CULBERTSON SCHOOL DISTRICT #17 J/R/C

RICHLAND/ROOSEVELT COUNTIES
CULBERTSON, MONTANA

NOTICE OF REGULAR SCHOOL BOARD MEETING

Monday—June 23, 2025, 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. May 20, 2025 (Regular Board Meeting)
    b. May 30. 2025 (Athletic Committee Meeting)
    c. June 6, 2025 (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—None
10. Information, Technology Systems Administrator Report—None
11. Information, JH/HS Principal Report—None
12. Information, Elementary Principal Report—None
13. Information, District Clerk Report
14. Information, Superintendent Report

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

Mission

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

UNFINISHED BUSINESS

15. Action, 2nd Reading Policy 8210 Additional Language
16. Action, Weight Room Supervision

NEW BUSINESS (Continued)

17. Action, Resignations
18. Action, Teacher Resident
19. Action, Classified Contracts
20. Action, Extra-Curricular Contracts
21. Action, Transfer of Bus Route #3
22. Action, Budget Resolution
23. Action, Sick Bank Contribution
24. Action, Open Classified Positions
25. Action, Property & Liability Insurance
26. Action, Interquest Detection Canines
27. Action, Renewal of Membership to Indian Impacted Schools of Montana
28. Action, Activities Handbook Changes
29. Action, Weighted HS Courses
30. Action, Student Handbook Changes
31. Action, Indemnity Bond
32. Action, Out of District Attendance Agreements
33. Action, 1st Reading of Policies
    - **5231-P(3):** Leaves of Absence – Sick Leave Bank
    - **1130:** Committees
    - **7425:** Extra-Curricular Funds
    - Classified Job Descriptions
34. Action, Adoption of Required Policies

PUBLIC COMMENT FOR NON-AGENDA ITEMS

35.

REPORTS (Continued)

36. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

37. Date: Tuesday, July 15, 2025
    Time: 6:30 mtg.
    Potential Conflicts:
    Suggested Changes:

ADJOURNMENT

38. Time of adjournment: _____

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 15

AGENDA TITLE: 2nd Reading Policy 8210 Additional Language

SUMMARY: This language needs to be included in policy 8210. It was discovered by OPI when they met with me on a pre-audit in April. Next fall, we will be doing a food service audit and this language needs to be in policy. MTSBA approved the language to be added to the policy. This is the first reading, then it will be posted for a 4-week comment period, and presented for a 2nd reading in June.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 16

AGENDA TITLE: Weight Room Supervision

SUMMARY: Brad Nielsen supervises the 6-8AM slot and Brian Manning supervises the 6-8PM slot. Attached are the numbers from the 6-8PM slot. It will be difficult to make a recommendation off 1 month of numbers during a summer month. I will feel more confident making a recommendation during the September or October meeting when we have several months of monitoring numbers. The main objective is to ensure we are being fiscally responsible since this position gets paid $20 an hour, 5 days a week, year-round. I would recommend tabling this item until October's board meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 17

AGENDA TITLE: Resignations

SUMMARY: The board needs to formally accept Mrs. Purvis and Ms. Hattlestad's resignation.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 18

AGENDA TITLE: Teacher Resident

SUMMARY: I am very excited to formally ask for board approval to host MT Teacher resident Heather Harrison for the 2025-2026 school year. Heather has had several years of experience as a paraprofessional in Laurel and is interested in doing her year of teacher residency in Culbertson. After the year of residency, she will be a fully certified elementary teacher with a specialty in PreK-3.

The district is responsible for providing housing **or** a housing stipend for the duration of her residency with us next year. We have secured a rental property for her at the cost of $750 a month. The district would be responsible for this amount + a $750 deposit. This would be a $7,500 investment in a potential future staff member.

I am requesting approval for hosting Heather Harrison for the 2025-2026 school year as a teacher resident and providing the $750 a month housing stipend.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 19

AGENDA TITLE: Classified Contracts

SUMMARY: I recommend approval of the following classified contracts:

Head Cook 2025-2026: Kenneth Harrison

Summer Paraprofessional & 1 period of work-study as a paraprofessional during the 2025-2026 school year: Ayden Ator

Summer Student Crew: Ally Simonsen

Summer Student Crew & School Custodial: Jaxon Flinn

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 20

AGENDA TITLE: Extra-Curricular Contracts

SUMMARY: The Activities Director, Athletics Committee, and Superintendent recommend the following extra-curricular coaches for approval:

HS GBB Assistant: Jenna Bowker

JH BBB: Milt Apple

JH FB 2nd Assistant: Kevin Becker
-Nepotism was posted and Wendy will abstain from the vote.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 21

AGENDA TITLE: Transfer of Bus Route #3

SUMMARY: Larry Birch has formally requested to transfer the remainder of his bus route contract to Barry Bighorn. If the board agrees to transfer the remainder of the Larry Birch route contract to Barry Bighorn it will need formal action.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 22

AGENDA TITLE: Budget Resolution

SUMMARY: Please see the attached resolution. It needs formal board approval.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 23

AGENDA TITLE: Sick Leave Bank Contribution

SUMMARY: At the conclusion of the year there were 4.94 days donated to the sick leave bank. Per the new CBA the sick bank is not to exceed 100 total days—we are currently at 61.83. This donation will make our total 66.77 days. We need formal board approval to accept the donation.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 24

AGENDA TITLE: Open Classified Positions

SUMMARY: We need board action to formally open the following classified positions:

- **1 Full Time Front Office Secretary**
- **1 Full Time Paraprofessional**
- **1 Full Time Kitchen/Custodial**
- **1 Full Time JOM coordinator/Title 1 Para/ Home to School Coordinator**

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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CULBERTSON PUBLIC SCHOOLS
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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 25

AGENDA TITLE: Property & Liability Insurance

SUMMARY: MSGIA has been our provider for property and liability insurance for many years. The rates have increased 9% this year. They are a very reliable provider to work with—they were excellent through our roof claim last summer. In addition, they provide our workman's compensation coverage. I recommend renewal with MSGIA.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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CULBERTSON PUBLIC SCHOOLS
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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 26

AGENDA TITLE: Interquest Detection Canines

SUMMARY: This agreement is attached. Beth and Storm have been coming to our school for many years. I recommend the renewal of this contract for services.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 27

AGENDA TITLE: Renewal of Membership to Indian Impacted Schools of Montana

SUMMARY: The invoice is attached. This membership keeps us connected to information regarding Federal Impact Aid money. I recommend the renewal of membership to IISM.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 28

AGENDA TITLE: Activities Handbook Changes

SUMMARY: We have 1 recommended change to the activities handbook on page 9 regarding per diem. It is attached here in paragraph 3 under "Meal Policy". We need to strike the final 2 sentences highlighted in blue because we can no longer give out cash to coaches to then give to students.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 29

AGENDA TITLE: Weighted HS Courses

SUMMARY: Please see the attached proposal for weighted HS classes from Mrs. Standley. This will need to be included in the student handbook if approved.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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CULBERTSON PUBLIC SCHOOLS
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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 30

AGENDA TITLE: Student Handbook Changes

SUMMARY: We have 2 recommended changes for the Student Handbook:

-Page 27: the highlighted graduation requirements are mandatory per the state of MT graduation requirements.

-Page 28: currently seniors in the running for valedictorian and salutatorian were required to take "one or both" semesters of the upper-level classes listed in 1. and 2., we are recommending that they take a full year of the required courses.

*If weighted courses were approved, that needs to be included in the handbook as well.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 31

AGENDA TITLE: Indemnity Bond

SUMMARY: Payroll warrant #3241 written on 5/20/25 for the amount of $2,055.00 was unintentionally thrown away. We need board approval to do an indemnity bond to replace the original payroll warrant.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 32

AGENDA TITLE: Out of District Attendance Agreements

SUMMARY: Please see the attached information on the out of district attendance agreements we have received for the 2025-2026 school year. We will need formal action to approve the agreements.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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DISTRICTS 17 J/R/C
BOARD AGENDA FACT SHEET

MEETING DATE: 6-23-2025

AGENDA ITEM #: 33

AGENDA TITLE: 1st Reading of Policies

SUMMARY: I recommend approval of the following policies for their first reading. They will then be posted for the comment period before coming for a 2nd reading.

5231-P(3) Leaves of Absence: (Sick Leave Bank) please see the recommended changes attached to reflect the new CBA and action we took to accept donations in May rather than August.
-1130 Committees: The recommendations for 1130 are attached. The stricken language will be a reflection of the committees we chose to keep.
-7425 Extra-Curricular Funds: Language at the bottom of this policy has been added to address overspending of extra-curricular accounts.
-Classified Job Descriptions: The recommended job descriptions for classified positions are attached for your first review.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 6-23-2025

AGENDA ITEM #: 34

AGENDA TITLE: Adoption of Required Policies

SUMMARY: I recommend approval of the following policies for their first and only reading. They are required as a result of the bills that were passed in the most recent legislative session.

-MTSBA Required Policies Resulting from the Legislative Session: 3655, 5252, 8560, 2165-NF(1), 5430-NF(1), 5123, 1007FE, 1009FE, 1015FE, 1015FE, 2050, 2100, 2150, 2158, 2165, 2334, 2335, 2450, 2600, 3110, 3121, 3310, 3141, 3416, 3650, 5122, 5255

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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