

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Tuesday–January 15, 2019, 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. December 17, 2018 (Regular Board 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, Guest Teacher Application
15. Action, Resignation
16. Action, 2018-2019 Classified Staff Contract(s)
 - a. Custodial Staff
 - b. Office Secretary
17. Action, 2018-2019 Extra-Curricular Contract(s)
 - a. Elementary Boys' Basketball Assistant Coach
 - b. Elementary Girls' Basketball Assistant Coach
18. Action, Montana Food Bank Network BackPack Program

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 19.

REPORTS (Continued)

20. Information, Trustees Reports/Requests.

DATE/TIME FOR NEXT MEETING

21. Date: Tuesday, February 19th Time: 6:30 p.m.
Potential Conflicts: none
Suggested Changes: none

ADJOURNMENT

22. 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
REGULAR MEETING
December 17, 2018
Monday – 6:30 p.m.

The Board met in regular session on Monday, December 17, 2018, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Luke Anderson, Eric Bergum, Mark Colvin, and Gy Salvevold. 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 motion. Motion carries unanimously. Notice for public comment given.

Gy Salvevold made motion to approve the minutes of November 20th (regular board), December 12th (athletic committee), and December 12, 2018 (facility committee) meeting(s). Mark Colvin seconded motion. Motion carries unanimously.

Mark Colvin made motion to pay the December bills, approve investments, note cash and extra-curricular balances. Gy Salvevold seconded motion. Motion carries unanimously.

Payroll Warrants	52054 to 52098
Claims Warrants	64431 to 64486

Reports were presented. Elementary basketball season will start in January. Preliminary numbers may warrant additional coaches in both boys and girls programs. IT services will begin in January with Northstar. Science Olympiad teams performed outstanding and may attend the next board meeting. Student Council organized a parade of lights in conjunction with the elementary Christmas concert for December 18th. Audit work has begun for fiscal year 2018.

Gy Salvevold made motion to approve School Board Policies 1-04-113 Purchasing, 1-04-113.1 Fixed Asset Inventory, 1-04-145 School District Investments, 1-03-105 Liability Insurance, 1-04-132 Conflict of Interest, 1-04-149 School District Financial Management, 2-04-112 Confidential Information, Appendix Y Culbertson School Internal Control Procedures, and Appendix Z Culbertson School District Organization Chart. Mark Colvin seconded motion. Motion carries unanimously.

No recommendations for classified contracts at this time.

Mark Colvin made motion to hire Joseph Kerney as Elementary Boys' Basketball Coach and Karli Brekke as Elementary Girls' Basketball Coach. Eric Bergum seconded motion. Motion carries unanimously.

The Athletic Committee met to review the fall season programs. Gy Salvevold made motion to hire Dave Solem as HS Cross Country Head Coach, DJ Hauge as HS Football Head Coach, and Tiffany Nielsen for HS Volleyball Head Coach for 2019-2020. Eric Bergum seconded motion. Motion carries unanimously.

Mark Colvin made motion to authorize the use of electronic signatures for check signing. Luke Anderson seconded motion. Mr. Crowder was named as the authorized representative for the password. Motion carries unanimously.

SCHOOL BOARD MINUTES
REGULAR MEETING
December 17, 2018
Monday – 6:30 p.m.

Board discussed the MHSA proposals regarding their positions on voting at the annual meeting in January.

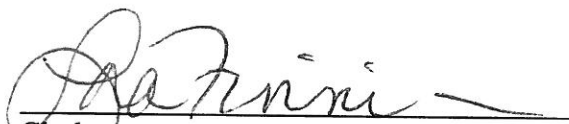
Bus route changes were presented for Route #3 Birch and #5 Finnicum. Gy Salvevold made motion to approve Option 3 with all pickups at the Bender stop on #5 Finnicum with no additional miles and a loss of 2 miles to #3 Birch effective January 3, 2019. Eric Bergum seconded motion. Motion carries unanimously.

Mark Colvin made motion to hire Chris Finnicum as Bus Monitor, pending successful background check. Luke Anderson seconded motion. Motion carries unanimously.

Mark Colvin made motion to move 8th grade girls down to only play JV basketball for the remainder of the season. Luke Anderson seconded motion. Concerns were expressed. For motion: Colvin. Against motion: Anderson, Bergum, and Salvevold. Motion fails.

Notice was given for public comment for non-agenda items. Chair closed meeting at 7:10 p.m. to executive session for superintendent evaluation. Meeting reconvened and adjourned at 8:12 p.m.

Chairman of the Board



Clerk

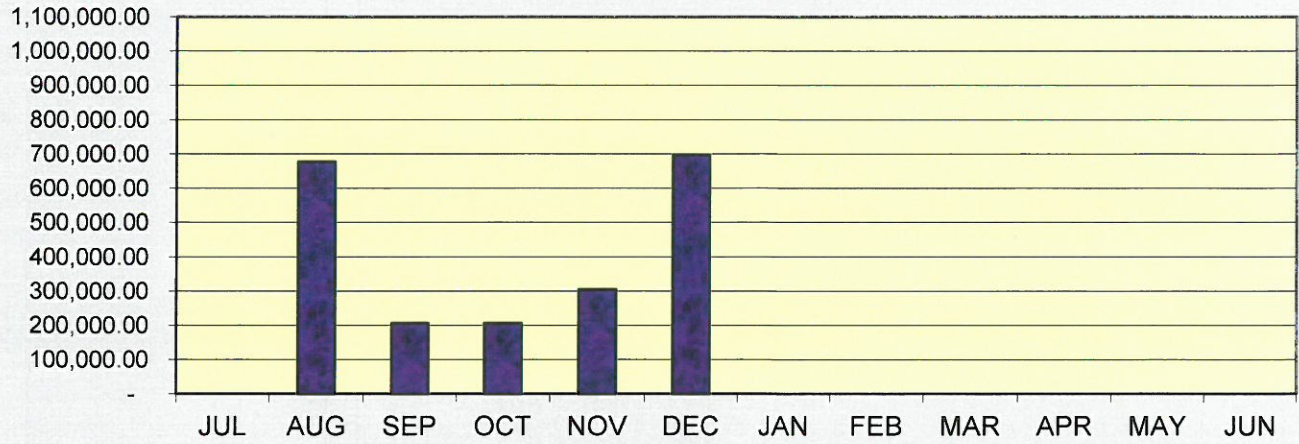
CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of **DECEMBER 31, 2018**

FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	94,038.90	155,472.82	-	93,446.00	131,148.11	24,917.61	24,917.61	(0.00)
TRANSP	63,874.81	21,455.27	-	44,579.00	19,295.77	21,455.31	21,455.31	-
RETIREM	168,854.17	8,387.40	-	31,328.00	18,722.03	127,191.54	127,191.54	-
MISC	(14,897.81)	19,545.00	-	-	9,220.86	(4,573.67)	(4,573.67)	-
Misc	7,475.03	-	-	-	-	7,475.03	-	-
Title	(17,723.52)	-	-	-	6,770.86	(24,494.38)	-	-
Ind Ed	(1,951.15)	6,950.00	-	-	2,325.00	2,673.85	-	-
JMG	408.87	-	-	-	-	408.87	-	-
SRS	(12,295.09)	12,595.00	-	-	-	299.91	-	-
JOM	9,188.05	-	-	-	125.00	9,063.05	-	-
AD ED	4,697.33	924.96	-	-	121.38	5,500.91	5,500.91	-
COMPAB	1.27	-	-	-	-	1.27	1.27	-
IMPACT	5,309.19	63,510.83	-	-	10,752.05	58,067.97	58,067.97	-
TECH	0.90	-	-	-	-	0.90	0.90	-
FLEX	(167,067.40)	-	-	-	-	(167,067.40)	(167,067.40)	-
COOP	11,003.81	98,728.50	254,997.00	268,432.00	96,233.89	63.42	63.42	(0.00)
PR	8,862.53	265,354.58	-	-	297,190.49	(22,973.38)	(22,973.38)	0.00
CL	47,174.48	188,248.07	-	-	226,613.85	8,808.70	8,808.70	(0.00)
ELEM	221,852.18	821,627.43	254,997.00	437,785.00	809,298.43	51,393.18	51,393.18	(0.00)
GENERAL	60,370.68	69,505.24	-	8,755.00	94,555.38	26,565.54	26,565.54	(0.00)
TRANSP	52,102.48	8,069.57	-	39,194.00	12,908.24	8,069.81	8,069.81	0.00
LUNCH	7,156.50	12,571.07	-	7,623.00	12,103.74	0.83	0.83	(0.00)
RETIREM	139,958.11	5,390.07	32,660.00	44,627.00	12,000.38	121,380.80	121,380.80	-
MISC	(115,990.01)	987.00	-	-	1,026.59	(116,029.60)	(116,029.60)	-
Misc	(121,868.87)	-	-	-	153.34	(122,022.21)	-	-
AG	1,531.11	592.00	-	-	399.20	1,723.91	-	-
Adv Ag	-	-	-	-	-	-	-	-
BUS	1,150.00	395.00	-	-	206.17	1,338.83	-	-
JMG	3,197.75	-	-	-	267.88	2,929.87	-	-
Perkins	-	-	-	-	-	-	-	-
AD ED	663.89	416.09	6,348.00	6,890.00	121.39	416.59	416.59	-
DR ED	0.26	0.53	2,140.00	2,140.00	-	0.79	0.79	0.00
COMPAB	0.35	-	2.00	2.00	-	0.35	0.35	-
IMPAC	0.22	11,498.82	9,579.00	21,075.00	-	3.04	3.04	0.00
TECH	0.16	-	-	-	-	0.16	0.16	-
FLEX	2.84	-	-	2.00	-	0.84	0.84	-
ENDOW	130,503.91	-	2.00	130,505.00	-	0.91	0.91	0.00
HS	274,769.39	108,438.39	50,731.00	260,813.00	132,715.72	40,410.06	40,410.06	(0.00)
TOTAL	496,621.57	930,065.82	305,728.00	698,598.00	942,014.15	91,803.24	91,803.24	(0.00)

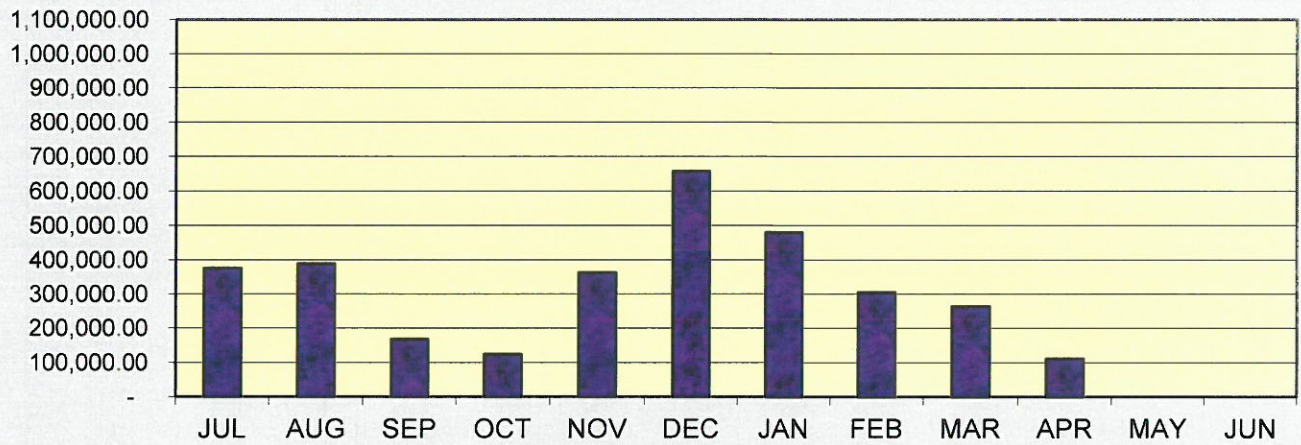
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		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018	101 General	-	-	-	-	-	93,446.00	-	-	-	-	-	-
	110 Transport	-	-	-	-	-	44,579.00	-	-	-	-	-	-
	114 Retirement	-	-	-	-	-	31,328.00	-	-	-	-	-	-
	115 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
	117 Adult Ed	-	-	-	-	-	-	-	-	-	-	-	-
	121 Comp Abs	-	-	-	-	-	-	-	-	-	-	-	-
	126 Impact Aid	-	-	-	-	-	-	-	-	-	-	-	-
	128 Technology	-	-	-	-	-	-	-	-	-	-	-	-
	129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
	182 Interlocal	-	470,668.00	207,404.00	207,015.00	254,997.00	268,432.00	-	-	-	-	-	-
	201 General	-	-	-	-	-	8,755.00	-	-	-	-	-	-
	210 Transport	-	-	-	-	-	39,194.00	-	-	-	-	-	-
	212 Hot Lunch	-	-	-	-	-	7,623.00	-	-	-	-	-	-
	214 Retirement	-	69,218.00	-	-	32,660.00	44,627.00	-	-	-	-	-	-
	215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
	217 Adult Ed	-	-	-	-	6,348.00	6,890.00	-	-	-	-	-	-
	218 Drivers Ed	-	-	-	-	2,140.00	2,140.00	-	-	-	-	-	-
	221 Comp Abs	-	-	-	-	2.00	2.00	-	-	-	-	-	-
	226 Impact Aid	-	-	-	-	9,579.00	21,075.00	-	-	-	-	-	-
	228 Technology	-	-	-	-	-	-	-	-	-	-	-	-
	229 Flex	-	-	-	-	-	2.00	-	-	-	-	-	-
	281 Endow	-	138,355.00	-	-	2.00	130,505.00	-	-	-	-	-	-
	TOTAL	-	678,241.00	207,404.00	207,015.00	305,728.00	698,598.00	-	-	-	-	-	-
2017		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	101 General	-	-	-	-	-	26,478.00	-	-	-	-	-	-
	110 Transport	-	-	-	-	-	77,311.00	-	-	-	-	-	-
	114 Retirement	-	-	-	-	-	-	-	-	-	-	-	-
	115 Misc Fed	-	-	-	-	-	1,705.00	-	-	-	-	-	-
	117 Adult Ed	-	-	-	-	-	8,615.00	-	-	-	-	-	-
	121 Comp Abs	-	-	-	-	-	4,141.00	-	-	-	-	-	-
	126 Impact Aid	-	-	-	-	-	-	-	-	-	-	-	-
	128 Technology	-	-	-	-	-	35.00	-	-	-	-	-	-
	129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
	182 Interlocal	326,956.00	281,373.00	168,822.00	125,000.00	254,759.00	288,053.00	343,461.00	305,727.00	264,823.00	112,356.00	-	-
	201 General	-	-	-	-	-	26,351.00	-	-	-	-	-	-
	210 Transport	-	-	-	-	-	71,667.00	-	-	-	-	-	-
	212 Hot Lunch	-	-	-	-	-	1,854.00	-	-	-	-	-	-
	214 Retirement	-	-	-	-	-	29,751.00	20,499.00	-	-	-	-	-
	215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
	217 Adult Ed	-	-	-	-	-	8,038.00	7,819.00	-	-	-	-	-
	218 Drivers Ed	-	-	-	-	-	1,282.00	1,282.00	-	-	-	-	-
	221 Comp Abs	-	-	-	-	-	4,606.00	4,606.00	-	-	-	-	-
	226 Impact Aid	-	-	-	-	-	-	14,658.00	-	-	-	-	-
	228 Technology	-	-	-	-	-	13.00	13.00	-	-	-	-	-
	229 Flex	-	-	-	-	-	2.00	2.00	-	-	-	-	-
	281 Endow	50,000.00	108,043.00	-	-	108,784.00	108,784.00	88,800.00	-	-	-	-	-
	TOTAL	376,956.00	389,416.00	168,822.00	125,000.00	363,543.00	658,686.00	481,140.00	305,727.00	264,823.00	112,356.00	-	-
2016		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	101 General	-	5,830.00	-	-	149,384.00	65,431.00	132,052.00	-	-	-	-	-
	110 Transport	-	33,670.00	629.00	-	71,827.00	48,513.00	-	-	-	-	-	-
	114 Retirement	-	53,864.00	-	-	-	-	32,283.00	8,329.00	-	-	-	-
	115 Misc Fed	-	-	-	-	2,473.00	2,473.00	2,473.00	2,474.00	-	-	-	-
	117 Adult Ed	-	1,086.00	1,087.00	-	6,011.00	6,862.00	7,902.00	6,308.00	-	-	-	-
	121 Comp Abs	-	10,680.00	3,680.00	-	10,683.00	10,683.00	10,684.00	10,686.00	-	-	-	-
	126 Impact Aid	-	-	-	-	6,364.00	6,364.00	5,682.00	426.00	-	-	-	-
	128 Technology	-	1,355.00	359.00	-	160.00	1,160.00	544.00	51.00	-	-	-	-
	129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
	182 Interlocal	-	287,024.00	230,784.00	284,545.00	240,367.00	265,385.00	319,415.00	274,050.00	227,774.00	-	-	203,313.00
	201 General	-	50,195.00	-	-	39,514.00	-	-	-	-	-	-	-
	210 Transport	-	17,391.00	6,648.00	-	58,854.00	42,223.00	29,496.00	-	-	-	-	-
	212 Hot Lunch	-	682.00	-	-	-	10,422.00	588.00	7,080.00	-	-	-	-
	214 Retirement	-	45,828.00	23,075.00	11,327.00	12,900.00	86,079.00	81,045.00	55,413.00	-	-	-	-
	215 Misc Fed	-	-	-	-	1,500.00	5,706.00	1,019.00	1,020.00	-	-	-	-
	217 Adult Ed	-	871.00	977.00	589.00	4,590.00	4,599.00	4,888.00	2,602.00	-	-	-	-
	218 Drivers Ed	-	3,013.00	3,013.00	3,013.00	3,014.00	3,014.00	3,015.00	3,015.00	-	-	-	-
	221 Comp Abs	-	9,447.00	9,447.00	9,449.00	9,451.00	9,452.00	9,454.00	9,455.00	-	-	-	-
	226 Impact Aid	-	-	-	189.00	189.00	189.00	189.00	101.00	-	-	-	-
	228 Technology	-	791.00	146.00	147.00	503.00	503.00	476.00	27.00	-	-	-	-
	229 Flex	-	-	-	-	52.00	52.00	52.00	55.00	-	-	-	-
	281 Endow	-	92,232.00	92,232.00	-	92,269.00	92,269.00	108,703.00	108,720.00	15,103.00	-	-	-
	TOTAL	-	613,959.00	372,077.00	309,259.00	710,105.00	661,379.00	749,960.00	489,812.00	242,877.00	-	-	203,313.00

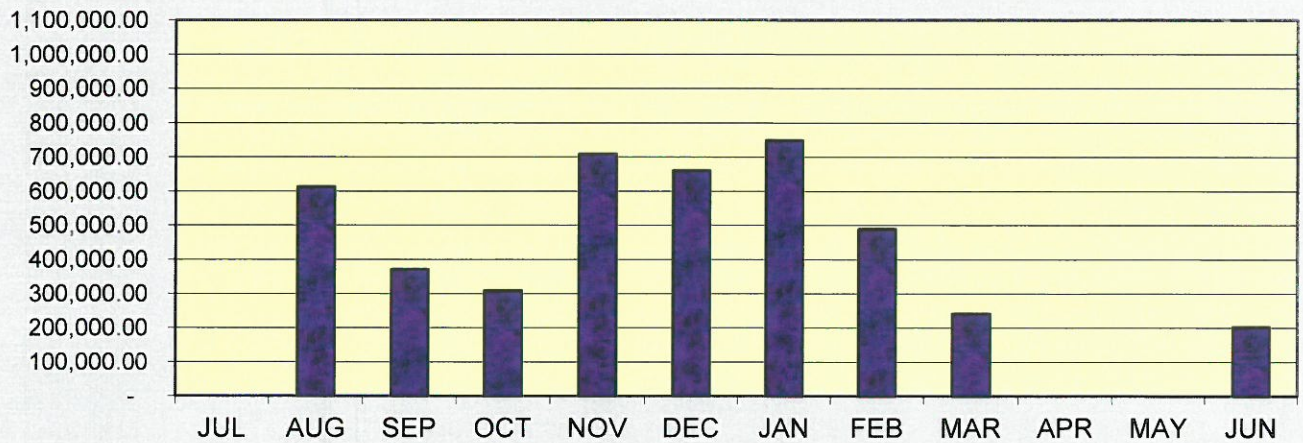
2018-19 INVESTMENTS



2017-18 INVESTMENTS



2016-17 INVESTMENTS



CULBERTSON SCHOOL DISTRICT
Cash Equivalent Accounts Summary
December 31, 2018

	Beginning Balance	Receipts <i>reconciled</i> <i>bank credits</i>	Expenses <i>reconciled</i> <i>bank debits</i>	Ending Balance
GENERAL FUNDS 101 & 201 - ASSET 102:				
First Community Bank Hot Lunch Revolving Account No. 335266	\$ 7,577.95	\$ 3,382.62	\$ 2,994.70	\$ 7,965.87
First Community Bank PaySchools Savings Account No. 5000521	\$ 0.89	\$ -	\$ -	\$ 0.89
First Community Bank Pcard Account No. 4205644	\$ 1,213.08	\$ 15,744.06	\$ 15,752.00	\$ 1,205.14
Synovus AFLAC Cafeteria Plan Account No. 000-329-492-7	\$ 12,842.85	\$ 1,336.67	\$ 226.72	\$ 13,952.80
Cash Equivalent Total	\$ 21,634.77	\$ 20,463.35	\$ 18,973.42	\$ 23,124.70
	Fund 101 Balance: \$ 11,562.35		Fund 201 Balance: \$ 11,562.35	
	102 Debit (Credit) \$ 744.96		970 Credit (Debit) \$ 744.97	

GENERAL FUNDS 101 & 201 - ASSET 103:

First Community Bank Petty Cash Account No. 332364	\$ 300.00	\$ -	\$ -	\$ 300.00
Cash Equivalent Total	\$ 300.00	\$ -	\$ -	\$ 300.00
	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	\$ 62,601.87	\$ 18,969.88	\$ 25,190.34	\$ 56,381.41
Cash Equivalent Total	\$ 62,601.87	\$ 18,969.88	\$ 25,190.34	\$ 56,381.41
	102 Debit (Credit) \$ (6,220.46)		970 Credit (Debit)	

Culbertson Public School

Totals Report for December 2018
2018-2019

01/14/2019
3:08:31 PM

Checking
Savings
Investments

Account	Beginning	+	Receipts	-	Expenditures	+	Transfers	=	Ending
1 - ANNUAL	8,131.51		0.00		29.99		-1,795.77		6,305.75
2 - ATHLETICS	335.59		4,094.86		3,216.24		1,774.77		2,988.98
3 - SENIOR 2018	0.00		0.00		0.00		0.00		0.00
4 - SENIORS 2019	2,183.32		0.00		0.00		0.00		2,183.32
5 - JUNIORS 2020	3,271.54		246.00		780.79		0.00		2,736.75
6 - SOPHOMORE 2021	2,162.35		0.00		0.00		130.00		2,292.35
7 - 8TH GRADE	0.00		0.00		0.00		0.00		0.00
8 - CHEERLEADER	297.32		0.00		75.00		0.00		222.32
9 - FFA	7,729.68		4,943.95		1,544.50		21.00		11,150.13
10 - BAND/CHOIR	812.46		75.00		328.00		0.00		559.46
11 - STUDENT COUNCIL	4,378.81		1,160.00		753.80		0.00		4,785.01
12 - SPEECH AND DRAMA	1,534.08		1,231.00		1,444.71		0.00		1,320.37
13 - VO-AG REVOLVING	2,570.12		0.00		0.00		0.00		2,570.12
14 - FRESHMAN 2022	0.00		625.00		0.00		0.00		625.00
15 - PLAY	815.00		0.00		0.00		0.00		815.00
16 - JMG	590.56		0.00		0.00		0.00		590.56
17 - BPA	3,043.69		1,314.59		559.78		-130.00		3,668.50
18 - EXPLORE AMERICA	6,820.84		4,722.33		7,010.07		0.00		4,533.10
19 - MUSIC PARENTS	2,461.70		0.00		0.00		0.00		2,461.70
20 - ART	1,576.68		0.00		0.00		0.00		1,576.68
21 - LIBRARY	1,210.84		0.00		0.00		0.00		1,210.84
22 - SPANISH CLUB	15.49		0.00		0.00		0.00		15.49
24 - Science Olympiad	1,602.34		0.00		0.00		0.00		1,602.34
	51,543.92	+	18,412.73	-	15,742.88	+	0.00	=	54,213.77



January 2019 AD Report

Culbertson Board of Trustees:

Elementary basketball is now in progress with 14 girls and 20 boys participating. High school basketball season is already nearing the midpoint of the season. Divisional speech and drama will be held in Plentywood on January 19 and state will be January 25-26 at Three Forks.

Sincerely,

David Solem

Culbertson School

Mr. Olson
Technology Report
School Board Meeting
January 15, 2019

I have been working on small computer issues with teacher computers.

I had a teleconference with NorthStar Technology Group on Jan 3. They provided me with the information they need and will need to have on file to provide IT services. As the school year goes on I will be working with them on familiarizing them with our server and network.

Just before the Christmas break I had to redo the school WIFI server. With this I believe that I have it structured better and the CHS guest WIFI is working well.

Mr. Olson
Principal Report
School Board Meeting
January 15, 2019

The K-6 Christmas concert was held on Dec. 18. It was well attended by parents and community.

The Student Council hosted the 6th annual parade of lights for the school and community. Classes, organizations, and community businesses made floats for the parade. Santa made an appearance on the city fire truck along with student council members throwing out candy.

On Jan. 10th I met with Arthur Allen out county tobacco prevention specialist. We discussed the e-cig and JUUL. He updated me on legislation and FDA work on the JUUL.

Parent /Teacher conference were held on Jan 10th.

As of 1-10-19

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	21	22	26	16	24	28	18	20	29	22	23	24	15	288
Sept	20	22	26	16	23	28	18	20	28	22	22	24	14	283
Oct	19	22	26	15	23	27	18	21	29	22	22	23	14	281
Nov	19	22	26	15	23	26	18	21	29	22	23	21	13	278
Dec	20	22	25	16	22	27	18	21	29	23	22	21	13	279
Jan	21	22	25	16	22	27	18	20	29	22	20	21	13	276
Feb														0
March														0
April														0
May														0

Enrolled	9	2	1	3	5	4	2	2	10	2	3	2	4	49
Transferred	3	2	0	1	1	2	1	0	2	2	4	3	2	23
Total In/Out	12	4	1	4	6	6	3	2	12	4	7	5	6	72

Ended the 2017-2018 year with 264

Culbertson School Board Meeting

Superintendent's Report

January 15, 2018

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

January 2 nd	NEMASS Meeting @ Sidney
January 3 rd	Lions Club Meeting
January 5 th	HS Basketball vs. R&L HERE
January 7 th	Culbertson Town Council Work Session
	Culbertson Town Council Meeting
January 8 th	Culbertson Fire Department Meeting
January 10 th	Culbertson Parent/Teacher Conferences 4 pm – 7 pm
January 11 th	HS Basketball vs. Circle HERE
January 14 th	Culbertson Town Council Work Session
January 15 th	Culbertson School Board Meeting
January 16 th	MHSA Regionalized Scheduling Committee Meeting @ Billings
January 17 th	Culbertson Lions Club Meeting
January 18 th	HS Basketball vs. Fairview HERE
January 20 th	MHSA Annual Meeting @ Butte
January 21 st	MHSA Annual Meeting @ Butte
January 22 nd	Culbertson Fire Department Training
January 25 th	HS Basketball vs. Savage HERE
January 28 th	MHSA Regionalized Scheduling Committee Meeting @ Billings
January 30 th	Roose-Valley Special Education Cooperative Meeting @ Brockton
February 1 st	HS Basketball vs. Plentywood HERE
	Culbertson FFA Alumni Steak Feed HERE
February 2 nd	Elementary Basketball HERE
February 4 th	Culbertson Town Council Meeting
February 6 th	NEMASS Meeting @ Wolf Point
February 7 th	Culbertson Lions Club Meeting
February 9 th	Elementary Basketball HERE
February 11 th	District 2C Basketball Tournament @ Sidney
February 12 th	District 2C Basketball Tournament @ Sidney
February 13 th	District 2C Basketball Tournament @ Sidney
February 14 th	District 2C Basketball Tournament @ Sidney
February 15 th	District 2C Basketball Tournament @ Sidney
February 16 th	District 2C Basketball Tournament @ Sidney
February 18 th	District 2C Basketball Tournament HERE
February 19 th	Culbertson School Board Meeting
February 20 th	Eastern C Division Girls' Basketball Tournament @ Glasgow**
February 21 st	Eastern C Division Girls' & Boys' Basketball Tournament @ Glasgow**
	Culbertson Lions Club Meeting

** if the Culbertson team(s) qualify.

February 22 nd	Eastern C Division Girls' & Boys' Basketball Tournament @ Glasgow**
February 23 rd	Eastern C Division Boys' Basketball Tournament @ Glasgow**
February 26 th	Culbertson Fire Department Training
February 28 th	State C Girls' Basketball Tournament @ Great Falls**

** if the Culbertson team(s) qualify.

B. Other items for your consideration:

1. The Montana Legislature has begun. Attached please find a copy of the bills that MTSBA is following. I am only sending the 3 pages of introduced bills. There are 14 pages of unIntroduced bills at this time.
2. The work on the Eastern C Division Football Schedule for the 2019 season has been temporarily placed on hold due to the recent addition of Ekalaka to our conference. There will be further discussions about this when the Division meets in Butte on January 20th. I hope to have some direction on how to make an 11 team conference fit into a 9 week schedule.
3. The Civil Rights Data Collection will be open their website in the near future for our school to enter data from the 2017-2018 school year. This is an annual data collection from the Office of Civil Rights that all schools in our state (and I assume across the US) are required to submit. It is unfortunate that we have to wait almost an entire year to get access to their website, as it would be much more convenient for us to submit the data during the summer as soon as the school year ends.
4. I have completed the verification survey for the Impact Aid application. The deadline for the Impact Aid application is January 31st.
5. In the upcoming months I will be working on a K-12 staffing plan for the Board to consider. This plan will include how many elementary classrooms should be considered at each grade level, including how many teachers will need to retained/hired to make it possible. I will also be working on a short-term and long-term facility plan for the Board to consider. This plan will include boiler replacement, Old Armory options, replacement of playground equipment, football field lighting, completion of the new elementary addition, additional security cameras, computer network upgrade, and many more items probably too numerous to mention. I plan to present these plans to the Board as soon as they are completed.
6. I am working in coordination with the CEA and Mr. Olson to develop the 2019-2020 school calendar options. These options will then be presented to the Board at the regular February meeting for consideration and potential adoption.

If you have any questions, comments, or concerns about any item in this report or on the agenda, please feel free to contact me at any time. I can be reached at 787-6246 (school), 787-5779 (home), 478-3330 (cell), or by email at crowderl@culbertson.k12.mt.us at any time.

Introduced Bills Matching the Search Criteria

Preference List Name - MTSBA 2019 Session Priority Bills

* after status indicates the bill is *probably* dead

Total number of Introduced Bills - 24

Total number of Introduced and Unintroduced Bills - 214

Bill Type - LC Number	Primary Sponsor	Status	Status Date	Short Title	Note
HB 2	LC0212 Nancy Ballance (R) HD 87	(H) Referred to Committee -- (H) Appropriations	12/16/2018	General Appropriations Act	
HB 3	LC0213 Kenneth L Holmlund (R) HD 38	(H) Referred to Committee -- (H) Appropriations	12/12/2018	Supplemental Appropriations Bill	
HB 18	LC0314 Sharon Stewart Peregoy (D) HD 42	(H) Hearing -- (H) Education	01/14/2019; 3:00 PM, Rm 137	Providing funding for school district programs serving English Learners	
HB 27	LC0474 Moffie Funk (D) HD 82	(H) Referred to Committee -- (H) Education	12/07/2018	Generally revise special education funding	MTSBA Resolution - Special Education Inflation and Coops
HB 41	LC0318 Jonathan Windy Boy (D) HD 32	(H) Hearing -- (H) Education	01/14/2019; 3:00 PM, Rm 137	Extend the Cultural Integrity and Commitment Act (language immersion programs)	
HB 61	LC0227 David Bedey (R) HD 86	(H) Hearing -- (H) Education	01/14/2019; 3:00 PM, Rm 137	Revise school data privacy laws	
HB 118	LC0439 Julie Dooling (R) HD 70	(H) Referred to Committee -- (H) Natural Resources	12/19/2018	Create grant program to remove lead from school water supplies	
HB 127	LC2931 Geraldine Custer (R) HD 39	(H) Hearing -- (H) Education	01/16/2019; 3:00 PM, Rm 137	Generally revise laws related to state payments to schools	
HB 129	LC1383 Ross H Fitzgerald (R) HD 17	(H) Hearing -- (H) State Administration	01/15/2019; 9:00 AM, Rm 455	Generally revising local government laws regarding elections	
HB 153	LC1756 Kathy Kelker (D) HD 47	(H) Referred to Committee -- (H) Education	01/10/2019		

Generally revise education laws related to gifted and talented programs			
HB 159	LC0371	Bruce Grubbs (R) HD 68 (H) Referred to Committee -- (H) Education	01/10/2019
SB 6	LC0480	Edith (Edie) McClafferty (S) Referred to Committee -- (S) Education and Cultural Resources	12/21/2018
SB 8	LC0175	Keith Regier (R) SD 3 (S) Hearing -- (S) Education and Cultural Resources	01/14/2019; 3:00 PM, Rm 422
SB 9	LC0479	Daniel R Salomon (R) SD 47 (S) Referred to Committee -- (S) Education and Cultural Resources	12/21/2018
SB 10	LC0475	Daniel R Salomon (R) SD 47 (S) Referred to Committee -- (S) Education and Cultural Resources	12/21/2018
SB 11	LC0478	Daniel R Salomon (R) SD 47 (S) Hearing -- (S) Education and Cultural Resources	01/14/2019; 3:00 PM, Rm 422
SB 12	LC0476	Daniel R Salomon (R) SD 47 (S) Hearing -- (S) Education and Cultural Resources	01/14/2019; 3:00 PM, Rm 422
SB 16	LC0477	Daniel R Salomon (R) SD 47 (S) Hearing -- (S) Education and Cultural Resources	01/14/2019; 3:00 PM, Rm 422
SB 35	LC0030	Fred Thomas (R) SD 44 (S) Referred to Committee -- (S) Education and Cultural Resources	12/21/2018
SB 40	LC0319	Frank Smith (D) SD 16 (S) Referred to Committee -- (S) Education and Cultural Resources	12/21/2018
SB 50	LC0482	Edith (Edie) McClafferty (D) SD 38 (S) Referred to Committee -- (S) Education and Cultural Resources	12/21/2018
SB 60	LC0481		12/21/2018

		Daniel R Salomon (R) SD 47	(S) Referred to Committee -- (S) Education and Cultural Resources		Generally revise laws related to financial aid programs	
SB 74	LC0277	Gene Vuckovich (D) SD 39	(S) Hearing -- (S) Business, Labor, and Economic Affairs	01/18/2019; 8:00 AM, Rm 422	Revise authorization language on fingerprinting under certain licensing, UI laws	
SB 92	LC0027	Daniel R Salomon (R) SD 47	(S) Introduced	01/10/2019	Generally revise laws related to school safety	MTSBA Drafted - School Safety

Unintroduced Bills Matching the Search Criteria

* after status indicates the bill is *probably* dead
Total number of Unintroduced Bills - 190

Bill Draft No. (LC No.)	Request Date	Requestor	Status	Status Date	Short Title	Note
LC0016	07/23/2018	Dick Barrett (D) SD 45	(C) Draft On Hold	10/04/2018	Generally revise distance learning laws	
LC0150	08/07/2018	Steve Fitzpatrick (R) SD 10	(C) Draft Taken Off Hold	01/02/2019	Generally revise education laws	
LC0176	08/22/2018	Mary Ann Dunwell (D) HD 84	(C) Draft Delivered to Requester	01/10/2019	Revise laws related to youth suicide prevention	
LC0184	08/20/2018	Mike Lang (R) SD 17	(C) Draft Ready for Delivery	12/21/2018	Revise retiree return to work provisions in teachers' retirement system	
LC0225	08/24/2018	For Office of Budget and Program Planning by Legislative Council	(C) Draft On Hold	12/10/2018	Implement K-12 Inflation	
LC0226	08/24/2018	Llew Jones (R) HD 18	(C) Draft Request Received	08/24/2018	Create a jumpstart program for Montana students	
LC0290	09/10/2018	Frederick (Eric) Moore (R) HD 37	(C) Draft On Hold	10/06/2018	Generally revise K-12 funding laws	
LC0291	09/10/2018			11/21/2018		

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

MEETING DATE: 1-15-2019

AGENDA ITEM #: 14

AGENDA TITLE: Guest Teacher Application

SUMMARY: Kevin Madsen has applied to be a Guest Teacher. I recommend approval of the application pending background check.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

MEETING DATE: 1-15-2019

AGENDA ITEM #: 15

AGENDA TITLE: Resignation

SUMMARY: Attached please find a copy of the resignation letter from Doreen Martin. I recommend the Board accept the letter and release Doreen from the remainder of her contract.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

January 4th, 2019

Dear Mr. Crowder and the Culbertson School Board.

I am writing this letter to inform you that I will be resigning from my position as clerk's assistant from the Culbertson School District. I regret any inconvenience this has caused due to the short notice. I am grateful that I have had the opportunity to work here for so many years. My last day will be January 4th, 2019.

Sincerely,



Doreen Martin

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

MEETING DATE: 1-15-2019

AGENDA ITEM #: 16

AGENDA TITLE: 2018-2019 Classified Staff Contract(s)

SUMMARY:

- a. Custodial Staff – Norine would like to recommend hiring Lovely Lorenz Brock for the evening custodian position. Norine would also like to recommend hiring Teri George for the Old Armory cleaning.
- b. Office Secretary – There are no recommendations at the time of the printing of the packet.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

MEETING DATE: 1-15-2019

AGENDA ITEM #: 17

AGENDA TITLE: 2018-2019 Extra-Curricular Contract(s)

SUMMARY:

- a. Elementary Boys' Basketball Assistant Coach – Dave Solem would like to recommend April Deen for this position.
- b. Elementary Girls' Basketball Assistant Coach – Dave Solem would like to recommend Janelle Ator for this position.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

MEETING DATE: 1-15-2019

AGENDA ITEM #: 18

AGENDA TITLE: Montana Food Bank BackPack Program

SUMMARY: Mike met with Leona Colvin and Teri George on January 9th about the possibility of implementing this program at the Culbertson School in grades K-8. Attached please find all of the information about the program. At this time Mike and I would like to do further investigation into the program and the details before asking the Board for approval. We understand that Sidney Public Schools and Hot Springs Public Schools are currently utilizing this program. We have starting communications with both schools and the Montana Food Bank BackPack Program office. Mike and I hope to have a complete work up of the logistics and have a full report ready for the Board's consideration on or before the regular February School Board meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					



BackPack Program Basics

Mission

The mission of the Backpack Program is to meet the needs of hungry children by providing them with nutritious and easy-to-prepare food to take home on weekends and school vacations when other resources and school meals are not available.

Objectives

1. Provide nutritious, healthy food to children at-risk of hunger for preparation and consumption at their place of residence.
2. Distribute food discreetly in easily accessible and safe environments.

Standards

A Backpack Program must meet the following standards. Feeding America and MFBN will provide Participants with guidelines for meeting the following standards:

1. Approved agency in good standing or program or project of a Feeding America Participant that comply with all applicable Federal and local statutes, ordinances and regulations. Note: If a Food Bank or Approved PDO is operating the program it must operate at a school location as a direct program or project of the participant and the school cannot pay a shared maintenance fee for donated product.
2. Healthy, nutritious food must be distributed to children free of charge.
3. Backpack bags must be provided a minimum of once a month during the school year.
4. Staff and volunteers with direct repetitive contact with children must pass National Background Search.
5. Partner with a local non-profit Fiscal Sponsor to manage funds for your program.

Elements of Fiscal Sponsorship. The IRS criteria are as follows:

1. Grants/donations are given to a 501(c)(3) tax exempt organization (the sponsor) that acts as a guardian of the funds for a project that does not have 501(c)(3) status
2. The funds received by the sponsor must be used for specific charitable projects that further the sponsor's own tax exempt purpose.
3. The sponsor must retain discretion and control as to the use of the funds.
4. The sponsor must maintain records that establish that the funds were used for 501(c)(3) purposes.

For more information about this program please contact Stephanie Stratton,
Chief Programs Officer, Montana Food Bank Network at 215-1772 or sstratton@mfnb.org



BACKPACK
PROGRAM



BackPack Program Application

____ We would like to apply as a new school to participate in the Backpack Program.

____ Our school participated last year and we are interested in continuing the Backpack Program
for the school year of 20____ - 20____.

Name of School:		Grades served:
Mailing Address:		
City:	State:	Zip:
Principal name, e-mail address, phone:		
Street Address (physical location):		
City:	State:	Zip:
Phone Number:	Fax Number:	
Backpack Program School Coordinator name and position:		
School Coordinator's e-mail address and phone:		
What is your school's total enrollment?		
What percentage of students participate in Free/Reduced Price school meals?		
On average about 20-25% of Free/Reduced participants will qualify for the Backpack Program. Estimate how many students would be referred to the program:		
I CERTIFY THAT THIS INFORMATION IS TRUE AND COMPLETE		
Signature of Principal:		Date:

Return completed application to: Montana Food Bank Network 5625 Expressway, Missoula, MT 59808
or email to: ssratton@mfbn.org or by fax to: 406-542-3770

BackPack Program Logistics

- How much does the program cost?
 - \$4 per student per week
 - example: 20 students X \$4 = \$80/week, approximately \$3040/school year
 - We have found that about 20% of FRP meal participants show signs and symptoms of chronic hunger and will be referred
 - Cost includes packaging, delivery, MFBN administration, training and support
 - New programs: Need is estimated based on FRP and enrollment data, coordinators are then trained to recognize signs of chronic hunger, identified students referred by school staff, parents notified via 'opt-out' letter
- Where do the BackPacks come from?
 - Backpack bags are sourced by MFBN and come from a distribution company called Global Foods
 - MFBN works closely with Global to maintain variety, nutrition, and kid appeal of foods offered in our bags
- How do they get to my school?
 - MFBN runs deliveries on a 6 week cycle
 - Food is delivered either directly to the school or to a central drop location (ie: food bank or senior center) where volunteers or the school coordinator can pick up Backpack bags and move them to the school every 6 weeks
 - If storage at the school is an issue, many schools work with the local food bank to store Backpack bags and pick up only what they need on a weekly basis
- What's in the BackPacks?
 - Each Backpack bag contains enough food for breakfast, lunch, and snack for Saturday and Sunday when students are out of school: 2 entrées, 2 cereals, 2 100% fruit juice boxes, 1 carton shelf stable milk, 2 fruit cups, and 1 treat (granola bar, cookie, etc.)
 - Backpack Program does not provide actual backpacks for students, it is the trademark name of the program. The food comes pre-packaged in 2 gallon clear zip top bags that are discreetly inserted into a child's existing backpack.



BACKPACK
PROGRAM



Montana Food Bank Network | Backpack Program Partner Agreement

The terms of the following Agreement have been agreed upon and understood by *The Montana Food Bank Network* and _____ (Program Partner/School). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration and operation of the Backpack Program.

The Backpack Program Partner (site/school) agrees to:

1. Ensure that the site/school complies with all applicable federal and local statutes, ordinances and regulations.
2. Abide by the policies, procedures, and record keeping requirements of MFBN.
3. Indemnify and hold harmless MFBN, Feeding America, and product donors or suppliers from any losses, claims, costs, liabilities or damages at Program site caused by negligence of participant, its employees or volunteers.
4. Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.
5. Identify a Backpack Coordinator to be the primary contact for the program.
6. Discreetly distribute nutritious food to children free of charge.
7. Provide Backpacks a minimum of twice per month during the school year to eligible children who have been identified as chronically hungry.
8. Distribute Backpacks to the program participants in accordance with a predetermined schedule.
9. Ensure staff and volunteers with direct, repetitive contact with children pass a National Background Search.
10. Inform MFBN of any changes in the Backpack Program personnel, days & hours of operation, and/or number of children served.
11. Keep accurate records and submit monthly distribution reports to MFBN.
12. Use school records to identify food allergies of participants (peanuts, milk, etc.) and ensure that allergen items will not be distributed to them.
13. Receive deliveries on the designated day and time.
14. The safe and proper handling of food, which conforms to all local, state and federal regulations.
15. At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
16. If Backpack Program stores food overnight, be available for an on-site monitoring visit at least once every two years from MFBN.
17. Store Backpack Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
18. Participate in trainings, annual program evaluation, and Bi-annual program meetings as assigned or requested.
19. Actively raise funds, or collaborate with current funding opportunities to support program in subsequent school year(s).
20. Partner with a local non-profit 501c3 organization to manage funding for the Backpack Program; unless other fiscal arrangements have been agreed upon between site/school and MFBN
21. Communicate problems and requests to MFBN in a timely manner.

The Montana Food Bank Network agrees to:

1. Appoint a primary contact for the Backpack Program providing oversight and leadership in program research, design and development, and collaborative guidance in program implementation.
2. Ensure that Program Partner meets national and local Backpack Program objectives through Bi-annual monitoring inspections and periodic site visits during designated hours of operation. Any issues needing to be addressed will be communicated in writing to the program partner within seven business days.
3. Identify and procure staple food items and/or supplies necessary for the operation of the Backpack Program.
4. Provide or coordinate training opportunities for Backpack Program staff and volunteers as appropriate such as program administration, safe food handling and nutrition education.
5. Schedule and facilitate Backpack Program meetings to ensure communication and collaboration between Program Partners, fiscal sponsors, community organizations and volunteers.
6. Upon approval of Program Partner, provide program funding guidance to Program Partner and fiscal sponsor.
7. Provide annual feedback and distribution impact to Program Partner.
8. Solicit annual program evaluation from Program Partners to facilitate future program improvement.
9. Communicate any changes to the program as updates are received from Feeding America.

This Agreement may be terminated at will by either party with written notice delivered to either party not less than 30 days prior to the desired date.

Upon termination of this agreement, the Program Partner will return any equipment and/or materials provided by the Feeding America Participant for the Backpack Program to the FA Participant within 30 days of termination date.

Program Partner: Executive Director/Principal Signature

Date

Montana Food Bank Network Representative Signature

Date



**BACKPACK
PROGRAM**



Identifying Chronically Hungry Children

The Backpack Program is for students who are food insecure and who are not getting sufficient food outside of school *on a regular basis*. The following information is provided to help identify “chronically hungry” students in your school.

Food Insecure: If a child does not get enough food outside of school he/she is considered “food insecure.” The U.S. Department of Agriculture defines food insecurity as *households that are uncertain of having, or unable to acquire, enough food to meet basic needs of all their members because of insufficient money or other resources*. When the guardian of a child has to choose between food and other necessities, e.g., having electricity shut off because they don’t have enough money, it is an indicator of a food insecure household.

A child will not necessarily tell you that he doesn’t have enough food at home, but through observation you can begin to see patterns and/or behavior that will set them apart.

A chronically hungry child will be anxious for a meal to be served. Perhaps they rush the cafeteria line or they are showing up early for breakfast. During the meal they will eat all of the food, not being picky in what they have placed before them. One indicator of hunger is that a child cleans his plate and will not carelessly throw portions of it away. They will also linger around for second helpings or even ask for more.

- Rushing food lines
- Extreme hunger on Monday morning
- Eating all of the food served
- Linger around for seconds, or asking friends for uneaten portions

How to respond to a child who says he is hungry:

A child who complains about being hungry is not necessarily a child who automatically qualifies for the Backpack Program. Generally speaking, growing children have a large appetite and will say they are hungry often throughout the day. However, in the case of a chronically hungry child, certain questions can be asked to assess need. In the morning a child may say they are hungry. Ask them if they ate breakfast. If they are eligible for free or reduced price school meals then make sure they are taking advantage of this program. If they say they skipped breakfast find out why. Ask if they had enough food in their house or if it was just the case that they woke up late and didn’t have time for breakfast. If they did eat breakfast, ask what they ate and if it was enough to make them full. You may also ask if they ate dinner the previous night. Once again ask what they had for dinner and assess if it was enough to fill them up.

By asking a few pointed questions you should be able to evaluate whether or not this is just a case of normal hunger (where your stomach growls in anticipation for food – not because of a series of involuntary missed meals) or whether this seems to be a frequent incident that results because of food insecurity (the inability to afford enough food). Obviously a child who says there is never enough food in the house or that all they had for dinner were some potato chips is the child who is considered chronically hungry. Any child who exhibits this behavior should be considered a candidate for referral in the Backpack Program:

- Assess hunger through further questioning
- Determine reason for not eating
- Ask what they ate

Apart from recognizing food insecurity, physical appearance, school performance and home situation are secondary indicators that help confirm chronic hunger.

Physical Appearance:

Certain physical features are indicators of vitamin and mineral deficiencies in the diet. If the skin of a child appears to be puffy and swollen it can be due to a protein deficiency. A child who is very thin and whose bones are starting to protrude may have a lack of protein and calories. Another thing to watch for is redness around the lips and/or cracked lips. Finally, dry and itchy eyes can be a sign of a vitamin A deficiency. Please keep in mind that the weight of a child isn't always a sure indication of food insecurity. Some obesity is caused from poor nutrition in the diet of the child. Any of these physical signs should bring a concern and prompt further questions.

- Extreme thinness or obesity
- Puffy, swollen skin
- Chronically dry, cracked lips
- Chronically dry, itchy eyes

School Performance/Behavior:

Sometimes the behavior of a child indicates problems at home, with lack of enough food being one of the problems. By observing some of the following it may help in identifying chronic hunger:

- Excessive absences/tardiness
- Hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive – any display of these mentioned which leads to disciplinary action
- Repetition of a grade
- Difficulty in social interactions
- Frequent Sickness – sore throat, common cold, stomach ache, ear infection, fatigue due to lack of nutrition
- Short attention span, inability to concentrate, lack of focus

Home Environment:

Sometimes children will be very open about what is going on at home. For example a child may say that her dad has lost a job and that the mother doesn't work. By listening to your students and by being in contact with parents the needs of the family can be assessed, which in turn can help determine whether or not the child needs to be receiving Backpack food each week. A single parent family where the parent works on the weekend is probably a situation in which the Backpack program can help a child who may be responsible for fixing their own meal. If the parent is able to fix meals for the child, but may be limited on the amount of food available, it may be more beneficial to refer the family to a food pantry. The Backpack Program is designed for children who are not able to get sufficient food at home due to neglect, low income, or other circumstances that prevent them from having regular access to food.

- Lack of food resources
- Parent unable or unavailable to prepare meals

Any child with multiple risk factors as listed above should be considered for the Backpack Program.

Monthly Reporting Requirements: Backpack Program

- Please include all site information: School name & city/town, Coordinator info
- Communicate changes in referral numbers ASAP, to accommodate 6 week delivery schedule, and ensure adequate supply of bags.
- Reports are due to MFBN the 9th of each month. Example: Send August reports by September 9th. They can be faxed, e-mailed, shared via Google docs, or mailed.
- Download and fill out reports from the e-mail attachment sent monthly, enter your numbers into the un-shaded cells, formulas in the Excel spreadsheet will total them automatically. If you print the form, you will have to total on your own.
- Referral forms: Please keep individual student referrals for your records to maintain confidentiality. MFBN does not need to see these.
- 1st time students: These are vital to accurately show how many unduplicated students participate. **The first week a student receives a bag they count as a first timer and are recorded at the bottom of the report form AND in the # of students column.** Every week after, they are counted only as a student in the running total.
- 1st time siblings: **The first week a student takes home a bag for sibling(s) they are recorded at the bottom of the report AND in the # of siblings column.** Every week after, they are counted only as a sibling in the running total.
- # of Students: This is a running count. Tally each student that receives a bag weekly, and total at the end of the month.
- # of Siblings: This is a running count. Tally each sibling that receives a bag weekly, and total at the end of the month. Siblings are only recorded if they DO NOT attend the participating school. If there are two siblings that attend the school and both receive bags, they are each recorded as students.
- # of Total bags: Total of all bags distributed weekly, the sum of total students and total siblings should equal total number bags.
- Site coordinator hours: Record the time spent on all aspects of administering the Backpack Program (receiving deliveries, collecting referrals, distribution, reporting, etc.)
- **Be as accurate as possible with your reports: MFBN relies on these numbers to determine the future and impact of the Backpack Program. Without accurate data we cannot apply for grants, share information with the public, and risk losing the support of Feeding America. Distributing the bags and submitting accurate reports are without question the two most important tasks of site coordinators.**
 - Do not use the same numbers each month "because they don't change"
 - Do not be casual or hurried with your reports. Habitually late or inaccurate reporting may result in losing the program.



**BACKPACK
PROGRAM**



Montana Food Bank Network | Backpack Program

Dear Parents/Guardians:

The Montana Food Bank Network and _____ School will be offering a Backpack Program for students, and your child has been invited to participate. Listed below is some information on this program, with the option to opt-out of participation.

- There is no cost for this program.
- The Backpack Program will provide your child with nutritious, easy to prepare foods that they can eat at home during weekends and school holidays. This support is also available for student's siblings regardless of their enrollment status in school.
- The program is scheduled to begin September 2017 and will continue throughout the 2017-2018 school year.
- The bags will be distributed at school, by school personnel, on Fridays or the last day before a holiday or vacation.
- Distribution will be done in a discreet manner.
- **Please be advised that these bags contain some foods that may contain peanuts, nuts, soy, wheat, eggs and milk.** All food is labeled and sealed by the manufacturer.
- If you wish to participate, **no action is required.** Your child(ren) will automatically receive the Backpack bag each week.
- If you **do not** want your child to receive a weekly bag of food, please sign and return this form to school:

Child's name & grade

Parent/Guardian Signature

Date

Please help us make informed decisions in our fight against child hunger by filling out the questionnaire that will be sent to you at the end of the school year. Your opinion on the program will impact its structure and continuation.

Thank you very much,

Stephanie Stratton
Montana Food Bank Network
(406) 215-1772
ss Stratton@mfbn.org



BackPack Program | School Coordinator Responsibilities

The position of the school coordinator should require no more than 2 hours of work per week to distribute and record number of bags (the amount of time depends upon how many students are in the program, and can be part of a paid position, or volunteer based).

The school coordinator is responsible for the following:

Be aware of all Backpack program policies and procedures

- Attend Backpack Program trainings as assigned or requested (on-going planning)
- Make sure food is distributed discreetly by approved adults each week
- Work with fiscal sponsor and MFBN to ensure sustainable funding
- Actively seek or participate in fund-raising to ensure sustainable funding

Student/Staff Liaison

- Communicate any necessary information about Backpack Program to school staff
- Ensure that school staff understand the signs of chronic hunger, and refer only children who display signs/symptoms
- Communicate how/when distribution will occur to referred students
- Communicate to students that bags are to remain closed until they get home, not shared with friends, left behind, or eaten on the bus
- Notify parents/guardians of student's referral, provide program information and opt out letter
- Ensure that students and families understand if their household situation changes and they no longer need the supplemental food, to tell coordinator as soon as possible

Maintain all records and reports

- Maintain weekly distribution records, and update MFBN staff if your distribution numbers, contact information, or other relevant information changes
- Participate and include other teachers, students, parents in year-end program evaluation
- Submit accurate monthly reports by the 9th of each month
- Communicate any problems, successes, or updates to MFBN school program staff

Inventory control

- When delivery is made, count the cases and confirm the count with the delivery ticket
- Assure that food is being properly stored off the floor, in a clean locked room/closet/cabinet.
- Keep the stock rotated – use oldest items first, paying attention to expiration dates on individual items in the Backpack bags



BACKPACK
PROGRAM



BackPack Program | School Checklist

Identify: Through observation and asking questions, staff should identify the students they believe to be chronically hungry using FRP and enrollment data and the information provided on the *Identifying Chronically Hungry Children* document. Once a child has been identified, a referral form is completed and given to the school's BackPack Program coordinator for approval. Typically about 1/4 of children receiving FRP school meals will display symptoms of chronic hunger, and benefit from receiving a bag each week.

Prepare: Once you identify the number of children needing assistance, provisions will need to be made before food can be sent. Here is a checklist of things to do:

- **Food Storage** – Determine a location in the school (or other approved location) where food can be safely stored. Food must be 6" off of the floor, in a secure location that is cleaned regularly; rotate product and use first in/first out method for distribution as noted by "use by" dates; discard any torn, leaking, or otherwise compromised packaging; maintain a temperature between 50° and 70°F in storage area; monitor storage area for pest evidence; no smoking or eating permitted in storage area; cleaning supplies stored separately; waste bins must be covered and emptied regularly.
- **Coordinator Recruitment** – See *School Coordinator Responsibilities* document. A teacher or counselor in the school is a good choice, parents or volunteers may also be used. Other students should **NOT** be allowed to distribute. Coordinator must pass a background check as this position will have direct, regular contact with children.
- **Logistics** – Have a plan for how the food will be distributed. Some questions to think about are: *How will children receive the bags on Friday? Will there be a central location where they pick it up, or will the bags be delivered to classrooms, inserted into child's existing backpack?*
- **Fiscal Sponsorship** – Secure a non-profit (501c3) organization to manage funds for your school (more information is available in packet)

Orienting Participants: Students who are referred and approved for BackPack program will need to be notified. When you talk to the child please make sure you communicate the following:

- Confirm that there is a need. Ask them if they think it would be helpful if they got a free bag of food to eat over the weekend.
- Explain that they will receive a bag of food every week as needed.
- Tell the child that the food is for them to eat when and if they get hungry throughout the weekend. Although it is okay for them to share, try and stress that the food is for them. If they have siblings, refer them as well so each child gets their own food.
- Caution the child that **they are not to share the food with their friends or open the bag until they get home.** Enforcing this will cut down on potential problems with other kids who will want a bag, but who are not necessarily eligible.
- Explain that if their home situation improves and they no longer need the food then they should let the BackPack Program Coordinator know.
- With a child's first bag, contact parents and/or send home the opt-out parent letter explaining the program details, and that participation is optional.



BACKPACK
PROGRAM



BackPack Program - Referral Form 2017-18

Child's Name: _____ Grade: _____

Teacher: _____ Distribution location (locker #, classroom, etc.): _____

The Backpack Program is only for children who you feel are chronically hungry. The program provides bags of food on Fridays to students who might otherwise not have enough to eat over the weekend. To refer a child to the Backpack program, use the "Identifying Chronically Hungry Children" sheet to identify chronic hunger behaviors and check one or more of the following behaviors displayed on a regular basis.

- ☐ Rushing food lines at school meals
- ☐ Extreme hunger on Monday morning
- ☐ Quickly eating all of the food served and asking for more
- ☐ Asking when the next meal/snack will be served
- ☐ Regularly asking their teacher or school staff for food
- ☐ Saving/hoarding/stealing food to take home for themselves and/or a sibling
- ☐ Linger around after finishing meal, asking staff or peers for seconds
- ☐ Comments about not having enough food at home
- ☐ Asking classmates for food they don't want
- ☐ Other information regarding the child's behavior, attendance, academic performance or home situation that requires the need for supplemental food. *Please explain:*

Other factors that may be present and may help you identify a chronically hungry child:

Physical Appearance: Extreme thinness or obesity Puffy/ swollen skin
Chronically dry/cracked lips Chronically dry/ itchy eyes

School Performance: Excessive absences and/or tardiness Repetition of a grade
Chronic sickness Short attention span/inability to concentrate
Chronic behavior problems (hyperactive, irritable, anxious, withdrawn, etc)

Home Environment: Often cooks own meal, or has another sibling who does
Moves frequently Loss of household income Family crisis

Does this child have pre-school sibling(s)? YES (how many?) _____ or NO

Name/Title of person referring the student

Date

For the School Coordinator:

Check to confirm child's approval, initial here: _____

Additional notes:

Funding Montana Child Hunger Programs

Sustainability is key in providing weekend food for children. Students who participate in child hunger programs, and their families, begin to rely on food being available each and every week to fill the gaps and improve the food security of the household. The best way to ensure sustainability is through community collaboration. School staff already have a lot on their plates in educating our children, and often lack time and resources. Community support for child hunger programs like BackPack ensure that school staff only have to worry about getting the food to kids, and community members can take part in the education process by creating awareness and raising funds.

Top funding ideas:

- **Collaborate with MFBN partner agencies**
 - MFBN has over 150 partner agencies throughout the state
 - Food pantries, Senior Centers, Group/Youth Homes, Meal programs
 - Similar mission and already tapped in to the resources available locally
 - Help with grant writing, hunger awareness
 - Community is often already aware of their work
- **Pre-tax payroll deduction**
 - School staff and any other local business can enroll through their own payroll systems, allowing employees the opportunity to sponsor a child or children by making a small pre-tax contribution each month.
 - Consistent, reliable funding
- **Engage locally**
 - Town Pump, Ford Dealerships: Both are big supporters of fighting hunger statewide throughout Montana
 - Dependent on individual franchise owners level of engagement
 - Caution: check with local food bank to ensure that you are not dipping into their funding stream (esp. with Town Pump)
 - Fill the Backpack: Similar to "Fill the boot" campaign used by fire fighters, get permission from the city and set up a station at a busy intersection to collect donations from motorists. Advertise well!
 - Change jars: Ask local businesses if you can put a jar on the checkout counter for donations. Add an eye-catching label to explain where the money goes to encourage consumers to drop their change in the jar.
 - Local Foundations, Rotary Clubs, Churches!
- **Grants**
 - Child hunger programs usually qualify for specific grants in the following categories: Education, Food & Nutrition, Health
 - USDA, Wal-mart, No Kid Hungry, MontPech, ConAgra Foods
 - <http://www.grants.gov/>

- **Banks and Larger businesses**

- Find one with branches/locations in the places you need funding. Most banks and larger businesses do regular or annual charitable giving. Make them aware of your cause and get on the short list.

- **Special events**

- Engage student and/or parent groups: PTA/PTO, Key club, student government, Interact (youth division of Rotary). Don't forget about colleges in your area!
- Split-the-pot at local HS sporting events
- Spare change challenge (at school): Pit grade levels or buildings against each other to see which grade/building can raise the most amount of money by donating only spare change.
- Cat/Griz challenge: Same as above but Cat fans vs. Griz fans during the week of the big game.
- Community events: Spaghetti feed, carnivals, dances, bake sale, use your imagination here and possibilities are endless.
- MFBN has an annual funding campaign for all MT child hunger programs. We "host" a statewide Jersey Day in April, in conjunction with "Fight Childhood Hunger Week". Individuals in the community donate \$5 for the privilege of wearing their favorite team jersey to work or school the Friday of designated week. Donations go directly to fiscal sponsors of child programs. MFBN provides all the marketing materials (flyers, press release, radio script, etc.) and advertises on a state level.

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.