

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

NOTICE OF REGULAR SCHOOL BOARD MEETING
Tuesday—August 20, 2024, 6:30 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. July 16, 2024 (Regular Board Meeting)
b. August 6, 2024 (Special Board Meeting)

FINANCE REPORT

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

REPORTS

07. Information, Student Representative Report—None
08. Information, Teacher Report
09. Information, Activities Director Report
10. Information, Technology Systems Administrator Report
11. Information, JH/HS Principal Report
12. Information, Elementary Principal Report
13. Information, District Clerk Report
14. Information, Superintendent Report

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

Mission

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

UNFINISHED BUSINESS

- 15. Action, Board Policy—2nd reading: 5121-P(1), 2600P, 2600F
- 16. Action, Board Goals 2024-2025

NEW BUSINESS (Continued)

- 17. Action, Guest Teachers
- 18. Action, Extra-Curricular Contracts
- 19. Action, Activities Bus Drivers
- 20. Action, Bus Route Contract Transfer Request
- 21. Action, Activities Passes for Staff
- 22. Action, Board Policy—1st reading
-2120: Curriculum & Assessment

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 23.

REPORTS (Continued)

- 24. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

- 25. Date: Tuesday, September 17, 2024 Time: 6:30 mtg.
Potential Conflicts: JH & HS VB @ Lusture 5:30PM
Suggested Changes: Monday, September 16, 2024

ADJOURNMENT

- 26. Time of adjournment: _____

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SCHOOL BOARD MINUTES
COMMITTEE MEETING
July 16, 2024
Tuesday – 6:00 p.m.

The Athletic Committee met on July 16, 2024, at 6:02 p.m. Trustee present was: Lisa Steppler, Ian Walker. Representatives were: Nicole Simonsen, Mike Olson, Dave Solem, and Lora Finnicum.

Visitors were recognized. Notice for public comment given. Coaching Self-Evaluation Tool was presented and will be recommended for approval.

Committee discussed 8th Grade participation in Speech and Drama. Detailed expectations of students would be presented; however, maturity levels and additional costs were concerns. Recommendation would be to add 8th graders and continue discussions regarding the number of overnight trips.

Due to time, activities handbook was not reviewed. Meeting adjourned at 6:29 p.m.

Chairman of the Board


Clerk

SCHOOL BOARD MINUTES
REGULAR MEETING
July 16, 2024
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, July 16, 2024, at 6:33 p.m. Trustees present were: Ian Walker, Chair, Amber Fox, Chris Petersen, and Lisa Stepler. Representatives were Nicole Simonsen, Mike Olson, Dave Solem and Lora Finnicum. Visitors were recognized.

Chris Petersen made motion to approve the agenda. Amber Fox seconded motion. Motion carried unanimously. Notice for public comment was given.

Chris Petersen made motion to approve the minutes of June 18, 2024 (regular board) meetings. Lisa Stepler seconded motion. Motion carried unanimously.

Lisa Stepler made motion to pay the July bills, approve investments, note cash and extra-curricular balances. Chris Petersen seconded motion. Motion carried unanimously. Payroll warrants #2835 to #2850 and claims warrants #12042 to #12091 were written.

Reports were presented. JH teachers and administration will be attending an AI conference with Ron Clark and coaches will be attending coaching clinics. Teachers are working on professional development and gearing up to start the new year. Upgrades to the door access system have been completed with some minor adjustments. Marco has installed new copiers and will continue installation of new printers. New servers will be installed in the upcoming month. The repairs to the sped corner have been completed and gained about an inch of movement. Plumbing replacement projects are in process.

Amber Fox made motion to approve Policy 5321 P(2) and 5321F. Chris Petersen seconded motion. Motion carried unanimously.

Chris Petersen made motion to approve resignations from Jennifer Lambert and Shelby Manning. Lisa Stepler seconded motion. Motion carried unanimously.

Amber Fox made motion to hire Sarah Schmidt as 2nd Grade Teacher, Nick Kallem as EMT Teacher (1 period, all year), and Stefanie Newbill as German Teacher (1 period, all year). Lisa Stepler seconded motion. Emergency authorization will be utilized for Newbill. Motion carried unanimously.

Amber Fox made motion to hire Mary Hauso as Custodian and Kelly Vaught as Paraprofessional. Chris Petersen seconded motion. Hauso would start August 5th. Motion carried unanimously.

Chris Petersen made motion to approve the substitute teacher list as presented with the addition of Sarah Standley. Lisa Stepler seconded motion. Motion carried unanimously.

Lisa Stepler made motion to approve mentor contracts to Wendy Nickoloff (Marchwick), Angi Iverson (Schmidt), Theresa McDonald (Evenson), Rhett Wilson (Wills), Elizabeth Standley (O'Brien), and Amy Berwick (Manning, Newbill). Amber Fox seconded motion. Motion carried unanimously.

SCHOOL BOARD MINUTES
REGULAR MEETING
July 16, 2024
Tuesday – 6:30 p.m.

Chris Petersen made motion to approve the 2024-2025 bus routes as presented. Amber Fox seconded motion. Route 4 increased by 8 miles per day from the previous year. Motion carried unanimously.

Chris Petersen made motion to approve activity bus drivers of David Bengochea, John Fordyce, David Solem, Mike Machart, Duane Larsen, and Nick Kallem. Lisa Stepler seconded motion. Young and Scotson removed from list. Motion carried unanimously.

Lisa Stepler made motion to approve bus monitors of Kim Knick, Joy Johnson, Christina Olson, Keri Hauenstein, Matthew Ellerton, and Diane Hampton. Chris Petersen seconded motion. Motion carried unanimously.

Lisa Stepler made motion to offer 2024-2025 extracurricular advisor contracts to Samantha Purvis, Senior Class; Tiffany Nielsen, Junior Class; Milt Apple, Sophomore Class; Bill Carlisle, Freshmen Class; Shelby Manning, 8th Grade; Jimie Lou Morris, 7th Grade; Amy Berwick, 6th Grade; Brad Nielsen, Drug & Alcohol Coordinator; Elizabeth Standley, HS Student Council; Shelly Panasuk, NHS; Janelle Ator, BPA; Nicole Simonsen, Title IX; Bill Carlisle, Annual; Jennesy Taberna, Band; and Russell Pfeifer, Chorus. Amber Fox seconded motion. Motion carried unanimously.

Amber Fox made motion to approve a Memorandum of Understanding with the CEA for the 2024-2025 School Year for Pam Welch to forego prep period 1 time per week and Brad Nielsen to forego prep period 2 times per week during elementary specials. Lisa Stepler seconded motion. Motion carried unanimously.

Lisa Stepler made motion to approve the transfer of class funds of \$83.69 from Seniors 2024 to 8th Grade Class. Chris Petersen seconded motion. Motion carried unanimously.

Lisa Stepler made motion to approve Activities Director Contract for 2024-2025 to Dave Solem. Chris Petersen seconded motion. Salary previously negotiated and tied to teacher salary scale. Motion carried unanimously.

Chris Petersen made motion to renew offer to Cassidy Obergfell as HS Assistant Football. Lisa Stepler seconded motion. Motion carried unanimously.

Athletic Committee met and discussed the Coach Self-Evaluation Tool. Lisa Stepler made motion to adopt the tool. Amber Fox seconded motion. Motion carried unanimously.

Athletic Committee did not have time to review changes to the activities handbook. Handbook will be referred back to committee.

Lisa Stepler made motion to approve the changes to the K-12 Student Handbook as presented. Amber Fox seconded motion. Motion carries unanimously.

SCHOOL BOARD MINUTES
REGULAR MEETING
July 16, 2024
Tuesday – 6:30 p.m.

Amber Fox made motion to establish an Elementary and High School Tuition Fund starting 2024-2025. Lisa Steppler seconded motion. Motion carried unanimously.

Lisa Steppler made motion to approve Board Resolution 2471 for Elementary and 2472 for High School authorizing participation in the Intercap Loan Program and Disbursement Request 3023#02. Chris Petersen seconded motion. Motion carried unanimously.

Chris Petersen made motion to approve the out-of-district attendance agreement numbers as presented. Lisa Steppler seconded motion. One new application received for 2024-2025. Motion carried unanimously.

Amber Fox made motion to approve Policy 5121 P(1), 2600P, and 2600F. Lisa Steppler seconded motion. Motion carried unanimously.

Notice for public comment for non-agenda items was given. Trustees asked to consider potential board goals. Training should be considered part of board duties. Trustees should be visiting classrooms in the upcoming school year. Next meeting scheduled for August 20th at 6:30 p.m. Chair adjourned meeting at 7:13 p.m.

School Board Chair


Clerk

SCHOOL BOARD MINUTES
SPECIAL MEETING
August 6, 2024
Tuesday – 7:00 a.m.

The Board met in special session on Tuesday, August 6, 2024, at 7:00 a.m. Trustees present were: Ian Walker, Chair, Wendy Becker, Amber Fox, Chris Petersen, and Lisa Steppler. District representatives were: Nicole Simonsen and Lora Finnicum.

No visitors were present. Wendy Becker made motion to approve the agenda. Lisa Steppler seconded motion. Motion carried unanimously. Notice for public comment given.

Changes to the Activities Handbook discussed were: removed trimester language; Page 6, modified language to reflect current practices; Page 11, coaching preference may be filled with certified employees; Page 15, removed participation limits, latitude to AD and coaches for preference, evaluate in a year, managers preferably among peers; Page 25, update coaching matrix; Page 29, awards banquet scheduled for spring. Wendy Becker made motion to approve changes as discussed. Chris Petersen seconded motion. Motion carried unanimously.

Lisa Steppler made motion to approve the 2024-2025 budgets as presented. Chris Petersen seconded motion. Motion carried unanimously.

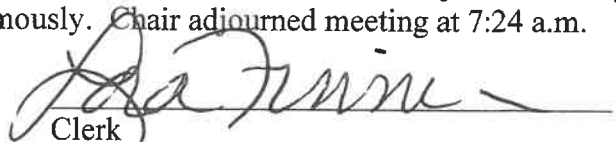
Wendy Becker made motion to hire Jeremy Longtree as full-time kitchen staff. Amber Fox seconded motion. Motion carried unanimously.

Lisa Steppler made motion to offer bus monitor position on South Route #4 for mornings. Amber Fox seconded motion. Concerns expressed providing both morning and afternoon monitors for West Route #5. Motion carried unanimously.

Chris Petersen made motion to hire Todd Gabriel as JH Football Assistant Coach. Wendy Becker seconded motion. For motion: Becker, Petersen, Steppler. Recuse: Fox. Motion carried.

Public comment for non-agenda items was given. Amber Fox made motion to adjourn. Wendy Becker seconded motion. Motion carried unanimously. Chair adjourned meeting at 7:24 a.m.

Chairman of the Board


Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of JULY 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	102,581.90	34,300.39	122,944.00	-	60,660.77	199,165.52	199,165.52	-
TRANSF	32,196.62	13,495.56	43,497.00	-	3,474.28	85,714.90	85,714.90	-
RETIRED	120,218.74		7,332.00	-	3,616.09	123,934.65	123,934.65	-
MISC	306,584.89	-	-	-	99,716.53	206,868.36	206,868.36	-
Misc	325,436.04		-		85,125.47	240,310.57		
Title	(30,034.00)					(30,034.00)		
ESSER II	-					-		
ESSER III	-					-		
Ind Ed	-					-		
JMG	1,136.89					1,136.89		
SRS	-				14,165.63	(14,165.63)		
JOM	10,045.96				425.43	9,620.53		
AD ED	(1,580.03)	310.14	7,618.00	-	894.31	5,453.80	5,453.80	-
COMPA	3,741.46		156.00	-		3,897.46	3,897.46	-
IMPACT	(3,323.85)		3,324.00	-	-	0.15	0.15	0.00
TECH	0.91		11.00	-		11.91	11.91	-
FLEX	-		-			-	-	-
PR	50,626.25	63,304.48	-		103,168.45	10,762.28	10,762.28	-
CL	39,569.56	232,533.98	-		187,167.66	84,935.88	84,935.88	-
ELEM	650,616.45	343,944.55	184,882.00	-	458,698.09	720,744.91	720,744.91	0.00
GENERAL	149,520.32	27,705.03	-	-	48,655.38	128,569.97	128,569.97	-
TRANSF	11,423.30	11,927.59	17,978.00	-	3,249.28	38,079.61	38,079.61	-
LUNCH	2,716.42		-	-	113.94	2,602.48	2,602.48	-
RETIRED	54,827.72		44,710.00	-	3,649.58	95,888.14	95,888.14	-
MISC	9,326.00	3,500.00	-	-	-	12,826.00	12,826.00	-
Misc	10,301.00	3,500.00	-			13,801.00		
CARES	-					-		
AG	-					-		
BUS	-					-		
JMG	-					-		
Perkins	(975.00)					(975.00)		
AD ED	(1,611.13)	358.97	7,656.00	-	894.31	5,509.53	5,509.53	-
DR ED	(5,081.80)		6,946.00	-	388.40	1,475.80	1,475.80	-
COMPA	3,711.09		71.00	-		3,782.09	3,782.09	-
IMPAC	(21,331.69)		21,332.00	-		0.31	0.31	0.00
TECH	0.86		12.00	-		12.86	12.86	-
FLEX	0.06		3.00	-		3.06	3.06	-
ENDOW	135,784.40		97,121.00	-		232,905.40	232,905.40	-
HS	339,285.55	43,491.59	195,829.00	-	56,950.89	521,655.25	521,655.25	0.00
TOTAL	989,902.00	387,436.14	380,711.00	-	515,648.98	1,242,400.16	1,242,400.16	0.00

Culbertson Public School

Totals Report for July 2024 through July 2024
2024-2025

08/16/2024
7:09:32 AM

Checking
Savings
Investments

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
1 - ANNUAL	-2,797.15	0.00	0.00	0.00	-2,797.15
2 - ATHLETICS	1,421.71	1,237.57	1,846.35	0.00	812.93
3 - 8TH GRADE CLASS	0.00	0.00	0.00	0.00	0.00
4 - Used for Future - Was Graduated Class of 2024 -	0.00	0.00	0.00	0.00	0.00
5 - SENIOR CLASS 2025	1,223.70	0.00	0.00	0.00	1,223.70
6 - JUNIOR CLASS 2026	1,408.82	0.00	0.00	0.00	1,408.82
7 - Freshman Class 2028	1,851.28	0.00	0.00	0.00	1,851.28
8 - CHEERLEADER	0.00	0.00	0.00	0.00	0.00
9 - FFA	1,332.48	0.00	200.00	0.00	1,132.48
10 - BAND/CHOIR	4,556.34	0.00	0.00	0.00	4,556.34
11 - STUDENT COUNCIL	6,990.22	0.00	0.00	0.00	6,990.22
12 - SPEECH AND DRAMA	1,492.03	0.00	0.00	0.00	1,492.03
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - SOPHOMORE CLASS 2027	675.14	0.00	0.00	0.00	675.14
15 - PLAY	5,477.35	0.00	0.00	0.00	5,477.35
16 - JMG	2,268.16	0.00	120.00	0.00	2,148.16
17 - BPA	4,258.12	0.00	0.00	0.00	4,258.12
18 - EXPLORE AMERICA	25,876.41	0.00	0.00	0.00	25,876.41
19 - MUSIC PARENTS	5,347.02	0.00	0.00	0.00	5,347.02
20 - ART	2,119.68	0.00	0.00	0.00	2,119.68
21 - LIBRARY	1,295.05	0.00	0.00	0.00	1,295.05
24 - SCIENCE OLYMPIAD	5,487.56	0.00	0.00	0.00	5,487.56
	72,179.41	+ 1,237.57	- 2,166.35	+ 0.00	= 71,250.63

See
next
Page



----- Checking -----		----- Savings -----		----- Investments -----	
Beginning	Ending	Beginning	Ending	Beginning	Ending
-2,797.15	-1,237.15	0.00	0.00	0.00	0.00

Transaction	Number	From Whom	Amount	Deposit	Purpose	Date	Running
Receipt	694623	ANNUAL	715.00	1668	Yearbook Sales	08/13/2024	-2,082.15
Receipt	694624	ANNUAL	485.00	1669	Yearbook sales	08/13/2024	-1,597.15
Receipt	694626	ANNUAL	360.00	1670	Yearbook Sales	08/16/2024	-1,237.15
			1,560.00	Overall			

Current (-) balance

Yearbook order paid in full

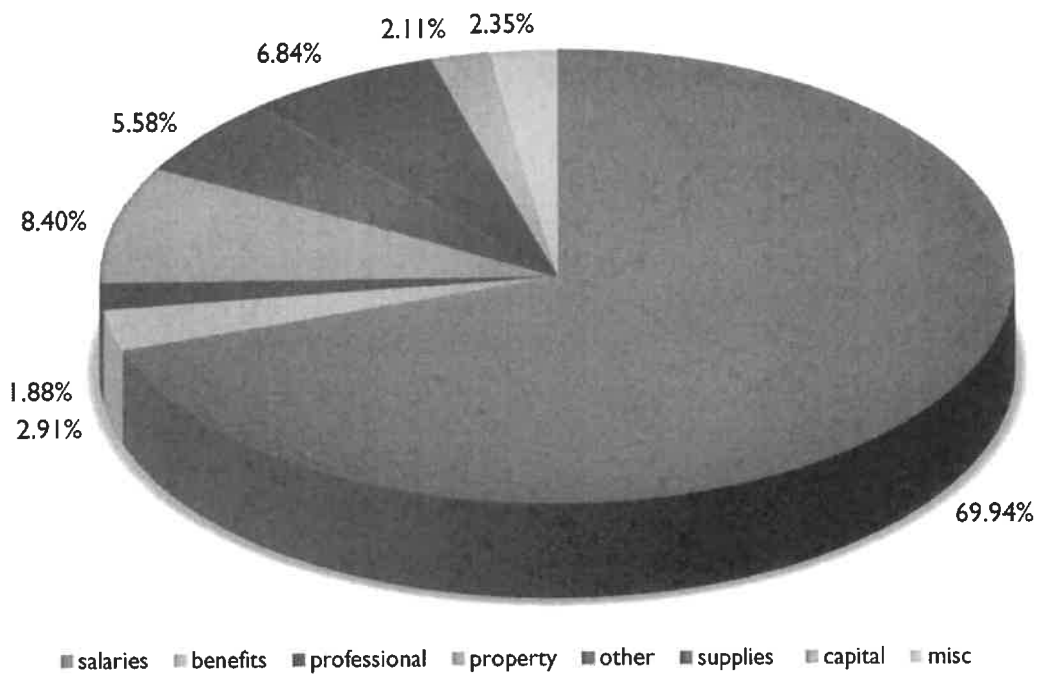
No Pre-Sale order payments taken in advance

Yearbooks are starting to sell

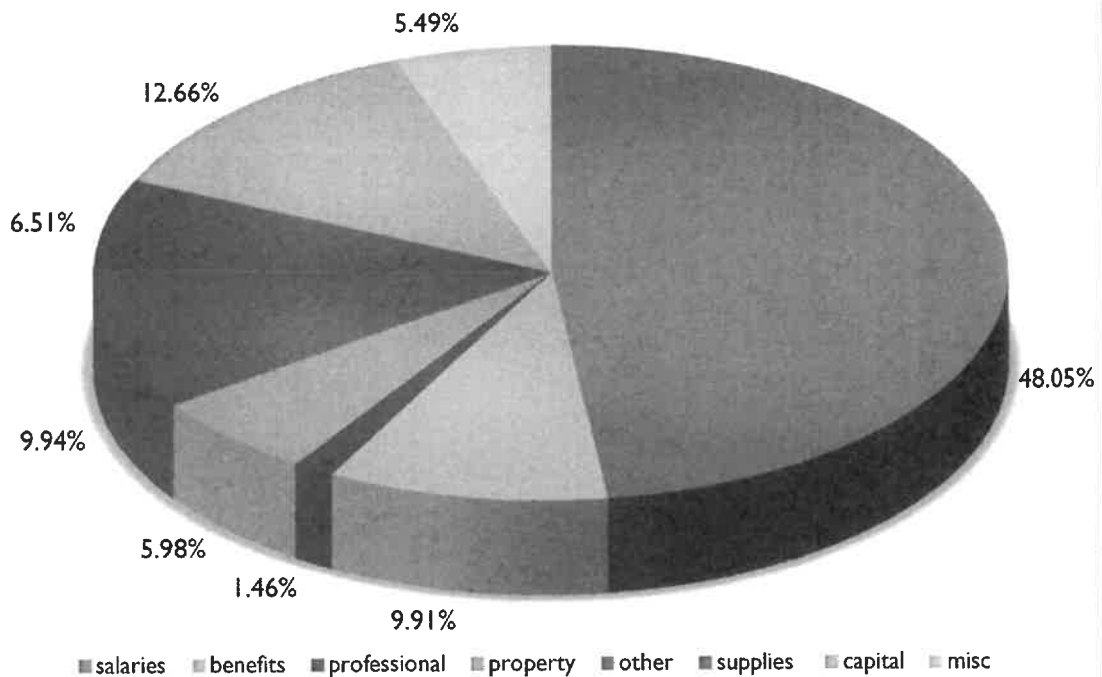


Fiscal Year Expenditures 2023-2024

General Fund Breakdown



All Funds Breakdown



Fiscal Year Expenditures 2023-2024

salaries	EL General	1,499,811.51
1XX	EL Others	298,269.58
	HS General	885,969.75
	HS Other	208,245.34
		<u>2,892,296.18</u>

other	EL General	80,902.61
service	EL Others	245,674.20
5XX	HS General	109,419.49
	HS Other	162,538.77
		<u>598,535.07</u>

benefits	EL General	50,724.51
2XX	EL Others	314,903.23
	HS General	48,492.44
	HS Other	182,092.62
		<u>596,212.80</u>

supplies	EL General	151,056.52
6XX	EL Others	34,289.57
	HS General	82,234.02
	HS Other	124,229.57
		<u>391,809.68</u>

professional	EL General	46,197.48
service	EL Others	22,587.47
3XX	HS General	17,843.97
	HS Other	1,147.20
		<u>87,776.12</u>

capital	EL General	71,900.82
7XX	EL Others	558,491.54
	HS General	-
	HS Other	131,650.39
		<u>762,042.75</u>

property	EL General	159,154.43
service	EL Others	43,356.82
4XX	HS General	127,437.47
	HS Other	30,050.32
		<u>359,999.04</u>

Other	EL General	12,483.86
8XX	EL Others	165,118.82
	HS General	67,662.21
	HS Other	85,000.00
		<u>330,264.89</u>

Transfers	EL General	6,957.26
9XX	HS General	5,359.54
		<u>12,316.80</u>

Grand Total \$ 6,018,936.53
(9XX not incl)

	General Fund			All Funds	
1XX salaries	2,385,781.26	69.94%	1XX salaries	2,892,296.18	48.05%
2XX benefits	99,216.95	2.91%	2XX benefits	596,212.80	9.91%
3XX professional	64,041.45	1.88%	3XX professional	87,776.12	1.46%
4XX property	286,591.90	8.40%	4XX property	359,999.04	5.98%
5XX other	190,322.10	5.58%	5XX other	598,535.07	9.94%
6XX supplies	233,290.54	6.84%	6XX supplies	391,809.68	6.51%
7XX capital	71,900.82	2.11%	7XX capital	762,042.75	12.66%
8XX misc	80,146.07	2.35%	8XX misc	330,264.89	5.49%
	<u>\$ 3,411,291.09</u>	100.00%		<u>\$ 6,018,936.53</u>	100.00%

EL GF Budget	1,677,345.00
EL GF B.A.	402,000.00
EL FLEX B.A.	131,536.84
HS GF Budget	1,198,071.00
HS GF B.A.	148,000.00
	<u>\$ 3,556,952.84</u>

Mr. Olson
 6-12 Principal Report
 School Board Meeting
 August 20, 2024

The school year is in full swing.

Student council head their back-to-school pool party on Aug 16th.

We will begin planning for homecoming which is the week of Sept 16-21.

The new website is up and running. It will be a work in progress for a bit as I learn a new format.

Students are adjusting well to the 7th period schedule.

	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	16	23	18	21	27	24	22	25	25	15	22	29	15	282
Sept														0
Oct														0
Nov														0
Dec														0
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	3	1	1	2	1	3	0	4	1	1	0	1	2	20
Transferred	0	2	0	0	0	0	1	0	1	0	1	2	0	7
Total In/Out	3	3	1	2	1	3	1	4	2	1	1	3	2	27

Ended the 2023-2024 year with 275

Mr. Olson
Technology Report
School Board Meeting
August 20, 2024

The new printers have been installed from Macro. We are working on the back end to try and make them work smoother for the staff.

The new software for the door lock system is running well.

ATS arrived and got the new heating/cooling software up and running. They showed Andy and I how to adjust the 3 mains units in the software.

The new switches have arrived. We are waiting for a control to arrive from backorder and then School House IT will help install.

Schoolhouse IT will be here on Sept 21th

August Elementary/Curriculum Report

-Back to school!

-We hosted several trainings over the summer regarding our new ELA curriculum. The staff is excited to implement the new program.

-MAPS (our new data assessment tool) is nearing full implementation. I am working on getting staff and students information input so we can begin testing.

-Title 1 paras are diving into the intervention programs for our curriculum to better serve our students. We are implementing new data meetings to follow through with our interventions to make sure what we are doing is working.

-I will be hosting weekly team meetings with each grade level this year to address grade level goals and interventions with students

Culbertson School Board Meeting

Superintendent's Report

August 20, 2024

Staff shoutout this month goes to our mentors: Amy Berwick, Elizabeth Standley, Angie Iverson, Rhett Wilson, Theresa McDonald, and Wendy Nickoloff. Their willingness to serve our new staff members helped make an incredibly smooth on-boarding experience. They will help continue to support our new team members throughout the year. I am grateful for their willingness to serve!

A. Events that I plan to attend for August & September:

August 20	Culbertson Board of Trustees regular July meeting
August 22	REAP Audit (virtually)
August 28	Indian Education Committee Meeting @ 5:30
August 31	Volleyball Tournament in Culbertson
September 3	Varsity VB in Culbertson @ 5:30
September 4	NEMASS @ Glasgow 10AM
September 5	Volleyball @ Scobey
September 7	Volleyball @ Westby
September 9	Richland County Transportation Meeting @ Sidney 2:30PM
September 10	Volleyball @ Fairview 4:30
September 12	SAM meeting (virtually) 10AM
September 12	Volleyball in Culbertson 4PM
September 13	Football in Culbertson vs. Fairview
September 14	Volleyball @ Scobey
September 16-21	Homecoming Week!
September 16	Board Meeting (?)
September 17	Volleyball @ Lusture 5:30PM
September 19	Volleyball @ Lambert 4PM
September 20	Varsity Volleyball in Culbertson @ 5:30PM
September 21	Football in Culbertson vs. Plentywood
September 22-24	MASS Conference in Bozeman
September 25	Indian Education Committee Meeting @ 5:30
September 26	Volleyball @ Nashua 5PM
September 27	Volleyball vs. Froid/Lake 4:30

B. Other updates and items for your review:

1. Roof—Thiel Brothers believes we are about 3 weeks out from full completion. If they can stay on track with no delays, it is possible it could be finished on September 4th. The new skylights in the elementary look great! The loudest parts of the roof that are left will be the skylight installation and drain replacements—this is pretty noisy for our HS classrooms, but the good news is it will be short lived. We have been experiencing a leak in Mrs. Schmidt's 2nd grade classroom and Thiel Brothers has looked extensively for where the water could be coming in at. Friday, August 16th, they performed multiple water tests on the upper section and lower section—they were unable to force water in the 2nd grade

ceiling. Next, they shifted their focus to the brick work where they could see it had been caulked multiple times previously. When water was sprayed on the brick, it did leak in the classroom. I am working on getting Todd Awning to come inspect the brick, he is the one who initially did the brick work. Todd will be onsite sometime the week of August 19-23 to see what remedy is needed for the bricks.

2. Title Grants—July 31st, I attended the OPI roadshow for eGrants in Glendive. I completed and submitted our Title grants. This funding helps us pay for para salaries for title 1.
3. Home Ec. (or FCS) Room— Painting is scheduled to be complete Tuesday, August 20th. As early as Wednesday, August 21st and no later than Thursday, August 22nd we should see cabinets being set. Countertops might be happen the week of August 26-30. The best case scenario is we have Mrs. Manning moved in before we return on September 3rd and that seems like a very real possibility at this point.
4. Plumbing---We are just waiting for the lift station in the boiler room to be complete and then our final bathroom (the office bathroom) will be operational again. The plumbing underneath the HS wing will need to wait until next summer at this point. We believe that plumbing will be fine through one more school year, but it will definitely be on the summer of 2025 to-do list.
5. HS Bathroom Remodel—Painting was complete on Sunday, August 18th. Tuesday, August 20th the tile guy will begin with the assistance of one of the guys from Dave. G.'s crew. After tile they will get the drop ceiling hung and then begin on the floor. Final step will be installing toilets, sinks, other fixtures, and stalls.
6. Pumps in Boiler Room by Gym—Our circulating pumps for the heating and cooling system in the boiler room by the gym are so old we cannot get parts for them. This is a hefty expense to replace the pumps and get all the fittings--\$27,000-\$28,000. Sheridan Sheep Metal is ordering the pumps and parts. I believe we should have the replacements installed before winter hits.
7. Purple Cruiser—After the cruiser had its summer tune up at Sarpy's, we flew John to Billings to pick it up and he only made it to Glendive. During the cruiser's stay in Glendive, Gibbs Equipment replaced both alternators and a broken belt. Wednesday Nick will drive John to Glendive to pick up the cruiser. A new cruiser will likely need to be a spring purchase for us.
8. New Website—Our new website has officially launched! Mike has done a great job of getting this off the ground and continues to build the website as we go with new content. It is updated and much more user friendly as well we appealing to the eyes.
9. Enrollment—We have seen a slight jump in enrollment as you saw in Mike's report. Kindergarten is a t 16, so we have stopped out of district enrollment in order to be able to handle new kindergarteners that may move into our district during the year. Kindergarten's maximum number is 18 in the state of Montana, so we will monitor this throughout the year. If we were to pass 18, we would have to hire a full-time para to assist in kindergarten. Once we head into January, I will most likely be asking to open an elementary position so we can return to having 2 Kindergarten teachers/classrooms.

10. Classified—We would like to hire 1 more full-time classified staff member for 4 hours in the kitchen to help during serving and 4 hours of custodial. We do have an interested candidate that is just waiting to process some paperwork.

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

- 2024-2025 Board Goal Setting
- Extra-curricular Matrix

If you have any questions, comments, or concerns about any item in this report or on the agenda, please feel free to contact me at any time. I can be reached at 787-6246 (school), 787-5211 (home), 404-774-4088 (cell), or by email at simonsenna@culbertson.k12.mt.us at any time. I believe in an open door, so please feel free to drop in my office anytime to visit.

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 15

AGENDA TITLE: 2nd Reading of Board Policy

SUMMARY: 5121-P(1), 2600P, 2600F are attached for your review.

-5121-P(1): This would allow us to grant teachers more money to pursue professional development. The total money available still would not surpass the approved and budgeted \$5,000 per year.

-2600P & 2600F: These policies were missed in the conversion to MTSBA policy services. They are necessary to keep us in compliance with laws regarding work release, also known as work study.

This is the 2nd reading and would go into policy if approved. There has not been any comments on any of the 3 policies during the commentary period.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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.

2nd Reading
+ approval will
happen @ Aug. 20th
board mtg.

**Procedure 5121-P(1): Applicability of Personnel Policies and Professional Development -
Professional Growth**

Status: ADOPTED

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

Professional Growth

The Board recognizes the need for continual professional growth and development for the teaching staff members. The Board shall designate funds each year for the purpose of professional growth. The following guidelines shall be utilized in determining the need and award of professional growth funds.

1. A Professional Growth Committee will be established and shall be responsible for the determining the award of professional growth funds to teachers. The committee shall consist of five members who meet only during the regular school term.
 - a. Two members from the elementary school teaching staff.
 - b. Two members from the junior high/high school teaching staff.
 - c. One administrator.
2. The Professional Growth Committee will meet on the second Wednesday of each month school is in session. Professional Growth Applications (Appendix X) will be completed by interested teachers and submitted by the Monday prior to the committee meeting to be eligible for consideration.
3. Applications for Professional Growth funds will be approved by a majority vote of the committee members.
4. Copies of all applications will be distributed to committee members prior to the Wednesday meeting.
5. No requests for funds will be considered until the District Leave Request Form has been approved by the administration.
6. Upon committee approval, successful applications will be forwarded to the district clerk. Funds will be disbursed upon completion of the professional growth opportunity.
7. Additional Professional Growth Funding Award Criteria:
 - a. No funds will be awarded to workshops attended before approval.
 - b. Workshops resulting in college credit may be considered.
 - c. College credits and/or registration costs will not be reimbursed for teachers that have not achieved a Masters Degree.
 - d. State schedules will be used for reimbursement of mileage, rooms, and meals.
 - e. A maximum of ~~\$500.00~~ will be awarded per individual per year.

↑
\$800.00
suggested

INSTRUCTION

2600P
Page 1 of 2

Work Based Learning Program - Insurance

The School District Work Based Learning coordinator will work with School District administration to identify the appropriate insurance coverage for a student's tailored work-experience opportunity. A student will not commence a Work Based Learning opportunity until the appropriate insurance option has been identified and implemented by all parties. The option selected will be noted as part of the student's Work Based Learning plan.

Option 1

Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Option 2

Employer does not pay the student. Student earns school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Option 3

Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined the Work Based Learning plan. School district adds a school to work endorsement onto the school workers' compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District's workers compensation coverage.

Option 4

School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

Policy History:

Adopted on:

Reviewed on:

Revised on:

WORK BASED LEARNING AFFILIATION AGREEMENT

2600F

This Affiliation Agreement is entered into between _____ (high school) and _____ (workplace learning site).

WHEREAS High School has established a _____ Work Based Learning program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with _____ (workplace learning site) for the purpose of providing Career Exploration and Assessment experiences for students enrolled in the _____ Work Based Learning Program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience on its premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as follows:

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Based Learning orientation, emergency contact information, and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Based Learning experience.
3. The High School shall provide a Work Based Learning Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Based Learning Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized work based learning program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Based Learning Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experience and training activities. They shall orient the students to their activities, direct their activities and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.
8. The Workplace Learning Site shall make available the necessary equipment and supplies as determined by the Workplace Learning Site in conjunction with the High School.
9. The Workplace Learning Site shall provide the Work Based Learning Coordinator with frequent student performance evaluations in the manner and frequency so designated by the High School.
10. The High School shall work with the Workplace Learning Site regarding the removal of any student from the Workplace Learning Site whenever the student is not performing or meeting the workplace requirements. Responsibility for student disciplinary measures, if any, shall be with High School and not with the Workplace Learning Site.

Workplace Supervisor initials the selection specific to this Work Based Learning placement:

_____ Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

_____ Employer does not pay the student. Student earns school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

_____ Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined the Work Based Learning plan. School district adds a school to work endorsement onto the school workers' compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District's workers compensation coverage.

_____ School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

Workplace Supervisor

Date

Work Based Learning Coordinator

Date

PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

I, (full name) _____ as legal guardian of
_____ (child's full name) a student
enrolled in the _____ High School acknowledge the following:

The program of study includes opportunities for my child to participate in an off-campus Work Based Learning opportunity, and I give my consent to my child participating in the offsite Work Based Learning component, and I agree to support and assist with enforcement of the content included in the Work Based Learning placement

I agree to accept responsibility for my student's participation in the above-referenced activity. I understand any negligence arising out of the student's participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree to counsel my child to abide by the rules and regulations set forth by the workplace learning site.

I have signed the Parent/Guardian Consent and agree to the stated conditions.

Parent/Guardian signature

Date

Parent/Guardian printed name Phone number

Address City/State/Zip code

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 16

AGENDA TITLE: 2024-2025 School Board Goals

SUMMARY: We tabled this item last month. In the past the board has worked into November/December to set goals. I would prefer to set them early in the fall because they really do become a guiding compass for me. I view the board goals as a to-do list, not a wish list. If you view board goals differently just let me know during the discussion.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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: 8-20-2024

AGENDA ITEM #: 17

AGENDA TITLE: Approval of Guest Teacher

SUMMARY: I recommend the approval of Jennifer Lambert being added to our guest teacher list. She is able to sub on Fridays, which can get to be a day of the week where we need the most guest teachers.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 18

AGENDA TITLE: Extra-Curricular Contracts

SUMMARY: I recommend the following hires for extra-curricular contracts for the 2024-2025 school year:

-Missoula Children's' Theater: Tessa Rumsey

-JH Assistant FB Coach: Todd Gabriel

Nepotism was posted for the required 2 week time frame and Amber will abstain from the vote.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 19

AGENDA TITLE: Activities Bus Drivers

SUMMARY: I recommend the approval of Kevin Becker for activities bus driver. Nepotism was posted for the required 2-week time frame and Wendy will abstain from the vote. Also, Cassidy Obergfell.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 20

AGENDA TITLE: Bus Route Contract Transfer Request

SUMMARY: Larry Hekkel is requesting your approval to transfer his Route #2 over to Christian Hekkel effective immediately upon your approval. I believe Larry will be present at the meeting should you have questions for him. This transfer is allowable in his contract if you approve.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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SCHOOL BUS CONTRACT
STATE OF MONTANA
Roosevelt County
School District No. 17

This agreement made and entered into this ____ day of _____, 2024 by LARRY HEKKEL, of Culbertson, Roosevelt County, State of Montana, do hereby transfer Culbertson Route #2 CHRISTIAN HEKKEL, of Culbertson, Roosevelt County, State of Montana.

In Witness hereof, the said carrier has signed his name hereto to transfer contract to said carrier and the District has caused its name to be hereunto subscribed by the Chairman of the Board of Trustees and attested by its Clerk this ____ day of _____, 2024.

Larry Hekkel 8-12-24
Owner Date

Beth Hekkel 8-12-24
Witness for the Carrier Date

Christian Hekkel 8-12-24
Christian Hekkel Date

Tom Nelson 8-12-24
Witness for the Carrier Date

Chairman Date
School District No. 17
Roosevelt County

Attest Date

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 21

AGENDA TITLE: Activities Passes for Staff

SUMMARY: I am asking the board to consider gifting activities pass to each staff member. Last year staff paid about \$1,100 to purchase activities passes. I believe this is an amount we can absorb from the general fund. I believe this would be a gesture much appreciated by staff and would encourage attendance at home sporting events so staff can cheer on their students.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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

MEETING DATE: 8-20-2024

AGENDA ITEM #: 22

AGENDA TITLE: Board Policy – 1st reading 2120

SUMMARY: Please review the suggested edit to Policy 2120. Our elementary math curriculum is up at the end of the 2024-2025 school year, which is why we are requesting this swap. This would get a 2nd and final reading at the September board meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

Mission

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Policy 2120: Curriculum and Assessment

Status: ADOPTED

Original Adopted Date: 02/01/2021 | **Last Revised Date:** 12/20/2023 | **Last Reviewed Date:** 12/20/2023

Curriculum and Assessment

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

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

2023-2024 Language Arts including Reading, Spelling, Phonics, Penmanship

2024-2025 Social Studies

2025-2026 Music, Art, Agriculture, Business, Health & Physical Education, Library Media, World Language

2026-2027 Mathematics

2027-2028 Science

This rotation will be repeated unless otherwise modified by the Board

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

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

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