

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

NOTICE OF REGULAR SCHOOL BOARD MEETING
Monday—April 15, 2024, 6:00 PM

BOARD CELEBRATION.....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. March 19, 2024 (Regular Board Meeting)
b. March 26, 2024 (Special Board Meeting)
c. April 5, 2024 (Special Board Meeting)

FINANCE REPORT

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

REPORTS

07. Information, Student Representative Report—8th Grade Class Officers
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

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.

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

UNFINISHED BUSINESS

NEW BUSINESS

15. Action, Resignations
16. Action, Classified Contracts 2024-2025
17. Action, Open Classified Positions for 2024-2025
18. Action, Teaching Assignments for 2024-2025
19. Action, Open Teaching Positions for 2024-2025
20. Action, Winter Coaching Contracts for 2024-2025
21. Action, Approve Professional Development Plan for 2024-2025
22. Action, Policy Updates – First Reading
Recommended: 2165, 2162P2
Required: 2132, 3110, 3121, 5325, 8110, 8121, 8132, 8502
Recommended Forms: 2165F, 2250F, 3141F, 3416F3, 4330F2
Available Library Alternatives: 2309, 2311, 2314
Policies to Delete: 1000FE, 3100, 7008
23. Action, 2024 Summer Custodial Staff
24. Action, 2024 Summer Computer Cleaning Staff
25. Action, 2024-2025 MUST Insurance Renewal
26. Action, Placement of 2nd Flex Day
27. Action, Addition to Guest Teacher List
28. Action, Innova Access Control Upgrade & Addition
29. Action, Approval of 2024-2025 Tech Budget
30. Action, Kindergarten Graduation/ Early End

PUBLIC COMMENT FOR NON-AGENDA ITEMS

31.

REPORTS (Continued)

32. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

33. Date: Tuesday, May 21, 2024 Time: 6:30 mtg.
Potential Conflicts:
Suggested Changes:

ADJOURNMENT

34. Time of adjournment: _____

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.

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

March 19, 2024

Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, March 19, 2024, at 6:30 p.m. Trustees present were Chair Mark Colvin, Wendy Becker, Chris Petersen, and Ian Walker. Representatives were Nicole Simonsen and Lora Finnicum. Visitors were recognized.

Wendy Becker made motion to approve the agenda. Ian Walker seconded motion. Motion carries unanimously. Notice for public comment was given.

Wendy Becker made motion to approve the minutes of February 20th (regular board) and March 18, 2024 (special board) meetings. Chris Petersen seconded motion. Motion carries unanimously.

Ian Walker made motion to pay the March bills, approve investments, note cash and extra-curricular balances. Wendy Becker seconded motion. Motion carries unanimously. Payroll warrants #2528 to #2569 and claims warrants #11795 to #11857 were written.

Reports were presented. Upcoming events for students will be JH Academic Olympics, HS Academic Olympics, and the Regional Math Contests. Fieldwork for FY23 audit was completed and should have the written report for the April board meeting.

Wendy Becker made motion to rescind the tenure offer and offer a non-tenure teaching contract to Jimie Lou Morris for 2024-25 school year. Chris Petersen seconded motion. Motion carries unanimously.

Wendy Becker made motion to hire Cassidy Obergfell as HB Football Assistant Coach, Dirk Reiland as JH Football Head Coach, and Logan Nickoloff as JH FB Assistant Coach for 2024-25. Chris Petersen seconded motion. Motion carries unanimously.

Ian Walker made motion to offer a certified teaching contract to Clayton Marchwick for 2024-25. Wendy Becker seconded motion. Clayton Marchwick thanked the Board for the opportunity to student teach at Culbertson. Motion carries unanimously.

Wendy Becker made motion to hire Clayton Marchwick as Paraprofessional starting April 5th through the remainder of the school year. Ian Walker seconded motion. Mr. Marchwick would continue assisting the kindergarten class. Motion carries unanimously.

Wendy Becker made motion to hire Gracie Burns as Guest Teacher, pending background check. Ian Walker seconded motion. Motion carries unanimously.

Ian Walker made motion to approve declaration of one flex day on April 2nd for the 2023-24 school calendar. Chris Petersen seconded motion. Motion carries unanimously.

Two bids were received for the roof replacement project: BluSky Restoration, LKQ TPO, 60 mil, \$799,931 and EPDM, 60 mil, \$904,557; Thiel Bros Roofing, EPDM with bond, 75 mil, complete insulation, \$980,945, no insulation, \$622,519. Question regarding engineer stamped plans. Chris Petersen made motion to table. Wendy Becker seconded motion. Special meeting scheduled for March 26th at 7 am to review bids. Motion carries unanimously.

SCHOOL BOARD MINUTES

REGULAR MEETING

March 19, 2024

Tuesday – 6:30 p.m.

Chris Petersen made motion to approve the out-of-district student request. Wendy Becker seconded motion. Motion carries unanimously.

Wendy Becker made motion to approve indemnity bonds for claims ck #11530 for \$44.28, claims ck #11567 for \$41.17, and payroll ck #2144 for \$21.40. Ian Walker seconded motion. Checks were lost and will be re-issued. Motion carries unanimously.

Ian Walker made motion to approve the interlocal agreement between the Culbertson Elementary School and the Culbertson High School for 2023-2026. Wendy Becker seconded motion. The agreement will allow shared resources between schools. Motion carries unanimously.

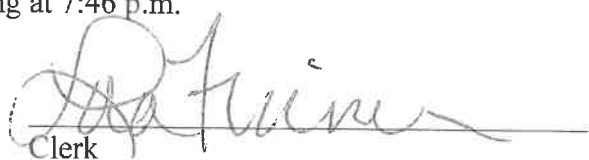
Wendy Becker made motion to approve the Resolution of Intent to Impose an Increase in Levies for the Culbertson Elementary Transportation Fund by \$50,589 (5.11 mills) and the Adult Education Fund by \$456 (.05 mills) for the 2024-25 budgets. Ian Walker seconded motion. Motion carries unanimously.

Wendy Becker made motion to approve the Resolution of Intent to Impose an Increase in Levies for the Culbertson High School Transportation Fund by \$11,095 (1.32 mills) and the Adult Education Fund by \$424 (.05 mills) for the 2024-25 budgets. Chris Petersen seconded motion. Motion carries unanimously.

Special board meeting held to discuss the grievance and viable options for the 2024-25 school calendar. CEA presented their unanimous vote for Option 4 being their original calendar presented at the February board meeting. Chair requested consideration for resolution to avoid arbitration with all parties looking out for the best interest of students. Union agreed sitting down discussing calendar options with the superintendent was a positive experience and the interests of both students and staff should be paramount to sustain a positive relationship. Chair offered a process by alternately striking undesirable calendar options from both sides to arrive at a compromise. Chair asked if the union would entertain the idea and needed time to consider. CEA countered by presenting their majority vote for Option 5 that includes October 16th 2 pm dismissal, January 31st 2 pm dismissal, and March 10th vacation day in reconciliation of the grievance. Dialogue was beneficial but possibly get input from trustees. Wendy Becker made motion to rescind the adoption of the 2024-25 school calendar from the February regular meeting. Chris Petersen seconded motion. Motion carries unanimously. Wendy Becker made motion to approve the 2024-25 school calendar as presented. Discussion led to settlement of the grievance, but moving forward, practices will need to be addressed. Chris Petersen seconded motion.

Notice for public comment for non-agenda items was given. Chair closed meeting to executive session at 7:28 p.m. for clerk evaluation and reconvened. At 7:44 p.m. Next meeting scheduled for April 15th at 6:30 p.m. Chair adjourned meeting at 7:46 p.m.

School Board Chair


Clerk

SCHOOL BOARD MINUTES

SPECIAL MEETING

March 26, 2024

Tuesday – 7:00 a.m.

The Board met in special session on Tuesday, March 26, 2024, at 7:01 a.m. Trustees present were: Mark Colvin, Chris Petersen, and Ian Walker. District representatives were: Nicole Simonsen and Lora Finnicum.

Visitors were recognized. Ian Walker made motion to approve the agenda. Chris Petersen seconded motion. Motion carries unanimously. Notice for public comment given.

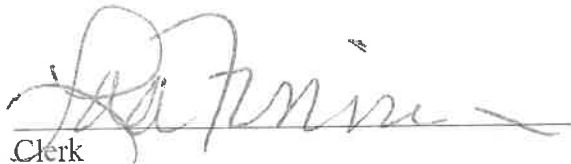
Board considered the two bids received for roof replacement from BluSky Restorations and Thiel Bros Roofing. Only one company satisfied all the requirements from the bid specs. Chris Petersen made motion to award the bid to Thiel Bros Roofing at \$980,945 with complete insulation and \$622,519 with no insulation. Ian Walker seconded motion. Motion carries unanimously.

Ian Walker made motion to hire Dani Larson as Guest Teacher, pending background check. Chris Petersen seconded motion. Motion carries unanimously.

Ian Walker made motion to approve the bus stop to Hekkel Route #2 at the Ebenezer Church. Chris Petersen seconded motion. No additional miles are added. Motion carries unanimously.

Public comment for non-agenda items was given. Chair adjourned meeting at 7:05 a.m.

Chairman of the Board



Clerk

SCHOOL BOARD MINUTES
SPECIAL MEETING
April 5, 2024
Friday – 7:00 a.m.

The Board met in special session on Friday, April 5, 2024, at 7:00 a.m. Trustees present were: Mark Colvin, Wendy Becker, Paul Finnicum, and Ian Walker. District representatives were: Nicole Simonsen and Lora Finnicum.

Visitors were recognized. Wendy Becker made motion to approve the agenda. Paul Finnicum seconded motion. Motion carries unanimously. Notice for public comment given.

Paul Finnicum made motion to offer a certified teaching contract for the remainder of the school year to Clayton Marchwick. Ian Walker seconded motion. Motion carries unanimously.

Public comment for non-agenda items was given. Chair adjourned meeting at 7:01 a.m.

Chairman of the Board

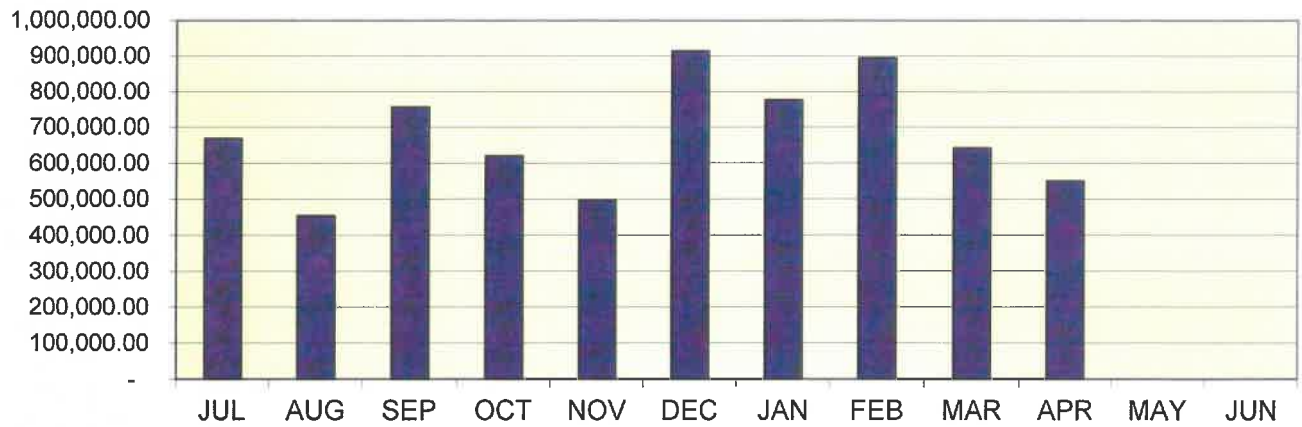

Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of **MARCH 31, 2024**

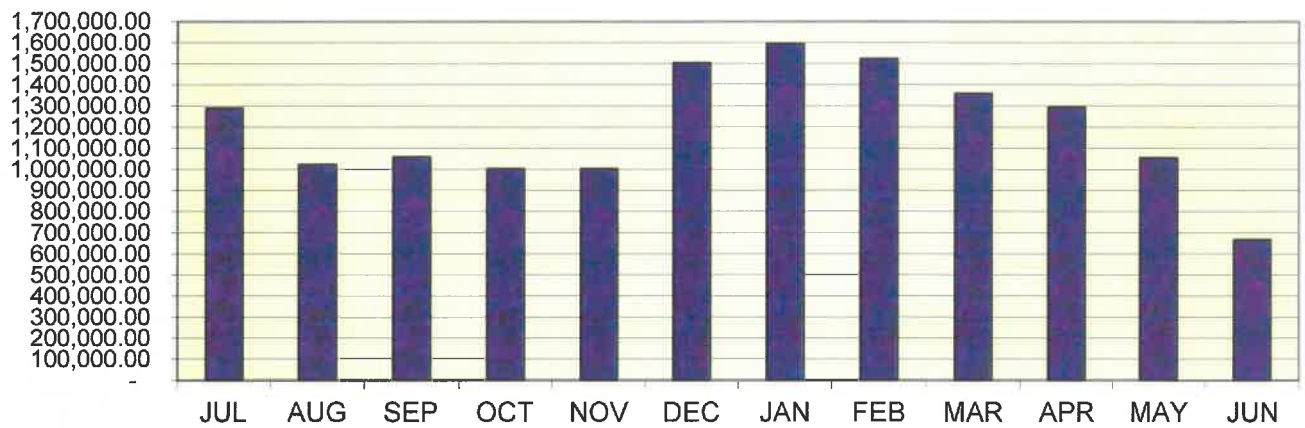
A	B	C	D	E	F	G	H	I
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(99,627.20)	81,294.63	-	-	196,159.29	(214,491.86)	(214,491.86)	-
TRANSF	(13,530.46)	1,258.70	129,045.00	105,732.00	24,910.56	(13,869.32)	(13,869.32)	-
RETIRE	3,824.61	953.72	138,827.00	117,850.00	23,272.06	2,483.27	2,483.27	0.00
MISC	60,528.44	22,563.00	-	-	18,114.85	64,976.59	64,976.59	-
Misc	54,274.89	10,000.00	-		449.49	63,825.40		
Title	167.95	12,563.00			12,639.57	91.38		
ESSER II	-					-		
ESSER III	-					-		
Ind Ed	41.39				2,893.74	(2,852.35)		
JMG	2,644.09					2,644.09		
SRS	(4,268.83)				2,052.45	(6,321.28)		
JOM	7,668.95				79.60	7,589.35		
AD ED	20.02	110.58	9,099.00	9,111.00	428.62	(310.02)	(310.02)	-
COMPA	19.57	17.34	4,162.00	4,181.00		17.91	17.91	0.00
IMPACT	(45,150.68)	240.54	57,731.00	12,580.00	3,520.71	(3,279.85)	(3,279.85)	0.00
TECH	(168.05)	0.75	179.00	12.00		(0.30)	(0.30)	(0.00)
FLEX	(18,913.87)	106,715.09	19,097.00	183.00		106,715.22	106,715.22	-
PR	20,381.63	310,918.06	-		326,469.91	4,829.78	4,829.78	0.00
CL	28,027.02	164,443.25	-		186,786.72	5,683.55	5,683.55	(0.00)
ELEM	(64,588.97)	688,515.66	358,140.00	249,649.00	779,662.72	(47,245.03)	(47,245.03)	0.00
GENERAL	(53,719.21)	57,550.34	86,144.00	31,484.00	120,026.84	(61,535.71)	(61,535.71)	-
TRANSF	(10,102.80)	825.46	65,865.00	48,543.00	18,173.65	(10,128.99)	(10,128.99)	-
LUNCH	(6,664.17)	14,217.48	23,536.00	16,871.00	13,856.21	362.10	362.10	-
RETIRE	1,238.28	680.00	119,355.00	102,731.00	14,783.91	3,758.37	3,758.37	0.00
MISC	19,696.59	-	-	-	3,175.00	16,521.59	16,521.59	-
Misc	14,297.89		-			14,297.89		
ESSER	-					-		
AG	1,892.00				1,895.00	(3.00)		
BUS	1,650.00					1,650.00		
JMG	1,856.70				1,280.00	576.70		
Perkins	-					-		
AD ED	(685.97)	108.43	8,478.00	7,783.00	428.62	(311.16)	(311.16)	0.00
DR ED	(67.29)	18.49	4,438.00	4,370.00	91.60	(72.40)	(72.40)	(0.00)
COMPA	(690.51)	9.40	2,256.00	1,565.00		9.89	9.89	0.00
IMPAC	3,984.50	169.12	40,591.00	44,940.00	3,383.38	(3,578.76)	(3,578.76)	0.00
TECH	(167.11)	0.75	179.00	11.00		1.64	1.64	(0.00)
FLEX	0.01	0.01	3.00	3.00		0.02	0.02	(0.00)
ENDOW	49,864.86	773.78	185,716.00	134,842.00		101,512.64	101,512.64	-
HS	2,687.18	74,353.26	536,561.00	393,143.00	173,919.21	46,539.23	46,539.23	0.00
TOTAL	(61,901.79)	762,868.92	894,701.00	642,792.00	953,581.93	(705.80)	(705.80)	0.00

		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2023	101 General	116,622.00	147,007.00	119,072.00	-	-	10,456.00	18,027.00	-	-	-	-	-
	110 Transport	52,089.00	90,486.00	119,075.00	117,350.00	90,669.00	133,725.00	153,959.00	129,045.00	105,732.00	91,862.00	-	-
	114 Retirement	-	54,866.00	54,694.00	77,558.00	71,693.00	91,624.00	104,884.00	138,827.00	117,850.00	105,841.00	-	-
	117 Adult Ed	13,194.00	11,439.00	11,734.00	10,655.00	10,160.00	10,177.00	10,565.00	9,099.00	9,111.00	8,800.00	-	-
	121 Comp Abs	-	4,285.00	4,451.00	4,474.00	4,474.00	4,489.00	4,165.00	4,162.00	4,181.00	4,198.00	-	-
	126 Impact Aid	86,264.00	-	15,062.00	11,541.00	65,317.00	64,207.00	61,028.00	57,731.00	12,580.00	9,300.00	-	-
	128 Technology	11.00	9.00	807.00	301.00	301.00	304.00	306.00	179.00	12.00	11.00	-	-
	129 Flex	-	-	-	-	-	19,016.00	19,016.00	19,097.00	183.00	106,898.00	-	-
-	201 General	71,010.00	16,912.00	11,762.00	-	-	45,125.00	94,628.00	86,144.00	31,484.00	-	-	-
	210 Transport	18,916.00	22,414.00	41,014.00	39,077.00	19,550.00	74,797.00	67,261.00	65,865.00	48,543.00	38,414.00	-	-
	212 Hot Lunch	3,083.00	4,299.00	5,207.00	-	-	180.00	1,538.00	23,536.00	16,871.00	17,233.00	-	-
2024	214 Retirement	39,445.00	84,647.00	84,815.00	115,152.00	-	100,765.00	104,239.00	119,355.00	102,731.00	106,489.00	-	-
	217 Adult Ed	13,500.00	11,425.00	11,750.00	10,672.00	9,476.00	10,077.00	9,909.00	8,478.00	7,783.00	7,471.00	-	-
	218 Drivers Ed	4,569.00	4,044.00	7,229.00	7,251.00	7,251.00	7,275.00	6,425.00	4,438.00	4,370.00	4,297.00	-	-
	221 Comp Abs	153.00	2,537.00	2,586.00	2,600.00	2,600.00	2,609.00	2,268.00	2,256.00	1,565.00	1,574.00	-	-
	226 Impact Aid	107,848.00	-	16,895.00	13,511.00	32,727.00	46,995.00	24,605.00	40,591.00	44,940.00	41,361.00	-	-
	228 Technology	12.00	10.00	925.00	602.00	510.00	321.00	418.00	179.00	11.00	12.00	-	-
	229 Flex	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	-	-
	281 Endow	142,211.00	-	249,360.00	209,517.00	182,289.00	292,067.00	94,123.00	185,716.00	134,842.00	6,302.00	-	-
	TOTAL	668,929.00	454,382.00	756,440.00	620,263.00	497,019.00	914,211.00	777,366.00	894,701.00	642,792.00	550,066.00	-	-
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2025	101 General	233,993.00	178,970.00	221,514.00	114,586.00	114,586.00	359,087.00	390,971.00	308,948.00	260,587.00	246,914.00	114,842.00	-
	110 Transport	82,263.00	90,990.00	85,848.00	85,951.00	85,951.00	130,138.00	140,062.00	129,302.00	93,367.00	80,508.00	57,266.00	45,855.00
	114 Retirement	165,012.00	150,687.00	131,310.00	149,310.00	149,310.00	156,545.00	155,870.00	172,805.00	171,921.00	131,491.00	109,062.00	26,614.00
	117 Adult Ed	11,051.00	10,560.00	10,525.00	10,528.00	10,528.00	11,980.00	12,830.00	13,733.00	13,856.00	12,832.00	12,892.00	14,267.00
	121 Comp Abs	6,869.00	13,222.00	13,223.00	13,224.00	13,224.00	13,226.00	13,265.00	13,304.00	13,347.00	13,356.00	13,401.00	10,200.00
	126 Impact Aid	86,023.00	1,590.00	1,598.00	1,598.00	1,598.00	1,598.00	1,603.00	1,608.00	1,613.00	1,614.00	794.00	43,529.00
	128 Technology	5.00	5.00	892.00	774.00	774.00	452.00	133.00	136.00	459.00	7.00	7.00	9.00
	129 Flex	89,864.00	156,885.00	143,973.00	134,020.00	134,020.00	134,043.00	134,432.00	134,821.00	198,268.00	198,364.00	198,826.00	68,814.00
	201 General	89,546.00	-	25,055.00	-	-	109,422.00	169,709.00	211,198.00	160,644.00	68,808.00	33,175.00	-
	210 Transport	21,774.00	20,013.00	17,495.00	17,662.00	17,662.00	58,769.00	58,902.00	43,622.00	17,220.00	15,664.00	-	7,001.00
	212 Hot Lunch	14,089.00	35,814.00	74.00	10,873.00	10,873.00	3,917.00	8,840.00	16,741.00	21,509.00	18,928.00	20,366.00	19,799.00
	214 Retirement	112,557.00	100,492.00	91,388.00	133,833.00	133,833.00	147,694.00	150,666.00	165,345.00	178,380.00	150,835.00	139,427.00	88,037.00
	217 Adult Ed	11,488.00	10,441.00	10,666.00	10,669.00	10,669.00	12,273.00	12,905.00	13,589.00	13,707.00	12,902.00	12,964.00	14,535.00
	218 Drivers Ed	5,704.00	7,148.00	7,726.00	7,726.00	7,726.00	7,728.00	7,134.00	5,953.00	3,683.00	3,966.00	3,980.00	4,010.00
	221 Comp Abs	8,242.00	10,928.00	10,928.00	10,929.00	10,929.00	10,931.00	10,963.00	10,995.00	11,030.00	11,038.00	11,076.00	11,162.00
	226 Impact Aid	124,293.00	79,003.00	59,649.00	59,656.00	59,656.00	78,603.00	78,776.00	57,550.00	-	83,042.00	83,239.00	98,509.00
	228 Technology	-	-	501.00	501.00	501.00	501.00	502.00	503.00	505.00	6.00	8.00	10.00
	229 Flex	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	281 Endow	227,112.00	157,276.00	227,186.00	242,039.00	242,039.00	266,778.00	247,481.00	223,184.00	199,954.00	244,242.00	244,286.00	216,275.00
	TOTAL	1,289,887.00	1,024,026.00	1,059,553.00	1,003,881.00	1,003,881.00	1,503,687.00	1,595,046.00	1,523,339.00	1,360,052.00	1,294,519.00	1,055,613.00	668,628.00
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2026	101 General	-	27,311.00	45,893.00	-	38,712.00	307,837.00	261,013.00	288,402.00	260,020.00	199,035.00	115,498.00	115,498.00
	110 Transport	-	113,506.00	92,934.00	77,335.00	61,615.00	142,093.00	123,243.00	107,750.00	85,059.00	63,704.00	36,714.00	36,714.00
	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	156,777.00	140,640.00	107,054.00	107,054.00
	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	9,346.00	9,132.00	9,617.00	9,617.00
	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	7,830.00	7,831.00	6,002.00	6,002.00
	126 Impact Aid	28.00	28.00	28.00	50,752.00	39,369.00	18,230.00	21,655.00	3,562.00	656.00	49,254.00	31,499.00	31,499.00
	128 Technology	2.00	972.00	972.00	780.00	742.00	635.00	160.00	160.00	5.00	5.00	5.00	5.00
	129 Flex	-	-	-	-	-	-	-	-	-	-	86,864.00	86,864.00
	201 General	-	-	-	-	-	144,540.00	116,002.00	109,826.00	76,744.00	45,938.00	83,635.00	83,635.00
	210 Transport	27,204.00	38,547.00	23,001.00	11,898.00	-	59,509.00	45,627.00	34,507.00	18,228.00	763.00	1,664.00	1,664.00
	212 Hot Lunch	1,146.00	1,146.00	-	-	-	-	473.00	-	-	-	1,171.00	1,171.00
	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	122,789.00	110,765.00	84,341.00	84,341.00
	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	10,211.00	10,067.00	10,519.00	10,519.00
	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	5,702.00	5,702.00	5,703.00	5,703.00
	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	8,239.00	8,240.00	8,241.00	8,241.00
	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	6.00	16,708.00	71,329.00	71,329.00
	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	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	206,970.00	216,903.00	227,086.00	227,086.00
	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	968,584.00	884,689.00	886,944.00	886,944.00

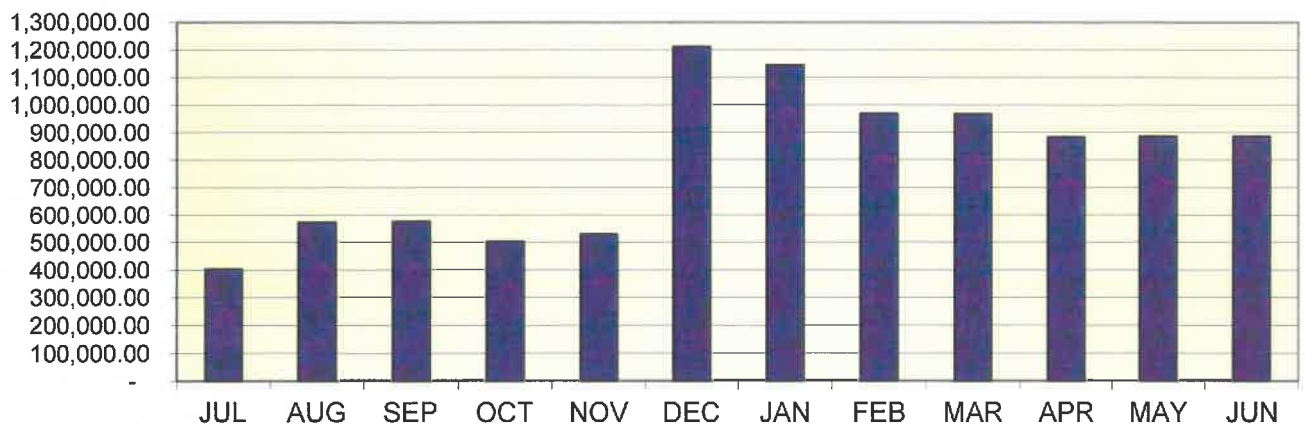
2023-24 INVESTMENTS



2022-23 INVESTMENTS



2021-22 INVESTMENTS



Culbertson Public School

Totals Report for March 2024
2023-2024

04/11/2024
8:32:27 AM

Checking
Savings
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	1,193.51	179.00	0.00	0.00	1,372.51
2 - ATHLETICS	3,217.21	2,693.90	1,050.73	0.00	4,860.38
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	6,611.10	0.00	291.09	0.00	6,320.01
6 - SOPHOMORE CLASS 2026	658.82	750.00	0.00	0.00	1,408.82
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	3,188.44	367.00	1,115.59	0.00	2,439.85
10 - BAND/CHOIR	6,899.57	0.00	432.40	0.00	6,467.17
11 - STUDENT COUNCIL	6,853.81	0.00	0.00	0.00	6,853.81
12 - SPEECH AND DRAMA	1,255.03	305.00	128.00	-120.00	1,312.03
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - FRESHMAN CLASS 2027	50.14	625.00	0.00	0.00	675.14
15 - PLAY	8,312.21	947.00	3,661.17	0.00	5,598.04
16 - JMG	1,611.23	0.00	0.00	0.00	1,611.23
17 - BPA	902.44	3,810.55	3,126.48	0.00	1,586.51
18 - EXPLORE AMERICA	15,081.95	4,369.30	2,757.38	120.00	16,813.87
19 - MUSIC PARENTS	5,812.09	0.00	0.00	0.00	5,812.09
20 - ART	2,119.68	0.00	0.00	0.00	2,119.68
21 - LIBRARY	1,287.86	0.00	0.00	0.00	1,287.86
22 - SPANISH CLUB	0.00	0.00	0.00	0.00	0.00
24 - SCIENCE OLYMPIAD	5,420.56	0.00	0.00	0.00	5,420.56
	74,384.42 +	14,046.75 -	12,562.84 +	0.00 =	75,868.33



Student Rep. Report

-8th grade Class Vice President, Jaden Iron Moccasin

-8th grade Class Secretary/Treasurer, Arlie Purvis

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

- Eli Turning Heart, president
- Jaden Iron Moccasin, vice president
- Arlie Purvis, treasurer, secretary

Our class is going to do taco in a bag for the elementary and JH track meet on Monday, April 22nd. This will be the first fundraiser we do this year.

We have 2 new students in our class this year, Chris and Shyla. Our class has 12 students.

Other important news from the 8th grade class includes:

- We will play in the band for graduation.
- We already attended music festival for elementary and junior high, it was held in Westby.
- Right now most of our class (minus 5 of us) are participating in track.
- Our class is excited for graduation—we are a little nervous to be high school students, but mostly excited! We can't wait for the new opportunities that HS will bring.

Arlie Ruri

Jaden Iron Moccasin

April 2024

Culbertson Board of Trustees,

Fall 2024 schedules are mostly completed and attached. Elementary and Junior High track has 36 participants.

Sincerely,

David Solem

8

Culbertson School Fall Sports Schedules

2024-2025

Volleyball

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>	<u>Teams</u>
Sat. Aug 31	Culbertson Invite	Culbertson	8:00 am	Varsity
Tues. Sept 3	Frazer	Culbertson	5:30 pm	Varsity
Thurs. Sept 5	Scobey	Scobey	4:00 pm	JH, JV, V
Sat. Sept 7	Mondak	Westby	1:00 pm	JH,JV, V
Tues. Sept 10	Fairview	Fairview	4:30 pm	JH, JV, V
Thurs. Sept 12	Bainville	Culbertson	4:00 pm	JH, JV, V.
Sat. Sept 14	Scobey Invite	Scobey	TBA	Varsity
Tues. Sept 17	Lustre	Lustre	5:30 pm	JH and V
Sat. Sept 21	Richey/Lambert	Lambert	4:00 pm	JJH, V, V
Thurs. Sept 26	Nashua	Nashua	5:00 pm	JH, V
Fri. Sept 27	Froid/Lake	?	4:30 pm	JH, JV, V
Thurs. Oct 3	Bainville	Bainville	4:30 pm	JH, JV, V
Sat. Oct 5	JH Districts	Grenora	TBA	JH only
Thurs. Oct 10	Brockton	Brockton	4:30 pm	V
Sat. Oct 12	Mondak	Culbertson	5:30 pm	JV, V
Tues. Oct 15	Richey/Lambert	Culbertson	5:30 pm	JV, V
Thurs. Oct 24	Plentywood	Plentywood	5:30 pm	JV, V
Sat. Oct. 26	North Country	Culbertson	12:00 pm	JV, V

Oct. 31-Nov 2	District 1C Tournament	Plentywood
Nov. 7-9	Eastern C Div. Tournament	Sidney
Nov. 14-16	State C Tournament	Bozeman

*Homecoming

Updated March 26, 2024

Culbertson School

2024-2025

Football

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>	
Fri. Aug 30	Forsyth	Forsyth	7:00 pm	Varsity
			4:00 pm	JH
Tues. Sept 3	Scobey	Scobey	4:30 pm	JV
Sat. Sept 7	Poplar	Poplar	7:00 pm	Varsity
			4:30 pm	JH
Fri. Sept 13	Fairview	Culbertson	7:00 pm	Varsity
			4:30 pm	JH
Mon. Sept 16	Fairview	Fairview	4:30 pm	JV
Fri. Sept 20	Plentywood	Culbertson	7:00 pm	Varsity
			4:30 pm	JH
Mon. Sept 23	Glasgow?		4:30 pm	JV
Fri. Sept 27	Ekalaka	Ekalaka	7:00 pm	Varsity
			4:30 pm	JH
Fri. Oct 4	Scobey	Scobey	7:00 pm	Varsity
			4:30 pm	JH
Mon. Oct 7	Scobey	Culbertson	4:30 pm	JV
Fri. Oct 11	Broadus	Culbertson	7:00 pm	Varsity
Sat. Oct 19	Wibaux	Wibaux	1:00 pm	Varsity
Fri. Oct 25	Circle	Culbertson	7:00 pm	Varsity
Sat. Nov 2	Playoffs First Round		1:00 pm	Varsity
Sat. Nov 9	Playoffs Second Round		1:00 pm	Varsity
Sat. Nov 16	Playoffs Semi-Finals		1:00 pm	Varsity
Sat. Nov 23	State Championship		1:00 pm	Varsity

*Homecoming

Updated Feb 22, 2024

Culbertson School

2024-2025

Cross Country

<u>Date</u>	<u>Meet</u>	<u>Location</u>	<u>Who</u>	<u>Leave Time</u>	<u>Start Time</u>
Aug 30 (Fri)	Wolf Point	Golf Course	Ele/JH/HS	8:00 am	10:00 am
Sept 7 (Sat)	Poplar	Tribal Building	Ele/JH/HS	8:00 am	10:00 am
Sept 13 or 14?	Scobey	Pioneer Town	ELE/JH/HS	7:00 am	9:30 am
Sept 17 (Tues)	Circle	Football Field	ELE/JH/HS	1:30 pm	5:00 pm
Sept 21 (Sat)	Williston	Municipal Golf Course	ELE/JH/HS	7:00 am	10:00 am MST
Sept 26 (Thurs)	Frazer	South of Frazer	EIE/JH/HS	2:00 pm	4:30 pm
Sept 28 (Sat)	Plentywood	Golf Course	Ele/JH/HS	7:00 am	10:00 am
Oct 5 (Sat)	Glasgow	Fort Peck: Kiwannas Camp Ground	ELE//JH/HS	7:00 am	10:00am
Oct 12 (Sat)	Sidney	Fairgrounds	ELE/JH/HS	8:00 am	10:00 am
Oct 18 (Fri)	Culbertson	Fairgrounds	ELE/JH/HS		10:00am

October 26 All Class State XC Missoula

Updated March 6, 2024

Culbertson School Sports Schedules

HS Basketball 2024-2025

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>	<u>Teams</u>
Sat. Dec 7	Fairview	Culbertson	1:00 pm	JV-V
Tues. Dec 10	Poplar	Culbertson	3:00 pm	JV-V
Fri. Dec 20	Richey/Lambert	Culbertson	3:00 pm	JV-V
Fri. Jan 3	Froid/Lake	Med Lake	3:00 pm	JV-V
Fri. Jan 10	Savage	Savage	3:00 pm	JV-V
Sat. Jan 11	Brockton	Culbertson	1:00 pm	JV-V
Fri. Jan 17	Bainville	Culbertson	3:00 pm	JV-V
Sat. Jan 18	Mondak	Westby	1:00 pm	JV-V
Fri. Jan 24	Richey/Lambert	Richey	3:00 pm	JV-V
Sat. Jan 25	Plentywood	Culbertson	1:00 pm	JV-V
Tues. Jan 28	Poplar	Poplar	3:00 pm	JV-V
Fri. Jan 31	Froid/Lake	Culbertson	3:00 pm	JV-V
Tues. Feb 4	Fairview	Fairview	3:00 pm	JV-V
Fri. Feb 7	Savage	Culbertson	3:00 pm	JV-V
Sat. Feb 8	Brockton	Brockton	1:00 pm	JV-V
Sat. Feb 15	Mondak	Culbertson	1:00 pm	JV-V
Sat. Dec 21	Plentywood	Plentywood	1:00 pm	JV-V
Fri. Jan	Bainville	Bainville	3:00 pm	JV-V

Feb 19-22 District 2-C Tourney Sidney

March 5-8 Eastern Divisional Sidney

March 12-15 Boys and Girls C State Butte

April 3, 2024

Mr. Olson
Technology Report
School Board Meeting
April 15, 2024

For our heating controls we will have to go with ATS as the other company has stated that our system will not work with our system. ATS came and looked at the system. They will get back with us.

Updating the computer inventory is still in process.

Schoolhouse IT will be here on April 17.

The Technology Budget is on this month's agenda.

We have a need to upgrade our door access system as it was put in 2006. It is on the agenda.

The Meeting Owl camera has arrived. I will work to get it online to test before the June deadline.

Mr. Olson
Principal Report
School Board Meeting
April 15, 2024

I attended the MASSP Region IV meeting in Wolf Point on April 9th.

ACT was held on April 9th.

P/T conferences were held on April 11th.

HS music festival will be on April 19-20 at Culbertson.

Prom will be held at the Old Armory on April 27th

Graduation will be held on May 18th

As of 4-10-24

	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	23	19	18	22	23	23	21	24	12	24	32	18	13	272
March	24	19	18	22	22	24	21	24	12	23	32	18	12	271
April	24	19	18	23	22	24	21	26	12	23	32	18	12	274
May														0

Enrolled	4	5	2	0	1	4	2	4	2	2	5	4	1	36
Transferred	2	0	2	0	1	1	1	1	0	2	2	2	1	15
Total In/Out														51

Ended the 2022-2023 year with 265

April 2024 Elementary Board Report

- All Elementary reading trainings set
 - Jack Gladstone performance for K-12 held April 10th. Students were well behaved and enjoyed the show
 - Parent/Teacher Conferences held
 - MAPS training set- working on specifics to make the most of the time given
 - Wranger Play Day set for May 6th. Students from the Roosevelt Valley Cooperative will be here to participate.
 - Kindergarten graduation set for May 17th at 2:00. Location to be determined.
- Process changing for admittance in and out of Title 1. Paraprofessionals invited to reading curriculum training to learn about the interventions built into the programs.

I apologize for not being here tonight. My daughter is a senior and it is her last choir concert. With it being her last, I need to be there. Thank you for your understanding.

Culbertson School Board Meeting

Superintendent's Report

April 15, 2024

Staff shoutouts this month go to our incredible duo in room 305—Mrs. Ator and Mrs. Sansaver! Over April 2-5 they traveled to Missoula to the Conference on Exceptional Children to receive the CSPD Region 1 Teacher/Para Team of the year! It was a fantastic conference and the well-deserved recognition is definitely worthy of celebration! Congrats to this well deserving duo! We appreciate both of you and all that you do!

A. Events that I plan to attend for April & May:

April 11	Parent Teacher Conferences
April 15	Regular April Board of Trustees Meeting 6:30PM
April 16	Grades 5-12 Spring Music Concert
April 19	JH Track in Wolf Point
April 22	JH Track in Culbertson
April 26	JH Track in Fairview
April 27	Culbertson Prom
May 1	NEMASS in Glasgow @ 10AM
May 1	Wrangler Play Day in the afternoon—HS gym
May 3	JH Track in Lambert
May 6-10	Staff Appreciation Week!
May 7	HS District Track @ Lambert
May 9	10AM SAM Webinar
May 10	JH Track in Fairview
May 17	Kindergarten Graduation
May 18	Culbertson High School Graduation @ 1PM

B. Other updates and items for your review:

1. Roof—A roofing consultant for our insurance provider (MSGIA) will be onsite to examine the roof again and take more core samples in the near future. When he comes, Dexter will be here to patch the holes he makes to get the core samples. MSGIA wants to be sure to examine areas that were not initially declared totaled in the claim to make sure we are not missing anything. I appreciate they are being thorough.
2. Accreditation—The deadline was March 29th. All required documents were submitted on March 28th. The new portal to submit ran relatively smooth without any glitches.
3. EASIE Application—The EASIE application process is a 3-part process. Part 1 of this application was submitted prior to the March 8th deadline. Part 2 opened on April 1st and is due May 10th. The EASIE grant provides support in paying the JOM salary and benefits-- last year we received slightly more than \$20,000. I intend to complete part 2 before the end of April.
4. SRSA (REAP) Grant—This grant opened April 2nd. I have submitted both our elementary

and high school applications for the 2024-2025 school year. The REAP money is used in our technology budget.

5. Family & Consumer Science—Our interested applicant has officially applied to get enrolled in the proper program at MSU-Bozeman. This is placed on the agenda so you can have a discussion about opening this position and working to fill it by August—which is a very realistic possibility with this candidate already enrolling in the needed program.
6. 2024-2025 Class Schedule—Our administration team is going to dig into getting a concrete schedule of classes. We do have some framework for core classes that Mrs. Forbregd has started, but inserting the electives while trying to maximize specials for our elementary students simultaneously. I want to make sure we do this right the first time, so I appreciate your patience on the schedule.
7. Here are a few items that will be part of the next regular Board meeting agenda:
 - Openings for 2024-2025

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.vt.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: 4-15-2024

AGENDA ITEM #: 15

AGENDA TITLE: Resignations

SUMMARY: We need a motion to accept the following resignations:
-Victoria Obergfell, Elementary Teacher (2024-2025)
-Karen Brock, Elementary Teacher
-Paula Dehner, AIMS Web Coordinator & Paraprofessional
-Denmar Lambuga, Custodial
-Brittany Pirkle, Kitchen
-Julie Bailey, Kitchen

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.



Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

letter of resignation

1 message

Victoria Obergfell <victoria.obergfell@gmail.com>

Mon, Apr 8, 2024 at 12:32 PM

To: Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

Dear Culbertson Board of Trustees,

Please accept this as my formal notice of resignation from the teaching position at Culbertson School District. I have decided to accept a position in my hometown. Thank you for your consideration.

Sincerely,

Victoria Obergfell

4/8/24

Due to worsening health issues I will be resigning from my position at Culbertson Public School effective April 8th, 2024.

Karen Brock

Paula Dehner
P. O. Box 702
Culbertson, MT 59218

March 14, 2024

Culbertson School
P. O. Box 459
Culbertson, MT 59218

Dear Nicole Simensen/Supt. Culbertson School,

Please accept this letter as my formal resignation from my position as AIMSWEB Coordinator/Paraprofessional at Culbertson Schools. My last day of employment will be May 24, 2024.

I am retiring from my position after 27 years. It is time for me to move on with the next chapter of my life. I am looking forward to the opportunities and challenges retirement will bring.

I am grateful for the opportunities I have had while working at the Culbertson School and I appreciate the experiences and knowledge gained during my time here. I will surely miss the students but hope to see them outside of the school setting.

Sincerely,



Denmarl labuga
109 4th Ave W
Culbertson, MT 59218

April 09, 2024

Kaylynn Raaum
Assistant District Clerk
Janitorial Supervisor
Lunch program Coordinator
Activity Department Admin.
Culbertson School District
Culbertson, 59218

Dear Ms. Kaylynn,

Good day!

I am writing to resign from my position as a custodian at Culbertson School District, *effective* May 29, 2024.

I appreciate the opportunities afforded to me during my tenure here but have decided to pursue other avenues. Thank you for your understanding and support.

Sincerely,



Denmarl Labuga

To whom it may concern,

04/09/2024

Please accept this letter as my formal notification of resignation from my position as a cook at Culbertson Public School. My last day of employment will be as stated in my signed contract.

I am grateful for the opportunities I've had during my time at Culbertson School. And I will always value my experience here.

I am happy to assist with the transition process in any way I can. Please let me know how I can help to ensure a smooth handover of my responsibilities.

Thank you again for the opportunity to work at Culbertson Public School. I wish you and the company all the best in the future.

Sincerely,

Brittany Pirkle

A handwritten signature in black ink that reads "B. Pirkle". The signature is written in a cursive, flowing style with a large, looped initial "B".

April 9, 2024

To Whom it May Concern,

I, Julie Bailey, am resigning from my position as Head Cook as of the last day of my contract for the 23-24 school year. As of now, I have not re-contracted for the 24-25 School year. I want to thank you all for the opportunity I was given.

Sincerely,

Julie Bailey

A handwritten signature in purple ink that reads "Julie Bailey". The signature is written in a cursive style with a large, looped "J" and a stylized "B".

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 16

AGENDA TITLE: Classified Contracts 2024-2025

SUMMARY: We need a motion to offer the following contracts to classified employees for the 2024-2025 school year:

- Andy Ellerkamp, Maintenance Director
- Kaylynn Raaum, Assistant Clerk, Activities Secretary, Custodial Supervisor
- Paula Carlisle, School Secretary
- Taleasha DePriest, Office Aide, Kitchen Supervisor
- Jennifer Jahns, Custodian
- Cristina Annett, Custodian
- Chelsie Flinn, Title 1 Paraprofessional
- Alicia Wilbanks, Title 1 Paraprofessional
- Jennifer Lambert, Title 1 Paraprofessional
- Terri Sansaver, Special Education Paraprofessional
- Shelby Manning, JMG Specialist

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 17

AGENDA TITLE: Open Classified Positions for 2024-2025

SUMMARY: We will need a motion to open the following classified positions for 2024-2025:
-1 full time custodian
-3 full time kitchen

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

Mission

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 18

AGENDA TITLE: Teaching Assignments 2024-2025

SUMMARY: Janessa, Mike, and I are recommending the attached teacher assignments for the 2024-2025 school year at this time.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

Elementary, JH, and HS Staffing 2024-2025

Kindergarten:	Amanda Bushlen & ?	Elem.:	Clayton Marchwick
1st Grade:	Wendy Nickoloff & ?		
2nd Grade:	Alyssa Hatlestad & ?		
3rd Grade:	Theresa McDonald & ?		
4th Grade:	Rhetta Wilson & April Wills		
5th Grade:	Angie Iverson & Lee Vandall		
6-8 Science:	Tiffany Nielsen		
6-8 English:	Amy Berwick		
6-8 History:	Bill Carlisle		
6-8 Math:	Jimie Lou Morris		
6-12 Business:	Milt Apple		
6-12 Ag:	Shannon O'Brien		
6-12 Title 1:	Jeri Gustafson		
K-12 Special Ed.:	Janelle Ator		
K-12 PE:	Brad Nielsen		
K-12 Music:	Jennesy Taberna & Russel Pfeifer		
K-12 Counselor:	Courtney Forbregd		
K-12 Art:	Pam Welch		
K-12 Librarian:	Christina Olson		
HS History:	David Solem		
HS Science:	Elizabeth Standley		
HS English:	Shelly Panasuk		
HS Math:	Darla Mogga		

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 19

AGENDA TITLE: Open Teaching Positions for 2024-2025

SUMMARY: With the resignation of Victoria Obergfell, we will need to fill that elementary position. Due to the additional resignation from Karen Brock, **I would like permission to open 2 elementary positions.**

On the JH/HS end, **I would like the board to consider opening an FCS position.**

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 20

AGENDA TITLE: Winter Coaching Contracts for 2024-2025

SUMMARY: The following are being recommended for coaching contracts for 2024-2025 winter activities:

Cheer: Tiffany Nielsen

Speech/Drama: Jeri Gustafson (Head) & Nick Kallem (Assistant)

GBB: Sabrina Labatte (Head HS), Janelle Ator (Assistant HS), David Anderson (Head JH), Shelby Lebsock (Assistant JH), David Anderson (Head Elem.), & Ashley Anderson (Assistant Elem.).

BBB: Milt Apple (Head HS), Christina Olson (Assistant HS), Milt Apple (Head JH), Jimie Lou Morris (Assistant JH), Cody Stepler (Head Elem.), & Kenneth Jasper (Assistant Elem.)

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

Mission

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 21

AGENDA TITLE: 2024-2025 Professional Development Plan

SUMMARY: The professional development committee met on March 13th. Per Policy 5121, we need board approval for our plan for the 2024-2025 professional development plan. It is attached here for your review.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

2024-2025 Professional Development Plan

Committee Members: Lee Vandall, Jeri Gustafson, Wendy Nickoloff, Theresa McDonald, Tiffany Nielsen

Administrator: Nicole Simonsen

Board Representatives: Wendy Becker & Mark Colvin

On Wednesday, March 13, 2024 the committee members met with Nicole in Mrs. McDonald's classroom at 3:35. We discussed the final 3 hours of PIR time that remain in this school year on the last day of school. Then, we turned our focus to the 2024-2025 school year PIR time.

Our first 2 days together in August will include the following: opening speaker Travis Neimeyer, elementary principal from Billings presenting "First Five" for 90 minutes. We will also schedule in 1 hour of MAPS training so teachers have an introduction to the new district wide assessment tool. There may also need to be 20 minutes or less of GoGuardian training for the entire staff from Mike—this is an additional safeguard for internet use. Other traditional meetings will be included throughout these 2 days as well.

Next, we discuss our 3 1PM outs where we get 3 hour chunks of PD time. Our first 1PM out will be in January and the committee agreed that it would be a good time to dive deeper into our MAPS assessment tool where we have a trainer to teach us how to read the data, compare fall and winter data checkpoints, and use the data to drive instruction.

Our second 1PM out will be used for Mental Health 1st Aid for the entire staff. The normal class is typically more than 3 hours, but we will take what we can get in these 3 hours.

Our 3rd and final 1PM out will be used for Indian Education for All training. We hope to bring in a trainer for our 3 hours together.

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 22

AGENDA TITLE: Policy Updates—First Reading

SUMMARY: **Recommended:** 2165, 2162P2

Required: 2132, 3110, 3121, 5325, 8110, 8121, 8132, 8502

Recommended Forms: 2165F, 2250F, 3141F, 3416F3, 4330F2

Available Library Alternatives: 2309, 2311, 2314

Policies to Delete: 1000FE, 3100, 7008

Please see the attached summary from MTSBA. I would advise we take these one section at a time so I can give you more information on each of them.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.



Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

MTSBA Policy Notes - March 19, 2024

1 message

Kris Goss <kgoss@mtsba.org>
To: Staff - Policy <policy@mtsba.org>

Tue, Mar 19, 2024 at 1:31 PM

MTSBA Policy Maintenance Members,

The MTSBA Policy Services team has prepared necessary updates to the MTSBA Model Policy Manual. This edition of MTSBA Policy Notes provides revisions to the MTSBA Model Policy Manuals needed to ensure compliance with changes to law and advised practice.

- The specific policies are outlined below with a designation of whether the updates are required or recommended. Districts that have previously adopted an existing model policy will adopt required changes. If a district has not previously adopted an existing model policy, it may do so now with the applicable changes. All the policies will require the number of readings specified in each district's Policy 1310.
- The marked-up word versions of the policies are attached. The updates will also be available when logged into the district's policy website by clicking on "MTSBA Communications."
- Please report back to MTSBA staff when the policies have been adopted by the board of trustees at policy@mtsba.org. You can send word versions as adopted, the meeting minutes, or a list of the policies adopted with the date of the meeting. MTSBA staff will then update the district's policy manual website as hosted on [MTSBA.org](https://mtsba.org) to reflect the adopted changes as they relate to your current policies, adopted/revised on date, and headers.
- MTSBA staff will present details on the policy updates at an MTSBA Thursday Think Tank in April.
- If you would like customized updates to reflect existing district policy or if you have any questions about the updates, please contact MTSBA at policy@mtsba.org.

Thank you for your continued participation in the MTSBA Policy Maintenance Service Program. We appreciate your engaged collaboration on school policy matters.

NEW MTSBA Recommended Model Policies

MTSBA Model Policy 2165 – Early Literacy Targeted Intervention. This policy was created to assist districts in establishing early literacy targeted intervention programs established by HB 352. The policy is based on the new statutes and the regulations adopted by the Board of Public Education. The policy is accompanied by **Policy 2165F – Early Literacy Targeted Intervention Consent Form.**

MTSBA Model Policy 2162P2 – Section 504 Procedural Safeguards. This procedure was created to assist districts in complying with requirements for Section 504 regulations governing the provision of accommodations to students.

MTSBA Model Policies with Required Updates

- ✓ **MTSBA Model Policy 2132 – Student and Family Privacy Rights** – This policy was updated to reflect the distinction between surveys administered to students that do not collect personal information and those that do collect personal information. Federal and state law require parental consent prior to a student completing a survey that collects or requires disclosure personal information. A parent may opt out of a survey that does collect or require disclosure of personal information.
- ✓ **MTSBA Model Policy 3110 – Entrance, Placement, and Transfer.** This policy was updated to reflect changes in the law governing enrollment for exceptional circumstances.
- ✓ **MTSBA Model Policy 3121 – Enrollment and Attendance.** This policy was updated to reflect changes in the law governing calculation of ANB for students enrolled in an early literacy targeted intervention program.

MTSBA Model Policy 5325 – Breastfeeding in the School and Workplace. This policy was updated to specify the requirement for school districts to provide breastfeeding employees and students a location to store expressed milk in a medically safe manner.

MTSBA Model Policy 8110 – Bus Routes and Schedules. This policy was updated to clarify the requirements for acceptable sight lines at approved school bus stops.

MTSBA Model Policy 8121 – District-Owned Vehicles. This policy was updated to require drivers of district vehicles involved in an accident with the district vehicle to immediately report the accident to the driver's supervisor.

MTSBA Model Policy 8132 – Activity Trips. This policy was updated to clarify the transportation options available to school districts when conducting an activity trip.

MTSBA Model Policy 8502 – Construction and Repairs. This policy was updated to provide additional clarity on accessibility standards when completing a school facility construction project.

NEW MTSBA Recommended Forms

MTSBA Model Policy 2165F – Early Literacy Targeted Intervention Consent Form. This form was developed to assist districts in securing parental consent prior to early literacy evaluation.

MTSBA Model Policy 2250F – Adult Education Acknowledgement of Risk. This form was developed to assist districts in securing acknowledgement of risk from adult education students taking courses provided by the district.

MTSBA Model Policy 3141F – Non-Resident Student Enrollment Application. This form was developed by the Office of Public Instruction as required by HB 203. The form can be adopted and placed in a district's policy manual for public and district use.

MTSBA Model Policy 3614F3 – Designation and Acceptance of Medication Assistance. This form was developed to assist districts in securing parental permission to assist students with administering medication.

MTSBA Model Policy 4330F2 – Community Use of Facilities Acknowledgement of Risk. This form was developed to assist districts in securing acknowledgement of risk from community members using school facilities in accordance with the optional language in Policy 4330P – Facility Use Procedures.

MTSBA Model Library and Instructional Materials Policies with Available Alternatives Updates

MTSBA Model Policy 2309 – School Library Program. This new version of Policy 2309 was developed as an alternative to entirely replace the previous versions of MTSBA Model Policies 2309, 2310, and 2310P. The policy is designed to assist districts seeking additional structure for governance of the school library program on topics including collection management, student and staff rights, family engagement, and acceptance of gifts in a manner consistent with state and federal law. If this version Policy 2309 is adopted, the district will also terminate and delete MTSBA Model Policies 2310, and 2310P. *Please note that due to the distinct operations of school libraries, a district may have adopted unique versions of Policy 2309 and Policy 2310 so careful review of policy content and numbering is required when considering the policy.*

MTSBA Model Policy 2311 – Instructional Materials. This new version of Policy 2311 was developed as an alternative to entirely replace the MTSBA Model Policies 2311 and 2311P. The policy is designed to assist districts seeking additional structure for governance of the instructional materials including selection, purchase, and management. If this version Policy 2311 is adopted, the district will also terminate and delete MTSBA Model Policy 2311P. *Please note that due to the distinct operations of schools, a district may have adopted unique versions of Policy 2311 so careful review of policy content and numbering is required when considering the policy.*

MTSBA Model Policy 2314 – Instructional and Library Materials Review. This new version of Policy 2314 was developed as an alternative to entirely replace the MTSBA Model 2314 and 2311P. The policy is designed to assist districts seeking additional structure for governance of the request for review of library and instructional materials in a manner consistent with state and federal law. *Please note that due to the distinct operations of school libraries, a district may have adopted unique versions of Policy 2314 so careful review of policy content and numbering is required when considering the policy.*

MTSBA Model Policies to Delete

MTSBA Model Policies 1900-1912 – Emergency Policies. To avoid confusion in district operations, these policies should be removed from the policy manual through a formal motion and vote of the board of trustees.

✓ done



MTSBA Model Policy 1000FE – Early Enrollment for Exceptional Circumstances. Enrollment for exceptional circumstances is now governed exclusively by Policy 3110 consistent with HB 352. This policy and any related procedure or form will be terminated and deleted from a district's policy manual.

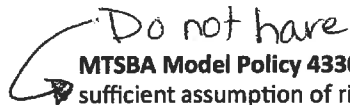
Do not have

MTSBA model Policy 2113 – Pre-Kindergarten Program. Pre-kindergarten programs that are not related to enrollment to early literacy targeted intervention are prohibited from earning ANB under state law. To avoid confusion, a district should delete this

policy and rely on legally supported early childhood offerings if the intent of the program is to earn ANB.



MTSBA Model Policy 3100 – Early Enrollment for Exceptional Circumstances. Enrollment for exceptional circumstances is now governed exclusively by Policy 3110 consistent with HB 352. This policy and any related procedure or form will be terminated and deleted from a district's policy manual.



MTSBA Model Policy 4330F2 – Facility Use Liability Waiver. This form is not supported by Montana law and should be deleted. The sufficient assumption of risk language now appears in Policy 4330F1 – Facilities Use Agreement.



MTSBA Model Policy 7008 – Non-resident Tuition and Transportation. This policy was rendered obsolete and unnecessary by HB 203 and the new version of Policy 3141 – Non-resident Student Enrollment. The policy should be deleted prior to the start of the next school fiscal year.

Please let us know if there are any questions.

Thanks again.

Kris Goss

Director of Policy Services/Senior Counsel



March 2024 Updates.zip
931K



Recommended
Policies

____ School District

INSTRUCTION

Early Literacy Targeted Interventions

Purpose and Goals

The Board of Trustees finds the ability to achieve educational success. The purposes of this policy are:

- (a) provide parents with voluntary early literacy interventions for their children;
- (b) increase the number of children in the District who are reading proficient at the end of 3rd grade and in so doing help those children develop their full educational potential pursuant to Article X, section 1(1), of the Montana Constitution; and
- (c) foster a strong economic return for the state on early literacy investment through enhancing the District's skilled workforce and decreasing future reliance on social programs and the criminal justice system.

The Board of Trustees intends to collaborate with the Board of Public Education and Office of Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making available outcome data and by continually refining the interventions to increase the efficacy and efficiency of each intervention.

Compliance

The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall be in accordance with early childhood education standards at Title 10 Chapter 63 ARM. The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall include, at minimum:

- (a) ongoing evaluation of student progress used to tailor instruction to specific student needs;
- (b) strategies to encourage, enhance, and honor parental involvement;
- (c) methods to employ and assign qualified staff to deliver programming who have completed a fingerprint based criminal background check in accordance with Policy 5120 and Policy 5122 and receive regular professional development in accordance with Policy 5121;
- (d) adherence to eligibility standards;
- (e) organization, when applicable, of classrooms which satisfy physical, supervision, safety, and capacity standards; and
- (f) dedicated Trustee and administrative leadership in accordance with Policy 6110.

Child Evaluation

An eligible child is defined as a child who has been determined, through evaluation methodologies selected by the Board of Public Education, to be below a trajectory leading to reading proficiency at the end of 3rd grade. An eligible child may receive early literacy targeted intervention provided by the District for the subsequent school year in accordance with this policy.

The Board of Trustees authorizes the District staff to administer evaluation methodologies in April, May, or June of each year to a child who will be 4 years of age or older on or before the following September 10 and who has not yet entered 3rd grade.

A child shall not be evaluated to determine eligibility for early targeted literacy intervention without written parental consent.

OPTIONAL Classroom Based Programming

The Board of Trustees has established a (select option) full time or half time classroom based early literacy targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who is not entering and who has not completed kindergarten in the District's classroom-based early literacy targeted intervention program. If a full-time program is established the District will allow a parent or guardian to enroll their child on a half-time basis. The classroom based program shall foster parental engagement and be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade

OPTIONAL Home-Based Programming

The Board of Trustees has established a home-based early literacy targeted intervention program. The Board of Trustees authorizes the District staff to serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 2nd grade in the District's home-based program.

Any home-based program available in the District shall be operated by a non-profit entity previously selected by the Board of Public Education. The home based program shall foster parental engagement and be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade. The home-based program shall have a cost of no more than \$1,000 a year for each child.

OPTIONAL Jumpstart Programming

The Board of Trustees has established a jumpstart early literacy targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child

1 who is 5 years of age or older on or before September 10 of the year in which the child is to
2 participate in the program and who has not yet completed 3rd grade.

3
4 The District's jumpstart program shall take place during the time between the end of one school
5 calendar year and the start of the next school calendar year, as set by the Board of Trustees in
6 accordance with Policy 2100, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or
7 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120
8 instructional hours. The jumpstart program shall be designed in a manner to increase the
9 likelihood of a child being evaluated at the end of the ensuing school year to be at or above a
10 trajectory leading to reading proficiency at the end of 3rd grade.

11
12
13 Reporting and Funding (SELECT PROVISIONS CONSISTENT WITH ABOVE SECTION)

14
15 The Board of Trustees authorizes the District administration to include an eligible child
16 participating in a classroom-based program in accordance with this policy in enrollment counts
17 for the purpose of ANB calculations in the manner described in Policy 3121.

18
19 The Board of Trustees authorizes the District administration to report the number of eligible
20 children participating in a home-based program to superintendent of public instruction for
21 purposes of receiving payment for provided programming.

22
23 The Board of Trustees authorizes the District administration to include an eligible child
24 participating in a jumpstart program in accordance with this policy in enrollment counts on a
25 quarter-time basis for the purpose of ANB calculations in the manner described in Policy 3121.

26
27 The Board of Trustees shall monitor the early literacy intervention programs and authorizes the
28 District administration to report annually to the superintendent of public instruction on the
29 efficacy of the program no later than July 15 of each year.

30
31 Cross Reference: Policy 2100 – School Calendar
32 Policy 3121- Enrollment and Attendance Calculation
33 Policy 5120- Hiring Practices
34 Policy 5121 –Professional Development
35 Policy 5122 -Fingerprint Background Checks
36 Policy 6110- Superintendent Responsibilities

37
38 Legal Reference: Article X, section 1(1), of the Montana Constitution
39 Title 20, Chapter 7, Part 18 – Early Literacy Targeted Interventions
40 Title 10 Chapter 63 ARM – Early Childhood Standards
41 Section 20-9-311, MCA – Calculation of ANB

42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

1 Public Schools

2
3 **INSTRUCTION**

2162P2

4
5 Procedure For Education of Students With Disabilities Under Section 504 of the Rehabilitation
6 Act of 1973
7

8 1. **Free Appropriate Public Education:** The district will provide a free appropriate
9 public education to school-age children with disabilities in the district's jurisdiction regardless of
10 the nature or severity of the person's disability.
11

12 2. **Child Find:** The district will annually undertake to identify and locate every qualified
13 disabled students residing in the district's jurisdiction who is not receiving a public education and
14 take appropriate steps to notify disabled children and their parents or guardians of the district's
15 responsibilities under Section 504.
16

17 3. **Equal Educational Opportunity:** The district will provide students with disabilities
18 an equal opportunity to participate in and benefit from the educational services it provides to
19 non-disabled students. The teachers of disabled students will meet comparable standards for
20 certification that teachers of non-disabled students meet. Facilities will be of comparable quality
21 and appropriate materials and equipment will be available.
22

23 4. **Confidentiality of Information:** The confidentiality of student records will be
24 maintained throughout the period of time when such records are collected, stored, disclosed or
25 destroyed by the district.
26

27 5. **Parent Involvement:**
28

29 (a) Initial Evaluation. The district will obtain the consent of parents or guardians before
30 conducting an initial evaluation of a student. The district will notify parents or guardians of the
31 evaluation results.
32

33 (b) Initial Placement. The district will notify parents or guardians before initially placing
34 a disabled student or any decision to not place a student and the reasons for the decision.
35

36 (c) Significant Change in Placement. The District will notify parents or guardians before
37 implementing a significant change in the student's placement.
38

39 (d) Right to Challenge. The district will notify parents or guardians of their right to
40 review and challenge the district's program and placement decisions if they disagree with them.
41

42 (e) Meetings. Section 504 does not give parents or guardians the right to participate in a
43 meeting during which their child's program is designed and placement is determined, as does the
44 IDEA. However, this practice is recommended.
45

46 6. **Participation in the Least Restrictive Environment:**

1
2 (a) Academic setting. To the maximum extent appropriate, the district will educate
3 disabled students with non-disabled students. In order to remove a child from the regular
4 educational environment, the district must demonstrate that education of the student in the
5 regular environment with the use of supplementary aids and services cannot be achieved
6 satisfactorily for the disabled student. Whenever the district places a student in a setting other
7 than the regular education environment, it will take into account the proximity of the alternate
8 setting to the student's home.

9
10 (b) Non-academic setting. In providing or arranging for the provision of non-academic
11 and extra-curricular services and activities, including meals, recess periods and the services and
12 activities, the district will ensure that disabled students participate with non-disabled students in
13 such activities and services to the maximum extent appropriate.

14 15 **7. Referral and Screening:**

16
17 (a) **Referral:** If a parent or guardian, teacher, counselor or administrator believe they are
18 observing in a student substantially limited performance in one or more major life activities that
19 is believed to be caused by a physical or mental impairment, the concerned individual should
20 complete a referral form from the counselor or request assistance from Section 504 Coordinator
21 to serve the student.

22
23 (b) **Screening:** A designated building team will review referrals to determine if an
24 evaluation is appropriate. If an evaluation appears to be necessary because of the student's needs
25 or is believed to need special education or related services, the district will obtain written consent
26 from parents or guardians to perform an evaluation and/or gather additional information and will
27 provide parents with a written statement of their rights under Section 504. If the building team
28 determines that an evaluation is not necessary, it will provide written notice to parents/guardians,
29 and forward the results of the screening to the source of the referral.

30 31 **8. Evaluations:**

32
33 (a) **Significant Change in Placement:** If a student is believed to be disabled and needs,
34 or is believed to need, special education or related services, the district shall evaluate the student
35 prior to placement and before any subsequent "significant change in that placement." An
36 evaluation need not include formal or written assessments but may involve, in appropriate
37 circumstances, a review and consideration of existing information. Examples of significant
38 changes in placement include:

- 39
40 (i) Expulsion;
41 (ii) Suspensions which exceed ten consecutive days in a school year;
42 (iii) Cumulative short-term suspensions which create a pattern of exclusion;
43 (iv) Transferring a student to home instruction; and/or
44 (v) Graduation from high school.
45
46

1 **(b) Tests and Evaluation Materials:** The district will establish procedures for evaluation
2 and placement which assure that tests and other evaluation materials:

- 3
4 (i) Have been validated for the specific purpose for which they are used and are
5 administered by trained personnel in the specific areas of educational need'
6 (ii) Are tailored to assess educational need and are not merely used to measure IQ and
7 (iii) Reflect aptitude or achievement or whatever else the tests purport to measure and
8 do not reflect the student's impaired sensory, manual or speaking skills (unless the
9 test is designed to measure these particular deficits).

10
11 **9. Mitigating Measures:** The determination of whether a student is substantially limited
12 in one or more major life activities will be made without regard to any ameliorative effects of
13 mitigating measures which include, but are not limited to: medication, medical supplies,
14 equipment, appliances, low-vision devices, prosthetics, hearing aids and cochlear implants or
15 other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies,
16 assistive technology, reasonable accommodations, auxiliary aids or services; or learned
17 behavioral or adaptive neurological modifications. However, ameliorative effects of mitigating
18 measures may be relevant as to whether a student needs any specific accommodation or a 504
19 accommodation plan.

20
21 Low vision devices do not include ordinary eyeglasses or contact lenses. The ameliorative effects
22 of ordinary eyeglasses or contact lenses shall be considered in determining whether the
23 impairment substantially limits a major life activity.

24
25 **10. Temporary Impairments:** A student with a temporary impairment falls within the
26 scope of Section 504 if the temporary impairment substantially limits one or more of the
27 student's major life activities. A temporary impairment is one with an actual or expected duration
28 of six months or less.

29
30 **11. Placement Procedures:** The Section 504 team will convene to review all evaluation
31 results, determine eligibility as a student with a disability under Section 504 and document the
32 meeting in writing. The team composition may vary according to the needs of the student.

33
34 In interpreting evaluation data and in making placement decisions, the district will:

35
36 (a) draw upon information from a variety of sources, including aptitude and achievement
37 tests, teacher recommendations, physical condition, social or cultural background and adaptive
38 behavior;

39
40 (b) establish procedures to ensure that information obtained from all such sources is
41 documented and carefully considered;

42
43 (c) ensure that the placement decision is made by a group of persons, including persons
44 knowledgeable about the student, the meaning of the evaluation data, and the placements
45 options; and
46

1 (d) ensure that the student is educated with the student's non-disabled peers to the
2 maximum extent appropriate.

3
4 Parents and guardians of students who have a plan developed under Section 504 will be provided
5 a copy of the district policy (*see Policy 3305*) on the use of seclusion and restraint at the time
6 that the plan is created.

7
8 If the district affords a free appropriate education to a student but the parent chooses to place the
9 child elsewhere, the district is not responsible to pay for the out-of-district placement.

10
11 **12. Reevaluations:** The district will provide for periodic reevaluation of disabled
12 students. A reevaluation is also required before any "significant change of placement," as defined
13 above in Part 8.

14
15 **13. Programming to Meet Individual Needs:** The district recognizes that to be
16 appropriate, educational programs for students with disabilities must be designed to meet their
17 individual needs to the same extent that the needs of non-disabled students are met. A
18 documented procedure, such as the development of an individualized accommodation plan by a
19 knowledgeable team of educational professionals, may be appropriate.

20
21 **14. Non-Academic Services:** The district will provide nonacademic and extracurricular
22 services and activities in such a manner as is necessary to afford disabled students an equal
23 opportunity for participation in such services and activities. Nonacademic and extracurricular
24 services and activities may include counseling services, physical recreation athletics,
25 transportation, health services, recreational activities, interest groups or clubs sponsored by the
26 district, referrals to agencies which provide assistance to disabled persons and employment of
27 students, including both employment by the district and assistance in making available outside
28 employment. The district will observe reasonable health and safety standards for all students.

29
30
31 (a) **Counseling Services:** In providing personal, academic or vocational counseling,
32 guidance or placement services to its students, the district will provide these services without
33 discrimination on the basis of disability. The district will ensure that qualified students with
34 disabilities are not counseled toward more restrictive career objectives than are non-disabled
35 students with similar interests and abilities.

36
37 (b) **Physical Education and Athletics:** In providing physical education courses and
38 athletics and similar programs and activities to any of its students, the district will not
39 discriminate on the basis of disability. If the district offers physical education courses and
40 operates or supports interscholastic, club or intramural athletics, it will provide an equal
41 opportunity for qualified students with disabilities to participate in these activities.

42
43 **15. Preschool and Adult Education Programs:** In the operation of preschool
44 education, or day care program or activity, or an adult education program or activity, the district
45 will not, on the basis of disability, exclude qualified students with disabilities from the program

1 or activity and will take into account the needs of such persons in determining the aid, benefits or
2 services to be provided under the program or activity.

3 4 **16. Disciplinary Exclusion:**

5
6 (a) **Exclusions:** Students with disabilities are protected from being improperly excluded
7 from school for disciplinary reasons. Certain disciplinary exclusions of disabled students from
8 school constitute a significant change in the student's educational placement. A disciplinary
9 change in the student's educational placement occurs if the student has been suspended for more
10 than ten consecutive days or if the disciplinary exclusions constitute a "pattern of exclusion"
11 (defined below). Such disciplinary exclusions, which are change of placement, cannot be
12 implemented unless the district first determines that the student's misconduct which led to the
13 disciplinary exclusion was not a manifestation of the student's disability.

14
15 (b) **Manifestation Determinations:** If a disciplinary exclusion (suspension or expulsion)
16 which constitutes a change in placement is implemented, the school principal or educational staff
17 person responsible for the imposition of discipline must ensure that a group of qualified
18 professionals (the student's Section 504 team) determine whether or not the misconduct is a
19 manifestation of the student's disability.

20
21 The misconduct is considered a manifestation of the disability if the conduct was caused by, or
22 had a direct and substantial relationship to the student's disability. This manifestation
23 determination will take into account the student's current evaluation and individualized
24 accommodation plan under Section 504.

25
26 Under Section 504, there is no obligation to provide educational services during periods of long-
27 term suspension or expulsion when the student's misconduct has been properly determined not to
28
29 be disability-related. However, state law requires the district to provide educational services to
30 all students during a period of suspension or expulsion (See Policy/Procedure 3241).

31
32 If a student's misconduct is determined to be a manifestation of the student's disability,
33 procedures in to address the disability be instituted in lieu of either long-term suspension or
34 expulsion.

35
36 (c) **Conduct That Is a Manifestation of a Disability.** When a student has engaged in
37 misconduct which is a manifestation of to his or her disability, expulsion and/or long term
38 suspension should not be imposed if it would result in a change in educational placement (a
39 disciplinary exclusion from school of over ten consecutive days or exclusions which constitutes a
40 pattern of exclusion). Days will be measured cumulatively over the period of the entire school
41 year, with any short-term suspensions as counting toward the cumulative total.

42
43 When a student's misconduct is related to a disability, additional evaluations and/or a change of
44 placement should be considered. In this circumstance, the Section 504 team will meet to
45 determine if there is a need for further evaluation or a change of program. If further evaluation is
46 recommended, it will be conducted as soon as reasonably possible.

1
2 (d) **Pattern of Exclusion.** Suspension or emergency expulsion of a disabled student may
3 occur, without the need to determine if there is a causal connection with the disability, if the
4 suspension or emergency expulsion is ten consecutive days or less, or if more than ten
5 cumulative days is not a pattern of exclusion. A pattern of exclusion occurs if:

- 6
7 (i) The removal is for more than ten school days in a year; and
8 (ii) The student's behavior is substantially similar to the behavior that he/she was
9 previously removed for.

10
11 Additional factors to consider are the length of each removal (the total amount of time the
12 student has been removed, and the proximity of the removals to one another), and the school
13 must determine on a case-by-case basis whether a pattern of removals is significant enough to
14 constitute a change in placement.

15
16 (e) **Right to Challenge.** Students and their parent/guardian will be notified of the results
17 of the manifestation decision and of their right under the law to challenge this decision.

18
19 (f) **Drugs or Alcohol.** Students who are considered disabled under Section 504 are
20 subject to the same disciplinary processes and results as non-disabled students for misconduct
21 regarding the use, sale or possession of drugs or alcohol at school.

22
23 **17. Restraint or Isolation.** Restraint or seclusion of students who have a Section 504
24 plan will be authorized only under the limited circumstances specified in Policy 3305 and each
25 incident will require reporting and parent/guardian notification as specified in that policy and
26 procedure.

27 **18. Transportation:** If the district places a student in a program not operated by the
28 district, the district will assure that adequate transportation to and from the program is provided
29 at no cost to the parent.

30
31 Because the district provides transportation to all its students within a certain geographic area, it
32 will not discriminate in its provision of transportation to students with disabilities.

33
34 If the district proposes to terminate a qualified disabled student's bus transportation for
35 inappropriate bus behavior, the district will first determine the relationship between the student's
36 behavior and his or her disabling condition. The parent or guardian will be provided with notice
37 of the results of such determinations and of their right to challenge such determinations.

38
39 **19. Procedural Requirements:** The district will ensure compliance with the
40 requirements of Section 504 by doing the following:

41
42 (a) **Assurance.** Provide written assurance of non-discrimination whenever the district
43 receives federal money;

44
45 (b) **Designation of Employee.** Designate an employee to coordinate the district's Section
46 504 compliance activities.

1
2 (c) **Grievance Procedures.** Provide grievance procedures to resolve complaints of
3 discrimination. Students, parents or employees are entitled to file grievances. The grievance
4 procedures for the district are set out in Policy 1700;

5
6 (d) **Notice.** Provide notice to students, parents/guardians, employees, unions and
7 professional organizations of the district's nondiscrimination policy in admission and access to
8 programs and activities, and in treatment and employment. Notice will also specify the Section
9 504 coordinator for the district;

10
11 (e) **Locate.** Annually undertake to identify and locate all Section 504 qualified disabled
12 children in the district's jurisdiction who are not receiving a public education;

13
14 (f) **Annual Notification.** Annually take appropriate steps to notify disabled persons and
15 their parents/guardians of the district's responsibilities under Section 504; and

16
17 (g) **Procedural Safeguards.** Establish and implement procedural safeguards to be
18 provided to parents/guardians with respect to actions regarding the identification, evaluation or
19 educational placement of persons who, because of disability, need, or are believed to need,
20 special instruction or related services. Procedural safeguards will include:

- 21
22 (i) Notice of rights;
23 (ii) An opportunity for parents/guardians to examine relevant records;
24 (iii) An impartial hearing, initiated by either the parents/guardian or the district, with
25 opportunity for participation by the student's parents/guardians and representation
26 by legal counsel; and
27 (iv) A review procedure.

28
29 20. **Appropriate Funding:** The District recognizes that the 504 process is an
30 unfunded mandate, yet the regular education funding of the district could be the funding source
31 for serving students who are qualified as disabled under Section 504 only. However, if students
32 are dual identified as Section 504 and IDEA eligible, state and federal special education funds
33 can be used. The district will not use money appropriated by the IDEA to serve students found
34 disabled under Section 504 but not the IDEA. The district may use the IDEA money to evaluate
35 a student if the district believes that the student may also be eligible under the IDEA.

36
37 21. **Special Considerations for ADD/ ADHD Students:** Section 504 obligations
38 apply to all students with disabilities, including students with attention deficit disorder (ADD) or
39 attention-deficit/hyperactivity disorder (ADHD). Under federal guidance, there are three
40 different types of ADHD, which are categorized depending upon which symptoms are the
41 strongest: (1) predominately inattentive type; (2) predominately hyperactive-impulsive type; and
42 (3) combined type (where symptoms of the first two types are equally present).

43
44 22. **Due Process Hearing or Mediation Requests**
45

1 (a) Impartial Due Process Hearing. If the parent or legal guardian of a student who
2 qualifies under Section 504 for special instruction or related services disagrees with a decision of
3 the District with respect to: (1) the identification of the child as qualifying for Section 504; (2)
4 the District's evaluation of the child; and/or (3) the educational placement of the child, the
5 parents of the student are entitled to certain procedural safeguards. The student shall remain in
6 the student's current placement until the matter has been resolved through the process set forth
7 herein.

- 8
- 9 (i) The District shall provide written notice to the parent or legal guardian of a
10 Section 504 student, prior to initiating an evaluation of the child and/or
11 determining the appropriate educational placement of the child, including special
12 instruction and/or related services;
- 13
- 14 (ii) Upon request, the parent or legal guardian of the student shall be allowed to
15 examine all relevant records relating to the child's education and the District's
16 identification, evaluation, and/or placement decision;
- 17
- 18 (iii) The parent or legal guardian of the student may make a request in writing for an
19 impartial due process hearing. The written request for an impartial due process
20 hearing shall identify with specificity the areas in which the parent or legal
21 guardian is in disagreement with the District;
- 22
- 23 (iv) Upon receipt of a written request for an impartial due process hearing, a copy of
24 the written request shall be forwarded to all interested parties within three (3)
25 business days;
- 26
- 27 (v) Within ten (10) days of receipt of a written request for an impartial due process
28 hearing, the District shall select and appoint an impartial hearing officer who has
29 no professional or personal interest in the matter. In that regard, the District may
30 select a hearing officer from the list of special education hearing examiners
31 available at the Office of Public Instruction, the county superintendent or any
32 other person who would conduct the hearing in an impartial and fair manner;
- 33
- 34 (vi) Once the District has selected an impartial hearing officer, the District shall
35 provide the parent or legal guardian and all other interested parties with notice of
36 the person selected;
- 37
- 38 (vii) Within five (5) days of the District's selection of a hearing officer, a pre-hearing
39 conference shall be scheduled to set a date and time for a hearing, identify the
40 issues to be heard, and stipulate to undisputed facts to narrow the contested
41 factual issues.
- 42
- 43 (viii) The hearing officer shall, in writing, notify all parties of the date, time, and
44 location of the due process hearing;
- 45

- 1 (ix) to mediation. A mediator may be selected from the Office of Public Instruction's
2 list of trained mediators;
3
4 (x) At the hearing, the District and the parent or legal guardian may be represented by
5 counsel;
6
7
8 (xi) The hearing shall be conducted in an informal but orderly manner. Either party
9 may request that the hearing be recorded. Should either party request that the
10 hearing be recorded, it shall be recorded using either appropriate equipment or a
11 court reporter. The District shall be allowed to present its case first. Thereafter
12 the parent or legal guardian shall be allowed to present its case. Witnesses may
13 be called to testify, and documentary evidence may be admitted; however,
14 witnesses will not be subject to cross-examination, and the Montana Rules of
15 Evidence will not apply. The hearing officer shall make all decisions relating to
16 the relevancy of all evidence intended to be presented by the parties. Once all
17 evidence has been received, the hearing officer shall close the hearing. The
18 hearing officer may request that both parties submit proposed findings of fact,
19 conclusions, and decision;
20
21 (xii) Within twenty (20) days of the hearing, the hearing examiner should issue a
22 written report of the student's decision to the parties;
23
24 (xiii) Appeals may be taken as provided by law.
25

26 **23. Uniform Complaint Procedure.** If a parent or legal guardian of the student alleges
27 that the District and/or any employee of the District has engaged in discrimination or harassment
28 of the student, the parent or legal guardian will be required to proceed through the District's
29 Uniform Complaint Procedure.
30

31
32 Legal Reference: 34 C.F.R. 104.36 Procedural safeguards
33

34 Policy History:

35 Adopted on:

36 Reviewed on:

37 Revised on:
38

Required Policies

_____**School District**

R

INSTRUCTION

2132

page 1 of 3

Student and Family Privacy Rights

All fundamental parental rights are excluded from obstruction or interference by a government, state courts and as required by state and federal law.

out
and federal

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. A parent or guardian shall have the right to opt the child out of any survey or data collection by a school district that would capture data for inclusion in the statewide data system so long as the survey does not request or require disclosure of personal information. Surveys requesting or requiring disclosure of personal information shall require parental consent as described in this policy. A parent may not opt out of data collection that is necessary and essential for establishing a student's education record.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

No student in the District shall be required, as part of any applicable program, to submit to any survey, analysis, or evaluation that ~~includes requests or requires the disclosure of the above-noted personal information in this section~~ without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. This provision specifically documents the arrangements taken to protect student privacy in accordance with 20 USC § 1232h(c)(1)(a)(b).

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information From Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;

3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

This policy shall be posted on the District's website and provided in a manner specified in accordance with law and policy. The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, MTSBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.

Cross Reference:	2311	Instructional Materials
	3200	Student Rights and Responsibilities
	3410	Student Health/Physical Screenings/Examinations

Legal Reference:	20 U.S.C. 1232h	Protection of Pupil Rights
	Section 40-6-701, MCA	Fundamental Parental Rights
	Chapter 676 (2023)	Fundamental Parental Rights

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

2
3 **STUDENTS**

3110
page 1 of 3

4
5 Entrance, Placement, and Transfer

6
7 Entrance, Date, and Age

8
9 The trustees will enroll and admit a child to a school in the district when the child is 5 years of
10 age or older on or before the tenth (10th) day of September of the school year in which the child
11 is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a
12 waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

13
14 Non-resident students may be admitted at the discretion of the Trustees. Children will be
15 enrolled in the grade identified in accordance with District policy or at the discretion of the of the
16 administration in consultation with the student's parents or guardians. The District requires
17 proof of identity and an immunization record for every child to be admitted to District schools.

18
19 The Trustees may at their discretion assign and admit a child to a school in the district who is
20 under 5 years of age or an adult who is 19 years of age or older if there are exceptional
21 circumstances that merit waiving the age provision. Students enrolled by the Trustees under this
22 provision shall find the student's exceptional circumstances:

23
24 (a) the child under 5 is determined by the trustees to be ready for kindergarten and the
25 child's parents have requested early entry into the district's regular 1-year kindergarten
26 program;

27 (b) the child under 5 is being admitted into an early literacy targeted intervention
28 classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165;
29 or

30 (c) the adult is 19 years of age or older and in the trustees' determination would benefit
31 from educational programs offered by a school of the district.

32
33 The trustees may also admit an individual who has graduated from high school but is not yet 19
34 years of age even though no special circumstances exist for waiver of the age provision of this
35 Policy.

36
37 The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and
38 who meets the age and residency requirement of this policy on a part-time basis at the request of
39 the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee
40 shall be calculated for purposes of ANB consistent with Policy 3121.

41
42 School Entrance

- 1 1. The District requires that a student's parents, legal guardian, or legal custodian present
2 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
3 as proof of residence in the District. Students who are not residents of the District may
4 apply for admission pursuant to Policy 3141. For the purposes of this section "proof of
5 identity" means a certified copy of a birth certificate, a certified transcript or similar
6 student records from the previous school, or any documentary evidence that a school
7 district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA
8
- 9 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
10 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
11 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
12 approved by the department. Immunizations may not be required if a child qualifies for
13 conditional attendance or an exemption is filed as provided by Montana law.
14
- 15 3. The above requirements are not to serve as barriers to immediate enrollment of students
16 designated as homeless or foster children as required by the Every Student Succeeds Act
17 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
18 with the local child welfare agency, the school last attended, or other relevant agencies to
19 obtain necessary enrollment documentation and ensure a student receives education
20 services in the best interests of the child. The Superintendent or designee shall serve as
21 point of contact with all applicable agencies to review records, facilitate services and
22 resolve disputes.
23

24 Placement

25

26 The District goal is to place students at levels and in settings that will increase the probability of
27 student success. Developmental testing, together with other relevant criteria, including but not
28 limited to health, maturity, emotional stability, and developmental disabilities, may be
29 considered in the placement of all students. Final disposition of all placement decisions rests
30 with the principal, subject to review by the Superintendent or the Board.
31

32 Children of Relocated Military Families

33

34 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana
35 under military orders to a school in the district and allow the child to preliminarily enroll in
36 classes and apply for programs offered by the District prior to arrival and establishing residency.
37

38 The student will be placed in student data management system as soon as enrolled under this
39 provision. The student will attend classes during preliminary enrollment and the Board
40 authorizes the administration to provide offsite instruction to the student if not present in the
41 District. The District will include a student enrolled under this provision as part of the
42 calculation of ANB.
43

44 Transfer

45

46 District policies regulating the enrollment of students from other accredited elementary and

secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8)

A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Secondary Grades (9-12) Credit Transfer

A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

Cross Reference:	3150	Part Time Attendance
	3121	Attendance and Enrollment
Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures
	Chapter 617 (2023)	Enrollment on Part Time Basis

Policy History:

Adopted on:

Reviewed on:

2
3 **STUDENTS**

4
5 Enrollment and Attendance Records

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

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

- 14
15 • A resident of the district or a nonresident student admitted by trustees under a student
16 attendance agreement and who is attending a school of the district, offsite instructional
17 setting or remote instruction from the public schools of the district;
18
- 19 • Unable to attend school due to a medical reason certified by a medical doctor and
20 receiving individualized educational services supervised by the district, at district
21 expense, at a home or facility that does not offer an educational program;
22
- 23 • Unable to attend school due to the student's incarceration in a facility, other than a youth
24 detention center, and who is receiving individualized educational services supervised by
25 the district, at district expense, at a home or facility that does not offer an educational
26 program;
27
- 28 • Living with a caretaker relative under Section 1-1-215, MCA;
29
- 30 • Receiving special education and related services, other than day treatment, under a
31 placement by the trustees at a private nonsectarian school or private program if the
32 student's services are provided at the district's expense under an approved individual
33 education plan supervised by the district;
34
- 35 • Participating in the Running Start Program at district expense under Section 20-9-706,
36 MCA;
37
- 38 • Receiving education services, provided by the district, using appropriately licensed
39 district staff at a private residential program or private residential facility licensed by the
40 Department of Public Health and Human Services;
41
- 42 • Enrolled in an educational program or course provided at district expense using remote
43 instruction consistent with Policies 2050, 2168, and 2170. The student:
 - 44 • must meet the residency requirements for that district as provided in 1-1-215;
 - 45 • shall live in the district and must be eligible for educational services under the
46 Individuals With Disabilities Education Act or under 29 U.S.C. 794; or

- attend school in the district must be enrolled in the educational program or course under a mandatory attendance agreement as provided in 20-5-321; or
- must be receiving remote instruction under 20-7-118(1)(c).

- A student enrolled on a part time basis consistent with Policy 3110, 3150, 3121P;
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.
- A student the child is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165 in a manner consistent with Seciton 20-9-311(3)(e), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
 - the student has not graduated;
 - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

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

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

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

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

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

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

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

Homeless Youth and Foster Children

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

Cross References:	Policy 3510	School Sponsored Activities
	Policy 3150	Part Time Enrollment
	Policy 2600	Work Based Learning
	Policy 1010FE/3100	Early Enrollment for Exceptional Circumstances
Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
	§ 20-9-706, MCA	Running start program
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-112, MCA	Participation in Extracurricular Activities
	§ 20-1-101, MCA	Definitions
	§ 20-3-324, MCA	Powers and Duties
	§20-7-1510, MCA	Credit for participating in work-based learning partnerships
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities

1 Chapter 580 (2023) - Remote Instruction
2 Chapter 307 (2023) – Transformational Learning
3
4 Policy History:
5 Adopted on:
6 Reviewed on:
7 Revised on:

PERSONNEL

5325

Breastfeeding in the School and Workplace

Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District shall support women who want to continue breastfeeding after returning from maternity leave.

The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for a child. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Supervisors are encouraged to consider flexible schedules when accommodating employees' needs. Building administrators are authorized to work with teachers to provide students necessary time to express milk for a child.

The District shall make reasonable efforts to provide a room or other location, other than a toilet stall, where an employee or student can express breast milk and access to a place to store expressed breast milk safely in accordance with generally accepted safety standards. The available space shall include the provision for lighting and electricity for the pump apparatus. If possible, supervisors and building administrators shall ensure that those employees or students in need of such accommodations shall be aware of them prior to maternity leave.

Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
	§ 39-2-216, MCA	Private Place for nursing mothers
	§ 39-2-217, MCA	Break time for nursing mothers
	37.111.811, ARM	Physical Requirements

Policy History:

Adopted on:

Reviewed on:

Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

8110

4
5 Bus Routes and Schedules

6
7 The Superintendent's designee is responsible for scheduling bus transportation, including
8 determination of routes and bus stops. Such routes are subject to approval of the county
9 transportation committee. The purpose of bus scheduling and routing is to achieve maximum
10 service with a minimum fleet of buses consistent with providing safe and reasonably equal
11 service to all bus students.

12
13 In order to operate the transportation system as safely and efficiently as possible, the following
14 factors shall be considered in establishing bus routes:

- 15
16 1. A school bus route shall be established with due consideration of the sum total of local
17 conditions affecting the safety, economic soundness, and convenience of its operation,
18 including road conditions, condition of bridges and culverts, hazardous crossings,
19 presence of railroad tracks and arterial highways, extreme weather conditions and
20 variations, length of route, number of families and children to be serviced, availability of
21 turnaround points, capacity of bus, and related factors.
22
23 2. The District may extend a bus route across another transportation service area, if it is
24 necessary in order to provide transportation to students in the District's own
25 transportation service area. A district may not transport students from outside its
26 transportation service area.
27
28 3. No school child attending an elementary school shall be required to ride the school bus
29 under average road conditions more than one (1) hour without consent of the child's
30 parent or guardian.
31
32 4. School bus drivers are encouraged to make recommendations in regard to establishing or
33 changing routes.
34
35 5. Parents should be referred to the Superintendent for any request of change in routes,
36 stops, or schedules.
37

38 The Board reserves the right to change, alter, add, or delete any route at any time such changes
39 are deemed in the best interest of the District, subject to approval by the county transportation
40 committee.

41
42 Bus Stops

43
44 Buses should stop only at designated places approved by school authorities. Exceptions should
45 be made only in cases of emergency and inclement weather conditions.
46

1 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists
2 approaching from either direction will have a clear view of the bus for a distance of
3 approximately 150 feet in cities and approximately 500 feet in other areas before the bus is
4 stopped to receive or discharge school children on the highway or street so motorists can see the
5 bus lights.

6
7 School loading and unloading zones are to be established and marked to provide safe and orderly
8 loading and unloading of students. The principal of each building is responsible for the conduct
9 of students waiting in loading zones.

10
11 The Board of Trustees shall approve all school bus stops requiring a child to cross a roadway.

12 Delay in Schedule

13
14
15 The driver is to notify the administration of a delay in schedule. The administration will notify
16 parents on routes and radio stations, if necessary.

17 Responsibilities - Students

18
19
20 Students must realize that safety is based on group conduct. Talk should be in conversational
21 tones at all times. There should be no shouting or loud talking which may distract the bus driver.
22 There should be no shouting at passersby. Students should instantly obey any command or
23 suggestions from the driver and/or his/her assistants.

24 Responsibilities - Parents

25
26
27 The interest and assistance of each parent is a valued asset to the transportation program.
28 Parents' efforts toward making each bus trip a safe and pleasant experience are requested and
29 appreciated. The following suggestions are only three of the many ways parents can assist:

- 30
31 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
32 2. Properly prepare children for weather conditions.
33 3. Encourage school bus safety at home. Caution children regarding safe behavior and
34 conduct while riding the school bus.

35 Safety

36
37
38 The Superintendent will develop written rules establishing procedures for bus safety and
39 emergency exit drills and for student conduct while riding buses.

40
41 If the bus and driver are present, the driver is responsible for the safety of his/her passengers,
42 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except
43 in emergencies, no bus driver shall order or allow a student to board or disembark at other than
44 his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of
45 all, the bus driver may hold students accountable for their conduct during the course of

transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver. Each bus shall be equipped with extended stop arms as required by law.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

Compliance

To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route. The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee
	§ 61-8-351, MCA	Meeting or passing school bus
	§ 61-9-402, MCA	Audible and visual signals
	Montana School Bus Standards	

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **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 Accidents involving District-owned vehicles, regardless of citation or injury, will be reported to
12 the Superintendent or designee immediately. Drivers shall make themselves readily available for
13 questioning by the District or its designees, absent the need for immediate medical attention.

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

19
20 Bus and Vehicle Maintenance, District

21
22 Buses used in the District's transportation program shall be in safe and legal operating condition.
23 All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the
24 beginning of each semester. The Superintendent will establish a specific list of tasks bus drivers
25 will perform on a daily basis. All other District vehicles shall be maintained following
26 established programs developed by the Superintendent.

27
28
29
30 Policy History:

31 Adopted on:

32 Reviewed on:

33 Revised on:

1 _____ School District

2
3 **NONINSTRUCTIONAL OPERATIONS**

8132

4
5 Activity Trips

6
7 Transportation

8
9 In addition to buses and standard passenger vehicles owned or insured by the District, the Board
10 authorizes the Superintendent or designee to utilize a passenger vehicle that is designed to
11 transport 8 to 15 passengers and is the size and style of vehicle necessary to meet
12 the needs of the district insured in accordance with the minimum coverage requirements to
13 transport students to and from school sponsored events and activities. Drivers for vehicles under
14 this section shall be licensed as required by state standards for the vehicle in use. The
15 Superintendent or designee is authorized to complete a driving record background check for
16 designated drivers.

17
18 The use of school district owned buses and passenger vehicles is strictly limited to school
19 activities. Buses and vehicles may not be loaned or leased to non-school groups, unless
20 permission is specifically granted by the Board. Buses will be operated by a qualified bus driver
21 on all activity runs, and only authorized activity participants, professional staff, and chaperones
22 assigned by the administration may ride the bus.

23
24 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will
25 remain with the professional staff member in charge on the bus, and one (1) copy will be given
26 to the Secretary before the bus departs.

27
28 Staff shall not use personal vehicles to transport students
29 documented authorization of the Superintendent or designee.

30
31 Lodging

32
33 Students and staff shall be lodged at safe and suitable homes for approved or sponsored activities, events, and trips. Where
34 lodging shall be reviewed by the administration to confirm it is in good condition and the
35 host/owner does not reside in the property or will otherwise be taken to ensure students do not engaged in improper conduct
36 to ensure separation and placement of supervisors. The residence shall be a safe and suitable place
37 service which shall permit the district to cancel or seek reimbursement if the residence is
38 unsatisfactory or unsafe. Students and staff shall not be lodged at a residence without the
39 authorization of the administration and consent of parent/guardian. Students and staff
40 residence lodging students and staff shall comply with the following guidelines:

41
42
43
44 **Optional:** When practicable, the principal shall take necessary precautions to avoid having
45 students sharing beds in hotel rooms during school sponsored trips. **End Optional Language**
46

optional language X

1 **Optional:** The District shall not share hotel rooms with other schools unless there is an executed
2 cooperative or cost-sharing agreement which details behavior expectations and supervisory
3 responsibility for all students within the hotel room. **End Optional Language**

4
5 Room Assignments

6
7 The District shall promptly notify parents if, and provide the opportunity to consent before, the
8 parent's student would share a room or sleeping quarters with an individual of the opposite sex
9 on a school-sponsored trip. A child whose parent does not provide consent must be permitted to
10 attend the trip and must be provided with reasonable accommodations that do not require the
11 child to share a room or sleeping quarters with an individual of the opposite sex.

12
13 District Policy

14
15 All student and staff policies and procedures will be in effect during District-approved or
16 sponsored activities, events, and trips. Each chaperone present on the activity, trip or event shall
17 comply with Policy 5430 and complete a volunteer agreement form at Policy 5430F. No
18 improper conduct is permitted under any circumstances.

19
20 Legal Reference: Title 40, Chapter 6, Part 7 Rights of Parents

21
22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

4
5 Construction and Repairs

6
7 Before commencing new school construction or repairs, the District shall submit plans for
8 construction of a new school or an addition to or an alteration of an existing school to the local
9 building code inspector or authority and DPHHS or the local health authority for review and
10 approval. Plans shall include the following where applicable:

- 11
- 12 (a) Location and detail of classrooms used for science or science laboratories, consumer
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,
14 including location and ventilation detail of lockable storage area of chemicals and
15 other hazardous products;
 - 16 (b) Location and detail of janitorial facilities;
 - 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless
18 previously approved;
 - 19 (d) Specifications for the water supply to serve the school unless previously approved;
 - 20 (e) Locations for all emergency eyewash and shower stations, which shall
21 meet the American National Standard for Emergency Eyewash and Shower
22 Equipment;
 - 23 (f) Location and detail of laundry facilities including description of equipment
24 and a flow chart indicating the route of laundry through sorting, washing,
25 drying, ironing, folding, and storage;
 - 26 (g) Specifications for the final finishes of floors, walls and ceilings in toilet,
27 locker and shower rooms, laundries, and janitorial closets;
 - 28 (h) Statement from the designer of the facilities that lighting capable of meeting the
29 minimum requirements of ARM 37.111.830 will be provided;
 - 30 (i) Location and detail of the solid waste storage facilities;
 - 31 (j) name of DEQ-approved sanitary landfill which will receive solid waste from the
32 school;
 - 33 (k) Specifications for a food service to serve the school unless the food service has
34 been previously approved by the DPHHS and/or local health authority;
 - 35 (l) Any other information requested by the DPHHS or local health authority
36 relating to the health, sanitation, safety, and physical well-being of the teachers,
37 staff, and students;
 - 38 (m) Specifications for any new or modified playground equipment, which shall comply with
39 the standards of the United States Consumer Product Safety Commission's 2010
40 Handbook for Public Playground Safety and the requirements of the 2010 ADA
41 Standards for Accessible Design;
 - 42 (n) Specifications for any new or modified air intakes;
 - 43 (o) Specifications for any radon-resistant technique used in the building process;
 - 44 (p) Documentation reflecting how the topography of the site will permit good drainage
45 of surface water away from the school building to eliminate significant areas of
46 standing water and infiltration of surface water into the school building;.
 - 47 (q) Specifications showing all chemical storage areas in new construction will be
48 constructed to maintain negative air pressure to eliminate contamination of the
49 school's indoor air quality by being vented to the outside of the building;

- (r) Specifications showing gas supply lines serving science laboratories, consumer science, industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve that is readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area;
- (s) Specifications showing industrial arts classrooms or buildings and other rooms using electrically will operated instruction equipment which presents a significant safety hazard to the student utilizing such equipment shall be supplied with a master electric switch readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area.
- (t) Specifications showing that janitorial storage spaces will be lockable, have sufficient storage are for equipment and chemicals; and be vented to the outside of the building.
- (u) Specifications showing that hot and cold water shall be provided to handwashing sinks and shower facilities. Hot water shall not be below 100° F nor exceed a temperature of 120°F.
- (v) Documentation showing DPHHS the use of radon prevention strategies in new construction.
- (w) Demonstration that, to maximum extent feasible, the altered or newly construction portion of the facility is readily accessible and usable by persons with disabilities consistent with currently applicable ADA accessibility standards.

The District shall not commence construction until all plans required by this policy been approved by the local building code inspector or authority and DPPHS or the local health authority. Construction shall be in accordance with the plans as approved unless permission is granted in writing by the local building code inspector or authority and DPHHS or the local health authority to make changes.

Change of Use in Existing Building

The District shall not use an existing building not currently utilized as a school without the prior approval of the DPHHS or the local health authority. The District shall comply with this policy when modifying a building in order to be utilized as a school.

The District is authorized to use of modular or mobile buildings in response to temporary or permanent closure of the existing school facility, segments thereof, or classroom overflow when plans are submitted and approved by DPHHS or the local health authority.

Contractor Assurance

No contract shall be let to any contractor who is not licensed or registered as required by the laws of this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage, non-collusion, and residence requirements for public works and with state and federal laws relating to non-discrimination in hiring. A statement to this effect must be a part of every appropriate contract.

No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-204.

Contractor Surety Bonds and Insurance

A bid bond must accompany each contractor's bid or other security authorized by state law in the amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his/her bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the District or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to execute and deliver to the Board a good and sufficient performance bond with two (2) or more sureties or a licensed surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and materialmen as required by law.

Architect and Engineering Services

The Superintendent shall invite architects and/or engineers to express interest in performing such necessary planning services for the District. Advertising shall be designed to reach a wide geographical area to help ensure gender and minority applicant consideration.

Interested firms will be requested to submit a state of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Superintendent shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event the Board and the selected firm are unable to negotiate a fair and reasonable fee, the trustees may select another firm provided reasonable public notice of the selection is given.

Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications. The law requires that special attention be given to accessibility to the education program by students of both genders and those with disabilities. The Superintendent shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability and equity between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability and equity.

When the Board considers major remodeling or building a facility, it shall endeavor to seek facility expertise in all affected program areas as well as comments from faculty, students, and community.

Legal Reference: § 2-2-303, MCA Agreements to appoint relative to office

1	§ 18-2-402, MCA	Standard prevailing rate of wages
2	§ 18-2-430, MCA	Preference of Montana labor in public works - wages
3	§ 18-2-404, MCA	Approval of contract – bond
4	§ 18-2-201, MCA, et seq	Performance, Labor, and Material bonds
5	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for
6	bids	
7	§50-1-206, MCA	Regulation in schools on matters of health
8	§20-6-631,MCA	When contracts for architectural services required
9	§20-6-633, MCA	Hiring for architectural services authorized
10	37.111.804, ARM	Preconstruction Review
11	37.111.805, ARM	Existing Building – Change of Use
12	10.55.701(s), ARM	Board of Trustees
13	10.55.701(l), ARM	Board of Trustees
14		
15		
16		

Policy History:

Adopted on:

Reviewed on:

Revised on:

4
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14 including location and ventilation detail of lockable storage area of chemicals and
15 other hazardous products;
- 16 (b) Location and detail of janitorial facilities;
- 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless
18 previously approved;
- 19 (d) Specifications for the water supply to serve the school unless previously approved;
- 20 (e) Locations for all emergency eyewash and shower stations, which shall
21 meet the American National Standard for Emergency Eyewash and Shower
22 Equipment;
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24 and a flow chart indicating the route of laundry through sorting, washing,
25 drying, ironing, folding, and storage;
- 26 (g) Specifications for the final finishes of floors, walls and ceilings in toilet,
27 locker and shower rooms, laundries, and janitorial closets;
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29 minimum requirements of ARM 37.111.830 will be provided;
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- 35 (l) Any other information requested by the DPHHS or local health authority
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40 Handbook for Public Playground Safety and the requirements of the 2010 ADA
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45 of surface water away from the school building to eliminate significant areas of
46 standing water and infiltration of surface water into the school building;
- 47 (q) Specifications showing all chemical storage areas in new construction will be
48 constructed to maintain negative air pressure to eliminate contamination of the
49 school's indoor air quality by being vented to the outside of the building;

- 1
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- 3 science, industrial arts, and other rooms utilizing multiple outlets will have a
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- 5 charge without leaving the classroom or storage area;
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- 7 using electrically will operated instruction equipment which presents a significant
- 8 safety hazard to the student utilizing such equipment shall be supplied with a
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- 10 without leaving the classroom or storage area.
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- 12 sufficient storage are for equipment and chemicals; and be vented to the outside of
- 13 the building.
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- 15 sinks and shower facilities. Hot water shall not be below 100° F nor exceed a
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- 20 portion of the facility is readily accessible and usable by persons with disabilities
- 21 consistent with currently applicable ADA accessibility standards.
- 22

23 The District shall not commence construction until all plans required by this policy been

24 approved by the local building code inspector or authority and DPPHS or the local health

25 authority. Construction shall be in accordance with the plans as approved unless permission is

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27 health authority to make changes.

28

29 Change of Use in Existing Building

30

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32 approval of the DPHHS or the local health authority. The District shall comply with this policy

33 when modifying a building in order to be utilized as a school.

34

35 The District is authorized to use of modular or mobile buildings in response to temporary or

36 permanent closure of the existing school facility, segments thereof, or classroom overflow when

37 plans are submitted and approved by DPHHS or the local health authority.

38

39 Contractor Assurance

40

41 No contract shall be let to any contractor who is not licensed or registered as required by the laws of

42 this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to

43 which states that the contractor is in compliance with the state laws relating to prevailing wage,

44 non-collusion, and residence requirements for public works and with state and federal laws relating

45 to non-discrimination in hiring. A statement to this effect must be a part of every appropriate

46 contract.

47

48 No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-

49 204.

Contractor Surety Bonds and Insurance

A bid bond must accompany each contractor's bid or other security authorized by state law in the amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his/her bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the District or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to execute and deliver to the Board a good and sufficient performance bond with two (2) or more sureties or a licensed surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and materialmen as required by law.

Architect and Engineering Services

The Superintendent shall invite architects and/or engineers to express interest in performing such necessary planning services for the District. Advertising shall be designed to reach a wide geographical area to help ensure gender and minority applicant consideration.

Interested firms will be requested to submit a state of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Superintendent shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event the Board and the selected firm are unable to negotiate a fair and reasonable fee, the trustees may select another firm provided reasonable public notice of the selection is given.

Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications. The law requires that special attention be given to accessibility to the education program by students of both genders and those with disabilities. The Superintendent shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability and equity between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability and equity.

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3	§ 18-2-404, MCA	Approval of contract – bond
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5	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for
6	bids	
7	§50-1-206, MCA	Regulation in schools on matters of health
8	§20-6-631,MCA	When contracts for architectural services required
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10	37.111.804, ARM	Preconstruction Review
11	37.111.805, ARM	Existing Building – Change of Use
12	10.55.701(s), ARM	Board of Trustees
13	10.55.701(l), ARM	Board of Trustees
14		
15		
16		

17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

21

22



Policy 2165F – Early Literacy Targeted Intervention Consent

Dear Parent/Guardian,

The School District is providing notice required under the provisions of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. Copies of these provisions are available upon request. This notice is being provided to inform you of the opportunity to have your child evaluated for an early literacy targeted intervention programs and services which will be provided to children as described in Policy 2165 whose parents who provide written consent.

Notice of Your Rights

This notice is intended to inform parents that the following early literacy evaluation will be provided at the school: _____. This evaluation will be provided on _____ at _____ in _____.

As a parent/guardian of a student, you have the right to authorize your child to attend or receive the evaluation in accordance with Montana law and District policy by completing, signing, and submitting the attached form prior to the date identified in the above notice.

Early Literacy Evaluation Consent Form

A family who wants their student to receive an early literacy evaluation offered at the school may provide consent to such evaluation by completing this form.

I, _____, Parent or Guardian of, _____, request my child receive an early literacy evaluation for _____ to be held at the above noted date and time. This request will be handled in a manner consistent with the methods identified by the School District as specified in of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. The results of the evaluation will be provided to the parent.

I understand my student will receive the early literacy evaluation. I also understand my student may be eligible receive any services from school district staff based on the results of the evaluation. I understand I will be provided information about those services prior to my child receiving any literacy services. I agree to accept responsibility for my student's participation in the evaluation and services. Participation is strictly voluntary.

A student seeking such services whose parents have not completed this form will not receive the evaluation.

I acknowledge I have received notification of my rights in this area under District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA and have been provided an opportunity to review related information and materials on this topic.

I provide consent for my student to receive the evaluation described

Parent

Received by:

School Official

Date

Recommended
Forms

2250F

**ADULT/CONTINUING EDUCATION
AUTHORIZATION FOR EMERGENCY CARE AND ACKNOWLEDGMENT OF RISK**
_____ School District

As a condition to participate in the _____ School District's Adult Education Programs for the _____ school year, you, as the class participant are required to complete the enclosed form. It is the policy of the School District to require an acknowledgement of risk and emergency medical treatment release as a condition of participating in this program. If you would like to participate, please carefully read and sign this document.

This program may include physical activity. There is an inherent risk of injury in these type of activities. By signing this agreement I acknowledge that the school district staff and volunteers try to prevent accidents. I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety measures that may be taken by the district, participation in this event entails certain inherent risks. I certify that I am physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that I will honor all instructions of district staff and volunteers and failure to honor instructions may result on dismissal from the course.

I agree to accept responsibility for my participation in the course. I acknowledge there are no assurances these measures taken by the School District to prevent injuries or prevent the spread of illnesses in this course. These inherent risks that participants specifically acknowledge include but are not limited to injury; illness; hospitalization, chronic health issues, quarantines of an unknown duration to be determined by governing authorities and death. By voluntarily enrolling in this course, I am specifically acknowledging awareness and knowledge of these inherent risks. All School District Policies are in effect during this course. Any negligence arising out of my participation in the course shall be attributed to the class participant as comparative negligence within the meaning of Section 27-1-702, MCA.

I, the undersigned, authorize qualified emergency medical professionals to examine and, in the event of injury or serious illness, administer emergency care to me if required under the circumstances based on, and in accordance with, their medical training. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. I understand emergencies may require immediate treatment in the opinion of medical professionals. In the event it becomes necessary for the district staff in charge to obtain emergency care for me, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

I have been informed the activity will associated with the Adult Education program is _____ and will occur at the following location _____ at approximately _____.

Class Participant Signature

Printed Name: _____

Address: _____ Phone Number: _____

Emergency contact information (if different than the above-listed phone number): _____

Do you have a medical condition which the school should be aware of before allowing you to participate in the activity?
Yes _____ No _____. If yes, please state the nature of the medical condition: _____.

Signature: _____ Date: _____
Class Participant

Already in place
to use

STUDENT ATTENDANCE AGREEMENT (FP-14.1)

PARENT PLACEMENT OR DISTRICT TO DISTRICT AGREEMENT

School Year 2024 - 2025

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN

I request that the following student be allowed to attend a school district outside the student's district of residence:

Student Name (last, first, middle initial)	Birthdate
Parent/Guardian Address (physical)	
Student Address (group home only)	
Parent/Guardian Signature (or Group Home Manager, in Place of Parent/Guardian) This agreement will be returned to the parent/guardian if accepted by the district of choice. The agreement will specify the costs, if any, such as transportation and other fees for which the parent/guardian may be charged. If the student attends under this agreement, the parent/guardian agrees to pay the applicable costs under the terms of this agreement. Signature of Parent/Guardian _____ Date: _____	

SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID	Student Grade
District of Choice/Placement	District of Residence
Individual Making Request Parent/Guardian District	Student Placement Group Home Placement District to District Placement
Enrollment Start Date	Annual Pupil Instruction Days

SECTION III: TRANSPORTATION – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Transportation can be determined per 20-5-320(2)(b), MCA <ul style="list-style-type: none"> Transportation is the responsibility of the parent/guardian; Transportation can be provided by agreement of the district of residence and the district of choice; or Transportation can be discretionarily provided by the district of attendance. <i>*The child is not an eligible transportee as defined in 20-10-101, MCA</i>
--

SECTION IV: TUITION COSTS – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Type of Agreement (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	Regular Education Rate	Special Rate (Attach FP-14A)	Total Annual Tuition (Regular Education Rate + Special Rate)
Parent/Guardian Request			
Discretionary – Parent/Guardian requests to enroll student outside District of Residence	\$ _____	\$ _____	\$ _____
Mandatory – Student to attend same school system as high school or elementary age sibling(s) attends	\$ _____	\$ _____	\$ _____
Mandatory – Student lives closer to school of choice and at least 3 miles from resident district school AND District of Residence does not provide transportation	\$ _____	\$ _____	\$ _____
Mandatory – Geographic barrier prohibits attendance in District of Residence	\$ _____	\$ _____	\$ _____

Type of Agreement (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	Regular Education Rate	Special Rate (Attach FP-14A)	Total Annual Tuition (Regular Education Rate + Special Rate)
Group Home Placement	\$ _____ (District of Residence)	\$ _____ (State of Montana)	\$ _____ (Total)
District to District Placement	\$ _____	\$ _____	\$ _____

SECTION V: AGREEMENTS AND SIGNATURES

<i>Transportation and tuition will be charged as indicated in Sections III and IV.</i>	
A.	DISTRICT OF CHOICE/PLACEMENT The Board of Trustees: _____ APPROVES this Student Attendance Agreement _____ DISAPPROVES this Student Attendance Agreement Board Chair _____ Signature _____ Date: _____
B.	DISTRICT OF RESIDENCE The Board of Trustees: _____ APPROVES this Student Attendance Agreement _____ DISAPPROVES this Student Attendance Agreement _____ ACKNOWLEDGES receipt of this Student Attendance Agreement Board Chair _____ Signature _____ Date: _____

District of Residence Determination 1-1-215, MCA (check one):

<input type="checkbox"/>	The residence of the minor's parents.
<input type="checkbox"/>	If one of the parents is deceased or the parents do not share the same residence, the residence of the parent having legal custody.
<input type="checkbox"/>	If neither parent has legal custody, the residence of the legal guardian or custodian appointed by a court of competent jurisdiction (not a foster parent).
<input type="checkbox"/>	The district of residence for a child following the termination of parental rights and before a permanent placement is accomplished is the physical location of the district court that ordered termination.
<input type="checkbox"/>	The district of residence of a child whose custodial parent is incarcerated is the school district where the custodial parent resided prior to incarceration.
<input type="checkbox"/>	If there are questions concerning legal residency, consult with the agency responsible for the child's placement in the district.
<input type="checkbox"/>	In the case of controversy, the district court has jurisdiction over residence.

3614F3

DESIGNATION AND ACCEPTANCE TO ADMINISTER MEDICATION

As a parent of a student _____ currently taking prescribed medication, I _____ have designated and authorized _____ to assist the student administering the medication in accordance with District Policy 3416. This designation and authorization include possessing the medication, providing it to the student at the appointed times, and confirming the student has ingested the medication.

I agree to accept responsibility for my student's receiving assistance from _____. This designation is strictly voluntary. Any negligence arising out of my designation shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree that my student will abide by any directives issued by _____ and failure to honor these directives may result in acceptance of this designation and authorization to be withdrawn and my being contacted to administer medication my student.

This designation is in effect for the period of _____.

Signature

Date

As the parent-designated adult, I agree to assist the student in administering the identified medication at the appointed times. I agree to possess the medication until it is needed. I understand the medication must be provided by the parent of the student. I confirm that I understand the method of possessing, ingesting, and timing as documented on this form. If a student refuses to comply with my directive as specified on this form, I will contact the parent or emergency contact immediately.

Signature of Employee

Date

Medication: _____

Method of Possession: _____

Dosage Provided to Student: _____

Time and Frequency Provided to Student: _____

Method of Ingestion: _____

Additional Instructions: _____

In case of emergency, contact, and take following steps: _____

**Schools Gymnasium and Weight Room
Community Use Agreement**

_____ School District believes in the promotion of a healthy lifestyle for our students and community. To support that belief, the School District allows non-students access to the _____ gymnasium and weight room. Access to the gymnasium and weight room can on these days and time _____.

This agreement must be strictly adhered to by the patron or access will be immediately suspended and the access fee will be forfeited. The following conditions and District Policies 4301, 4315, 4332, and 4330P must be adhered to at all times by the patron:

1. No tobacco, alcohol, marijuana, or other illegal substance is allowed in the weight room.
2. Proper attire, including closed-toed shoes should be worn at all times.
3. All weights, machines, and apparatus can only be used for their intended purpose. Modification of equipment is not allowed.
4. No one under the age of 18 is allowed in the gymnasium and weight room without adult supervision and the purchase of their own access card.
5. Access to the gymnasium and weight room is for an individual. Access cards cannot be used by anyone other than the signers of this agreement. Use or access by unauthorized persons will result in permanent loss of facility use.
6. All equipment must be returned to its proper place after use.
7. Any problems with equipment needs to be reported immediately to the school office.
8. All garbage must be taken out with the patron when they leave.
9. Gymnasium and weight room is being monitored by security cameras. Tampering with door locks, alarms or security cameras will result in permanent loss of facility use.
10. No other portion of the school, the gym, or locker rooms is included with gymnasium and weight room access. Gymnasium and weight room access is restricted to those two areas.

As a condition to use the facility, you are required to complete the enclosed form. It is the policy of the School District to require an acknowledgement of risk and emergency medical treatment release as a condition of participating in this activity. If you would like to use the facility, please carefully read and sign this document.

I agree to and will follow Gymnasium and Weight Room Community Use Agreement. I understand that the gymnasium and weight room is being monitored with audio and video surveillance. I accept and acknowledge that my access card will be deactivated and I may lose future permission to access the facility if I permit any unauthorized person to use the card or access the facility. I further accept and acknowledge that that my access will be deactivated and I may lose future permission to access the facility if I violate any of the conditions outlined in this agreement. Any violation of this agreement will result in forfeiture of my access fee.

Use of the facility requires physical activity and exertion. There is an inherent risk of injury in this type of activity. By signing this agreement, I acknowledge that the school district will maintain the facility. I, the undersigned, further acknowledge and understand that, regardless of all feasible safety measures that may be taken by the district, physical activity and exertion entails certain inherent risks. I certify that my I am physically fit and medically able to use the facility. I further certify that I understand that the school district does not provide supervision for my use of the facility, other than the video surveillance noted above, and that there may not be a supervisor present during my use of the facility.

I agree to accept responsibility for my use of the facility. I acknowledge there are no assurances these measures taken by the School District to prevent injuries or prevent the spread of illnesses at this event or

at this facility. These inherent risks that attendees specifically acknowledge include but are not limited to injury; illness; hospitalization, chronic health issues, quarantines of an unknown duration to be determined by governing authorities and death. By voluntarily entering this event or facility, I am specifically acknowledging awareness and knowledge of these inherent risks. All School District Policies are in effect when accessing this facility. Any negligence arising out of my access to this facility shall be attributed to you as comparative negligence within the meaning of Section 27-1-702, MCA.

I, the undersigned, authorize qualified emergency medical professionals to examine and, in the event of injury or serious illness, administer emergency care to me if required under the circumstances based on, and in accordance with, their medical training. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. I understand emergencies may require immediate treatment in the opinion of medical professionals. In the event it becomes necessary for the district staff in charge to obtain emergency care for me, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Printed Name: _____

Address: _____

Phone Number: _____

Emergency contact information (if different than the above-listed phone number): _____

Signature: _____

Date: _____

Class Participant

District Designee Signature: _____

Current

Policy 2309: Library Program and Materials

Status: ADOPTED

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

Library Materials

School library and classroom library books are primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

District residents and parents or guardians of non-resident students attending the District may be allowed use of library books, at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. Use of library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

Any individual may challenge the selection of materials for the library/media center. The Uniform Complaint Procedure will be utilized to determine if challenged material is properly located in the library.

Available
Library
Alternatives

Policy 2310: Selection of Library Materials

Status: ADOPTED

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

Selection of Library Materials

The District has libraries in every school, with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

The provision of a wide variety of library materials at all reading levels supports the District's basic principle that the school in a free society assists all students to develop their talents fully so that they become capable of contributing to the further good of that society.

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and guided by the principles set forth in the American Library Association's Library Bill of Rights and its interpretation for school libraries.

Although the Superintendent is responsible for selection of library materials, ultimate responsibility rests with the Board.

Current

**Procedure 2310-P(1): Selection of Library Materials - Selection of Library Materials
Procedure**

Status: ADOPTED

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

Selection of Library Materials

Selection of library materials is a professional task conducted by library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials; and consult reputable, professionally prepared selection aids.

Culling

When materials no longer meet criteria for selection or inclusion, they will be culled. Culling is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

Discarded materials will be clearly stamped or otherwise marked:

"WITHDRAWAL FROM CULBERTSON PUBLIC SCHOOL LIBRARY"

Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board will adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice of the resolution in the newspaper of general circulation in the local newspaper as identified by the Administration. The resolution may not become effective for fourteen (14) days after notice is published.

Gifts

Gift materials may be accepted with the understanding they must meet criteria set for book selection.

_____ School District

R

INSTRUCTION

2309

NOTE: If this version of Policy 2309 is adopted to replace the current Policy 2309, the District will also terminate and delete MTSBA Model Policy 2310 and 2310P.

School Library Program

Purpose

The purpose of the School District Library Program is to: prepare students to access, evaluate, and use resources effectively and efficiently to meet their information needs; provide materials in varied formats which support the district curriculum, independent learning, individual educational needs, and personal enjoyment; ensure selection of a broad range of materials on controversial issues to support student development of critical analytical skills; and encourage collaboration with other educators to develop strategies that meet the needs of students and the honor applicable laws and regulations.

Student Rights and Services

The District has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide students a means to voluntarily access a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view. The District meets the educational, recreational, and/or research needs of this community by providing access to our collections to all community members, developing unique outreach activities that support literacy. Librarians, in consultation with Administration, will, upon request engage with parents regarding the parent's student and the student's access to library materials.

The provision of a wide variety of library materials at all reading levels supports the District mission that the public school in Montana each students to develop their full educational potential so that they become capable of contributing to the further good of that society. In support of these objectives, the Board reaffirms the principles of intellectual freedom, access to information, and free speech inherent in the First Amendment of the Constitution of the United States and Article II, Section 7 of the Montana Constitution.

The Superintendent is responsible for selection of library materials. Ultimate responsibility for the selection of library materials rests with the Board. The Board, acting through the Superintendent, thereby delegates the authority for the selection of library materials to the principal in each of the schools. The principal further delegates that authority to the librarian in the school.

Management Practices

Each school librarian is responsible for evaluating the collection for currency, appropriateness, and usefulness, within the budget constraints consistent with this Policy. Standard checklists, catalogs, reviews, bibliographies are used to measure the existing collection against authoritative recommendations. To the extent possible, currency or accuracy of content, use, patron requests, appearance, and subject coverage related to curriculum are taken into consideration in the decision to retain an item.

District libraries are authorized purchase and provide access to materials in a wide variety of formats, including but not limited to books, audio books, eBooks, videos, DVDs, computer software, maps, periodicals, CDs, and a variety of online subject databases. In general, the libraries do not purchase multiple copies of materials unless it has been determined that multiple copies are necessary to support a particular curricular area. Exceptions are made in the case of some popular fiction where demand is high.

Collection Responsibilities and Selection

Selection and approval of materials for the libraries remains the legal responsibility of the Board of Trustees and Superintendent consistent with Section 20-7-204, MCA. The responsibility for the selection of materials for the individual school libraries has been delegated to the individual librarians with faculty and administrative consultation.

Professional reviewing sources as well as recommended lists are consulted in the selection of materials. Materials shall support and be consistent with the general educational goals of the State and District, as well as support the aims and objectives of individual schools and specific courses. Selection of library materials is a professional task conducted by library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials; and consult reputable, professionally prepared selection aids. Materials selected and approved for appearance in a school library collection shall follow the following criteria:

- (a) recognize the primary objective of the school library is to serve as a voluntary setting for students to engage in individualized use
- (b) depict in an accurate and unbiased way the pluralistic nature of society in a way that enriches and supports the basic system of quality education provided by the District
- (c) be of interest to students and suitable for appropriate levels of maturity, difficulty, and interest to promote the enlightenment of students which the specific school library serves
- (d) stimulate growth in knowledge, literary appreciation, and ethical standards for students which the specific school library serves
- (e) demonstrate serious literary, scientific, artistic, political, or philosophical value for students which the specific school library serves
- (f) provide comprehensive information to enable pupils to make intelligent judgments on

1 a range of topics and issues in a educationally relevant manner

2
3 (g) assist teachers in providing moral and civic instruction to pupils consistent with
4 Section 20-4-301(1)(f), MCA;

5
6 (h) recognize the distinct and unique cultural heritage of American Indians

7
8 (i) comply with equality and nondiscrimination standards in Article X, Section 1 of the
9 Montana Constitution and Section 49-2-307, MCA

10
11 When honoring the above requirements, librarians shall consider the following factors when
12 selecting library materials:

13
14 (a) Educational significance

15
16 (b) Contribution the subject matter makes to the curriculum

17
18 (c) Interests of the students

19
20 (d) Reputation and significance of the author, producer, and publisher

21
22 (e) Contribution the material makes to the breadth of representative viewpoints on
23 controversial issues

24
25 (f) Quality and variety of format

26
27 (g) Value commensurate with cost and need

28
29 (h) Timeliness or permanence

30 31 Gifts

32
33 Gifts of books or money are accepted by the school libraries when appropriate consistent with
34 Policy 7260 and Sections 20-6-601 and 20-9-604, MCA. The criteria for accepting books or
35 other materials are the same as that outlined in the Collection Responsibilities and Selection
36 Procedures. The superintendent or designee shall be consulted on all potential donations.
37 Materials deemed unsuitable for the library will not be accepted. Some donated items may be
38 distributed to students, staff, or local community. The libraries will make the prospective donor
39 aware of this policy.

40 41 Maintenance

42
43 Collection development includes the weeding or maintenance of library materials. Each school
44 librarian is responsible for maintenance of the library's materials, with the consultation of other
45 administrative and faculty members as needed. The librarian is responsible for continually

maintaining the collection throughout the year. Librarians shall consider the following factors when maintaining library materials:

- Items worn or damaged beyond repair
- Duplicate copies of seldom used titles
- Materials unused over a period of five to seven years
- Materials which contain outdated or inaccurate information
- Materials no longer of relevance to the curriculum or interests of the students
- Materials that no longer meet the current selection standards included in this Policy

When possible, any discarded materials that have academic merit will be made available to district teachers. Rare, cultural, or historic texts may be kept in local archives. Some discarded materials may become available to students or local programs. Finally, district librarians will make every effort to recycle unwanted materials or dispose of materials in a proper way.

Discarded materials will be clearly stamped:

“WITHDRAWN FROM PUBLIC SCHOOL DISTRICT LIBRARY PROGRAM”

Materials will be discarded in compliance with Section 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board will adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice of the resolution in the newspaper of general circulation in the District. The resolution may not become effective for fourteen (14) days after notice is published.

Public Access to Library Materials

School library and classroom library books are provided primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal or their designee is responsible for assessing fines for damaged or unreturned books.

District residents, non-parents, or parents/guardians of non-resident students attending the District may be allowed use of library books at the discretion of the Superintendent or their designee. Permission to check out materials shall be obtained from the Superintendent or their designee. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

Review and Reconsideration

Requests to review and reconsider placement of library materials selected and placed in a school library under this policy will be considered in accordance with Policy 2314 or Policy 1700, when applicable.

Cross Reference: Policy 2158 – Family Engagement
Policy 2330 – Controversial Issues and Academic Freedom
Policy 3210 – Non-Discrimination in Education
Policy 2314 –Library Material Review
Policy 7251 Disposal of School Property

Legal Reference: First Amendment, United States Constitution
Article II, Section 7, Montana Constitution
Article X, Section 1, Montana Constitution
§ 20-4-301(1)(f), MCA Duties of Teacher
§ 20-4-402(5), MCA Duties of district superintendent or county high school principal
§ 20-6-604, MCA Trustees Power to Accept Gifts
§ 20-6-604, MCA Sale of School Property After Resolution
§ 20-7-203, MCA Trustees’ policies for school library
§ 20-7-204, MCA School library book selection
§ 20-9-604, MCA Gifts, legacies, devises, and administration of endowment fund
§ 40-6-703, MCA Parental Involvement in Education
§ 49-2-307, MCA Discrimination in Education

Policy History:

Adopted on:

Reviewed on:

Revised on:

Policy 2311: Instructional Materials**Status:** ADOPTED**Original Adopted Date:** 02/01/2021 | **Last Reviewed Date:** 02/01/2021**Instructional Materials**

The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Textbooks and instructional materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years, or consistent with the state's standards revision schedule that are consistent with the goals of the continuous school improvement plan. All instructional materials must be sequential and must be compatible with previous and future offerings.

Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Procedure 2311-P(1): Instructional Materials - Selection, Adoption, and Removal of Textbooks and Instructional Materials**Status:** ADOPTED**Original Adopted Date:** 02/01/2021 | **Last Reviewed Date:** 02/01/2021**Selection, Adoption, and Removal of Textbooks and Instructional Materials**

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials purchases. Recommendations will be made to the Superintendent. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives. A curriculum committee may consist of only those members in a particular department. The same basic selection procedures should be followed as with District-wide committees.

Selection and Adoption

Textbooks shall be selected by a curriculum committee representing the various staff who will likely be using the text. In most, but not all, cases an administrator will chair the committee. Each committee should develop, prior to selection, a set of selection criteria against which textbooks will be evaluated. The criteria should include the following, along with other appropriate criteria. Textbooks shall:

- Be congruent with identified instructional objectives;
- Present more than one viewpoint on controversial issues;
- Present minorities realistically;
- Present non-stereotypic models;
- Facilitate the sharing of cultural differences;
- Be priced appropriately.

Removal

Textbooks may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process.

_____**School District**

R

INSTRUCTION

2311

NOTE: If this version of Policy 2311 is adopted to replace the current Policy 2311, the District will also terminate and delete MTSBA Model Policy 2311P.

Instructional Materials

The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Textbooks and instructional materials should provide quality learning experiences for students consistent with Board approved curriculum and student instruction specified in Policy 2050 and Policy 2120 and the District's Integrated Action Plan adopted in accordance with Policy 1610. Instructional materials are different from library materials. Library materials are governed by Policy 2309.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years, or consistent with the state's standards revision schedule that are consistent with the goals of the continuous school improvement plan. All instructional materials must be sequential and must be compatible with previous and future offerings.

Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Selection, Adoption, and Removal of Textbooks and Instructional Materials

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials purchases. Recommendations will be made to the Superintendent. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives. A curriculum committee may consist of only those members in a particular department. The same basic selection procedures should be followed as with District-wide committees.

Textbooks and instructional materials shall be selected by a curriculum committee representing the various staff who will likely be using the materials. In most, but not all, cases an administrator will chair the committee. Each committee should develop, prior to selection, a set of selection criteria against which textbooks will be evaluated. The criteria should include the following, along with other appropriate criteria:

- Enrich and support the curriculum consistent with instructional, curriculum, and assessment objectives adopted by the District

- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards
- Provide background information to enable students to make intelligent judgments;
- Present differing perspectives of controversial issues
- Be representative of the many religious, ethnic, and cultural groups and their contributions through realistic, non-stereotypical portrayals
- Depict in an accurate and unbiased way the pluralistic nature of society
- Assist teachers in providing moral and civic instruction to pupils consistent with Section 20-4-301(1)(f), MCA
- Recognize the distinct and unique cultural heritage of American Indians
- Comply with equality and nondiscrimination standards in Article X, Section 1 of the Montana Constitution and Section 49-2-307, MCA
- Be priced in a manner that is consistent with District budgetary capacity

Removal

Textbooks and instructional materials may be removed when they no longer meet the criteria for initial selection, have been replaced by new items, when are worn out, or when they have been judged inappropriate through the Instructional or Library Material Review Process in accordance with Policy 2314 or Policy 1700, when applicable.

Materials will be discarded in compliance with Section 20-6-604, MCA and Policy 7251. When the decision to sell or dispose of instructional materials is made, the Board will adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice of the resolution in the newspaper of general circulation in the District. The resolution may not become effective for fourteen (14) days after notice is published.

Cross Reference:	Policy 1610	Goals and Objectives
	Policy 2050	Innovative Student Instruction
	Policy 2120	Curriculum and Assessment
	Policy 2309	District Library Program
	Policy 2314	Instructional or Library Material Review
	Policy 7251	Disposal of School Property

Legal Reference:	Article X, section 1, Montana Constitution	
	§ 20-4-301(1)(f), MCA	Duties of Teacher
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-7-601, MCA	Free textbook provisions
	§ 20-7-602, MCA	Textbook selection and adoption
	§ 20-6-604, MCA	Disposal of School Property
	§ 49-2-307, MCA	Discrimination in Education
	10.55.603, ARM	Curriculum and Assessment

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

Current

Policy 2314: Learning Materials Review

Status: ADOPTED

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

Learning Materials Review

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing using the Uniform Complaint Procedure (Policy 1700) and discuss the complaint with the building principal prior to pursuing a formal complaint.

Learning materials, for the purposes of this policy, are considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

School District

R

INSTRUCTION

2314

NOTE: If this version of Policy 2314 is adopted to replace the current Policy 2314, the District will also terminate and delete any related policies or procedures.

Instructional or Library Material Review

No materials selected and placed in a School District Library in accordance with Policy 2309 or selected and utilized for instruction in accordance with Policy 2311 shall be removed from the School Library or classroom except upon formal action of the Board of Trustees to adopt of the recommendation of a reconsideration committee as provided in this policy.

Instructional or Library Materials, for the purposes of this policy, are considered to be any material purchased by the District in accordance with Policy 2309 or Policy 2311 for use in classroom instruction, school library programming, or by teacher or student in of the course of instruction or educational services. Materials not covered by this definition may be subject to the Uniform Complaint Procedure at Policy 1700.

1. A parent or guardian of a student enrolled in the District may bring a request to reconsider and single instructional or library material. Single material means individual item such as book, audio book, eBook, video, DVD, map, periodical subscription, or CD. An item may have multiple volumes and be considered a single item.
2. The District will consider a maximum of three active requests in any given period. If a request is submitted and three active requests are pending, the newly submitted request will be placed in a queue to be considered when pending requests are completed.
3. All concerns about instructional or library material shall first be raised with the applicable District employee. Upon receipt of a concern the employee shall notify the to the administration.
4. The employee and administration shall attempt to resolve the complaint informally by explaining the philosophy and goals of the school district, the applicable material selection procedure, and the qualifications of those responsible for selecting the materials.
5. If the concern is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the District's Library Program Policy 2309, the Instructional or Library Materials Review at Policy 2314, and any other applicable documents. The packet will also include a standard printed Request for Reconsideration form, which shall be completed and returned to the administration prior to initiation of the reconsideration process.
6. If the administration has not received the formal request for reconsideration within two weeks of issuance of the information packet, the matter shall be considered closed and may be reinitiated through another informal discussion. This timeline may be extended for circumstances deemed necessary by the administration.
7. Upon receipt of a completed Request for Reconsideration form, the administration will convene a committee of five to consider the complaint. This committee shall consist of a

1 curriculum specialist employed by the district, a school library, and administrator, a
2 teacher, and a parent representative involved who is not associated with the
3 reconsideration request. The administration is authorized to consult with legal counsel
4 when a Request for Reconsideration is received. The item subject to the reconsideration
5 request shall remain in general circulation pending completion of the reconsideration
6 request process.

- 7 8. The committee known as the Reconsideration Committee shall meet to discuss the
8 requested material following the guidelines set in this Policy and shall prepare a report on
9 the materials containing the recommendations on the disposition of the matter. The
10 Reconsideration Committee may hear more than one request for consideration. The
11 meetings of the Reconsideration Committee are open to the public in accordance with
12 Policy 1400.

- 13 9. The Reconsideration Committee shall:

- 14 a. Examine the material identified in the reconsideration request in its entirety to
15 make decisions based on the material as a whole rather than on selections taken
16 out of context
17 b. Determine professional acceptance of the material through comprehensive
18 analysis of critical professional reviews
19 c. Consider the value of the material in the context of the educational program
20 consistent with the purpose, standards, and requirements outlined in Library
21 Program Policy 2309
22 d. Discuss the challenged material with the parent or guardian bringing the request
23 e. Prepare a written report outlining the findings and recommendations of the
24 Committee

- 25 10. The Committee shall submit the report to the Superintendent for administrative level
26 decision on the request for consideration. The Superintendent's decision shall be issued
27 in accordance with this Policy. If the parent or guardian bringing the request is not
28 satisfied with the Superintendent's decision, the parent or guardian may request further
29 review by the Board of Trustees.

- 30 11. The Board of Trustees will consider a request for review of a Superintendent's decision
31 on a Request for Reconsideration at a special Board meeting. The Board may affirm or
32 reject the decision of the Superintendent through a motion adopted by the Board
33 following a hearing held in accordance with Policy 1400.

- 34 12. If the Board adopts a motion retain the material that is the subject of the complaint, the
35 complainant shall be given an explanation consistent with this Policy. If the Board
36 adopts a motion to remove the material or otherwise adjust circulation of or access to the
37 material, the Superintendent will acknowledge and honor the motion. The Board holds
38 the authority to refer the reconsideration question to the Superintendent or
39 Reconsideration Committee for further review consistent with the Board's directives.

- 40 13. The Superintendent shall notify requesting parent or guardian of each decision at each
41 step in the process. Each notification shall include an explanation of the book selection
42 and reconsideration process, provide the guidelines used for selection and
43 reconsideration, and cite authorities used in reaching the decision issued.
44

45 Cross Reference: Policy 1700 Uniform Complaint Procedure
46 Policy 2309 District Library Program

Policy 2311 Instructional Materials

Policy History:

Adopted on:

Reviewed on:

Revised on:

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 23

AGENDA TITLE: 2024 Summer Custodial Staff

SUMMARY: Kaylynn would like to recommend the following for summer custodial: Jimie Lou Morris, Heidi Danielson, and Taleasha DePriest (June = custodial & July = office secretary).

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 24

AGENDA TITLE: 2024 Summer Computer Cleaning

SUMMARY: Mike would like to recommend Wendy Nickoloff and Theresa McDonald (the same as the previous 2 years).

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: 4-15-2024

AGENDA ITEM #: 25

AGENDA TITLE: 2024-2025 MUST Insurance Renewal

SUMMARY: The rates increased 11% for the 2024-2025 school year. A copy of the rating sheet from MUST is attached for your review and approval. We did explore other plan options, but due to our low participation numbers other insurance carriers would not take us on.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

NEW

	HE 3500	HE 5000	
Single	\$ 1,272	\$ 812	\$ 40 \$ 10
Two Party	\$ 2,544	\$ 1,624	\$ 78 \$ 21
Parent/Child	\$ 2,099	\$ 1,340	\$ 81 \$ 14
Family	\$ 3,434	\$ 2,192	\$ 121 \$ 22
Deductible	\$ 3,500	\$ 5,000	
Coinurance	100% / 0%	100% / 0%	
Out-of-Pocket	\$3,500	\$5,000	

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 26

AGENDA TITLE: Placement of 2nd Flex Day

SUMMARY: We are seeking approval to place the 2nd unused flex day on Tuesday, May 7th. HS District track is being held in Lambert on this day and the 2C is seeking MHSA executive board approval to also hold elementary and JH district track on that day in Lambert. The MHSA executive board will next week to vote on this issue. Our Class C representative on the MHSA executive board, Kara Triplett, believes it is likely to be approved. CEA has approved the placement of this flex day on May 7th (attached).

If MHSA approves this combination of elementary, JH, and HS district track, we would be missing nearly 60 kids and 18 staff.

Even if MHSA does not approve the combination, we believe this is still the best place for this flex day.

If MHSA approves the combination, but the meet has to be moved due to weather—I would suggest this day moves with the track meet. If you agree, it might be best to include that in your motion.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.



Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

flex day

1 message

Theresa McDonald <mcdonaldt@culbertson.k12.mt.us>
To: Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

Wed, Apr 10, 2024 at 9:42 AM

We had 19/21 CEA members respond to the survey about May 7 being used as a flex day. 100% of those who responded said yes to using it on that day.

--

Theresa McDonald
3rd Grade Teacher
Culbertson Schools
406-787-6241

PRIVILEGED AND CONFIDENTIAL INFORMATION:

The information contained in this electronic transmission, and any documents attached hereto, may contain information that is legally privileged and confidential. The information is intended only for the use of the recipient(s) named above. If you have received this electronic message in error, please notify the sender and delete the electronic message. Any disclosure, copying, distribution or the taking of any action in reliance on the contents of the information received in error is strictly prohibited.

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 27

AGENDA TITLE: Addition to the Guest Teacher List

SUMMARY: Seeking approval for Sara Martin to be added to the guest teacher list.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

Mission

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 28

AGENDA TITLE: Innova Access Control Upgrade & Addition

SUMMARY: The original access control system (Key Card) was installed in 2006 and we are currently running the same program. Innova Solutions can no longer work on the old program. All of our current information will be able to migrate to the new system. We are in need of upgrading the software, control server and adding card readers on doors 7, gym to weight room door, and future Door 8. The price for this project is \$18,946.78. Please see attached quote and information.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

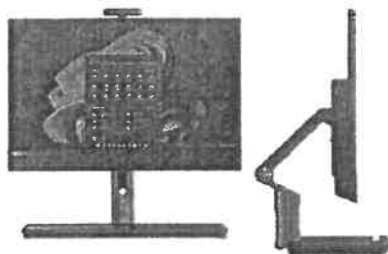
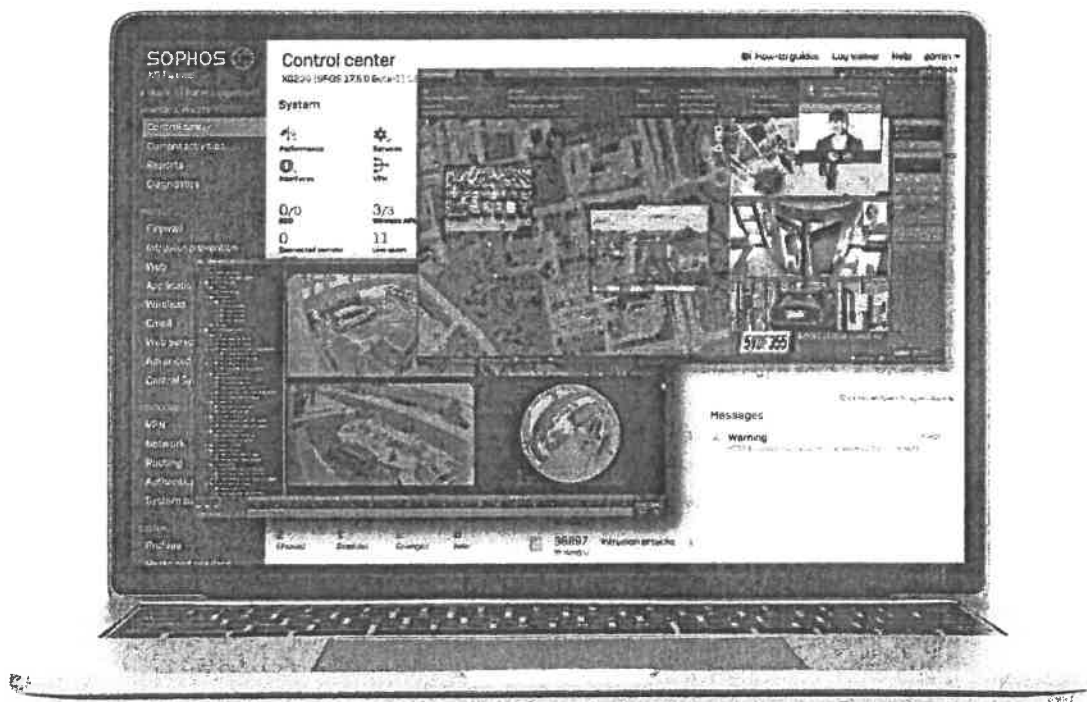


INNOVA
INTEGRATED SOLUTIONS, INC.

*original
2006*



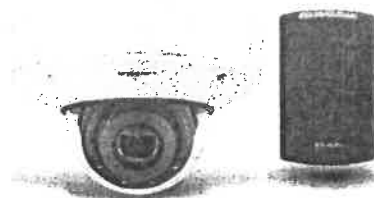
Empowering You, Innovating Together



MANAGED I.T.



PHYSICAL SECURITY



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QUOTE NUMBER:
SA2023 1098

THIS PROPOSAL IS CONFIDENTIAL AND IS INTENDED EXCLUSIVELY FOR THE ASSIGNED RECIPIENTS
THIS PROPOSAL IS SUBJECT TO EXPIRE 30 DAYS AFTER THE PROPOSAL HAS BEEN SENT TO CLIENT



PREPARED BY:

Sales Rep: Steve Alvarez

Phone: 7015722828

Title: Sales Engineer

Email: steve@innovamsp.com

PREPARED FOR:

Company Name: Culbertson School

Billing Address: 423 1st Ave W
Culbertson
MT 59218

Contact Name: Mike Olson

Phone: 406-787-6241
Email: olsonm@culbertson.k12.mt.us

SITE DETAILS (FOR INTERNAL USE)

Site Contact:

Physical Location For Work To Be Performed:

Site Contact Phone Number:



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SCOPE OF WORK

Innova Integrated Solutions, Inc. shall provide customer with the following products and/or services:

The below hardware and licensing accommodates taking over (12) existing card readers,

Hardware and Software Licensing:

- (1) **GSC-5.12 (Base Software)**
 - Security Center 5.12
- (1) **GSC-SV-AIO-5.12 (Software)**
 - Additional base functionality exclusive to all-in-one SV units (Sy-100 & Sv-300)
- (1) **SV-300E-27-15 - (Access Control Server)**
 - Streamvault™ SV-300E with 2TB including Security Center Omnicast™/Synergis™/Sipelia™ Intrusion Monitoring Base /AutoVu™ software (Inc. region specific power cord) (1GbE port standard, option for 2x 1GbE ports) (Display Connections: 1x DisplayPort, 1x HDMI. Adapters for DVI, VGA sold separately): - 1 Directory for up to 32 cameras & 100 Readers (When used as a Client Workstation & Archiver) or 100 cameras & 100 readers When used as an Archiver only) -1 Access Manager-5 client/user connections (including Web clients)-Plan Manager Basic-Alarm Management-Advanced Reporting-System Partitioning-Zone Monitoring-Email support-I/O Module Support-Macro support (actual macros sold separately)-People counting-Visitor Management-Badge Designer & Import tool-Remote Security Desk-All languages supported-1 Active Directory Connection-1 Intrusion base license* (requires Security Center 5.9 or later)-1 Sipelia base license
- (1) **SY-MR52-S3 (Door Controllers)**
 - INNOVA intends to reuse existing controllers for all existing readers (Except door 7 reader)
 - Mercury MR52 2-reader interface module Series 3 (8 inputs, 6 relays, PCB only, 2 reader license connections included).
 - Shall accommodate Future Door 8, Door 9 and new Gym door (read-in/read-out).
 - Gym Door (2 Readers)
- (1) **SY-LP1502 (Door controller)**
 - Door 7 (1 Reader)
 - Door 8 (1 Future Reader)
- (2) **SY-40NKS-00-000000 (Card Readers)**
 - HID Signo 40 reader, Wall mount, 13.56mHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready, BLE
 - (2) Gym Door (Read-in/Read-out)
- (15) **GSC-SV-AIO-1R (Reader Licenses)**
 - 1 Reader Connection for Streamvault™ All-in-One Appliances (SV100 & SV300)
 - 12 existing readers, Door 7 (1 existing reader), Gym door (2 readers)
- (15) **ADV-RDR-AIO-1Y (Software Maintenance Agreement Licensing-1Year)**
 - Genetec™ Advantage for 1 Synergis™ Reader - 1 year
- (1) **Recessed Electrified Door Strike**
 - Gym Door
- (2) **12VDC 7AHR Backup Battery**
- **Installation and programming labor**

Please note:

Door 8 cabling infrastructure, door strikes, and card readers are not included in this proposal. This door shall be priced out for integrating access control to it once new doors have been installed at a later date as per end-user.



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MATERIAL & LABOR

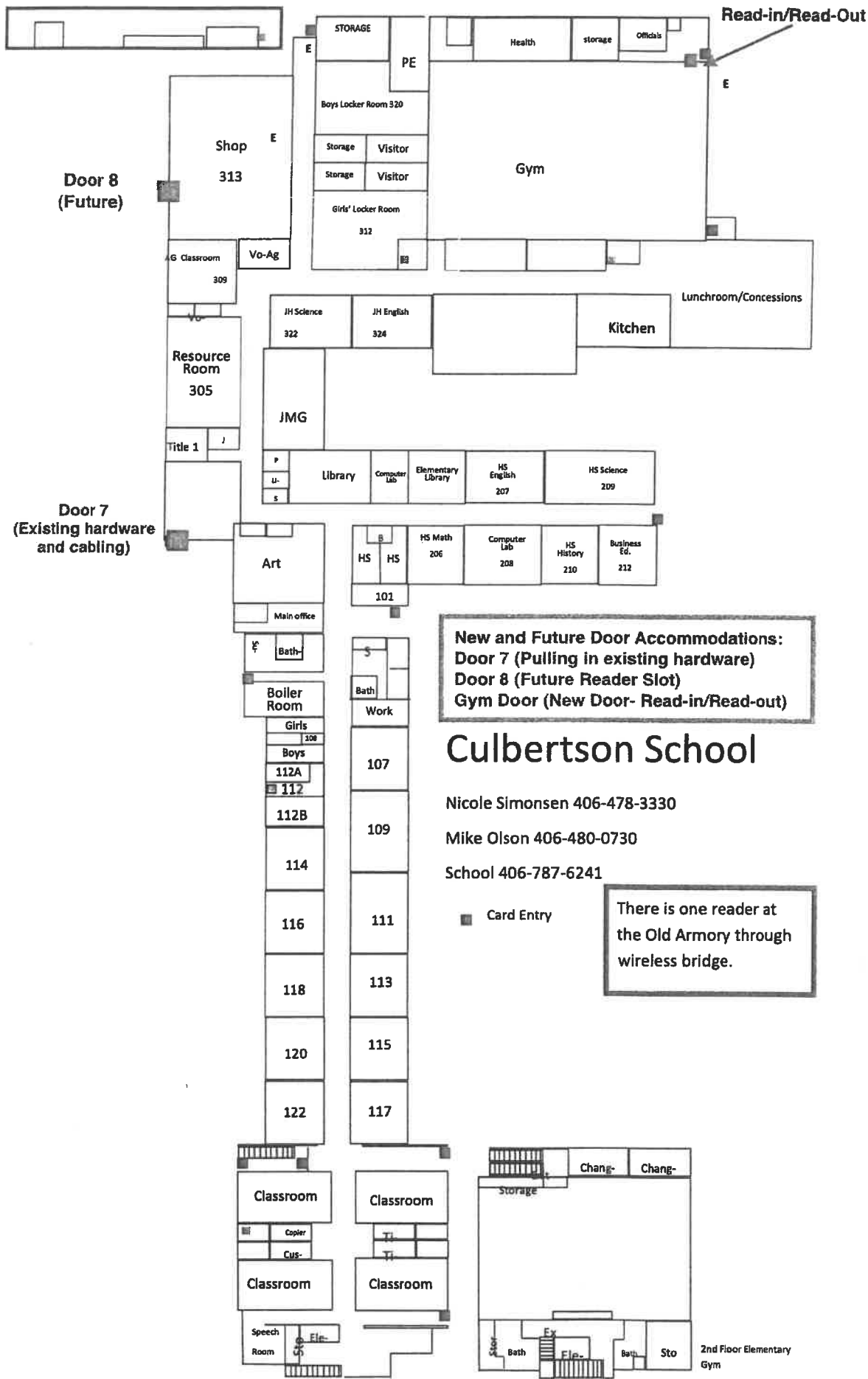
Avigilon to Genetec Conversion	Qty
StreamVault -ACM Server - with Security Center Omnicast/Synergis/AutoVu Software	1
HID Signo 40 card/fob reader, Wall mount, 13.56mHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready, BLE	2
Mobile credentials are an additional subscription cost through HID	
Mercury MR52 - 2 reader interface module, series 3	1
Present and Future Reader Accommodations	
Mercury LP1502 - 2 reader interface module series 3	1
Reader Connection for Streamvault License	15
Genetec Software Maintenance Agreement (Per Reader)	15
Recessed Electrified Door Strike	1
Life Safety Power (Enclosure with power supply)	1
Installation, Programming, Testing, Training, Cable, Surface Material	1
Travel cost may be included if applicable	

Total Proposal Price \$18,946.78



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New and Future Door Accommodations:
Door 7 (Pulling in existing hardware)
Door 8 (Future Reader Slot)
Gym Door (New Door- Read-in/Read-out)

Culbertson School

Nicole Simonsen 406-478-3330
Mike Olson 406-480-0730
School 406-787-6241

There is one reader at the Old Armory through wireless bridge.



PROPOSAL DISCLAIMERS

Please Note:

- Unless otherwise specified, this proposal does not include the addition of electrical conduit or surface mount raceway material used to provide data cabling pathways. All required data cabling will be "free run" and affixed to and/or hidden within the existing building structure to present a neat and professional appearance.
- Unless otherwise noted, this proposal does not include any network switches
- Unless otherwise specified, this proposal does not include any scissor lift, bucket truck, boom truck, boom lift or man-lift of any sort, and if required, shall be billed separate of this proposal.
- This proposal automatically expires after 30 days of being sent to recipient. If additional time is required to allow for review and/or approving signature, please inform your INNOVA rep immediately.
- Price of material and material availability may change without notice if not approved within 30 days.
- Installation timeline is dependent on approving signature date, receipt of down payment of total project price, and material availability and delivery by material distributor.
- InnoVA Integrated Solutions, Inc. is not responsible for project delays resulting from supply chain restrictions.
- This proposal does not include anything other than what has been proposed herein.

Please provide your initials here to indicate you have read and agree to the above disclaimers.



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PAYMENT TERMS & CONDITIONS

Down Payment:

50% of the total proposal price shall be due upon acceptance using the payment methods listed below. Final invoice shall be billed and due to client once project is complete.

AUTO PAYMENT TERMS (Typically for Monthly Managed Services):

All monthly subscriptions shall be set up by either automatic ACH (No Fees Apply) or Credit Card (Fees Apply) withdrawals.

Please Note:

Project shall not be scheduled nor material shall be ordered until Innova has received a 50% down payment of the total proposal price.

Please Select One Of The Payment Options Below



TO PAY BY ACH (eCHECK) PLEASE CLICK LINK BELOW

[Innova ACH Payment Portal](#)



TO PAY BY CASH or PHYSICAL BUSINESS CHECK

I would like to pay via Cash or Check and understand that product procurement or project scheduling shall not happen until I provide a minimum down payment of 50% or more of the total project price has been received by Innova Integrated Solutions, Inc.



TO PAY BY CREDIT CARD PLEASE CLICK LINK BELOW

[Innova Credit Card Payment Portal](#)

(I understand that by using this payment method, I shall incur up to a 3.5% credit card convenience fee.)



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SALES@INNOVAMSP.COM OR 833-466-6821**

QUOTE NUMBER:
SA2023 1098

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THIS PROPOSAL IS SUBJECT TO EXPIRE 30 DAYS AFTER THE PROPOSAL HAS BEEN SENT TO CLIENT



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TO PAY BY ACH (eCHECK) PLEASE CLICK LINK BELOW

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TO PAY BY CASH or PHYSICAL BUSINESS CHECK

I would like to pay via Cash or Check and understand that product procurement or project scheduling shall not happen until I provide a minimum down payment of 50% or more of the total project price has been received by Innova Integrated Solutions, Inc.



TO PAY BY CREDIT CARD PLEASE CLICK LINK BELOW

[Innova Credit Card Payment Portal](#)

(I understand that by using this payment method, I shall incur up to a 3.5% credit card convenience fee.)



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ADDITIONAL DISCLAIMERS & TERMS/CONDITIONS

This is a quotation on the goods named, subject to the conditions noted above: Any additions, moves or changes necessary or requested shall be billed on a time and materials basis. All additions, changes or moves are subject to written and signed approval by the customer prior to work completion.

This proposal may be withdrawn if not accepted within 30 days as vendor pricing may change without notice thus changing the material cost to you.

TAXES: This proposal may not include any sales, uses, excise or similar taxes and where applicable, such taxes shall be billed as a separate item and paid by the Purchaser.

EQUIPMENT WARRANTY: All equipment is warrantied from the Manufacturer and unless otherwise specified Manufacturer terms and conditions shall be followed for all equipment.

LABOR WARRANTY: We guarantee all installation work to be free from defects for a period of 2 months (60 Days) after installation date. Innova Integrated Solutions assumes no responsibility for damages, either direct or consequential, that may result from accidents associated with the design, installation, and operation of the equipment listed herein.

RESTOCKING FEES: By accepting this proposal as is, you understand that, if, after acceptance of the listed products and scope of work herein, you decide to make product changes to the project, you shall be responsible for a 30% restocking fee plus labor time if any product that has been installed has to be removed and shipped back to distributor. If product that has been ordered for this project does not get installed because customer has made changes to the original plan or design of this system, you understand that you shall be billed separate of this proposal for shipping costs accrued by Innova to return product to our product distributor.

CUSTOMER EQUIPMENT DISPOSAL: By agreeing to this proposal, you understand that any equipment removed from premise buildings to be replaced by other equipment shall be disposed of according to local city/state policies. If you, customer, wishes to keep equipment on-site after it has been removed from building, you must notify your Innova representative prior to project commencing. Innova shall not be held liable for any equipment disposed of, if customer has not mentioned their desire to keep equipment prior to project commencement.

PAYMENT TERMS: 50% payment (Half of the total project price) upfront with acceptance. Progress payments may be requested up to 90%, balance due upon completion. The equipment listed herein shall remain the property of Innova Integrated Solutions until all equipment and installation charges have been paid in full.

AUTO PAYMENT TERMS (Typically for Monthly Managed Services): All monthly subscriptions shall be set up by either automatic ACH (No Fees Apply) or Credit Card (Fees Apply) withdrawals.

CREDIT CARD PAYMENTS: Credit card transactions carry a credit card convenience fee up to 3.5% of the total transaction.

ACH or eCHECK PAYMENTS: ACH or eCheck Payments do not accrue any fees.

PAYMENT TERMS: DUE UPON RECEIPT. YOUR PROMPT PAYMENT IS ALWAYS APPRECIATED.

If you accept this proposal and would like to associate a Purchase Order or other Reference # to the project, please do so here (only if applicable):

PURCHASE ORDER:

Please provide your initials here to indicate you have read and understand the above disclaimers.

PLEASE SIGN BELOW TO INDICATE PROPOSAL ACCEPTANCE

Signature

Date

Name

Job Title



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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 29

AGENDA TITLE: Approval of the 2024-2025 Technology Budget

SUMMARY: The technology budget is attached & the technology committee (Paul and Ian) will have a recommendation at the meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

2023-2024 Technology Budget

The Culbertson School District will maintain a budget providing a sum of money strictly for technology items and training.

An increase of 3% for inflation will be added to next years budget.

TECHNOLOGY ITEM		QUANTITY	Last Year Cost	COST	TOTAL	Fund
Yearly Renewals						
Renaissance Learning (yearly)	Renew on 6-30-25	240 Users	\$5,600	\$5,554.50	\$4,137	Federal SRS Grant
Acellus Annual Support (yearly)	Renew on 5-27-25		\$515	\$515	\$525	
MAPS Testing	Renew on 4-30-24	180	\$1,250	6.50 per student	\$5,535	Federal SRS Grant
Go Guardian	renew on 7-1-25				\$2,533	
Infinite Campus SIS Annual renewal	Renew on 6-1-2025		\$2,704	\$2,704	\$5,377	Federal SRS Grant
Microsoft Office License	Renew on 9-1-24				\$1,334	
Sonic Wall (School)	Renew 3-15-26		\$8,936	\$8,936	\$0	General Fund
Nemont Internet	monthly		\$7,200	\$600 month	\$7,200	General/E-rate
Follette Destiny Software yearly renew	Library 5-31-25		\$575	\$575	\$583	General Fund
FinalSite Website (yearly/3 yr contract	Renew 6-30-2025		\$1,932.00		\$3,152.00	Federal SRS Grant/E-rate
E-Rate (Nicole Jones)				\$1,400		
			\$28,712.00		\$30,376	
Maintenance /Supply						
Technology Coordinator			\$5,400		\$5,610	General
SchoolHouseIT end point and 1 per month visit				3,500 amonth	\$42,000	
Computer Summer Cleaning		142	\$2,346	\$17 each	\$2,414	General
Marco Print Services copiers/printers	monthly		\$24,000	2,673 a month	\$32,076	
Incidentals			\$3,000	\$3,000	\$3,000	General Fund/Timber
			\$34,746		\$85,100	

2023-2024 Technology Budget

[illegible]

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Past Technology Requests	18,280	20,719	20,524	8,415	\$ 21,155	17,653
Past Approved Tech Budgets	79,598	90,166	95,179	87,006	\$ 105,517	136,828

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

MEETING DATE: 4-15-2024

AGENDA ITEM #: 30

AGENDA TITLE: Kindergarten Graduation/ Early End

SUMMARY: We would like approval to end the Kindergarten year on May 17th after their Kindergarten graduation. This would allow for a better Kindergarten roundup experience for our incoming students the last week of school (May20th-24th). The request comes from our expert Kindergarten teacher Mrs. Bushlen and is supported by all 3 administrators.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Colvin					
Walker					
Finnicum					
Becker					
Petersen					

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.

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.