

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Tuesday—July 15, 2025, 5:30 PM

BUDGET TRAINING.....5:30 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. June 23, 2025 (Regular 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 of Policies:
 - 5231-P(3)**: Leaves of Absence – Sick Leave Bank
 - 1130**: Committees
 - 7425**: Extra-Curricular Funds
 - Classified Job Descriptions
16. Action, Weighted Grading Scale

NEW BUSINESS (Continued)

17. Action, Cook Shack Extension at Baseball Field
18. Action, Moving Storage Shed at the Baseball Fields
19. Action, Resignations
20. Action, Classified Contracts
21. Action, Extra-Curricular Contracts
22. Action, MHSA Fees
23. Action, Agreement for Drug & Alcohol Testing and Services
24. Action, Certified Contracts
25. Action, 2025-2026 Mentor List
26. Action, Activity Ticket Prices
27. Action, Emergency Action Plan for Sporting Venues
28. Action, Guest Teacher List for 2025-2026
29. Action, 2025-2026 Bus Routes
30. Action, 2025-2026 Activity Bus Drivers
31. Action, 2025-2026 Bus Monitors
32. Action, 2025-2026 Classified Salary Scale
33. Action, 2025-2026 Class Schedule
34. Action, STARS Act Allocation for Administration

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 35.

REPORTS (Continued)

36. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

37. Date: Tuesday, August 19, 2025
Time: 5:00-6:00 Budget Training, 6:00-6:20 Kee & Stacy, 6:30 mtg.
Potential Conflicts:
Suggested Changes:

ADJOURNMENT

38. Time of adjournment: _____

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SCHOOL BOARD MINUTES
REGULAR MEETING
June 23, 2025
Monday – 6:30 p.m.

The Board met in regular session on Monday, June 23, 2025, at 6:30 p.m. Trustees present were: Chris Petersen, Chair, Wendy Becker, Amber Fox, and Verlin Steppler. Representatives were Nicole Simonsen and Lora Finnicum. Visitors were recognized.

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

Verlin Steppler made motion to approve the minutes of May 20th (regular board), May 30th (athletic committee), and June 6, 2025 (special board) meeting(s) as amended. Wendy Becker seconded motion. Motion carried unanimously.

Wendy Becker made motion to pay the June bills, approve investments, note cash and extra-curricular balances. Amber Fox seconded motion. Motion carried unanimously. Payroll warrants #3356 to #3397 and claims warrants #12685 to #12725 were written.

Reports were presented with no additions.

Wendy Becker made motion to adopt Policy 8210 Procurement for Food Service. Verlin Steppler seconded motion. No comments were received. Motion carried unanimously.

Trustees considered weight room usage with June attendance log. Amber Fox made motion to table until October and continue to track attendance. Wendy Becker seconded motion. Motion carried unanimously.

Amber Fox made motion to accept resignations from Alyssa Hatlestad and Samantha Purvis. Wendy Becker seconded motion. Culbertson currently does not have penalty language in the collective bargaining agreement releasing teachers from contracts. Motion carried unanimously.

Wendy Becker made motion to approve hosting Heather Harrison for 25-26 school year as a teacher resident and providing a \$750 housing stipend. Verlin Steppler seconded motion. UofM Western Residency Program will provide a contract template. Motion carried unanimously.

Wendy Becker made motion to hire Kenneth Harrison as Head Cook, Ayden Ator as summer paraprofessional, Ally Simonsen and Jaxon Flinn as summer custodians for 25-26. Verlin Steppler seconded motion. Motion carried unanimously.

Wendy Becker made motion to hire Jenna Bowker as HS GBB Assistant Coach. Amber Fox seconded motion. Motion carried unanimously. Amber Fox motion to hire Milt Apple as JH BBB Head Coach. Verlin Steppler seconded motion. Athletic Committee met with recommendation for Apple. Concern expressed with same coach in overlapping seasons. For motion: Fox, Petersen. Against motion: Becker. Recuse: Steppler. Motion carried. Amber Fox made motion to hire Kevin Becker as JH FB Assistant Coach. Verlin Steppler seconded motion. For motion: Fox, Steppler. Recuse: Becker. Motion carried.

SCHOOL BOARD MINUTES
REGULAR MEETING
June 23, 2025
Monday – 6:30 p.m.

Amber Fox made motion to approve bus route #3 transfer from Larry Birch to Barry Bighorn effective with the 2025-26 school year through the remainder of the contract. Wendy Becker seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve the budget amendment resolution for \$80,000 in the elementary general fund, \$80,907 in the high school flex fund, and \$30,000 in the high school general fund. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve the sick leave bank contributions of 4.94 days. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to open full-time classified positions of school secretary, paraprofessional, kitchen/custodian, and JOM coordinator/Title para/Home to School Coordinator. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve the property & liability insurance from MSGIA for \$101,347 for 2025-26. Amber Fox seconded motion. Premiums increased about 9 percent. Motion carried unanimously.

Wendy Becker made motion to approve the renewal with Interquest Canine Detections for 2025-26. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to renew membership to Indian Impact Schools of Montana for 2025-26. Amber Fox seconded motion. Motion carried unanimously.

Verlin Steppler made motion to approve the changes to the Activities Handbook. Wendy Becker seconded motion. Cash per diem will no longer be used for MHSA events. Motion carried unanimously.

Board considered request to offer weighted high school courses. Wendy Becker made motion to table consideration to further review the concept. Amber Fox seconded motion. The proposal would provide additional credit for classes with more rigor. Item referred to Curriculum Committee. Motion carried unanimously.

Wendy Becker made motion to approve the student handbook changes of state mandated graduation requirements and full year upper-level math. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve the indemnity bond for replacement of payroll warrant #3241, written 5/20/25 in the amount of \$2,055. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve the out-of-district attendance agreements as presented. Amber Fox seconded motion. Strong position on absenteeism may negatively impact approval of agreements in the 26-27 school year. Motion carried unanimously.

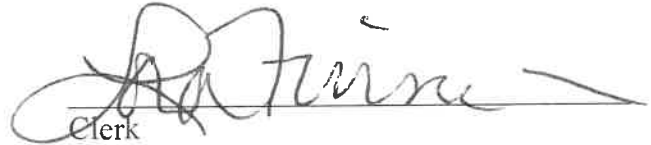
SCHOOL BOARD MINUTES
REGULAR MEETING
June 23, 2025
Monday – 6:30 p.m.

Wendy Becker made motion to approve 1st reading of Policies 5231P(3) Leaves of Absence, 1130 Committees, 7425 Extra-Curricular Funds, and Classified Job Descriptions. Amber Fox seconded motion. Motion carried unanimously.

Amber Fox made motion to adopt Policies 3655, 5252, 8560, 2165-NF(1), 5430-NF(1), 5123, 1007FE, 1009FE, 1015FE, 2050, 2100, 2150, 2158, 2165, 2334, 2335, 2450, 2600, 3110, 3121, 3310, 3141, 3416, 3650, 5122, and 5255 as required. Verlin Stepler seconded motion. Motion carried unanimously.

Notice for public comment for non-agenda items was given. Request from baseball program for permission to expand the cookshack and relocate a storage shed. Formal request will be presented at the July meeting. Budget training will be provided at the July and August meetings at 5:30 p.m. Next meeting scheduled for July 15th at 6:30 p.m. Wendy Becker made motion to adjourn. Verlin Stepler seconded motion. Motion carried unanimously. Meeting adjourned at 7:17 p.m.

Board Chair



Clerk

Culbertson School Board Meeting

Superintendent's Report

July 15, 2025

Staff shoutout this month goes out to Andy, Peyton, and Chris for the great job with trees around the track! They trimmed all of them up to a height where we can now get a mower under them and it looks fabulous! This included multiple loads taken to the dump in Andy's big blue truck. I am grateful for their hard work in a few of our hottest days of summer!

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

July 15	Regular July Board Meeting of the Culbertson Board of Trustees
July 23	Meeting with Kee and Stacy in Billings with Mrs. Forbregd & Mrs. Wills
July 27-30	School Administrator's of MT Administrator Institute @ Helena
July 31	OPI eGrants Workshop @ Glasgow
August 18 & 19	Staff are back for opening PIR!
August 20	Students return!

B. Other updates and items for your review:

1. PIR Planning—Mrs. Forbregd, Mrs. Wills, and I will be flying to Billings for the day to meet with Stacy and Kee on July 23rd. I have tentatively scheduled Kee and Stacy to meet with you on Tuesday, August 19th from 6:00-6:20 prior to our regular August board meeting.
2. Title Funding—On July 31st I'll be working with OPI staff in Glasgow to get our title grant complete. There is currently a 6-billion-dollar federal freeze on title funding, which equates to 26 million currently being withheld from MT. Our district will feel a hit of \$36,000 if this money is not awarded—this will be difficult to absorb but we don't have a choice and this will have to be absorbed with oil/gas revenue. The specific areas of title funding that the federal government has withheld are listed here:
 - o Title I-Part C (migrant education state grants)
 - o Title II-Part A (supporting effective instruction state grants)
 - o Title III-Part A (English language acquisition grants)
 - o Title IV-Part A (student support and academic enrichment grants)
 - o Title IV-Part B (21st century community learning centers/out-of-school time grants)
3. Budget Training—We will do our second budget training prior to our meeting on August 19th from 5-6PM. The approval of the budget will then be on the agenda for the regular August meeting that night following training.
4. Open Certified Positions---I am thrilled to have a certified Ag teacher to recommend to you this month, as well as an emergency authorization working full-steam ahead on her teaching degree! It isn't likely we will get any certified applicants at this point, but it is

pretty harmless to leave open 1 certified position knowing that by August 8th we will just roll with the certified staff we have so teachers can get their class lists.

5. Criminal Justice Audit—The audit went well for the most part. There are updated forms that I need to utilize prior to new employees getting fingerprinted. Then, when the results from the background check are sent to me, I need to use a determination form that will need to be kept on file.
6. Policy Review—I will be reviewing the 1,000 and 2,000 policy sections this summer. Next summer I will review 3,000 and 4,000. This annual review of different policy sections will help ensure we adjust them as needed. I did not have any significant findings or need for immediate changes in the 1000 or 2000 series of policy, but my notes are attached here.
7. Roof—We continue to have leaks in Mrs. Schmidt and Mrs. Evenson's classrooms, the worst being Mrs. Schmidt's room. She was willing to move to dry ground in Mrs. Hattlestad's old classroom and we are hopeful to get a permanent solution if we keep this room unoccupied for the upcoming school year. Andy has been working with Dave Geib and Thiel Brothers to continue to zero in on the cause of the leak.
8. Elementary Bathrooms—The elementary bathrooms had structural tile around all the walls that had to be left, which minimized a bit of demo work. The sheetrock went right over the top of the tile. Plumbing work was completed at the end of June.
9. Flooring—We could only afford to cover 1 classroom floor this summer. The choir room was 1 of the few remaining rooms with 9x9 tile that contains asbestos. Andy laid beautiful flooring right over the top! The whole room looks brighter, it is fabulous!
10. FCS Drop Ceiling & Ventilation—The ceiling tiles are here for this project which will be the next focus for the Guib crew once the elementary bathrooms are done. They will also replace 1 window with a ventilation system, which we realized is much needed in a room with 4 cooking stations.
11. Boiler and Chimney Chute Removal—This project has been on the list for two years. The crane operator was here and hopes to have it all removed by next week. Tentatively scheduled for Monday & Tuesday.
12. Armory Bathrooms—Lora met with Andy, Dave Geib, and Yancy Beston on the morning of July 2nd. That meeting yielded great news. Lora reported we can get permitted to do 3 bathrooms in the current space that will meet all building requirements. We will apply for the permit before the end of August and that will grant us 180 days to begin the work, with the option to file a 180 extension after the work has begun. Essentially a year to complete this project which is a good fit for having the funds to complete it. If you have questions about this, please ask.
13. Curriculum Review—Policy 2120 has the policy review cycle. During the 2025-2026 school year we will be evaluating the following curriculums: Music, Art, Agriculture, Business, Health & Physical Education, Library Media, World Language. That is a large list of curriculums to review in 1 year, so we will start work on this right away in August/September.

14. 2024-2025 Board Goals—Policy 1610 notes that at the conclusion of the year, the superintendent should give a report reflecting the accomplishments that were made towards the annual board goals. Our 5 goals for the 2024-2025 school year in accordance with our strategic plan were: Annual Culture/Climate survey, Early Literacy in the Building, Gifted/Talented Program, Continue to Improved Communications, and Facility Improvements.

- **Annual Culture/Climate Survey:** This was conducted at the beginning of November. MTSBA then compiled the results which were shared with staff and board members in December. Survey results indicated movement in the right direction regarding culture/climate with staff still wishing for more input on decisions.
- **Early Literacy in the Building:** This year we adopted the policies (2165, 2165F) pertaining to Early Literacy in our building, which laid the foundation for an early literacy program. However, we could not quite overcome the need for certified teachers in classrooms. If we retain all current elementary staff, there is a likely chance we might be able to launch in the fall of 2026.
- **Gifted and Talented:** This is the one board goal I do not feel I made any progress on during the 24-25 school year. There were measurable gains in elementary thanks to our research and evidence-based interventions, that again that help was for our struggling learners and not the top achievers. There was more leveling in elementary than the previous year, which helped potentially push our top groups—again not a measurable gain towards our goal. Science Olympiad was previously an outlet for our talented JH/HS students. They had a history of great performance at competitions as well. Our switch back to semesters took out the elective for science Olympiad in order to offer a dual-credit science course that Mrs. Standley teaches at the HS level. This goal remains a bit of a struggle for me even after spending dedicated time to reflect on options. If this remains a goal for the 25-26 school year, I need to tap into my network of administrators in larger districts to see how they implement formal or informal gifted and talented programs in their districts.
- **Improved Communications:** It is difficult to measure progress on this goal, but we can list all the ways in which we worked to communicate in the following year: our new website, Infinite Campus messenger (phone calls, text messages, voicemails, and emails), reader board along highway, weekly CHS news email, and our social media. I feel we have continued to improve accuracy of our communication and frequency.
- **Facility Improvements:** Our facility committee composed of 2 trustees was intentional with set meetings last year and communications with staff. They ultimately made a priority recommendation to the full board which was approved: elementary bathrooms and continue to replace windows in the elementary. The elementary bathrooms are currently in progress and are expected to be complete before we return to school August 20th. There were no remaining funds to replace any more windows this year.

15. Open Classified Positions—The most important classified position to fill before school starts will be the full-time position in the kitchen. In addition, we would still like to ideally find a full-time person we can share between .5 kitchen and .5 custodial.

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

- 5-6 PM Budget Training Part 2
- 6:00-6:20 Kee and Stacy
- 2025-2026 Board Goals
- Budget Adoption

If you have any questions, comments, or concerns about any item in this report or on the agenda, please feel free to contact me at any time. I can be reached at 787-6246 (school), 787-5211 (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.

June 2025

1,000 Policy Series:

-There are 3 sections to this policy series:

*Board of Trustees—read this section if you want more details on your duties.

*Flexibility and Efficiency

*Strategic Governance (**empty**)

The Strategic Governance section is empty because we have not adopted any policies that fall in this section. MTSBA said we cannot delete this section from our policy manual even if it is empty because the universal platform would then delete that section for all MT school districts and some districts do indeed have policies in their 1000SG section.

1130: We are looking at the 2nd reading tonight for the adjustment of our committees.

1210: "The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may not make a motion, but may second motions."

*This is not anything that needs to be changed, but I thought it was a significant finding because I previously believed the chairperson only broke ties.

1230: There are no appendices in our policy manual. When we went from maintaining our own policy manual to MTSBA policy services our appendices did not transfer. The required job description for the clerk (per the STARS act) is getting a second reading at the July meeting. I will need to adjust this policy to reference our job descriptions rather than Appendix J.

2,000 Policy Series - Instruction:

2050 Remote Instruction Delivered by District Staff: This may be a remnant from Covid. I need to reach out to MTSBA policy services to see if we can strike any of this, preferably the 1st and 3rd bullet points only leaving this as an option for IDEA students. The rationale for potentially striking the other 2 bullet points would be to ensure our staff is not burdened with the requirement to provide remote instruction unless a student qualified under bullet point number 2. I will get guidance from MTSBA and propose a change in August or September if allowable.

2320: This policy in paragraph 2, currently states that the board must approve all field trips. Current practice is for the administration (mainly principals) to approve field trips. I would like to take a look at a minor adjustment so that the board approval is still needed for overnight trips that are not extra-curricular related. That would indicate if we ever brought back an 8th grade history trip (I do NOT think we should do this), it would need board approval.

Policy 2320: Field Trips, Excursions, and Outdoor Education

Status: ADOPTED

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

Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities.

The Board shall approve all field trips in advance. Staff will submit requests for field trips to the principal for Board consideration. Building principals will develop procedures with respect to Board approved field trips, excursions, and outdoor education related to student code of conduct, insurance, chaperones and enforcement of District policy.

Staff members may not solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

Transportation and lodging for trips or events under this policy shall be in accordance with Policy 8132. The presence of a person with a currently valid first aid card is required during school-sponsored activities, including field trips, athletic, and other off-campus events. Parental permission shall be documented for all school sponsored trips.

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 15

AGENDA TITLE: 2nd Reading of Policies

SUMMARY: I recommend approval of the following policies for their second reading. There were no comments during the comment period.

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					

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.

Procedure 5321-P(3): Leaves of Absence - Sick Leave Bank

Status: ADOPTED

Original Adopted Date: 03/19/2002 | Last Reviewed Date: 03/19/2002

Sick Leave Bank

Any Culbertson School District employee may donate sick leave to the bank to be used by any employee in emergency situations. Each employee, upon filing a Contribution of Sick Leave Form (Appendix V) and approval from the Culbertson School Board of Trustees, may voluntarily place a maximum of five (5) of their individual emergency/sick days per year into the Culbertson School Employees' Sick Leave Bank. The application for contribution must be submitted for approval at the regular ~~September~~ ^{June} School Board Meeting each year. Upon approval by the Board, all contributions are irrevocable. Conditions and decisions for granting such use are as follows:

1. Any employee of the Culbertson School system may apply to the Culbertson School Board for approval to use sick leave from the Bank by filing a Sick Leave Bank Request Form (Appendix W), if and when, they have exhausted all individual accumulated emergency, sick, personal, comp., and vacation leaves.
2. Once an employee has exhausted all accumulated leave and all granted Bank leave, the salary for that employee shall cease to be paid until such a time as the employee returns to duty.
3. Applications for days from the Bank will be granted for medical emergencies. Maternity leave will not be considered unless the extended absence is for medical complications as a result of birth, or complications with the child's health after birth.
4. The maximum number of days in the Culbertson School Employees' Sick Leave Bank shall not exceed ~~ninety~~ ^{one hundred} (100) days.
5. The maximum number of days that may be granted to any employee will be half the number of days available in the Sick Leave Bank at the time of approval by the Board.
6. At the completion of the budget year, June 30th, any unused Bank days shall be carried completion over of the into the new year.

Policy 1130: Committees

Status: ADOPTED

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

Committees

Generally, trustees will function as a whole and will not form committees of the Board. Nevertheless the Board may create Board committees as deemed necessary or useful. All committees created by the Board shall comply with the open meeting laws and all other laws applicable to school board meetings.

The Board will have the following list of standing committees:

- ~~Personnel, Finance, Curriculum, Policy, Professional Development, Building,~~
- Technology, Vocational, ~~Public Relations,~~ Athletics, and Negotiations.

The duties and responsibilities of each standing committee shall be approved by the Board and contained in the subsections of this policy.

The Board shall assign trustees to each of the standing committees at the reorganization meeting in May of each year. The Board shall also assign a chairperson for each committee to preside over committee meetings.

Committee meetings will be designed to carry out fact-finding and information-sharing discussions. Committee meetings will comply with all opening meeting laws and there shall be no formal business conducted at any time. Committee recommendations, if any, will be taken to the full Board for action.

The Board may also create, and appoint members to, any ad hoc committees that are deemed necessary and appropriate to the function of the District.

Each ~~standing~~ committee of the Board except for the Personnel Committee shall consist of ~~consist~~ of two (2) trustees. ~~The Personnel Committees~~ shall have five (5) trustee members.

Each standing committee of the Board:

1. have a chairperson assigned by the Board to preside over meetings.
2. meet as determined by the Board.

The Vocational Committee duties shall include:

1. reviewing the status of the Career and Technical Education Programs of the District.
2. reviewing and recommending changes in the Career and Technical Education Programs to the Board.
3. and any other duties assigned by the Board.

The Technology Committee duties shall include:

1. reviewing the status of the District Technology Plan and all technologies that are utilized by the staff and integrated into the curriculum of the District.
2. reviewing and recommending the purchase of technologies to the Board.
3. and any other duties assigned by the Board.

The Building Committee duties shall include:

1. reviewing the status of all buildings and grounds that are owned or rented by the District.
2. reviewing and recommending the program of care and maintenance of the buildings and grounds to the Board.

3. and any other duties assigned by the Board.

~~The Professional Development Committee duties shall include:~~

- ~~1. reviewing the current professional development program for the staff.~~
- ~~2. reviewing and recommending the professional development program for the upcoming school year to the Board each spring.~~
- ~~3. and any other duties assigned by the Board.~~

The Policy Committee duties shall include:

1. reviewing the current policies against those recommended by MTSBA.
2. reviewing and recommending changes to the policies as necessary.
3. and any other duties assigned by the Board.

The Curriculum Committee duties shall include:

1. reviewing the current curriculum against the state standards.
2. reviewing and recommending changes to the curriculum as necessary.
3. and any other duties assigned by the Board.

~~The Finance Committee duties shall include:~~

- ~~1. reviewing the upcoming budget projections in March of each year.~~
- ~~2. reviewing and recommending May levy election amounts.~~
- ~~3. and any other duties assigned by the Board.~~

~~The Personnel Committee duties shall include:~~

- ~~1. advertising, screening, and recommending of applicants for hire within the District.~~
- ~~2. reviewing and recommending assignments for teaching staff each year.~~
- ~~3. and any other duties assigned by the Board.~~

The Negotiations Committee duties shall include:

1. reviewing the status of the Master Agreement that is currently in place between the District and the Culbertson Education Association.
2. meeting with Culbertson Education Association negotiating committee to review and recommend changes in the Master Agreement to the Board for ratification.
3. and any other duties assigned by the Board.

The Athletic Committee duties shall include:

1. reviewing the status of the athletic programs that are offered by the District.
2. reviewing and recommending changes in athletic programs to the Board.

3. and any other duties assigned by the Board.

The Public Relations Committee duties shall include:

1. reviewing the public relations methods that are employed by the District.
2. reviewing and recommending changes in public relations to the Board.
3. and any other duties assigned by the Board.

Culbertson School Board Committees 2025-2026

<u>Committee</u>	<u>Members</u>	<u>Chair</u>
✓ Curriculum	Wendy Becker Lisa Steppler Chris Petersen	Wendy Becker
✓ Policy	Verlin Steppler Amber Fox	Verlin Steppler
✓ Facility	Chris Petersen Verlin Steppler	Chris Petersen
✓ Technology	Amber Fox Lisa Steppler	Amber Fox
✓ Vocational	Wendy Becker Lisa Steppler	Lisa Steppler
✓ Athletics	Verlin Steppler Amber Fox Chris Petersen	Verlin Steppler
✓ Negotiations	Chris Petersen Wendy Becker Verlin Steppler	Chris Petersen

Policy 7425: Extra-Curricular Funds

Status: ADOPTED

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

Extra- and Co-Curricular Funds

The Board is responsible for establishment and management of student extra- and co-curricular funds. The purpose of student extra- and co-curricular funds is to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. The funds shall be deposited and expended by check, in a bank account maintained by the District for student extra- and co-curricular funds. The use of the student extra- and co-curricular funds is limited to the benefit of the students. Students will be involved in the decision-making process related to use of the funds.

The Board shall follow the *Student Activity Fund Accounting* (published by the Montana Association of School Business Officials (MASBO)) in establishing accounting procedures for administration of student extra- and co-curricular funds and will appoint a fund administrator.

Specific procedures are available in the Clerk's office.

The advisor is responsible for the management of funds in the account. If funds are over-drawn, it will be the advisor's responsibility to pay back the over-drawn funds.

MAINTENANCE WORKER

REPORTS TO: Superintendent

FLSA Designation: Exempt/Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Performs unskilled and semiskilled duties in a variety of trades.

Keeps plumbing and drainage systems clear and in working order.

Performs painting, carpentry, and other maintenance duties alone or as a member of a crew.

Does minor repair work on doors, windows, roofs, floors, and other building parts.

Performs required custodial and grounds-care duties.

Assembles furniture and other structures.

Makes minor adjustments and keeps equipment in good repair.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- At least two years work experience in general maintenance, building, and construction work. A combination of training and experience which provides the required level of knowledge and skill, which would include a high school diploma or equivalent.
- Valid Montana driver's license.
- Knowledge of basic tools, equipment, terms, and practices used in building maintenance and repair work.
- Knowledge of basic safety practices related to maintenance, grounds care, and custodial work.
- Knowledge of common hand and power tool usage.
- Use tools, material, and equipment involved in general building maintenance work including painting, plumbing, glass installation, etc.
- Work from plans and specifications.
- Plan and organize details of a work schedule efficiently.
- Work effectively without close supervision.
- Maintain records and prepare reports, as required.
- Perform heavy physical labor.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of a workday.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Hand and power tools, vehicles, large equipment, vacuum, polishers, strippers.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

2-04-1000. **Bus Monitor.**

- A. The primary function of the bus monitor is to assist the bus driver in providing safe passage for all students that are riding the bus.
- B. The bus monitor is responsible to the bus driver and the superintendent.
- C. The qualifications of this position include a high school diploma; demonstrated aptitude for working with students and any other qualifications that the Board may find appropriate and acceptable.
- D. The performance responsibilities of the bus monitor include:
 - 1. arriving 15 minutes prior to the departure of the bus for the regular route.
 - 2. maintaining order and discipline of the students riding the bus during the entire duration of the route each day.
 - 3. reporting any disruptions to the building principal and superintendent.
- E. The amount of time contracted each day will be determined by the superintendent and compensation for this position shall be according to the salary schedule in Board policy. There will be no health insurance benefit for this position if the contract is less than half-time.

Adopted: 9-16-2003

Revised:

2-04-1100. **Bus Driver - Activity.**

- A. The primary function of the activity bus driver is to transport students, staff, and chaperones on field trips, extra-curricular activities, and other special trips.
- B. The activity bus driver is responsible to the transportation supervisor and the superintendent.
- C. The qualifications of this position include possession of:
 - a valid Montana commercial driver's license with passenger and air brake endorsements,
 - a satisfactory medical examination report, and
 - a valid basic First Aid certificate.
- D. The performance responsibilities of the activity bus driver include:
 - 1. arriving 30 minutes prior to the departure of the bus for the designated activity.
 - 2. refueling and basic cleaning of the bus interior while in use and after each use.
 - 3. performing minor bus maintenance checks and reporting any maintenance needs.
- E. The compensation for activity bus drivers shall be \$18 per hour with a limit of 16 hours on overnight trips.

Adopted: March 24, 2014

Revised:

2-04-800. **Guest Teacher.**

- A. The primary function of Culbertson Guest Teachers is to enable each child to pursue his education as smoothly and completely as possible in the absence of his/her regular teacher.
- B. The guest teacher is responsible to the building principal.
- C. The guest teacher is responsible for the welfare of the students put in his/her care.
- D. The qualifications of this position include a teaching certificate in the area to guest teaching preferred; and demonstrated familiarity with the Culbertson School philosophy, program, and policies.
- E. The performance responsibilities of this position include:
 - 1. Report to the building principal upon arrival fifteen (15) minutes before the first class, or as soon as possible if called after school has started.
 - 2. Review with the building principal all plans and schedules to be followed during the teaching day.
 - 3. Review with the building principal, or administrative secretary, the district guest teacher handbook.
 - 4. Assume responsibility for overseeing pupil behavior in the classroom and all lunch and recess periods.
 - 5. Write a report about work completed during the day and leave it for the regular classroom teacher.
 - 6. Remain in assigned classroom until fifteen (15) minutes after the official school closing or until relieved by the principal if earlier.
 - 7. Report to the building principal at the conclusion of the teaching day, verify whether or not services will be required on the next teaching day, and return completed district guest teaching forms.
- F. The paid wage for guest teachers, with and without certification, will be set by the Board. The time worked each day will be paid in the following increments:

over 0 hours and up to 2 hours
over 2 hours and up to 4 hours
over 4 hours and up to 6 hours
over 6 hours and up to 8 hours

Adopted:

Revised: May 16, 2000
August 11, 2003
August 18, 2009

2-04-701. Johnson O'Malley Home School Coordinator.

- A. The primary function of the Johnson O'Malley home school coordinator is to provide a well-organized, smooth functioning environment in which Native American students can take full advantage of the instructional program and available resource materials.
- B. The Johnson O'Malley home school coordinator is responsible to the building principal(s).
- C. The Johnson O'Malley home school coordinator is responsible for students designated as eligible under federal statute regulating Johnson O'Malley funding.
- D. The qualifications of this position include: a high school diploma; college training in education; demonstrated ability for work to be performed; demonstrated ability to work with Native American students; and such other alternatives to the above as the Board and Indian Education Committee may find appropriate and acceptable. This position is also offered with a preference for Native American applicants.
- E. The performance standards of the Johnson O'Malley home school coordinator include:
 - 1. Work with individual or groups of Native American students to reinforce material initially introduced by the teacher.
 - 2. Assist individual Native American children need of special social, cultural, or academic attention.
 - 3. Guide independent study, enrichment work, remedial work set up by the teacher or building principal.
 - 4. Check notebooks to ensure that quality work is completed on a daily basis, assist testing if requested, and supervise makeup work and homework.
 - 5. Assist Native American students with drill activities, reading and storytelling, library, physical education, music, art, and other "pull out" programs concerning education.
 - 6. Participate in inservice programs when requested.
 - 7. Assist with the preparation of classroom displays as they relate to Native American culture.
 - 8. Act as a school to home liaison to promote parental interest and involve them in their children's education.
 - 9. Act as a home to school liaison in an ombudsman capacity to convey parent concerns to appropriate District personnel.
 - 10. Attend meetings of the JOM Parent Advisory Committee when requested.
 - 11. Keep in close contact with parents or guardians by phone calls or on-site visits when needed and any other duties as may be assigned by the building principal.

Adopted: April 12, 1987
Revised: December 18, 1990
May 16, 2000
November 16, 2004

*Revised
Combining
w/ Jom*

2-04-702. Title VII Tutor.

- A. The primary function of the Title VII Tutor is to provide a well-organized, smoothly-operating environment in which Native American students can take full advantage of the instructional program and available resource materials.
- B. The Title VII Tutor is responsible to the building principal and K-12 counselor.
- C. The Title VII Tutor is responsible for students assigned to her care.
- D. The qualifications of this position include a high school diploma; college training in education; demonstrated ability for the work to be performed; demonstrated ability to work with Native American students; and such other alternatives to the above qualifications as the Board and Indian Education Committee may find appropriate and acceptable. This position may be offered with a preference for Native American applicants.
- E. The performance standards of the Title VII Tutor include:
 - 1. Prepare classroom activities for students under the supervision of the principal, counselor, or content area teacher.
 - 2. Work with individual students to reinforce material initially introduced by the teacher.
 - 3. Assist individual children in need of special social or cultural attention.
 - 4. Perform clerical duties, such as attendance.
 - 5. Guide independent practice and study, enrichment work, and remedial work set up by the teacher.
 - 6. Set up audiovisual equipment needed for tutoring.
 - 7. Assist teaching staff with non-instructional building routines, such as monitoring hallways, and other general supervision needs.
 - 8. Check notebooks and papers, and audit testing and make-up work with particular attention to homework.
 - 9. Participate in inservice and building meetings when requested.
 - 10. Prepare study room displays and bulletin boards.
 - 11. Care for equipment in study room.
 - 12. Act as a home-school liaison to promote parental interest in their children's educational needs.
 - 13. Schedule meetings with parents of children who would benefit from a parent/teacher conference to discuss progress or lack of progress.
 - 14. Maintain eligibility records of all Native American Students.
 - 15. Schedule Native American students, whose names appear on midterm and term deficiency reports, for one-to-one tutoring.
 - 16. Organize K-12 cultural programs in observance of Native American Week in September each year.
- F. One-to-one tutoring does not require a written individual education plan for each student served, however it is advisable that the tutor have as much written information as she deems necessary to give students needed assistance.

2-04-702. **Title VII Tutor.** (page 2)

Adopted: April 21, 1987
Revised: May 16, 2000
November 16, 2004

2-04-250. Clerk's Assistant.

Combine
w/Activities
Secretary

- A. The primary function of the Clerk's Assistant is to assist and relieve the District Clerk of paper work so the Clerk may devote more attention to his/her primary role.
- B. The Clerk's Assistant is responsible to the District Clerk.
- C. The qualifications of this position include a high school diploma; accounting experience preferred; school accounting experience preferred; and such alternatives to the above qualifications as the Board may find acceptable and appropriate.
- D. The performance responsibilities of the Clerk's Assistant include:
 - 1. Prepare and mail purchase orders as directed.
 - 2. Maintain purchase orders and ordering files.
 - 3. Unpack incoming orders and verify purchase order to invoice as directed.
 - 4. Prepare and mail vendor warrants as directed.
 - 5. Maintain accounts payable and vendors.
 - 6. Maintain petty cash account.
 - 7. Perform other duties as assigned by the District Clerk.

Adopted:

Revised: May 16, 2000
November 16, 2004

2-04-300. **Activities Secretary.**

combine w/ Clerk's Assistant

- A. The primary function of the activities secretary is to maintain the extracurricular accounts and assist the district clerk and administrative secretary.
- B. The activities secretary is responsible to the district clerk, activities director, and superintendent.
- C. The qualifications of the position include a high school diploma; post secondary training as an accounts secretary; experience as a school secretary or accounts secretary preferred; and such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- D. The performance responsibilities of the activities secretary include:
 - 1. Obtain and organize pertinent data concerning the extracurricular accounts and put them into usable form.
 - a. Receipt all gates, concessions, fund raisers, etc. and verify amounts.
 - b. Pay out claims and make intra-account transfers.
 - 2. Prepare a monthly report of the student accounts.
 - 3. Maintain and supervise school breakfast and lunch records and sales.
 - 4. Collect athletic physicals, maintain the list of eligible athletes, and maintain other medical records such as injury report folders.
 - 5. Arrange bus schedule for student travel. Arrange lodging and per diem of coaches and participants when necessary.
 - 6. Compose and provide programs for athletic events.
 - 7. Order materials as needed for extracurricular activities.
 - 8. Write up athletic schedules and provide copies on request.
 - 9. Engrave trophies and maintain trophy cases.
 - 10. Sell tournament tickets.
 - 11. Assist the Activities Director to coordinate and schedule officials for all home events and issue paychecks accordingly.
 - 12. Confirm game schedules with area schools on a weekly basis.
 - 13. Order all awards and prepare certificates for award ceremonies.
 - 14. Arrange for ticket takers for all varsity-level home events.
 - 15. At the beginning of the year: prepare the calendar of events in the staff workroom; update the staff birthday calendar; type up the new in-house phone directory; assist with mass mailing to all households; and assist with copying new handbooks for students, staff, and coaches.
 - 16. Answer the phone, direct calls, and deliver messages in assistance to the administrative secretary.
 - 17. Tend to the needs of students, parents, and staff in assistance to the administrative secretary.
 - 18. Such other secretarial/clerical tasks as requested by the activities director, district clerk, or superintendent.

Adopted:

Revised: May 16, 2000
November 16, 2004

2-04-400. School Custodial Director.

- A. The primary function of the school custodial director is to maintain the physical school facility in a clean and orderly condition of operating excellence so that full educational use of them may be made at all times.
- B. The school custodial director is responsible to the superintendent.
- C. The school custodial director is responsible for the custodians.
- D. The qualifications of this position include a high school diploma; experience as a school custodian preferred, or experience as a custodian in other institutions; and such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- E. The performance responsibilities of this position include:
 - 1. Help in the selection, assignment, scheduling, and training of members of the custodial staff.
 - 2. Plan and oversee all cleaning and sanitizing schedules and procedures, maintaining a high standard of safety and efficiency.
 - 3. Monitor the time records of all custodial employees in the school and certify them for salary payment.
 - 4. Maintain an inventory and recommend purchase of suitable supplies, tools, and equipment.
 - 5. Evaluate the performance of custodial staff on a regular basis.
 - 6. Strive to promote the safety, health, and comfort of the students and staff.
 - 7. Other custodial duties and requests made by the superintendent.

Adopted:

Revised: May 16, 2000
August 23, 2004

2-04-400.2. Custodian's Helper - Student.

- A. The primary function of the students employed during the summer as custodian's helpers shall be to maintain the school facility in a clean and orderly condition of operating excellence.
- B. The student is responsible to the school custodial director and the student supervisor or their designee.
- C. The qualifications of this position include being a Culbertson High School student; and demonstrated ability to assist in the performance responsibilities of the school custodial director.
- D. The performance responsibility of the student employed during the summer as custodian's helper is to assist with custodial services and maintenance responsibilities of the school as directed by the school custodial director and student supervisor.
- E. The pay scale for the student employed during the summer shall be minimum wage. Each student employee will receive a 1.5% increase annually during each year of the first four years of employment. Each student employee will then receive a 3.0% increase for the fifth year of employment. This cycle of increases will continue with a 1.5% increase for the sixth through ninth years and a 3.0% increase for the tenth year of employment. The cycle will then continue throughout the employment of student in this position.

Adopted: August 11, 2003
Revised: August 23, 2004
July 31, 2007
July 21, 2009

ADMINISTRATIVE SECRETARY

REPORTS TO: Clerk and Superintendent

FLSA Designation: Exempt ~~Non-Exempt~~ (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Serves as a secretary to the superintendent, principal, or other administrator.

Performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff in an efficient manner.

Communicates with the public, employing discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns.

Independently composes a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, and statistical data from rough drafts or oral instructions.

Tracks and compiles financial data and budget information for superintendent, principal, and/or other administrator.

Coordinates the process of purchasing, to include: processing of requisitions, receipt, verification, and distribution of materials.

Orients and directs substitute teachers and substitute classified personnel.

Prepares requisitions for materials and work orders for maintenance of buildings, grounds, and school equipment.

Maintains and coordinates multiple calendars to include: school administrator(s), school facility events, site, master, and school events.

Responsible for the assigning and inventory of room cabinet keys.

May attend meetings and conferences and act as recorder, preparing reports for actions taken and assignments made.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience, preferably in a school district.
- Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
- Change and adapt office procedure and details in concert with the needs and requirements of the administrator and the District.
- Understand and apply complex policies and rules.

- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 55 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

ATTENDANCE OFFICER

REPORTS TO: Administration

FLSA Designation: Exempt/Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Hold and execute the powers and duties as stated in 20-5-105, MCA and District Policy 3123:

must, subject to district policy, be vested with police powers, the authority to serve warrants, and the authority to enter places of employment of children in order to enforce the compulsory attendance provisions of Montana law;
may, subject to district policy, take into custody any child subject to compulsory attendance who is not excused under the provisions of this title and conduct the child to the school in which the child is or should be enrolled;
may, subject to district policy, do whatever else is required to investigate and enforce the compulsory attendance provisions of this title and the pupil attendance policies of the trustees;
may, subject to district policy, institute proceedings against any parent, guardian, or other person violating the compulsory attendance provisions of this title;
may, subject to district policy, keep a record of transactions for the inspection and information of the trustees and shall make reports in the manner and to whomever the trustees designate; and
may, subject to district policy, perform any other duties prescribed by the trustees to preserve the morals and secure good conduct of the pupils of the district.

Report and interact with law enforcement on matters related to truancy and habitual truancy as specified in 20-5-103, MCA

Supervise attendance record keeping and report production

Monitor student attendance and enforces district policies, state and local laws regarding attendance

Work directly with students to resolve attendance problems

Assign appropriate disciplinary actions for attendance violations

Develop daily detention rosters, and monitors attendance at same

Recommend in-school or out-of-school suspensions to the principals

Maintain communication concerning attendance to students, parents, families, and appropriate local agencies

Supervise scheduling students in in-school suspension and scheduling ISS days

Participate in the Attendance Review Committee, assisting the Assistant Principal

Perform other duties associated with the position as determined by the immediate supervisors

Keep and maintain records as required by supervisor

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information.

Answers inquiries concerning standardized policies, procedures, and regulations.

Types routine memoranda and correspondence from general instructions.

Types reports, records, and other materials.

Attends meetings and conferences as requested.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year responsible office experience; high school diploma or equivalent supplemented by or including courses in typing and office practices; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Knowledge of numerical, alphabetical, and subject-matter filing systems.
- Modern office methods, procedures, and equipment, including receptionist, telephone techniques, and word processing.
- Basic functions and clerical operations of a school district.
- Perform a variety of clerical and secretarial work with accuracy and speed.
- Proficiently operate standard office equipment, including computer terminal.
- Post information, check records, file, and alphabetize rapidly and accurately.
- Maintain records and prepare accurate reports.
- Compose correspondence in response to routine inquiries.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 55 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision,

depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

ATTENDANCE SECRETARY

REPORTS TO:

Administration

FLSA Designation: Exempt Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Supervise attendance record keeping and report production

Monitor student attendance and enforces district policies, state and local laws regarding attendance

Work directly with students to resolve attendance problems

Assign appropriate disciplinary actions for attendance violations

Develop daily detention rosters, and monitors attendance at same

Recommend in-school or out-of-school suspensions to the principals

Maintain communication concerning attendance to students, parents and appropriate local agencies

Supervise scheduling students in in-school suspension and scheduling ISS days

Participate in the Attendance Review Committee, assisting the Assistant Principal

Perform other duties associated with the position as determined by the immediate supervisors

Keep and maintain records as required by supervisor

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information.

Answers inquiries concerning standardized policies, procedures, and regulations.

Types routine memoranda and correspondence from general instructions.

Types reports, records, and other materials.

Attends meetings and conferences as requested.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year responsible office experience; high school diploma or equivalent supplemented by or including courses in typing and office practices; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Knowledge of numerical, alphabetical, and subject-matter filing systems.
- Modern office methods, procedures, and equipment, including receptionist, telephone techniques, and word processing.
- Basic functions and clerical operations of a school district.
- Perform a variety of clerical and secretarial work with accuracy and speed.
- Proficiently operate standard office equipment, including computer terminal.
- Post information, check records, file, and alphabetize rapidly and accurately.
- Maintain records and prepare accurate reports.
- Compose correspondence in response to routine inquiries.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 55 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

RECEPTIONIST

REPORTS TO: Administration

FLSA Designation: Exempt/Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Operates a central telephone system.

Receives and greets office callers and refers them to proper persons and offices.

Places, receives, and completes long-distance calls.

Takes and transmits messages.

Gives routine information in response to inquiries.

Sorts and distributes incoming mail.

Prepares outgoing mail for receipt by post office and other mail carriers.

Performs assigned clerical tasks such as filing, typing, preparing forms, and assembling and distributing materials when not engaged in switchboard operations.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- No experience is required; however, previous clerical experience is desirable; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Operation of multiple-telephone extension system.
- Standard office procedures and simple record systems.
- Operate telephone system at central facility.
- Perform variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Receive and give information over the telephone or in person in a courteous manner.
- Receive, post, and route mail accurately and promptly.
- Type proficiently.
- Handle variety of telephone calls and personal contacts with tact, diplomacy, and discretion.
- Understand and carry out oral and written directions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax, central phone system.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 10 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

BUSINESS MANAGER

REPORTS TO:

Clerk + Superintendent

FLSA Designation: Exempt ~~Non-Exempt~~ (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Serves as chief fiscal officer of the District.

Informs the superintendent and/or Board of Trustees of the business operations of the District.

Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports.

Assigns and distributes fiscal responsibilities, in consultation with the superintendent.

Creates and applies fiscal controls and procedures.

Assists in development of the budget.

Establishes procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

Directs the preparation, advertisement, and dissemination of bid documents.

Directs the preparation and dissemination of payroll.

Responsible for all financial procedures and records.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Hold a Bachelor's degree with a major in accounting, economics, or finance or related field.
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Knowledge of finance and budgeting principles.
- Strong leadership and communication skills.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee constantly works around others, works with the public, and works inside. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

CLERK OF THE DISTRICT

REPORTS TO: Board of Trustees + Superintendent

FLSA Designation: Exempt/Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS: The following are essential functions of the Clerk of the District position of employment:

As is required by amendments to Section 20-3-325, MCA, (HB 252, 2025) in order to qualify for the payment provided in Section 20-9-327, MCA, a clerk of the district must perform the following essential functions:

- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Serve as the election administrator for the district unless the county administers an election at the request of the district.

In addition to those functions listed above, the clerk will also perform the following essential functions:

- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Assist in budget preparation and with audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Draw and countersign all warrants for expenditures;
- Process payroll data for all School District employees and prepares payroll checks for distribution and maintain up-to-date files of all payroll information;
- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Process and maintain employment forms related to state and federal taxes and retirement systems;
- Prepare and submit financial reports to the Board and Superintendent as requested;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notice for Board meetings and elections;
- Communicate with and respond to requests from governmental agencies, labor organizations, TRS, and PERS to provide information.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Communicate effectively with students, public, and staff.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

SECRETARY I

REPORTS TO:

Administration

FLSA Designation: Exempt ~~Non-Exempt~~ (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information.

Serves as receptionist and gives information or directs visitors to proper office.

Answers inquiries concerning standardized policies, procedures, and regulations.

Receives, sorts, and distributes mail and office correspondence.

Screens incoming correspondence routed to supervisor.

Arranges correspondence for supervisor's personal reply in order of priority, with appropriate background material attached for reference.

Types routine memoranda and correspondence from general instructions.

Types reports, records, and other materials.

Takes and transcribes dictation for letters, memos, and reports.

Attends meetings and conferences as requested.

Sorts, indexes, and files materials alphabetically, numerically, and by other predetermined categories.

Compiles information and prepares reports.

May prepare material for Board agenda.

Dictates, collates, and assembles materials for distribution.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year responsible office experience; high school diploma or equivalent supplemented by or including courses in typing and office practices; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Knowledge of numerical, alphabetical, and subject-matter filing systems.

- Modern office methods, procedures, and equipment, including receptionist, telephone techniques, and word processing.
- Basic functions and clerical operations of a school district.
- Perform a variety of clerical and secretarial work with accuracy and speed.
- Proficiently operate standard office equipment, including computer terminal.
- Post information, check records, file, and alphabetize rapidly and accurately.
- Maintain records and prepare accurate reports.
- Compose correspondence in response to routine inquiries.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 55 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

STUDENT ACCOUNTS AND CLAIMS CLERK

REPORTS TO: District Clerk

FLSA Designation: Exempt/Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Student activity accounts, maintain accurate balances, prepare required reports, monitor student account record keeping

Process purchase orders and invoices

Maintain the fixed asset inventory

Prepare tournament packets for each MHSAA tournament hosted in the building Maintain accurate substitute teacher listing, and schedule substitute teachers as requested

Prepare awards certificates for Academic and Co-curricular awards banquet and the Athletic Awards Banquet

Prepare junior high school awards

Assist in preparations for high school and eighth grade graduation

Prepare programs for all home athletic and music events.

Prepare the monthly activity calendar for distribution to the staff and the community

Maintain the MHSAA student transfer report

Assist in entering grades into the computer for report cards

Assist the principals with the various incentive programs

Assist in microfilming student records

Assist in maintaining the typewriter, fax machine, copy machine, etc.

Maintain the building office machine inventory

Maintain an inventory and check-out system for all school keys

Other duties shared with other office personnel as directed by the principals

Only minimum duties are listed. Other assignments may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year experience in personnel and general clerical work; high school diploma or equivalent; or any combination of training and experience which could likely provide the desired knowledge and abilities.
- Interpersonal skills including tact, patience, and courtesy.
- Knowledge of District personnel policies, rules, and regulations.
- Operate a computer and other office equipment.
- Establish and maintain effective and cooperative working relationships with others.

- Communicate effectively both orally and in writing.
- Maintain files and records and prepare reports.
- Make oral presentations to student groups.
- Perform clerical work independently.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually quiet to moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

CUSTODIAN

REPORTS TO:

Superintendent and Custodial Manager

FLSA Designation: Exempt (Non-Exempt) (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS

- Sweeps, mops, scrubs, and waxes floors.
- Vacuums rugs and carpets.
- Dusts, waxes, washes, and polishes furniture and woodwork.
- Cleans restrooms, replenishes supplies, and fills dispensers.
- May water lawn, trees, and shrubs in the absence of grounds personnel.
- Maintains areas adjacent to facilities in a clean, safe, and sanitary condition.
- Washes windows, walls, doors, and maintains.
- Arranges furniture and equipment for social activities.
- Observes and reports needs, repairs, and make minor repairs as time permits.
- Secures buildings at end of school.
- Picks up trash and litter and empties and cleans trash and garbage receptacles.
- Does emergency cleanup including vandalism, breakage, spillage, or illness.
- Stacks, assembles, and stores equipment, and supplies.
- Cleans chalkboards and trays.
- Is responsible for reporting unruly behavior, activities, loitering, vandalism, or similar situations.
- Performs routine nontechnical maintenance with the use of household hand tools.
- May prepare and paint interior and exterior walls.
- Orders, receives, stores, and distributes supplies.
- Only minimum duties are listed; other duties may be required as given or assigned.*

DESIRED MINIMUM QUALIFICATIONS:

- No experience required, but some previous custodial or janitorial work is desirable; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.
- Good physical condition and fitness.
- Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture.
- Knowledge of basic safety practices related to custodial work.
- Perform heavy physical labor.
- Work effectively without close supervision.
- Operate specialized cleaning and maintenance tools and equipment.
- Understand and follow a work schedule.
- Keep basic work records and make reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers, miscellaneous scrubbing equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works under time constraints. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

CLASSROOM AIDE

REPORTS TO: Title 1 Director

FLSA Designation: Exempt ~~(Non-Exempt)~~ (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Assists instructional personnel with development and presentation of learning materials and instructional exercises.

Assists students individually or in small groups to reinforce and follow up learning activity.

Monitors and assists students through drill, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of students and in maintaining student discipline.

Performs a variety of regular clerical duties such as filing, typing, or duplicating materials.

Performs general clerical duties for instructional staff, such as typing and duplication of materials.

Distributes and accounts for materials such as textbooks, supplies, and equipment; collects, assembles, catalogs, and distributes resource materials.

Assists in maintaining a variety of reports and records.

Assists in maintaining a neat, orderly, and attractive learning environment.

Assists in scoring tests; computes and records grades.

May assist in parent conferences if requested by the instructor.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Routine record keeping.
- Knowledge of public education goals and objectives.
- Assume responsibility for assisting in supervision of students.
- Perform routine clerical work and light typing.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Understand and carry out oral and written instructions.

- Maintain cooperative working relationships with staff, students, parents, and general public.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

SPECIAL EDUCATION ASSISTANT

REPORTS TO: Administration + Special Education Teacher

FLSA Designation: Exempt/Non-Exempt (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Assists instructional personnel with development of a variety of instructional materials.

Assists in presentation of learning materials and instructional exercises in compliance with the student's IEP.

Tutors students individually or in small groups to reinforce and follow up learning activity.

Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, as directed.

Listens to students reading, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.

Assists students in their personal hygiene.

Assists in management and shaping of student behavior through use of positive reinforcement strategies.

Assists in maintaining a variety of reports and records.

Performs general clerical duties for instructional personnel.

Assists in maintaining student discipline.

Assists in scoring tests; computes and records test scores.

Assists in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math; one year paid or volunteer experience working with children in educational or child-care setting highly desirable, preferably involving children with special needs.

- Knowledge of general concepts of child growth, development, and behavior characteristics in special education programs assigned.
- Knowledge of special education goals and objectives.
- Basic arithmetical concepts.
- Learn and utilize standard teaching aids and office machines.
- Perform routine clerical work and light typing.
- Learn and utilize basic methods and procedures to be followed in instructional settings in special education programs of assignment.
- Demonstrate understanding, patient, warm, and receptive attitude toward children with special needs.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with students, staff, parents, and general public.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax, special needs equipment including wheelchairs, lifts, etc.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 25 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

ASSISTANT COOK

REPORTS TO:

Head Cook

FLSA Designation: Exempt/~~Non-Exempt~~ (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Assists in the preparation and serving of all food in the cafeteria.

Responsible for head cook duties in the absence of the head cook.

Assists in cleaning the kitchen and cafeteria.

Assists in the disposal and storage of unused food.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Previous experience with quantity food preparation and service.
- Ability to write, read, and comprehend simple instructions and correspondence.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Calculator, cash register, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand

strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

HEAD COOK

REPORTS TO:

Superintendent

FLSA Designation: Exempt ~~Non-Exempt~~ (Select the one that applies)

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Plans and directs the preparation and serving of all food in the cafeteria.

Responsible for securing food, supplies, and revenues.

Supervises and participates in the preparation and service of food.

Supervises kitchen personnel in the safe and proper use of kitchen equipment.

Trains new kitchen helpers.

Ensures that all equipment in the cafeteria area is in safe, working condition and notifies the custodian and/or principal when repairs are needed.

Assists in planning work schedules of kitchen helpers.

Responsible for maintaining high standards of cleanliness and safety in the kitchen and cafeteria.

Oversees and participates in the cleaning of the kitchen and related areas.

Responsible for receipt of food shipments to the school.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Previous experience with quantity food preparation and service.
- Ability to write, read, and comprehend simple instructions and correspondence.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Calculator, cash register, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 16

AGENDA TITLE: Weighted HS Classes

SUMMARY: The curriculum committee has decided to wait meet until August when the HS teachers can provide feedback. No action is needed at this time.

BOARD ACTION

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

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: 7-15-2025

AGENDA ITEM #: 17

AGENDA TITLE: Cook Shack Extension at Baseball Field

SUMMARY: Someone from the baseball board will be present at the meeting to present their plans for the extension on the cook shack at the baseball fields. The only cost factor for the district will be updating our insurance for that building—minor increase predicted for our insurance of that building. They have year-round insurance to cover the members doing the building.

We need formal action to approve this project.

BOARD ACTION

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

Mission

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 18

AGENDA TITLE: Moving Storage Shed at the Baseball Fields

SUMMARY: The baseball group has requested permission to move the storage shed currently located by the cook shack over to the south side of the restroom building. They will be doing the work to move the shed. We need formal action to approve this item.

BOARD ACTION

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

Mission

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 19

AGENDA TITLE: Resignations

SUMMARY: We need to formally accept the resignations of Mare Hauso and Mr. Carlisle for his extra-curricular contracts (annual and 6th grade class advisor).

BOARD ACTION

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

Mission

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Kaylynn,

I am giving my notice of
resignation for July 5th,
2025.

Mary Hauso

SERVING MONTANA & WYOMING

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 20

AGENDA TITLE: Classified Contracts

SUMMARY: I am seeking formal approval for the following classified contracts. The first 2 can be done together, but the 3 needs to be separate and Amber must abstain—nepotism was properly posted.

JOM/Title 1 Para/Homeschool Coordinator: Barry Bighorn

Paraprofessional: Perla Burciaga

Secretary: Emily Gabriel

BOARD ACTION

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

Mission

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 21

AGENDA TITLE: Extra-Curricular Contracts

SUMMARY: I recommend the approval of the following extra-curricular contracts:

Sophomore Advisor: Milt Apple

Annual Advisor: Jimie Lou Morris

Head HS Track: David Solem

Assistant HS Track: Mike Olson and Logan Nickoloff

JH/Elementary Head Track: Terri Sansaver

JH/Elementary Assistant Track: Jenna Bowker and Steve Baldwin

Head Golf: Jimie Lou Morris

Assistant Golf: Eddie Morris

Elementary GBB: Ronnie Shanks

*Jenna Bowker declined our offer since she will be HS assistant for GBB.

BOARD ACTION

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

Mission

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 22

AGENDA TITLE: MHSA Annual Fees

SUMMARY: We need formal board approval for the required MHSA fees that are attached here.

BOARD ACTION

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

Mission

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MONTANA HIGH SCHOOL ASSOCIATION

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May 2025

**TO: MHSA MEMBER SCHOOL CONTACTS
MHSA SCHOOL ACTIVITIES DIRECTORS & BUSINESS MANAGERS / DISTRICT CLERKS**

FROM: BRIAN MICHELOTTI, EXECUTIVE DIRECTOR

**RE: ANNUAL APPLICATION AND FEES REMITTANCE FORM FOR 2025-26 CATASTROPHIC
INSURANCE REMITTANCE FORM FOR 2025-26 CONCUSSION INSURANCE REMITTANCE
FORM FOR 2025-26**

This email contains items which need to be addressed for the 2025-26 school year.

- A copy of the Annual Application and Fees Remittance form for the 2025-26 school year. One original copy is to be completed and returned with your remittance. **Make certain that the MHSA office receives an original copy, signed, and dated by the appropriate personnel. If an original signed copy is not received by the MHSA office, it will delay the processing of your application.** The chairperson of the school board and the high school principal or superintendent must sign the annual dues application after being authorized to do so by official school board action. Please refer to the list of activities on the form when computing the amount of your remittance. **This payment is due by July 15, 2025.**
- A copy of the 2025-26 Catastrophic Insurance form and a summary of benefits. A copy is to be completed and returned with your remittance. To determine your premium, you must use your high school's (grades 9-12) *FALL, 2024* enrollment as reported to OPI or for private schools, your enrollment as of November 1, 2024. **This payment is due by July 15, 2025.**
- A copy of the 2025-26 Concussion Insurance form. A copy is to be completed and returned with your remittance. To determine your premium, you must use your high school's (grades 9-12) *FALL, 2024* enrollment as reported to OPI or for private schools, your enrollment as of November 1, 2024. **This payment is due by July 15, 2025.**

All rates (MHSA Dues, Catastrophic Insurance and Concussion Insurance) have not increased this school year.

Schools are required by MHSA rules to pay catastrophic and concussion insurance premiums. Annual dues and ***premiums are payable on or before July 15th*** of each year of membership. Any schools failing to pay the annual dues and premiums on or before August 1st of each year of membership shall become ineligible from that date until such dues and premiums are paid and shall be required to pay a penalty of \$50.00 (for each) in addition to the regular fees before reinstatement. [Article I, Section (2) of the MHSA By-Laws; Section 17 of the MHSA Rules and Regulations]

All these forms are also available on our website (mhsa.org).

If there are questions on any of the above referenced items, please feel free to contact the MHSA office.

Attachments

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota St.
Helena, MT 59601

Annual Dues Application and Fees Remittance Form

Culbertson High School of Culbertson Montana,
 hereby makes application for membership in the Montana High School Association (MHSA) for the school year **2025-26** in accordance with Article 1, Section (1) of the MHSA By-Laws, and appoints the Association as its representative in interscholastic activities for the current school year. The Board of Trustees adopts and agrees to comply with the rules and regulations of the MHSA as presently contained in its official MHSA Handbook, and acknowledge receipt of a copy of such handbook in effect. It is understood that each member school is entitled to one vote on any resolution presented to the Association membership. A resolution adopted by the Board and inserted in the minutes of a meeting of the Board on the date below directs the chairperson of the Board of Trustees to remit to the Association the yearly membership fees. If the school is registering for an activity in which the school district did not participate the previous year and did not request sanctioning for this activity in writing, students will not be permitted to compete in MHSA post-season contests, other than activities which are not assigned to districts and/or divisions. (Rules and Regulations, Sections 14 and 16). **Send payment to MHSA, 1 South Dakota St, Helena, MT 59601 by July 15, 2025.**

In the chart mark an "X" to the left of the activities in which your school wishes to participate.

BOYS		GIRLS		COMBINED ACTIVITIES	
☐	Baseball	☒	Basketball	☒	Band
☒	Basketball	☒	Cross Country	☒	Chorus
☒	Cross Country	☐	Flag Football	☒	Drama
☒	Football	☒	Golf	☐	Orchestra
☒	Golf	☐	Soccer	☒	Speech
☐	Soccer	☐	Softball		
☐	Swimming	☐	Swimming		
☐	Tennis	☐	Tennis		
☒	Track	☒	Track		
☐	Wrestling	☒	Volleyball		
		☐	Wrestling		
<u>5</u>	<< # TOTAL BOYS SPORTS OFFERED	<u>5</u>	<< # TOTAL GIRLS SPORTS OFFERED	<u>4</u>	<< # TOTAL COMBINED ACTIVITIES OFFERED

TOTAL NO. OF ACTIVITIES (BOYS, GIRLS, & COMBINED) 14 @ \$250.00 = \$ 3,500

Remit this amount to the MHSA office by July 15th and include an ORIGINAL SIGNED FORM

Signed/Dated: _____
 Chair / Board of Trustees

Signed/Dated: Nicole Simonsen
 Superintendent or Principal

For MHSA Use Only:

Date Received: _____ Amount Received: _____
 Check No. _____ Late Fee: _____
 Total Amount Received: _____

MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota St.
Helena, MT 59601
(406) 442-6010

LIABILITY CATASTROPHE PLAN REMITTANCE FORM

We have enclosed our remittance in the amount of \$302 based on the HIGH SCHOOL ENROLLMENT (schedule below) to cover our school's share of the Liability Catastrophe Plan insurance premium for **2025-26**.

School Culbertson Public Schools
Date 7-11-25
Signed Nicole Simonsen

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2024

<u>Enrollment</u>	<u>Premium</u>
0-40	\$206.00
41-110	\$302.00
111-200	\$381.00
201-300	\$503.00
301-400	\$625.00
401-800	\$836.00
801+	\$1,339.00

You must use your high school enrollment per your FALL, 2024 report to OPI or for private schools, use your enrollment as of November 1, 2024.

PLEASE RETURN THIS SIGNED FORM AND YOUR PAYMENT BY JULY 15, 2025.

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee _____

**MONTANA HIGH SCHOOL ASSOCIATION
2025-26 Catastrophic Insurance Renewal
Mutual of Omaha**

Summary of Lifetime Benefits

- **Accident Medical Expense Benefit:** 100% of reasonable, customary, and necessary covered expenses, with an overall lifetime limit of \$1,000,000.
- **Deductible:** \$50,000 per injury.
- **Incurral Period:** Two (2) year incurral period in which to meet the deductible.
- **Extended Care Facility Maximum** \$365,000 per calendar year.
- **Combined Home Healthcare/Custodial Care Maximum:** \$100,000 per calendar year.
- **Maximum Physical Therapy Benefit:** \$50,000 per calendar year.
- **Accidental Death Benefit:** \$10,000.
- **Cash Benefit:** \$10,000 (for paralysis, including quadriplegia, paraplegia, or hemiplegia).

Expanded Benefits (Total Disability Only):

- **Lifetime Special Expense Benefit:** \$100,000 first decade; \$50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation.
- **Lifetime Adjustment Expense Benefit:** \$50,000 Lifetime for family counseling, training, travel, and loss of earnings of parents.
- **Lifetime Education Expense:** \$50,000 for tuition, room and board and other related expenses.
- **Total Disability Benefit:** A catastrophically injured student who is totally disabled at age 18 may receive \$1,500 per month for remainder of life.
- **Partial Disability Benefit:** A catastrophically injured student who is partially disabled at age 18 may receive \$1,000 per month for remainder of life.



MONTANA HIGH SCHOOL ASSOCIATION

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TO: MHSA MEMBER SCHOOL ADMINISTRATORS

FROM: BRIAN MICHELOTTI, EXECUTIVE DIRECTOR

RE: CONCUSSION INSURANCE

The MHSA, through negotiations with our insurance broker, Dissinger Reed, can continue offering concussion insurance for all MHSA athletic participants and cheerleaders at only \$1.35 per student. The coverage includes:

- Maximum - \$25,000 per year
- Benefit Period – 1 year
- Deductible - \$0 per claim
- Eligible Person – all athletes participating in MHSA sports (including cheerleading).
- Covered Activities – participating in practice or play of sports sponsored by the MHSA (including cheerleading).
- Definition of Injury: 1) Directly and independently caused by specific accidental contact with another body or object; 2) A source of loss that is sustained while the injured person is covered under the policy and while he or she is taking part in a covered activity; 3) Resulting in a concussion.

The participant's insurance would first be billed and would pay however there would be no out-of-pocket cost for the participant up to \$25,000 per covered injury. For example, if the participant's insurance had a \$3,000 deductible and none of that deductible was met, this insurance would pay the \$3,000 so there would be no out-of-pocket cost to the family. Also, all co-pays would be covered and if there were tests not covered by the primary insurance this insurance would cover all those costs. The cost per year for schools is as follows:

<u>Enrollment</u>	<u>Premium</u>
0-40	\$41
41-110	\$66
111-200	\$121
201-300	\$141
301-400	\$171
401-800	\$191
801+	\$226

Again, all MHSA athletes and cheerleaders would be covered, there is no deductible, and the maximum coverage per injury per year is \$25,000. This is a very proactive approach to dealing with the issues of concussion that are nationwide including the threats of litigation in every state. It also demonstrates that each school is being proactive in the event of litigation.

If you so desire, payment may be made along with your Membership Application and Catastrophic Insurance applications.

Attachment (remittance form)

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota St.
Helena, MT 59601
(406) 442-6010

CONCUSSION INSURANCE REMITTANCE FORM

We have enclosed our remittance in the amount of \$ 66 based on the **HIGH SCHOOL ENROLLMENT** (schedule below) to cover our school's share of Concussion Insurance premium for 2025-26.

School Culbertson High School
Date 7-16-25
Signed Nicole Simonson

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2024

<u>Enrollment</u>	<u>Premium</u>
0-40	\$41.00
<u>41-110</u>	<u>\$66.00</u>
111-200	\$121.00
201-300	\$141.00
301-400	\$171.00
401-800	\$191.00
801+	\$226.00

You must use your high school enrollment per your FALL, 2024 report to OPI or for private schools, use your enrollment as of November 1, 2024.

PLEASE RETURN THIS SIGNED FORM AND YOUR PAYMENT BY JULY 15, 2025.

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee: _____

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 23

AGENDA TITLE: Agreement for Drug & Alcohol Testing and Services

SUMMARY: We need formal approval for the attached agreement for drug and alcohol testing and services.

BOARD ACTION

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

Mission

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**Sealey and Associates DBA
Lane and Associates
412 8th Ave West
Roundup, MT 59072**

AGREEMENT FOR DRUG AND ALCOHOL TESTING AND SERVICES

This agreement is made between Lane and Associates, hereafter referred to as "Agency" and the below named client. The "Client" desires to have the agency, through its affiliations with a NIDA/SAMHSA certified laboratory, provided drug and alcohol testing services to the client and its employees who are subject to being tested. This shall be done within the scope of the client's Drug and Alcohol Policy and The Department of Transportation's Rules 49 CFR Part 40 and 49 CFR Part 655 FTA. Additionally, the agency shall be responsible for receiving and disbursing test results from the Medical Review Officer to the client's assigned representatives.

The client shall pay the agency for services performed under this agreement within 30 days from the date of the first invoice.

The client agrees to indemnify, defend and hold the Agency, their directors, officers, agents, and employees harmless from any loss, costs, and or expense (including court costs and attorney fees) arising out of or resulting from any action taken by the client, or their employee, in connection with the tests, or test results, received from the Agency or it's affiliated laboratories.

The initial term of this agreement shall be one year, beginning on July 1, in the year signed and continue on a physical year basis until terminated by either party within a 30-day written notice. Said notice shall be sent by registered mail.

This agreement shall not be assignable by either party without written consent of the other, except in connection with a corporate reorganization, merger, or sale of the corporation.

This agreement shall be governed by and construed under laws of the State of Montana. Agency reserves the right to have any legal dispute concerning this contract heard in Musselshell County Montana.

Clients Authorized Signature

Date

Client's Business Name

Date

Mailing Address

Phone Number

Email Address

UPS Shipping Address

DER – Contact Person

Phone Number

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 24

AGENDA TITLE: Certified Contracts

SUMMARY: I am recommending the following for certified contracts for the 2025-2026 school year:

VoAg Teacher: Khrista Corpron

Elementary Teacher: Aaliyah Moon

BOARD ACTION

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

Mission

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 25

AGENDA TITLE: 2025-2026 Mentor Contracts

SUMMARY: I recommend the following for mentor contracts for the 2025-2026 school year:

Elizabeth Standley: she will be mentoring Khrista Corpron.

Sarah Schmidt: she will be mentoring Katie Clausen.

Wendy Nickoloff: she will be mentoring Aaliyah Moon.

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: 7-15-2025

AGENDA ITEM #: 26

AGENDA TITLE: Activity Ticket Prices

SUMMARY: After reviewing another annual increase for referee costs, Dave, Kaylynn, and I recommend the following increase in activity prices. Our activity prices have not been increased since the 2017-2018 year.

Individual Prices:

- Student:** \$8 (currently \$5)
- Adult:** \$10 (currently \$8)
- Senior Citizen (non-resident of Culbertson):** \$5 (currently \$2)
- Culbertson Residents 55 and older:** Free
- Children not enrolled in school:** Free

Activity Pass Prices:

- Student:** \$50 (currently \$25)
- Adult:** \$100 (currently \$75)
- Family:** \$200 (currently \$150)

BOARD ACTION

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

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.

Proposed Adjustment to Activity Ticket Prices for the 2025-2026 School Year

message

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

Tue, Jun 17, 2025 at 10:54 AM

Hi Nicole,

We would like to propose an adjustment to activity ticket prices for the 2025-2026 school year. After consulting with Dave Solem and reviewing the continued annual increase in referee costs, we have determined that a price adjustment is necessary to maintain the quality of our athletic programs.

We understand the importance of keeping extracurricular activities accessible to all students and families. Therefore, we have carefully considered the impact of these changes and strived to balance affordability with the rising costs associated with officiating.

Beginning with the 2025-2026 school year, the following ticket prices are being requested:

Individual Ticket Prices:

- **Student:** \$8.00
- **Adult:** \$10.00
- **Senior Citizen (Non-Resident of Culbertson):** \$5.00
- **Culbertson Residents aged 55 and older:** Free
- **Children not enrolled in any school:** Free

Activity Pass Prices:

- **Student:** \$50.00
- **Adult:** \$100.00
- **Family:** \$200.00 (Includes household parents and all children up to high school seniors living in the household. College students are not included and will be charged the student fee.)

We believe these adjusted prices will allow us to continue providing a high-quality experience for our student-athletes while remaining mindful of the financial considerations of our community members.

Sincerely,

Kaylynn Raaum
Assistant District Clerk
Janitorial Supervisor
Lunch Program Coordinator
Activity Department Admin.
Culbertson School District
Po Box 459
Culbertson, MT. 59218
406-787-6241
raaumk@culbertson.k12.mt.us

PRIVILEGED AND CONFIDENTIAL INFORMATION:

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 27

AGENDA TITLE: Emergency Action Plan for Sporting Venues

SUMMARY: MHSA is now requiring schools to have an EAP (Emergency Action Plan) for all sporting venues. Ours is attached here for your approval.

BOARD ACTION

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

Mission

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Emergency Action Plan
Culbertson Public Schools
Updated/Reviewed July 2025



Reviewed/Updated June 2025

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

Emergency Phone Numbers

Off Campus Contacts	Phone Numbers
Emergency	911
Police Department	911
Fire and Ambulance	911
Culbertson Hospital	787-6401
Sidney Hospital	488-2100
Hazardous Materials	1-800-424-8802
Poison Control Center	1-800-448-3000

On Campus Offices	Phone Numbers
Athletic Training Room	NA
School Nurse	NA
Athletic Director	NA
Main Office	787-6241
Administrator Office	787-6246
School Counselor Office	787-6241

Title	Name	Office Phone Number	Cell Phone Number
Athletic Director	David Solem	406-787-6241	
JH/HS Principal	Mike Olson	406-787-6241	406-480-0730
Elementary Principal	Janessa Parenteau	406-787-6241	406-765-8226

Emergency Plan For Culbertson Public Schools

423 1st Avenue West
Culbertson, MT 59218

Emergency Medical Services Meeting Point/Venue Access:

- HS Gym: Cafeteria set of doors #15, northeast corner of school and city block
- Upstairs Elementary Gym: Doors #3 or #4, elevator if needed, south end of building and city block
- Armory: Front doors on main street, west side of the building.
- Football Field/Track: west gate near concessions stands or south gate right by ticket booth off of Highway 2 (southwest corner of the track/field).

Available Emergency Equipment:

- HS Gym: AED is available near women's bathroom located near the concession stand and kitchen, Bloodborne pathogen supplies available in team med kit or nearest custodial cart typically in the equipment room with sound system controls in the northwest corner of the gym, CPR masks in team med kit behind team bench along with splint kits.
- Upstairs Elementary Gym: AED is available near women's bathroom located near the elevator, Bloodborne pathogen supplies available in team med kit or nearest custodial room.
- Armory: No AED or other supplies available.
- Football/Track Field: AED is located in the crow's nest/announcer booth. First aid supplies would be in team med kit behind the team bench. Ambulance is onsite for home football games.

Staff Roles:

1. Activate EAP: Coaches, Parents, Athletes, Bystanders, Administration, Activities Director
2. Call EMS/Ambulance: Any of the above, whoever can do it the fastest and is not administering direct immediate aid.
3. Meet EMS at access point and direct to injured individual: Any of the people listed in #1 that is not providing direct aid to the situation. Ideally, this is where a student athlete will help.
4. Immediate care of the injured athlete
 - a. Who will retrieve emergency equipment - Coach, AD, Administrator, Parent
 - b. Who will evaluate, assess, and stabilize the athletes until EMS arrives - Coach, AD, Administrator, Parent
5. Staff available for EMS transport: School representative or emergency contact
6. Crowd Control: Administration and/or AD, possibly officials
7. Lightning Monitor: Administration and/or AD

When calling EMS (911) use the following prompt:

"This is (name of person making call) at Culbertson School. We have (provide description of the incident/injury) requiring EMS personnel. I am calling from (state phone number). We are located at (use address at top of page). We will meet you at (state meeting point) to direct you to the scene."

MAKE SURE TO STAY ON THE LINE UNTIL TOLD TO HANG UP

Considerations for Successful Implementation of Your Emergency Action Plan:

1. Prior to the beginning of each season, every coach should receive a copy of the Emergency Action Plan (EAP)
 - a. An administrator or activities director should answer any questions the coaches may have in an effort to ensure the EAP can be activated effectively
 - b. These questions can also be answered by any medical personnel in your community that will be providing coverage to your school's athletic events (i.e. Licensed Athletic Trainer, Physician, EMS, etc.)
 - c. Based on your school district's policies and procedures, it may be beneficial to have coaches sign off confirming they have read and understand the EAP annually
2. A copy of the relevant EAP should be in a location where all emergency personnel have easy access to it at all practices/games
 - a. Consider posting a copy at entrances to gyms and fields
3. The EAP should be re-evaluated each summer or prior to each sports season to make updates to personnel, emergency equipment, or access points
4. Each time the EAP is activated, personnel should meet to discuss what went well and what needs to be improved. Think of your EAP as a policy that can always be improved upon.

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 28

AGENDA TITLE: Guest Teacher List for 2025-2026

SUMMARY: Please see the attached that needs board approval.

BOARD ACTION

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

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 School

Guest Teachers

Certified Teachers

Angela Miller	406-478-1124	Monday & Fridays, other days possible
Leanne Knapp	406-787-7130	
Evelyn Carlisle	406-787-5203	
Sara Martin	406-860-1630	
Jennifer Lambert	406-478-3142	Fridays only
Paula Schledewitz	406-790-0599	
Joy Johnson	406-790-0278	HS only

Non-Certified Teachers

Sharon Schmitz	406-480-9423	
Stephanie Newbill	425-524-7831	
Brittney Pirkle	406-774-4310	
Kristin Petersen	218-260-6145	
Mary Machart	406-787-7834	
Ava Smith	520-369-6433	
Erin Rhodes	208-810-5250	
Marci Ellingson	701-720-3362	
Nicole VandenBos	406-489-0297	
Mathew Ellerton	406-485-5239	
Amy Jones	406-781-0130	Mondays, Thursdays, and Fridays
Destiny Thompson	406-478-2159	Only during college breaks
Eddie Morris	406-480-5871	Fridays only
April Deen	406-480-9855	Fridays only
Beverly Raaum	406-787-5794	BAND only
Rhonda Larsen	701-570-7834	Office only
Emma Pederson	406-787-7573	Wednesdays and Fridays only

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 29

AGENDA TITLE: 2025-2026 Bus Routes

SUMMARY: Presented for your review are all 6 bus routes.

Route 1: goes north, driven by Arne Iverson, lost X miles because he no longer has to go to Bergum's stop.

Route 2: goes north, Christian Hekkel's route, has no changes.

Route 3: goes west, Bighorn route, has no changes.

Route 4: goes south, Paul Finnicum route driven by Duane Larsen, has 1 additional stop on the established route, no additional miles.

Route 5: goes west, Paul Finnicum route, has no changes.

Route 6: goes south, Christian Hekkel's route driven by Nicole VandenBos, has no changes.

I will have exact miles lost on route 1 at the board meeting.

BOARD ACTION

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

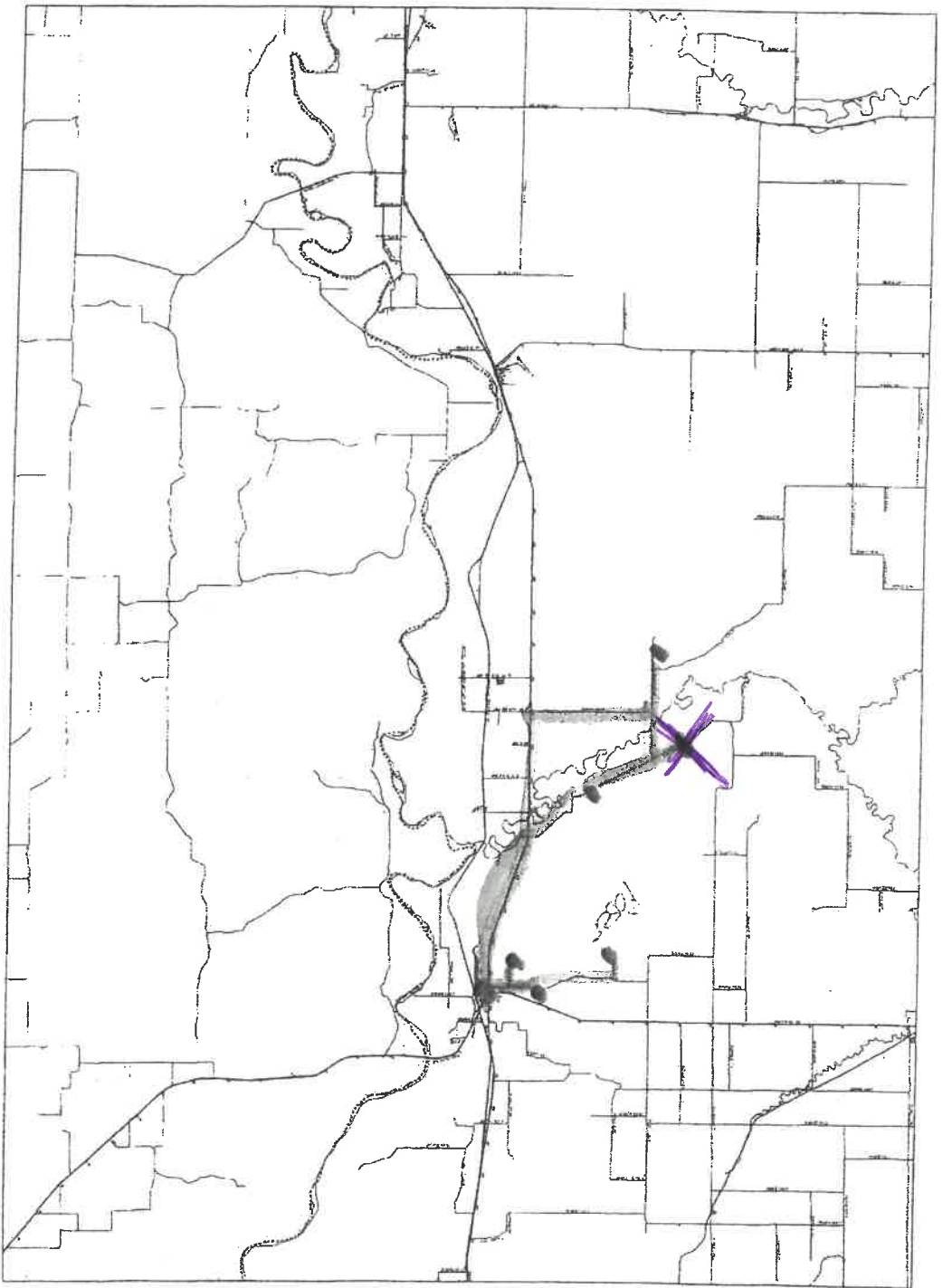
Mission

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Bus Routes
2025-2026

Route 1	Route 2	Route 3
Iverson	L. Hekkel/ C. Hekkel	Bighorn
71.2 miles/day--will be less	146.3 miles/day	80.8 miles/day
406-787-7050	406-480-0179	406-787-7031
Shianne & David Byrd	Cord & Ian Snyder	Jessa Bighorn
Chayton Bowland	Blake & Emma Sorenson	Thomas Clark & Leandra Perkins
Huck & Harper Anderson	Arlie & Colin Purvis	Roman Emerson
Lil' Bees:	Ark & Lok Kierstead	Trevon Ewack
Jaxon and Josh Laber	Sublime Cady	Mikkell Buck Elk
Ava Poser	Payton Labatte	Shanna, Lynn, Travis, Shante
Logan & Emma Berwick	Leddy & Ella Anderson	Keagan & Logan Buck Elk
Ari Belton	Bella, Nash, Luella, Norma & Flo Petersen	Jaden Iron Moccasin
	Emilynn & Trever Powell	Eli Turning Heart
	Xavier & Isaac Lapp	Jeremy Chopper
	Asher & Declan Nicholson	Tyler White Cloud
	Emberly Southworth	Addison White Cloud
	Blayden Harms	Haiven Burshia
		Jayceon & Colby Granbois
		Kendall Necklace
		Delyla, Dylan and Shyla Douglas
		Franiiah Bighorn
		Viserion Red Eagle
		Mishone & Neyanna St. Germaine

Route 4		Route 5	Route 6		
<i>Finnicum-South-Larsen</i>	<i>150 miles/day</i>	<i>Finnicum-West</i> <i>174 miles/Morning</i> <i>406-787-7213</i>	<i>C. Hekkel/ VandenBos</i> <i>43.6 Miles/day</i> <i>406-787-7288</i>		
	<i>701-570-7836</i>				
Mariana, Angel & Cici Burciaga		Felixe, Beau & Oliver Becker	Boone & Wiley VandenBos		
Paxton & Hadley Miller		Brice Bidegaray	Hunter, Aubrey, Rylee, Gabby Lee		
_____Panasuk		Jaxon, CeJaye and Kashyn Flinn			
Wyatt & Noah Martin		Micah Eagle Boy			
Easton, Harlee, Kolt Steppler		Whisper Eagle Boy			
Cal, Anna & Parker Steppler		Gage & Hector Yellow Owl			
Wesley & Baylee Munoz & Migu		David Boyd			
Serenity Sorteberg Emma Rey		Akeela Matuck			
Jonathan & Jaclynn Taberna		MaKaeya Daniels			
Gavin Raaum					
		Baylour Hagadone			
Chance & Taylor Arneson		Heston Hagadone			
		Brycen Healy			
		Muricio Red Dog			

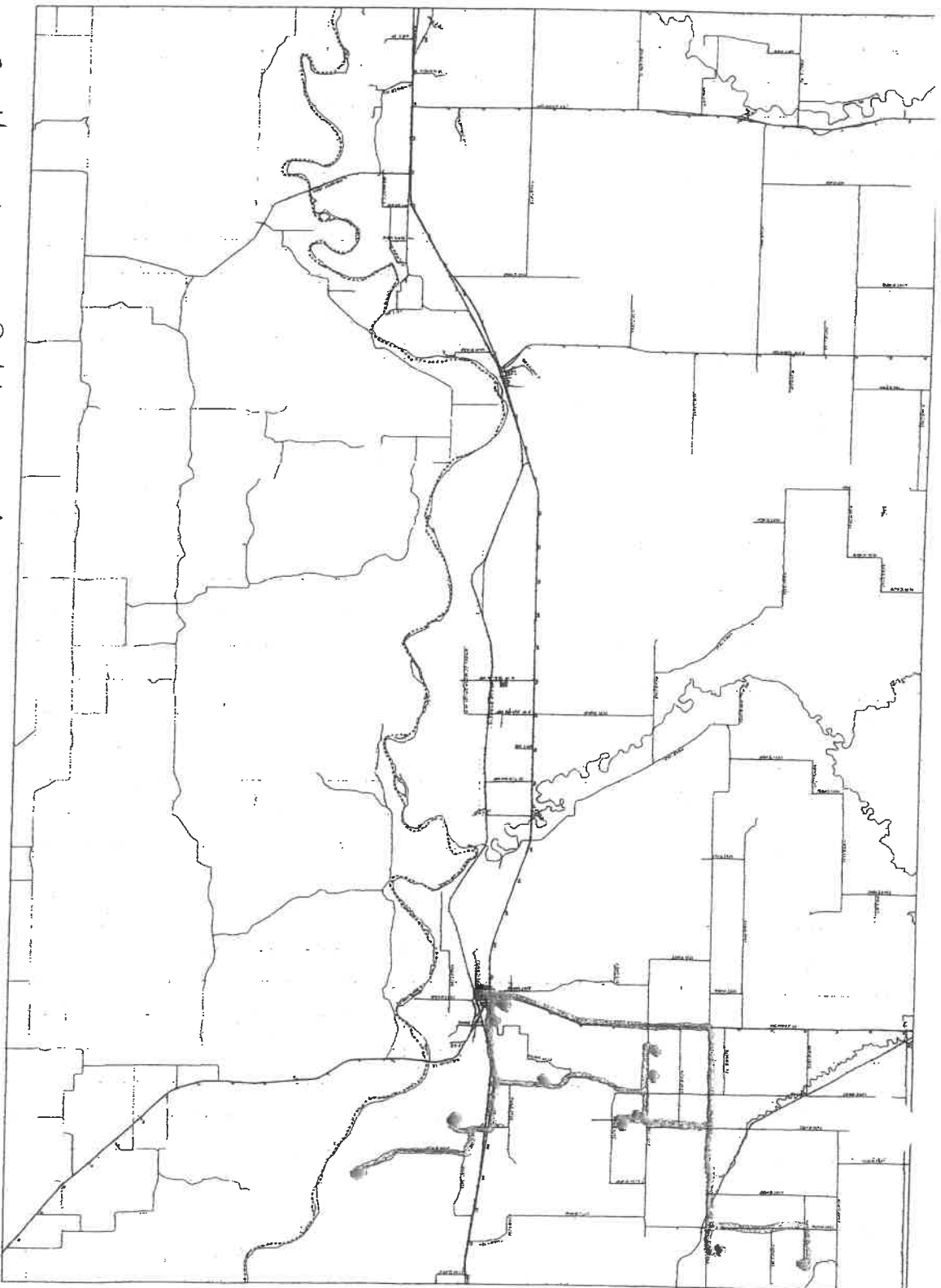


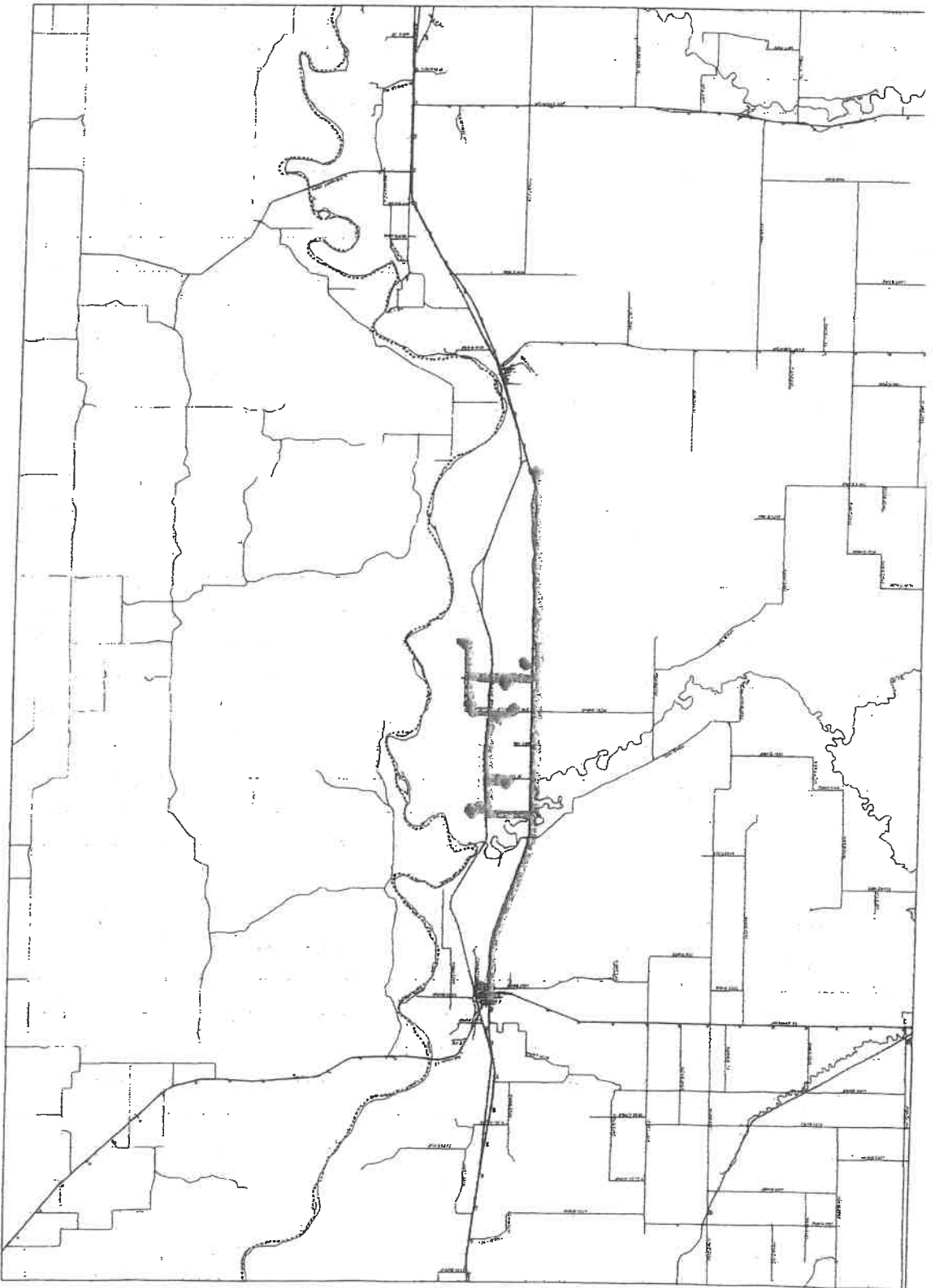
Culbertson Public Schools
2024-2025 Bus Route #1
71.2 miles/day

Culbertson Public Schools 2024-2025

Bus Route #2

146.3 miles/day





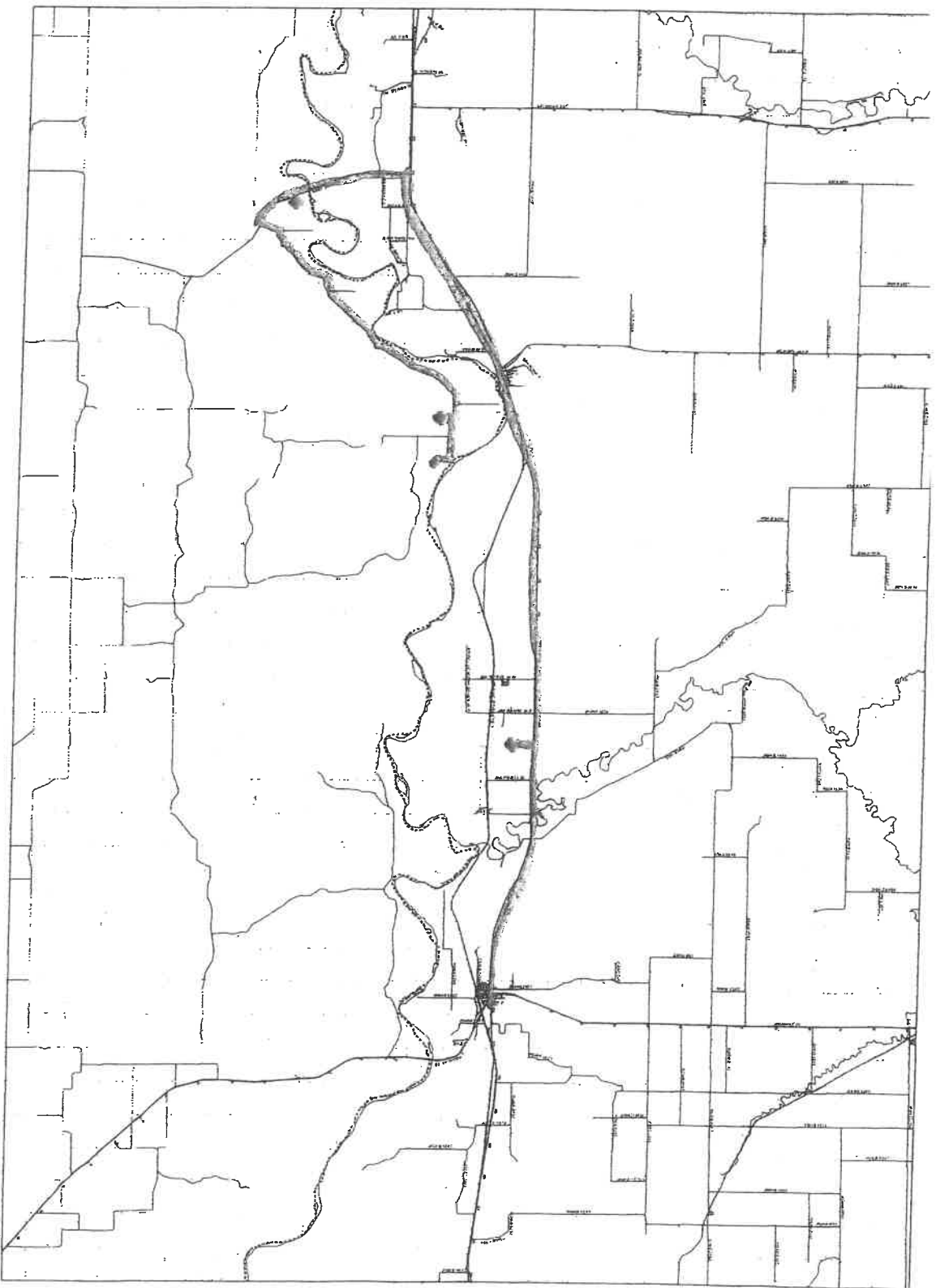
Culbertson Public School 2024-2025

Bus Route #3

76.8 miles/day

This is a detailed map of Rosemead County, California, showing a grid of sections and townships. The map is oriented with North at the top. Township 13N and Range 12E are labeled. A specific section is highlighted in orange. The map includes a scale bar and a north arrow.

$$\begin{array}{r} 142.0 \text{ miles/day} \\ + 8.0 \text{ miles/day} \\ \hline 150.0 \text{ miles/day} \end{array}$$



Culbertson Public Schools 2024-2025

Bus Route #5

174.0 miles/day

[illegible]

Bus Route #6

43.6 miles/day

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 30

AGENDA TITLE: 2025-2026 Activity Bus Drivers

SUMMARY: I recommend the following list of activity bus drivers: David Solem, Cassidy Obergfell, Barry Bighorn, Kevin Becker, Mike Machart, Shawn Sansaver, Duane Larsen, John Fordyce.

BOARD ACTION

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

Mission

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 31

AGENDA TITLE: 2025-2026 Bus Monitors

SUMMARY: I recommend the following bus monitors for the 2025-2026 school year: Diane Hampton, Joy Johnson, Matthew Ellerton.

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: 7-15-2025

AGENDA ITEM #: 32

AGENDA TITLE: 1st Reading Policy 5140

SUMMARY: Attached is the proposed adjustment to our classified salary scale, which is also noted in policy 5140. It changes Assistant Cook and Cook's Helper into one position called Kitchen (same as secretary in policy) with the reflected pay noted in this attachment. Aides and Tutors will be renamed Paras. School maintenance Director has been updated to what is currently happening. Groundskeeper is being stricken from the attachment (it is not noted on the policy).

BOARD ACTION

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

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Policy 5140: Classified Employment and Assignment

Status: ADOPTED

Original Adopted Date: 02/01/2021 | Last Revised Date: 06/21/2022 | Last Reviewed Date: 06/21/2022

Classified Employment and Assignment

Employees designated as "classified" employees include all non-teaching positions or duties in the District.

Each newly hired classified employee will either be hired as a probationary employee with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. Employees initially hired on a written contract for a specific term will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

For those employees hired as probationary employees, such employees will be required to complete a probationary period of six months. Leaves of absence by an employee for a period of more than 5 consecutive working days other than holidays or vacations during the probationary period will not be counted as part of the probationary period.

During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Prior to the conclusion of the original or extended probationary period, the Superintendent will determine whether to retain the employee or make a recommendation to the Board for termination of probationary employment. If the employee is retained, the employee will be designated as one of the following types of employees depending on the factors noted.

If, before the probationary period concludes, the employee is placed on a written employment contract, the employment contract shall be a written contract of employment for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The employee will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

The District reserves the right to: (1) change employment conditions affecting an employee's duties, assignment, supervisor, or grade and/or (2) determine the salary and benefits for classified employees.

Salary Scale

All support personnel shall have their starting salaries based on the following index to the state minimum wage.

Aides, Tutors <i>Paras</i>	School Maintenance Director <i>2.10</i>	School Custodial Director	Custodian, Asst. Maintenance
<i>1.45</i>	1.95 <i>1.95</i> <i>plus \$2 per hour for</i> <i>current Boiler</i> <i>License</i>	<i>1.70</i>	<i>1.55</i>

Head Cook	Assistant Cook	Cook's Helper	Secretary	Activities Secretary, Clerk's Assistant
<i>1.70</i>	1.40 <i>1.40</i>	1.30 <i>1.30</i>	<i>1.45</i>	<i>1.60</i>

At the conclusion of the six month probationary period, the employee will receive an index pay increase of .05 per hour.

During the probationary period of employment, the employee benefit package that includes, but is not limited to, the insurance stipend and earned leave, will be calculated on a per hour worked basis.

Each employee will receive a 3% increase annually during each year of the first four years of employment. Each employee will then receive a 5% increase for the fifth year of employment. This cycle of increases will continue with

Classified Salary Scale 2025-2026

Index Based on factor of Prevailing State Minimum Wage: \$ 10.55	6 Month Probationary Wage Index / Salary		Non-Probationary Wage Index / Salary	
Aides, Tutors	1.45	\$ 15.30	1.50	\$ 15.83
School Maintenance Director*	2.10	\$ 22.16	2.15	\$ 22.68
School Groundskeeper	1.95	\$ 20.57	2.00	\$ 21.10
School Custodial Director	1.70	\$ 17.94	1.75	\$ 18.46
Custodian, Asst. Maintenance	1.55	\$ 16.35	1.60	\$ 16.88
Head Cook	1.70	\$ 17.94	1.75	\$ 18.46
Assistant Cook <i>Kitchen</i>	1.45 1.40	\$ 15.30 14.77	1.50 1.45	\$ 15.83 15.30
Cook's Helper	1.30 1.30	\$ 13.72 13.72	1.35 1.35	\$ 14.24 14.24
Secretary	1.45	\$ 15.30	1.50	\$ 15.83
Activities Secretary, Clerk's Assistant	1.60	\$ 16.88	1.65	\$ 17.41

As stated in school Policy 5140.

*Plus an additional \$5.00/hr for current Boiler License.

Each employee receives 3% annual increase in wages and 5% every fifth year.

1/1/2023 minimum wage increased from \$9.20 to \$9.95.

1/1/2024 minimum wage increased from \$9.95 to \$10.30.

1/1/2025 minimum wage increased from \$10.30 to \$10.25.

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 33

AGENDA TITLE: 2025-2026 Class Schedule

SUMMARY: Attached is the JH/HS class schedule for the upcoming 2025-2026 school year. The biggest thing to note is that our 3 grade levels of JH core classes will be split, which fills our core teachers' schedules with 2 sections for each grade level—no more enrichment periods. The rest of the schedule was built after that was established.

A second noteworthy change is that we no longer have separate JH choir and JH band periods, same for HS. When we evaluated the overlap of students in band and choir, both of our music teachers were willing to devise the best plan to share those students each week. I am grateful for their flexibility!

The first page is semester 1 and the next page is semester 2.

BOARD ACTION

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

Mission

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Semester 1							
	SPED	SPED	Prep	SPED	SPED	SPED	SPED
Ahor							
Berwick	6A English	6B English	7A English	7B English	8A English	8B English	Prep
T. Nielsen	6B Science	6A Science	7B Science	7A Science	8B Science	8A Science	Prep
Carlisle	7A History	7B History	8A History	8B History	6A History	6B History	Prep
Morris	7B Math	7A Math	8B PreAlgebra	8A Math	6B Math	6A Math	Prep
Taberna							
Weich	HS Music Elec	Prep	6th Band	HS Band	K-2 Instrumental	3-5 Band	JH Band
B. Nielsen	8A3 Art * Seim Switch	HS Art	Prep	HS Art	7 Art AB *Seim Switch	Elem 3-5	K-2 Art
Pfeifer	9 Health & PE	HS PE IV (9 sem ST)	10 Health & PE	6 PE	Elem K-2	Elem 3-5	Prep
O'Brien	Prep	HS Music Elec.	HS Music Elec	HS Choir	Elem K-2	Elem 3-5	JH Choir
C. Olson	8BA Ag *Seim Switch	Ag Foundations	HS Ag	HS Ag 9-10	7 Ag BA *Seim Switch	Prep	Ag foundations
Apple	Elem. Collaboration	HS Collaboration	HS Collaboration	JH Collaboration	Prep	Elem 3-5	K-2 Lib
Manning	Prep	8 Keyboarding	Computer apps I&II	HS Business 11-12	Accounting/Pera. Fin		Computer Apps I
Newbill	Culinary Arts	Career Exploration	Prep	Culinary Arts 11-12	FCS 9	Child Development I	Hospitality & Tourism
Solem						German	
Mogga	Government 12A	World History 10	Government 12B	Prep	Cold War/Geography	US History 11	AD
Panasuk	Algebra II (15-Jrs)	Algebra II (7 sems)	Pre Algebra 9B 13	Prep	Algebra I (9&10) 19	Calculus 12	Geometry (3)
Standley	English 12B	English 11	English 12A	Prep	English 9 (17)	English 10	English 9 (7 Alg 1A)
	Biology	Astronomy (9-12)	Chemistry (11-12)	Prep	A&P 11-12	Earth Science 9	Materials Science (9-12)
Forbergd							
Guaradson	Counseling Title	Prep Title	Counseling Prep	Counseling Title	Counseling Title	Counseling Title	Counseling JH Title

6th	Mogga
7th	Solem
8th	Mrs. G
9th	Panasuk
10th	Nielsen
11th	Berwick
12th	
9-12	
11/12	
9-12	
6-8	

19
16
10
17
10
10

Semester 2							
Ator	SPED	SPED	Prep	SPED	SPED	SPED	SPED
Berwick	6A English	6B English	7A English	7B English	8A English	8B English	Prep
T. Nielsen	6B Science	6A Science	7B Science	7A Science	8B Science	8A Science	Prep
Carlisle	7A History	8B History	8A History	6B History	6A History	7B History	Prep
Morris	7B Math	8A Math	8B PreAlgebra	6A Math	6B Math	7A Math	Prep
Taberna	HS Inst. Elec	HS Inst. Elec	Prep	HS Band	K-2 Instrumental	3-5 Band	JH Band
Welch	8AB Art * Sem. Switch	HS Art	6 Art Q3 A Q4 B	Prep	7 Art AB *Sem Switch	Elem 3-5	K-2 Art
B. Nielsen	9 Health & PE	7 PE	10 Health & PE	8th PE	Elem K-2	Elem 3-5	Prep
Pfeifer	Prep	HS Music Elec	HS Music Elec	HS Choir	Elem K-2	Elem 3-5	JH Choir
O'Brien	8BA Ag *Sem Switch	HS Ag	6 AG Q3 B Q4 A	HS Ag 11-12	7 Ag BA *Sem Switch	Prep	Ag foundations
C. Olson	Elem. Collaboration	HS Collaboration	HS Collaboration	JH Collaboration	Prep	Elem 3-5	K-2 Library
Apple	Prep	Pers. Fin/ Accounting	Computer apps I&II	HS Business 9-10	Accounting/Pers. Fin	6 Keyboarding	Computer Apps II
Manning	Culinary Arts	Prep	Life Skills	Culinary Arts 9-10	FCS 9	Child Development II	Human Services 9-12
Newbill						German	
Solem	Government 12A	World History 10	Government 12B	Prep	Cold War/Geography	US History 11	AD
Mogga	Algebra II (15-jrs)	Algebra II (7 seniors)	Pre Algebra 9B 13	Prep	Algebra I (9&10) 19	Calculus 12	Geometry (3)
Panasuk	English 12B	English 11	English 12A	Prep	English 9 (17)	English 10	English 9 (7 Alg. IA)
Standleg	Biology	Astronomy (9-12)	Chemistry (11-12)	Prep	A&P 11-12	Earth Science 9	Materials Science (9-12)
Forbregd	Counseling	Prep	Counseling	Counseling	Counseling	Counseling	Counseling
Gustafson	Title	Title	Prep	Title	Title	Title	JH Title

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

MEETING DATE: 7-15-2025

AGENDA ITEM #: 34

AGENDA TITLE: STARS Act Allocation for Administration

SUMMARY: This item was added to the agenda at the request of our board chairman.

BOARD ACTION

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

Mission

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