Teacher Contract(s)

**SUMMARY:** Attached please find the recommendations for renewal and non-renewal of teacher contracts for the 2022-2023 school year.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

# **Culbertson Public School Teacher Contract Renewal 2022-2023**

Mike and I would like to recommend the renewal of the following tenured teachers for contracts for the 2022-2023 school year:

- Teachers are listed in alphabetical order.
- Extended contracts are listed in (parenthesis).

## **Tenured**

Janelle Ator  
Amy Berwick  
Karen Brock  
Amanda Bushlen  
Courtney Forbregd (10 days)  
Jeri Gustafson  
Brenda Harvey  
Angela Iverson  
Theresa McDonald  
Darla Mogga  
Wendy Nickoloff  
Brad Nielsen  
Tiffany Nielsen  
Christina Olson  
Phyllis Owan  
Paula Schledewitz  
Rhonda Seitz  
David Solem  
Jennesy Taberna

# **Culbertson Public School Teacher Contract Renewal 2022-2023**

Mike and I would like to recommend the renewal of the following non-tenured teachers for tenure contracts for the 2022-2023 school year:

- Teachers are listed in alphabetical order.

## **Up for Tenure**

Leanne Knapp  
Russell Pfeifer  
Pam Welch  
Rhetta Wilson  
Joy Young



# **Culbertson Public School Teacher Contract Renewal 2022-2023**

Mike and I would like to recommend the renewal of the following non-tenure teachers for contracts for the 2022-2023 school year:

- Teachers are listed in alphabetical order.

## **Non-Tenured**

Rachel Glavin  
Mark Pederson  
Shelly Salvevold  
Lee Vandall

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

**MEETING DATE:** 3-24-2022

**AGENDA ITEM #:** 16

**AGENDA TITLE:** 2022-2023 Principal Contract

**SUMMARY:** I recommend the tenure principal contract renewal of Mike Olson. I believe a Negotiation Committee meeting will be held prior to the regular Board meeting and a recommendation will be forthcoming as to the specific terms of the contract.

**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:** 3-24-2022

**AGENDA ITEM #:** 17

**AGENDA TITLE:** 2022-2023 Technology Systems Coordinator Contract

**SUMMARY:** I believe a Negotiation Committee meeting will be held prior to the regular Board meeting and a recommendation will be forthcoming as to the specific terms of the contract.

**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:** 3-24-2022

**AGENDA ITEM #:** 18

**AGENDA TITLE:** School Board Policy – First Reading

**SUMMARY:** Attached please find a recommendation from Kris Goss, Montana School Boards Association, to add language to Policy 8121 (highlighted in the attachment) to assist the District in an effort to rent school buses to school-related activities. Also attached is a form to accompany the change in the policy language. I recommend the approve the posting of the policy for public comment and consider adoption to the language change at the April Bord meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					

1 **Culbertson School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8121

4  
5 District-Owned Vehicles

6  
7 The District owns and maintains certain vehicles. Included among them are pickups, school  
8 buses, and vans. These are for use by properly authorized personnel of the District for District  
9 business purposes.

10  
11 Any driver who receives a citation for a driving violation while operating a District vehicle shall  
12 personally pay all fines levied. All citations received while the driver is a District employee,  
13 whether operating a District vehicle or not, must be reported and may result in disciplinary action  
14 up to and including termination.

15  
16 The Activity Buses/School Vans are contracted/purchased for the exclusive use of transporting  
17 students and staff to District-approved events, such as intra-curricular activities, extra-curricular  
18 activities, professional development workshops, and administrative meetings. Only authorized  
19 activity participants, professional staff, and chaperones assigned by the administration may ride  
20 on the buses or in the school vans. In addition, only authorized professional staff may drive the  
21 school vans.

22  
23 The Board may approve lease agreements for a period not to exceed seven days with out of  
24 season District-approved activity supervisors, coaches, or advisors for the purposes of  
25 transporting students to events occurring within 600 miles of the District and that, in the Board's  
26 discretion, have a relationship to the District-approved activity. For such out of season  
27 transportation, the coach shall be responsible for insurance coverage, rental costs, and driver  
28 expenses in accordance with an executed lease agreement. The Board will not consider bus lease  
29 agreements with entities or individuals that are not associated with District-approved activities as  
30 specified in this policy.

31  
32 Bus and Vehicle Maintenance, District

33  
34 Buses used in the District's transportation program shall be in safe and legal operating condition.  
35 All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the  
36 beginning of each semester. The Superintendent will establish a specific list of tasks bus drivers  
37 will perform on a daily basis. All other District vehicles shall be maintained following  
38 established programs developed by the Superintendent.

39  
40 Liability Insurance

41  
42 The District shall maintain a comprehensive liability insurance program which shall provide  
43 adequate coverage, as determined by the Board, in the event of a loss or damage to school  
44 buildings and/or equipment, including motor vehicles.

1 The comprehensive liability insurance program shall maximize the District's protection and  
2 coverage while minimizing the costs for insurance. This program may include alternatives for  
3 sharing the risk between the District and the insurance carrier, and through self-insurance plans.  
4

5  
6 Policy History:

7 Adopted on: August 11, 2020

8 Reviewed on:

9 Revised on:

**8121F - VEHICLE LEASE AGREEMENT**  
**Culbertson School District**

District Organization requesting:  
Vehicle Owner: Culbertson School District  
Vehicle Requested:  
Destination:  
Trip Period:  
Purpose of Use:  
District Organization Representative:  
Address:  
Phone:

BUS VIN #: \_\_\_\_\_  
Year: \_\_\_\_\_  
Make and Model of Bus: \_\_\_\_\_

***Conditions of Vehicle Use***—Use of Vehicle is conditioned upon the following covenants:

1. All District policies are in effect and shall be honored during the rental period and while requesting organization is using the facility.
2. That no alcoholic beverages, tobacco or other drugs are sold or consumed on property by the requesting organization or individual or any of its employees, patrons, agents, or members.
3. That no illegal games of chance or lotteries will be permitted.
4. That no functional alteration of the vehicle or functional changes in the use of such vehicle shall be made without specific written consent of the vehicle owner.
5. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of the vehicle. The District uses audio and video surveillance to monitor activity on the bus.
6. A School District bus driver is required to be the only driver of the bus during the rental period.
7. The presence of weapons, including firearms, is prohibited unless previously reviewed and approved by the Board of Trustees in accordance with Montana law.
8. 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 equipment will be returned to the District.
9. All attendees and participants shall honor and enforce District health and safety standards while using the vehicle.

The lessee is also required to secure and pay for separately, auto physical damage and auto liability coverage for the bus with the lessor named as an additional insured and loss payee on the insurance certificate.

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 lessor, as rent for the vehicle, the approximate sum of \$ \_\_\_\_\_. This amount covers use of the vehicle, driver compensation, and fuel costs. 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 vehicle.

***Indemnification Requirement***—The undersigned organizations, by signature of its authorized representatives, hereby agree, to the fullest extent of the law that the parties shall indemnify, defend and hold harmless each other and any District employees or agents from any liability, expenses, costs (including attorney fees), damages, and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the maintenance or use of the aforementioned vehicle which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

***Insurance Requirement***— The user of the vehicle shall provide the lessor with a certificate of insurance. Said certificate shall name the lessor as an additional insured. Such certificate shall show coverage for auto 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 vehicle. Said insurance shall be primary and provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,500,000 for all bodily injuries and death resulting from any one accident, \$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 of \$1,500,000. Said insurance shall also provide automobile medical payment coverage for not less than \$5,000 for any one person and uninsured/underinsured motorist coverage for amounts less than \$1,000,000 per occurrence.

***Non-Discrimination***—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.

***Assumption of Risk*** - 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 bus 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.

***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.

Signature: \_\_\_\_\_  
Lessee Representative

Date: \_\_\_\_\_

---

Signature: \_\_\_\_\_  
Signature of School District Official

Date: \_\_\_\_\_

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

**MEETING DATE:** 3-24-2022

**AGENDA ITEM #:** 19

**AGENDA TITLE:** Weight Room Supervisors

**SUMMARY:** We are currently surveying the students in grades 8-12 as to their interest in the use of the weight room. So far, 48 of the approximately 111 students have responded through March 17<sup>th</sup>. The survey asked when the students might be interested in lifting. The results were:

6 am – 8 am	18 students were interested
4 pm – 6 pm	24 students were interested
6 pm – 8 pm	32 students were interested

\*\* please note that some students chose more than one time slot

The following individuals have expressed interested in providing supervision for students in the weight room and I would like to recommend the Board approve them to open the weight room from Monday through Friday for the remainder of the school year at the times listed above at \$18 per hour.

Brad Nielsen, Taleasha Stuber, Rhonda Larsen, Shelly Salvevold, and Brian Manning.

This will give us a start and additional staff can be added at a later date if needed. We will have the supervisor track usage, which will be reported back to the Board at the monthly Board meetings.

It may also be useful for the Board to specifically state which grade levels will be allowed into the weight room (i.e. high school only, or grades 8-12, or grades 7-12, etc.) and anything else the Board would like to add.

We will survey the students for possible use during the summer hours in May and present it to the Board at the May meeting for consideration.

We hope to start this program on Monday, March 28<sup>th</sup>.

**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:** 3-24-2022

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 2020-2021 Audit Report

**SUMMARY:** We have not received the Audit Report yet, but placed the item on the agenda just in case we do sometime before 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:** 3-24-2022

**AGENDA ITEM #:** 21

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

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

We have only one person interested in Junior High/Elementary Track Coaching. Last month the Board approved Teri Sansaver as the assistant junior high/elementary track coach. No one else has applied. Dave Solem would like to recommend offering Teri the junior high/elementary track head coach contract. Dave is also working on a plan to cover the junior high/elementary practices and track meets and will share that plan with the Board at the meeting.

b. High School Gold Head Coach

We have no further applicants for this position at this time.

**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:** 3-24-2022

**AGENDA ITEM #:** 22

**AGENDA TITLE:** 2022-2023 High School Golf Program

**SUMMARY:** Dave surveyed the high school students and there are approximately 4 or 5 that are interested in a high school golf program. However, we have no further coaching applicants at this time.

Does that Board wish to drop the program for the lack of a coach? Or would the Board like to attempt to Coop this sport with a neighboring school, such Froid or Bainville for the remainder of the 2002-2003 school year? Or would the Board like to continue advertising for a golf coach and start the program this spring if one is found and approved by the Board?

**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:** 3-24-2022

**AGENDA ITEM #:** 23

**AGENDA TITLE:** 2022-2023 Elementary and High School District General Fund Levies

**SUMMARY:** The preliminary budget information that was received by OPI in early March indicates that the maximum budget for the Elementary School District and the High School District are the same with or without a levy. Hence, there will be no Board action necessary to conduct a levy election for either the Elementary School District or the High School District on May 3<sup>rd</sup>, as no further voted levy will be allowed.

**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:** 3-24-2022

**AGENDA ITEM #:** 24

**AGENDA TITLE:** 2022-2023 Elementary and High School District Permissive Levies

**SUMMARY:** Attached please find a resolution that Lora has prepared that shows a projected increase in elementary and high school district transportation mills. There is no projected increase for adult education mills. The projected increases will then be advertised for public comment prior to the potential approval of the mill increases at the school board budget meeting in August.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Anderson					
Bergum					
Colvin					
Walker					



**RESOLUTION of INTENT to IMPOSE an INCREASE in LEVIES  
Culbertson School Election, Culbertson MT**

As an essential part of its budgeting process, the Culbertson School Board of Trustees for School District No. 17J/R/C, Roosevelt and Richland Counties, State of Montana, is authorized by law to impose levies to support its budget. The Culbertson School Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2022, using certified taxable valuations from the current school fiscal year as provided to the district:

Fund	Estimated Change in Revenues	Estimated Change in Mills	Estimated Impact, Home of \$100,000	Estimated Impact, Home of \$200,000
Elementary Transportation	\$82,671	8.36	\$11.28	\$22.56
Elementary Adult Education	\$0.00	0.00	\$0.00	\$0.00
High School Transportation	\$37,833	4.57	\$6.16	\$12.33
High School Adult Education	\$0.00	0.00	\$0.00	\$0.00

This estimation is based on the anticipation of fund reserves in sufficient levels to offset any increases in these permissively funded budgets for the 2022-2023 budget year and are based on current certified taxable valuations from the current school fiscal year.

As attested by:

Paul S. Finnicum  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

Lora Finnicum  
Print Name of District Clerk

\_\_\_\_\_  
Signature of District Clerk

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

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

**MEETING DATE:** 3-24-2022

**AGENDA ITEM #:** 25

**AGENDA TITLE:** 2022-2023 Extra-Curricular Contracts

**SUMMARY:** The following coaches completed the end of season survey and I recommend their renewal. The Board has the option to rehire or advertise these position(s).

- a. High School Speech & Drama – Jeri Gustafson
- b. High School Cheerleading – Tiffany Nielsen
- c. High School Boys’ Basketball – Mark Pederson
- d. High School Girls’ Basketball – Colby McGinnis

**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:** 3-24-2022

**AGENDA ITEM #:** 26

**AGENDA TITLE:** 2022-2023 Staffing & Classroom Plan/Teacher Contract(s)

**SUMMARY:** Here is a brief look at staffing for the 2022-2023 school year.

The numbers in the elementary look strong with 20+ in every grade with the exceptions of 1st grade and 6th grade this year. So.....it looks like Mike and I will be recommending two options for staffing the elementary for the next school year (in no particular order):

1. double classrooms for every grade K-6. Currently there is only one classroom of 1st grade students and one classroom of 6th grade students. The first grade classroom has a personality makeup of the classroom that is very strong and it would be in the educational best interest of these students to split them for at least the next few years. The small sixth grade will mostly be moving up to the junior high next year. This recommendation means that we will need to hire two additional teachers and assumes that we will have a 20+ kindergarten next year and need two kindergarten classrooms.

2. double the classrooms in grades K-5 and move the 6th graders up into more of middle school/junior high look. This would mean having Tiffany Nielsen teach 6-8 grade Science, Amy Berwick teach 6-8 English, Rhonda Seitz teach 6-8 Math, and Mark Pederson teach 6-8 Social Studies. This recommendation means that we will need to hire only one additional teacher compared to option #1 and, again, assumes that we will have a 20+ kindergarten and need two kindergarten classrooms.

Teacher Contract(s): At this time it looks like the District will be short at least one elementary teacher, if not more as we head into the 2022-2023 school year. We have one elementary teaching candidate at this time, Ezaria Rickett, who is moving to our area at the end of the school year. She currently teaches in the junior high at Miles City but would prefer an elementary classroom. Mike and I would like to recommend her for a contract for the 2022-2023 school year.

Some recommendations for building remodeling.....

Mike and I would like the Board to consider:

1. With Mary Machart resigning, we would like to ask the Board to consider splitting the Old Home Ec room into two classrooms. This will allow us to move Rhonda Seitz into one of the

new rooms, so her classroom will be closer to the junior high wing, as she teaches junior high core classes. The other room can be used by the new JMG teacher, if the Board decides to continue this program. We think that this can be done with minimal cost.

2. Consider moving Mrs. Gustafson to the end of the high school wing, where Rhonda Seitz is currently, as Mrs. G has mostly high school students in her on-line classes. This frees up a room in the elementary if the Board wishes to have two 6th grade classrooms in the future. If it is not used for an additional 6th grade, it can always be used for Title I tutoring or perhaps a foreign language teacher if the Board wishes.

3. Someday (like the summer of 2024) consider building a band room on the east end of the gym, then moving the choir room from their currently location (the Old Ag Shop) to where the band room is currently located. This will free up the Old Ag Shop for a big classroom - perhaps a new home for the JMG program or a Home Ec program.

4. There will be lots of little projects that we will be bringing to the Board for consideration in March and April. They might include: removal of the old coal boiler, smoke stack, and coal hopper. Cutting a door into the old boiler room for tractor storage. Replacement of the walk-through door and overhead door on the garage. Upgrading the football field lights. Replacement of the old propane boilers in the Old Armory. Replacement of the choir risers (boy are those things expensive). Purchase of bleachers for the south side of the upstairs elementary gym. Replacement of the bleacher end-closure tarps in the high school gym. Replacement of the torn crash pads on the ends of the high school gym. Shot clocks in the high school gym. Concrete parking on the southwest side of the elementary addition. Replacement of the ceiling tiles in the Old Armory. Replacement of the lights in the Old Armory. Replacement of the windows in the Old Armory. Repainting the exterior of the Old Armory. Reroofing the Old Armory. Renovating the bathrooms in the Old Armory. Landscaping the north side of the high school gym area. Plus many more that I am probably not thinking about right now, like cleaning up the north end of the football field property.....it kind of resembles a landfill.

## 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.