

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

NOTICE OF REGULAR SCHOOL BOARD MEETING
Tuesday—January 16, 2024, 6:00 PM

BOARD FINANCE TRAINING.....6:00 PM
PREVIEW BILLS.....6:20 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 20, 2023 (Regular Board Meeting)

FINANCE REPORT

- 06. Action, pay bills, approve investments, and note cash & extra-curricular balances

REPORTS

- 07. Information, Student Representative Report—Senior Class President & VP
- 08. Information, Teacher Report
- 09. Information, Activities Director Report
- 10. Information, Technology Systems Administrator Report
- 11. Information, JH/HS Principal Report
- 12. Information, Elementary Principal Report
- 13. Information, District Clerk Report
- 14. 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

15. Action, 2nd Reading of Policies: 1240, 1520, 3310P2, 5231, 2120

NEW BUSINESS

16. Action, Addition to the Guest Teacher List
17. Action, Classified Contract Adjustment
18. Action, Accept Resignations
19. Action, Certified Contracts for '24-'25 School Year
20. Action, Graduate Profile

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 21.

REPORTS (Continued)

22. Information, Trustees Reports/Requests.

DATE/TIME FOR NEXT MEETING

23. Date: Tuesday, February 20, 2024 Time: 6:00 p.m. training, 6:30 mtg.
Potential Conflicts:
Suggested Changes:

ADJOURNMENT

24. Time of adjournment: _____

Mission

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Culbertson Public School

Totals Report for December 2023
2023-2024

01/08/2024
12:18:44 PM

Checking
Savings
Investments

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
1 - ANNUAL	1,277.50	132.00	0.00	0.00	1,409.50
2 - ATHLETICS	4,923.60	0.00	1,804.77	0.00	3,118.83
3 - Used for Future Graduated Senior Class	0.00	0.00	0.00	0.00	0.00
4 - SENIOR CLASS 2024	2,013.28	0.00	0.00	0.00	2,013.28
5 - JUNIOR CLASS 2025	4,927.54	0.00	0.00	0.00	4,927.54
6 - SOPHOMORE CLASS 2026	688.80	0.00	0.00	0.00	688.80
7 - 8TH GRADE	0.00	0.00	0.00	0.00	0.00
8 - CHEERLEADER	0.00	0.00	0.00	0.00	0.00
9 - FFA	1,377.84	0.00	3,061.93	0.00	-1,684.09
10 - BAND/CHOIR	7,488.57	0.00	212.00	0.00	7,276.57
11 - STUDENT COUNCIL	6,677.42	280.00	247.00	0.00	6,710.42
12 - SPEECH AND DRAMA	910.03	0.00	0.00	0.00	910.03
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - FRESHMAN CLASS 2027	50.14	0.00	0.00	0.00	50.14
15 - PLAY	8,362.71	0.00	0.00	0.00	8,362.71
16 - JMC	1,486.23	0.00	0.00	0.00	1,486.23
17 - BPA	967.66	0.00	258.96	0.00	708.70
18 - EXPLORE AMERICA	23,954.74	2,783.00	10,134.41	0.00	16,603.33
19 - MUSIC PARENTS	5,562.09	0.00	0.00	0.00	5,562.09
20 - ART	2,119.68	0.00	0.00	0.00	2,119.68
21 - LIBRARY	1,289.42	890.42	0.00	0.00	2,179.84
22 - SPANISH CLUB	15.49	0.00	0.00	0.00	15.49
23 - INDIAN CLUB	0.00	0.00	0.00	0.00	0.00
24 - SCIENCE OLYMPIAD	5,390.56	30.00	0.00	0.00	5,420.56
	81,378.79	+ 4,115.42	- 15,719.07	+ 0.00	= 69,775.14



Culbertson Public School

Activity Report for January through June

2023-2024

9 - FFA

01/08/2024

12:50:23 PM

----- Checking -----		----- Savings -----		----- Investments -----	
Beginning	Ending	Beginning	Ending	Beginning	Ending
-1,684.09	221.46	0.00	0.00	0.00	0.00

Transaction	Number	To Whom	Amount	Invoice	Purpose	Date	Status	Running
Check	17884	HERITAGE GRO	104.45	acct #29	Conc. Stand - Monthly Inventory -	01/03/2024	Written	-1,788.54
Check	17885	BLUE ROCK BO	2,036.00	Acct#29865	Conc. stand - Beverages- - Suppl	01/03/2024	Written	-3,824.54
			2,140.45	Overall				

Transaction	Number	From Whom	Amount	Deposit	Purpose	Date	Running
Receipt	919032	FFA	2,666.00	1487	Concession Stand Sales	01/04/2024	-1,158.54
Receipt	919044	FFA	1,380.00	1496	Concession Stand Sales	01/08/2024	221.46
			4,046.00	Overall			



Student Rep. Report -Senior Class President, Kylie Bergum
-Senior Class VP, Destiny Thompson

This year our class elected the following people for class officers:

- Kylie Bergum, president
- Destiny Thompson, vice president
- Carson Solem, treasurer
- Sam Annett, secretary

Our student council reps. are:

- Destiny Thompson
- Summer Lyon

This year we did 1 fundraiser during VB season—we sold Little Ceasar pizza by the slice or by the whole pizza. We made around \$500 on this fundraiser. Our class does not have to do any more fundraising this year, our funds are adequate for the rest of our time in school.

We have 0 new students in our class this year. Our class has 13 students.

Other important news from the senior class includes:

- we are starting to plan for graduation
- our caps and gowns have been ordered, but have not arrived yet
- we hope to choose our speaker and class quote in January
- our class colors are black, white, and gold
- we plan to retake our class pictures soon, we were missing one student when we did the picture in the fall

Our entire class is excited to be in the 2nd half of the year and closing in on graduation.

 

January 2024 AD Report

Culbertson Board of Trustees:

Elementary basketball is now in progress with 12 girls and 14 boys participating. Culbertson will be hosting Divisional Speech and Drama meet on January 19.

David Solem

Mr. Olson
Technology Report
School Board Meeting
January 16, 2024

The company for our heating control came on Dec 8th and reviewed more of the system and they will be providing a quote.

Updating the computer inventory is still in process.

Schoolhouse IT will be here on Jan 30th. I am going to have them update firmware WIFI controller. They might be bringing bac the 2nd half of the server on this date also.

E-rate paper work has been submitted.

Mr. Olson
Principal Report
School Board Meeting
January 16, 2024

Parent/Teacher conferences were held on Jan 11th from 3-6 pm.

We will be hosting the Divisional Speech and Drama on Jan 19th.

There will be an assembly on January 22 at 10:00 for grades 9-12. Tristen Belgarde with Western Native voice will be speaking with students on Expanding their Horizons.

Culbertson will be sending students to District Honor Band/Choir in Glasgow on Jan 29th.

We will be participating in the NAEP testing on Feb 20th.

As of 1-12-24

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	23	20	20	21	23	22	22	25	12	23	32	19	13	275
Sept	22	19	18	22	23	23	21	25	12	25	33	19	14	276
Oct	22	19	18	22	23	23	21	25	12	25	33	19	14	276
Nov	23	19	18	22	23	23	21	25	12	25	33	19	14	277
Dec	23	19	18	22	23	23	21	25	12	25	33	19	14	277
Jan	23	19	18	22	23	23	21	24	12	24	32	18	13	272
Feb														0
March														0
April														0
May														0

Enrolled	3	5	2	0	1	3	2	2	2	2	5	4	1	32
Transferred	2	0	2	0	0	1	1	1	0	1	2	2	1	13
Total In/Out														45

Ended the 2022-2023 year with 265

January Principals Report

- Working on Indian Education for All Curriculum

 - *Trying to set up a meeting with MSU on my way home to gather ideas

- Order/Received 4th grade Montana History books written by the Montana Historical Society-used IEFA funds

- Reviewing aimsWeb Benchmarking Strategies

- Assisting with teacher interviews

- Assisting with student teacher and kindergarten adjustments

- Attending the annual principal conference January 21-23

- Out of the country January 29-February 2

Culbertson School Board Meeting

Superintendent's Report

January 16, 2024

Staff shoutouts this month go to Jeri Gustafson, Paula Carlisle, and Christian Damm for their planning and preparation to make hosting the Divisional Speech and Drama meet possible. It is wonderful to be a host site for this large of event and it would not be possible without their hard work! Please consider coming to help judge if you are able!

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

January 3	NEMASS superintendent meeting in Wolf Point @ 10AM
January 4	HSBB @ Brockton
January 5	HSBB vs. Savage
January 11	SAM Webinar @ 10AM
January 11	Parent Teacher Conferences 3-6PM
January 12	HSBB @ Bainville
January 13	HSBB vs. Mondak
January 14-15	MHSA Annual Meeting in Bozeman
January 16	Culbertson Board of Trustees' Meeting @ 6PM
January 18	HSBB vs. R/L
January 19	Divisional Speech and Drama Meet in Culbertson
January 26	HSBB @ Froid/Lake
February 2	HSBB @ Savage
February 3	Elem. BB vs. Froid/Lake & Brockton
February 3	HS BB vs. Brockton
February 7	NEMASS superintendent meeting in Culbertson @ 10AM
February 7-8	Science Fair
February 8	SAM Webinar @ 10AM
February 9	HS BB vs. Bainville
February 14-17	District BB Tournament @ Sidney
February 20	Culbertson Board of Trustees' Meeting @ 6PM
February 26	OPI Work Session in Billings for new accreditation process

B. Other updates and items for your review:

1. Music Parent Group Revived—we have very supportive music parents (and a large number of them) currently. They intend to become more active to support our music programs in endeavors such as updating our 50 year old percussion section, keeping our current inventory of instruments maintained/repared, and eventually helping to update our instrument inventory with the purchase of newer instruments. They plan to do lunch for 1 day of the 2-day music festival in April as a start.
2. Roof—I intended to put the call out for bids on our roof the 2nd week of January, but our

insurance company (MSGIA) is going to be more involved due to the size of this claim. They may need to call in more roofing experts so that we get the correct value placed on a roof in 'Like Kind Quality—LKQ'. Jeremy May, our MSGIA rep, has informed me it might be the March meeting where we get to award the bid.

3. PreK—One of my personal goals and one of our board goals for this year was to explore PreK in our building. At this time, I think it is best that we take another year to do this slowly and correctly versus rushed and incorrectly. HB352 gives us a funding resource for PreK in our building with the opportunity for at least .5 ANB for kids that qualify through an assessment that would show they are not on track for 3rd grade proficiency in literacy. There is also an option for 1.5 ANB if we include a summer program for qualifying kids. In order to get funding and begin in August, we would have to start assessing 4-year-old children in our community during April, May, and June---we will not be ready and have a staffing solution and adequate assessment plan in place that soon. I would like to pursue PreK in our building, but in order to get the funding I believe it is best to wait until the 2025-2026 school year---that would give us until April 2025 to put the necessary screening system in place and figure out staffing.
4. MHSA—I attended the MHSA conference in Bozeman on Sunday and Monday (Jan. 14/15). It was a quick trip! If anything out of the norm occurs, I will update you at our meeting.
5. Classroom Visits—I know the board has not recently done classroom visits, but I would like you to consider stopping in during the week of January 22-26 to visit classrooms and see firsthand the amazing things our teachers and students are doing on a daily basis!
6. Calendar Committee—Our calendar committee will have our first meeting on Wednesday, January 17th. My hope is to have 2 meetings and then reach a consensus on a calendar for the 2024-2025 school year to bring for your approval at the February board meeting.
7. Impact Aid Application—This application is due January 31st and with the help of our representative I will ensure we hit this deadline. I am also looking into the 7002 grant application—this is for large construction projects. Since we have multiple construction projects scheduled, I am hopeful we might qualify so that I can apply.
8. 2024-2025 Class Schedule—We are beginning work on the 2024-2025 class schedule with the return to semesters and 7 periods next year. The goal of our admin team is to have a solid draft by the end of February or in March. This will allow for teachers to prepare and students to complete early registration before we leave for summer break.
9. Accreditation—The accreditation process is all new this year. There are multiple pieces to what must be submitted with the three main pieces being: ISAP, Assurance Standards, and Student Performance Standards. The ISAP (Integrated School Action Plan) includes our comprehensive needs assessment with a gap analysis, the family and community engagement plan, and the graduate profile. The second piece, assurance standards, includes general assurances for school leadership and academic requirements. The third piece, student performance standards, will require that we show the different assessment tools we are using (NOT including the state MAST testlets) to prove student proficiency, progress, and growth. This process must be complete by March 29th and will become my main focus

after I complete our Impact Aid applications. I will attend an OPI work session for accreditation in Billings on February 26th—I am bummed that this is as far east as they were willing to come, but it is closer than Helena.

10. Threat Assessment/Safety Committee—Montana Code requires that we have a safety committee and that the committee has an threat assessment document/process. Fairview and Bainville have some great threat assessment tools that I will begin reviewing with our safety committee and then eventually ask the board facility committee (Mark & Chris) to review. This is a project on my list that I hope to complete by spring so that we can have it in place for the next school year, sooner if possible.

11. Here are a few items that will be part of the next regular Board meeting agenda:

- Bids for Roof (possibly March)
- Principal Contracts
- 2024-2025 Certified Renewal Contracts
- 2024-2025 School Calendar

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), 787-5211 (home), 404-774-4088 (cell), or by email at simonsenna@culbertson.k12.mt.us at any time. I believe in an open door, so please feel free to drop in my office anytime to visit.

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

MEETING DATE: 1-16-2024

AGENDA ITEM #: 15

AGENDA TITLE: 2nd Reading of Policies: 1240, 1520, 3310P2, 5231, 2120

SUMMARY: Policies 1240, 1520, 3310P2, 5231 are recommended from MTSBA.

Policy 2120 is a simple adjustment to the dates in our policy for curriculum review.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

Mission

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MTSBA Model Policies with Recommended Updates

MTSBA Model Policy 1240 – Duties of Individual Trustees. This policy was updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520.

MTSBA Model Policy 1520 – Board Staff Communications. This policy was updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools.

MTSBA Model Policy 3310P2-Academic Honesty and Responsible Use of Resources - This procedure was developed to assist districts in managing student use of technology, including artificial intelligence, in a responsible and academically relevant manner.

MTSBA Model Policy 5231 – Personnel Records. This policy was updated to require staff to maintain an accurate and up to date mailing address with the school district.

Policy 2120: Curriculum and Assessment

Status: ADOPTED

Original Adopted Date: 02/01/2021 | **Last Revised Date:** 08/17/2021 | **Last Reviewed Date:** 08/17/2021

Curriculum and Assessment

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations. The District shall ensure their curriculum is aligned to all content standards and the appropriate learning progression for each grade level.

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills, and thinking. The District shall review curricula at least every five (5) years or consistent with the state's standards revision schedule, and modify, as needed, to meet educational goals of the continuous school improvement plan pursuant to ARM 10.55.601. The District curriculum will be reviewed on the following schedule:

- ~~2022-2023~~ Language Arts including Reading, Spelling, Phonics, Penmanship
- 2023-2024 Social Studies
- 2024-2025 Music, Art, Agriculture, Business, Health & Physical Education, Library Media, World Language
- 2025-2026 Mathematics
- 2026-2027 Science

This rotation will be repeated unless otherwise modified by the Board

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessment, which are consistent with goals of the education program.

The District shall maintain their programs consistent with the state's schedule for revising standards.

The District shall assess the progress of all students toward achieving content standards and content-specific grade-level learning progressions in each program area. The District shall use assessment results, including state-level achievement information obtained by administration of assessments pursuant to ARM 10.56.101 to examine the educational program and measure its effectiveness. The District shall use appropriate multiple measures and methods, including state-level achievement information obtained by administration of assessments pursuant to the requirements of ARM 10.56.101, to assess student progress in achieving content standards and content-specific grade-level learning progressions in all program areas. The examination of program effectiveness using assessment results shall be supplemented with information about graduates and other student's no longer in attendance.

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

MEETING DATE: 1-16-2024

AGENDA ITEM #: 16

AGENDA TITLE: Addition to the Guest Teacher List

SUMMARY: Seeking approval for Eddie Morris to be approved as a guest teacher.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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

MEETING DATE: 1-16-2024

AGENDA ITEM #: 17

AGENDA TITLE: Classified Contract Adjustment

SUMMARY: I am asking the board to grant Brittany Pirkle a raise to reflect the even share of work she has and continues to take on each day in the kitchen. Her current pay is \$13.93 and in February her pay would automatically change to \$14.43. We can afford to give her a \$1.50 raise due to the reduction of staffing in the cafeteria this year, so Talesha and I would like to bump her pay to \$15.93 in February.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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

MEETING DATE: 1-16-2024

AGENDA ITEM #: 18

AGENDA TITLE: Accept Resignations

SUMMARY: Presented are 2 letters of resignation for your approval.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

Mission

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Christian Damm
223 3rd Ave E
Culbertson, MT 59218
Christian.r.damm14@gmail.com
406-774-4503
1/8/24

Kaylynn Raaum
Janitorial Supervisor
Culbertson School District
P.O. Box 459
Culbertson, MT 59218

Dear Mrs. Raaum,

Please accept this as my formal resignation from Culbertson School District. My last day will be January 31, 2024. Three weeks and two days from today. (1/8/24)

Thank you for the opportunities that you have provided me over the past few years. I appreciate your support during my employment

I wish you and all the staff here at Culbertson School the best in your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christian Damm', with a stylized, cursive script.

Christian Damm

January 12, 2023

Dear Culbertson Board of Trustees,

I want to express my sincere gratitude for the opportunity to serve as your ag teacher at Culbertson School for the last two and a half years. Working with students is a passion of mine, but at this time I need to step away from education. Please accept my resignation effective at the conclusion of my current contract.

I appreciate the opportunity you have given me and will be moving on with great memories from my time as the ag teacher in my home school.

Sincerely,

A handwritten signature in black ink, appearing to read "Logan Nickoloff", written in a cursive style.

Logan Nickoloff

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

MEETING DATE: 1-16-2024

AGENDA ITEM #: 19

AGENDA TITLE: Certified Contracts for 2024-2025 School Year

SUMMARY: After completing 6 interviews with high quality candidates for the 3 elementary positions, Mrs. Parenteau and I recommend April Wills, Victoria Obergfell, and Aaliyah Bridges for elementary positions for the 2024-2025 school year.

After a review of application materials and an interview, Mr. Olson and I recommend Shannon O'Brien for the vo-ag teaching position for the 2024-2025 school year, as well as the FFA advisor position and concessions manager.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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

MEETING DATE: 1-16-2024

AGENDA ITEM #: 20

AGENDA TITLE: Graduate Profile

SUMMARY: The graduate profile is one of the pieces required for the new accreditation process. Our administration team worked to review graduate profile prototypes from other schools and then gathered information from our current vision, mission, and goals in the recently updated strategic plan. Then we put it out for the whole staff to gather feedback.

This graduate profile can still be adjusted if needed. We are seeking board approval for this draft to be submitted for the accreditation process.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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A CULBERTSON GRADUATE IS...



SELF MOTIVATED FOR EXCELLENCE

A RESILIENT CRITICAL THINKER

AN EFFECTIVE COMMUNICATOR & COLLABORATOR

A RESPONSIBLE COMMUNITY MINDED CITIZEN

A LEADER WITH INTEGRITY

A GROWTH MINDED PERSON



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