

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Tuesday—December 16, 2025, 6:30 PM

PREVIEW BILLS.....6:20 PM

CALL TO ORDER.....6:30 PM

ROLL CALL

- 01. Action, establish quorum

RECOGNITION OF VISITORS

- 02.

APPROVE AGENDA

- 03. Action, approve agenda

PUBLIC COMMENT FOR AGENDA ITEMS

- 04.

MINUTES OF PREVIOUS MEETINGS

- 05. Action, approve minutes from the following meeting(s)
 - a. November 18, 2025 (Regular Board Meeting)
 - b. December 9, 2025 (Athletic Committee Meeting)
 - c. December 11, 2025 (Curriculum Committee Meeting)

FINANCE REPORT

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

REPORTS

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

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

Mission

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

UNFINISHED BUSINESS

15. Action, Curriculum Committee Report on Weighted GPA
16. Action, 2nd Reading of Policies:
 - 8200: Food Service**
 - 8210: Procurement for Food Service**
 - 8205: Meal Charge**
 - 2700: AI Integration in Education**

NEW BUSINESS (Continued)

17. Action, Classified Contract Custodial
18. Action, Addition to the Guest Teacher List
19. Action, Athletic Committee Recommendation for Hiring Coaches
20. Action, Froid Land Transfer Request
21. Action, 1st Reading of Policies:
 - 2161: Special Education**
 - 2161-P(3): Special Education-Procedure**
 - 3110: Entrance, Placement, and Transfer**
 - 1700-F: Uniform Complaint Form**
22. Action, Audit Review/Approval
23. Action, Indemnity Bond
24. Action, Superintendent Evaluation (possible closed session)

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 25.

REPORTS (Continued)

26. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

27. Date: Tuesday, January 20, 2026
Time: 6:20 Preview Bills, 6:30 mtg.
Potential Conflicts:
Suggested Changes:

ADJOURNMENT

28. Time of adjournment: _____

Mission

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

SCHOOL BOARD MINUTES
REGULAR MEETING
November 18, 2025
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, November 18, 2025, at 6:30 p.m. Trustees present were: Chris Petersen, Chair, Wendy Becker, Amber Fox, Lisa Steppler, and Verlin Steppler. Representatives were Nicole Simonsen, Janessa Parenteau, Dave Solem, and Lora Finnicum. Visitors were recognized.

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

Verlin Steppler made motion to approve the minutes of October 20, 2025 (regular board meeting(s)). Lisa Steppler seconded motion. Motion carried unanimously.

Wendy Becker made motion to pay the November bills, approve investments, note cash and extra-curricular balances. Amber Fox seconded motion. Motion carried unanimously. Payroll warrants #3532 to #3576 and claims warrants #12940 to #13002 were written.

Reports were presented. Veterans' Day program was well attended and appreciated. Several students were selected for Northwest Music Festival in Minot and Northern Plains Music Festival in Dickinson, and FFA students attended Ag Expo in Bozeman. Mrs. Parenteau has training materials from the Capturing Kids Hearts workshop available if interested with goals to implement through high school. Opportunity Bank has requested the District open a new bank account away from the "pooled" County account. New payroll and claims warrants will need to be ordered. Mrs. Simonsen would not be recommending enrolling in Bridged insurance at this time.

Curriculum Committee scheduled for December 10, 2025 at 3:35 p.m. to consider weighted GPAs.

Wendy Becker made motion to adopt same board goals from the previous year (push advanced learners, explore Pre-K, analyze culture and climate, improve communications, continue facility upgrades). Amber seconded motion. Motion carried unanimously.

Lisa Steppler made motion to adopt policies 1014FE, 1014FE-F(1), 1111, 1210, 1310, 1700, 2132, 3141, 3410, 3612 and deletion of 2162-P(1) on second reading. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve the Freshman Class for gym cleaning starting in December. Verlin Steppler seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve Indemnity Bond for replacement of payroll warrant #3462 \$105.25. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve an increase in adult lunch prices from \$2.25 to \$2.75 as a result of the OPI food service audit. Amber Fox seconded motion. Motion carried unanimously.

Verlin Steppler made motion to adopt student handbook language regarding student insurance. Lisa Steppler seconded motion. Motion carried unanimously.

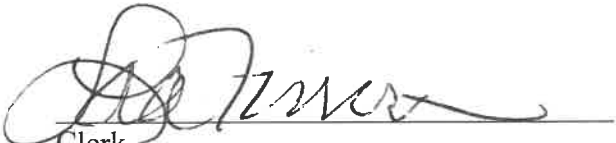
SCHOOL BOARD MINUTES
REGULAR MEETING
November 18, 2025
Tuesday – 6:30 p.m.

Wendy Becker made motion to approve Resolution Calling for Trustee and Levy Election for May 5, 2026 from Noon until 8 p.m., poll site Culbertson School Lunchroom, with election judges Raedelle Aspenlieder, Bev Raaum, Beth Hekkel, Jo Nelson (alt), Ardis Oelkers (alt), and Elaine Jasper (alt). Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve 1st reading of policies 8200, 8210, 8205, and 2700. Verlin Steppler seconded motion. Motion carried unanimously.

Notice for public comment for non-agenda items was given. Question on the process for selecting coaches and the evaluation process. December Athletic Committee will be scheduled. Next meeting scheduled for Tuesday, December 16th at 6:30 p.m. Wendy Becker made motion to adjourn. Amber Fox seconded motion. Motion carried unanimously. Meeting adjourned at 6:56 p.m.

Board Chair


Clerk

SCHOOL BOARD MINUTES
COMMITTEE MEETING
December 9, 2025
Tuesday – 3:35 p.m.

The Athletic Committee met on December 9, 2025, at 3:37 p.m. Trustees present were: Amber Fox, Chris Petersen, Verlin Steppler. Representatives were: Nicole Simonsen, Mike Olson, Dave Solem and Lora Finnicum.

Visitors were recognized. Notice for public comment observed. Committee led discussion on the hiring process of coaches. Current process is to reoffer the contract if there have been no formal complaints versus opening all positions. Communicate to coaches that opening all positions is a hiring process and not personal. Coaches currently complete a self-evaluation tool. Question whether trustees are qualified to conduct coach evaluations. Pros and cons of both options discussed. Need to be consistent in the process. Question received whether adequate training is provided for coaches.

Within 30 days of season, coach needs to notify either the AD or the superintendent if returning and the original application can be pulled for consideration. Positions can be opened and hired within 60 days of season. Recommendations to be given at the December board meeting.

Amber Fox made motion to adjourn. Chris Petersen seconded motion. Motion carried unanimously. Meeting adjourned at 4:34 p.m.

Chairman of the Board


Clerk

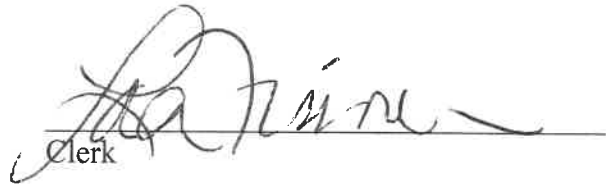
SCHOOL BOARD MINUTES
COMMITTEE MEETING
December 11, 2025
Thursday – 3:35 p.m.

The Curriculum Committee met on December 11, 2025, at 3:40 p.m. Trustees present were: Wendy Becker, Amber Fox, Lisa Stepler. Representatives were: Nicole Simonsen, Mike Olson, and Lora Finnicum.

Visitors were recognized. Notice for public comment observed. Committee discussed options of AP courses, dual credit, and dual enrollment in regard to a weighted grading scale. Dual enrollment is offered, just need to declare if credit used for high school or college. Teacher needs to be certified for AP or dual credit. Only dual credit course available is A&P, but it's only offered every other year. Consider what makes an honors course. Equal opportunity for students in question with dual credit. No recommendation for a weighted scale but could give future consideration.

Point system set up in Infinite Campus for letter grades. Could be added to the student handbook for clarification. No recommendation for change in the grading scale, just add additional information to handbook. Meeting adjourned at 4:08 p.m.

Chairman of the Board


Clerk

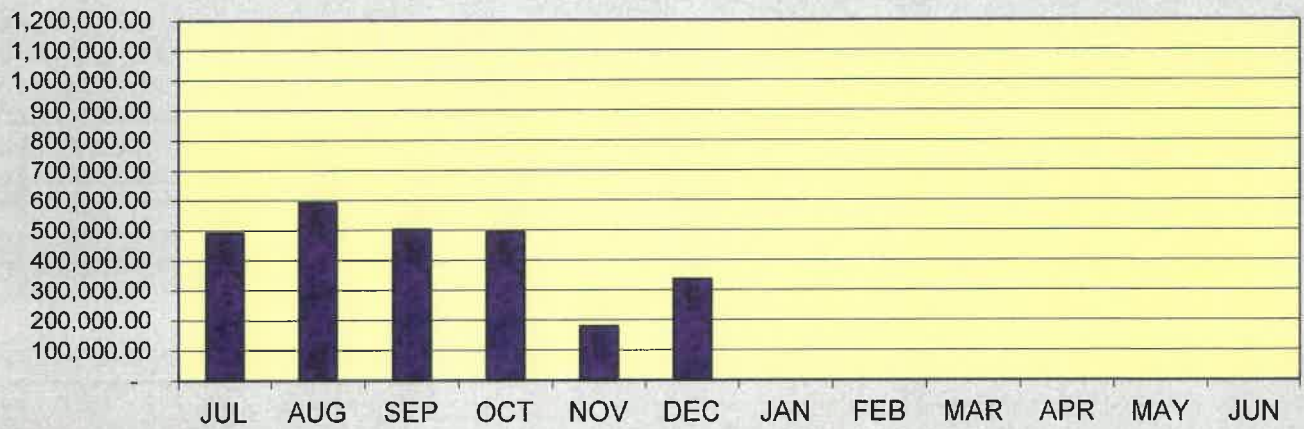
CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of **NOVEMBER 30, 2025**

A	B	C	D	E	F	G	H	I
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(156,186.97)	312,002.61	-	-	158,823.85	(3,008.21)	(12,146.40)	9,138.19
TRANSFER	(17,961.54)	74,121.22	81,358.00	21,242.00	28,109.13	88,166.55	88,166.55	-
TUITION	-	2,753.50	-	-	-	2,753.50	11,891.69	(9,138.19)
RETIRED	88,305.07	25,389.06	12,116.00	-	23,401.07	102,409.06	102,409.06	-
MISC	(10,458.17)	41,425.00	-	-	24,481.16	6,485.67	6,485.67	-
Misc	4,342.43				0.45	4,341.98		
Title	(40,917.75)	40,955.00			17,901.39	(17,864.14)		
Mental H	8,826.27				1,760.98	7,065.29		
Lease	1,175.01					1,175.01		
Ind Ed	0.08				3,178.66	(3,178.58)		
Tchr Res	8,406.61				1,639.68	6,766.93		
SRS	-					-		
JOM	7,709.18	470.00				8,179.18		
AD ED	(1,568.73)	6,472.04	259.00	-	330.00	4,832.31	4,832.31	-
COMPA	0.02		-	-		0.02	0.02	-
IMPACT	(10,260.72)	57,773.00	-	-	3,691.87	43,820.41	43,820.41	-
TECH	(854.30)	3.00	869.00	537.00		(519.30)	(519.30)	-
FLEX	(76,686.34)	80,382.99	-	-		3,696.65	3,696.65	(0.00)
PR	19,423.82	338,415.96	-	-	355,253.75	2,586.03	2,586.03	0.00
CL	15,848.82	134,141.32	-	-	135,292.52	14,697.62	14,697.62	0.00
ELEM	(150,399.04)	1,072,879.70	94,602.00	21,779.00	729,383.35	265,920.31	265,920.31	0.00
GENERAL	(49,953.93)	233,749.85	-	-	139,670.00	44,125.92	40,410.48	3,715.44
TRANSFER	(10,069.74)	65,971.07	30,958.00	-	17,888.34	68,970.99	68,970.99	-
LUNCH	(22,511.24)	27,453.82	-	-	7,776.34	(2,833.76)	(2,833.76)	-
TUITION	-	6,510.24	-	-		6,510.24	10,225.68	(3,715.44)
RETIRED	2,570.28	16,065.04	95,073.00	78,413.00	14,600.77	20,694.55	20,694.55	-
MISC	34,066.60	8,514.00	-	-	439.84	42,140.76	42,140.76	-
Misc	34,066.60	3,875.00				37,941.60		
AG	-	2,306.00			439.84	1,866.16		
BUS	-	1,467.00				1,467.00		
FCS	-	866.00				866.00		
Perkins	-					-		
AD ED	(1,568.61)	7,624.79	464.00	-	330.00	6,190.18	6,190.18	-
DR ED	0.12	11.82	3,419.00	3,419.00	737.69	(725.75)	(725.75)	-
COMPA	0.01	-	-	-	-	0.01	0.01	-
IMPAC	(17,947.24)	7,488.00	-	-	4,576.70	(15,035.94)	(15,035.94)	-
TECH	(661.74)	2.30	666.00	666.00		(659.44)	(659.44)	-
FLEX	(6,182.74)		-	-	2,062.24	(8,244.98)	(8,244.98)	-
ENDOW	32,745.00	928.02	268,354.00	75,000.00	-	227,027.02	227,027.02	-
HS	(39,513.23)	374,318.95	398,934.00	157,498.00	188,081.92	388,159.80	388,159.80	0.00
TOTAL	(189,912.27)	1,447,198.65	493,536.00	179,277.00	917,465.27	654,080.11	654,080.11	0.00

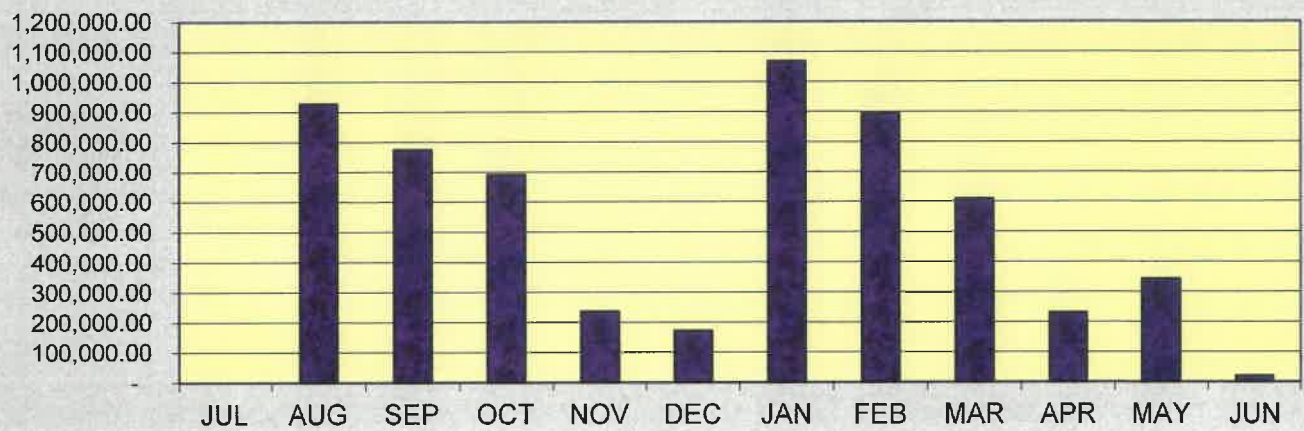
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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	4,080.00	47,448.00	-	-	-	-						
110 Transport	70,379.00	70,379.00	92,157.00	81,358.00	21,242.00	4,901.00						
114 Retirement	101,666.00	101,666.00	64,490.00	12,116.00	-	-						
117 Adult Ed	1,679.00	1,679.00	1,020.00	259.00	-	3,904.00						
121 Comp Abs	-	-	-	-	-	-						
126 Impact Aid	-	1,076.00	1,076.00	-	-	40,429.00						
128 Technology	10.00	10.00	1,094.00	869.00	537.00	17.00						
129 Flex	-	-	149.00	-	-	-						
201 General	-	33,937.00	26,873.00	-	-	-						
210 Transport	27,030.00	569.00	10,022.00	30,958.00	-	51,077.00						
212 Hot Lunch	9,933.00	1.00	-	-	-	-						
214 Retirement	81,346.00	80,346.00	75,147.00	95,073.00	78,413.00	-						
217 Adult Ed	2,012.00	1,680.00	888.00	464.00	-	5,262.00						
218 Drivers Ed	-	-	-	3,419.00	3,419.00	2,693.00						
221 Comp Abs	-	-	-	-	-	-						
226 Impact Aid	-	-	-	-	-	-						
228 Technology	4.00	-	-	666.00	666.00	6.00						
229 Flex	3.00	-	-	-	-	-						
281 Endow	194,143.00	253,498.00	229,805.00	268,354.00	75,000.00	227,027.00						
TOTAL	492,285.00	592,289.00	502,721.00	493,536.00	179,277.00	335,316.00	-	-	-	-	-	-
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General		199,165.00	211,434.00	229,898.00			144,732.00	104,828.00	46,125.00	-	-	
110 Transport		85,714.00	102,969.00	75,842.00	40,326.00	13,227.00	149,850.00	134,304.00	108,016.00	16,174.00	56,425.00	6,637.00
114 Retirement		123,934.00	111,475.00	86,292.00	60,820.00	50,709.00	178,132.00	172,017.00	147,940.00	-	99,886.00	2,298.00
117 Adult Ed		5,453.00	3,932.00	2,653.00	996.00	349.00	6,422.00	5,968.00	5,476.00	-	4,781.00	
121 Comp Abs		3,897.00	3,897.00	3,897.00	3,897.00	3,897.00	3,961.00	3,977.00	3,988.00	-	2,156.00	
126 Impact Aid							4,573.00	-	-	-	8,223.00	
128 Technology		11.00	1,253.00	1,253.00			10.00	10.00	10.00	-	10.00	
129 Flex							-	-	-	-	-	
201 General		128,569.00	125,075.00	60,931.00			99,554.00	100,530.00	35,774.00	-	-	
210 Transport		38,079.00	47,257.00	29,950.00	9,617.00	-	85,300.00	75,429.00	58,957.00	41,933.00	25,357.00	5,044.00
212 Hot Lunch		2,602.00				4,023.00	9,152.00	11,204.00	16,351.00	20,129.00	27,744.00	
214 Retirement		95,888.00	90,900.00	77,260.00	70,017.00	54,318.00	131,782.00	127,981.00	105,836.00	90,063.00	78,053.00	1,756.00
217 Adult Ed		5,509.00	13,801.00	12,518.00	1,034.00	378.00	3,589.00	6,297.00	5,796.00	6,282.00	5,093.00	
218 Drivers Ed		1,475.00	1,475.00	5,300.00	5,300.00	5,300.00	4,719.00	4,060.00	2,953.00	2,623.00	2,528.00	
221 Comp Abs		3,785.00	3,782.00	3,782.00	3,793.00	3,793.00	3,572.00	3,572.00	3,582.00	3,582.00	3,609.00	
226 Impact Aid							-		-	-	-	
228 Technology		12.00	886.00				4.00	4.00	4.00	4.00	4.00	
229 Flex		3.00	3.00	3.00	3.00	3.00	41,990.00	31,814.00	6,213.00	4,150.00	-	
281 Endow		232,905.00	56,528.00	100,304.00	40,358.00	35,358.00	201,839.00	114,425.00	62,526.00	45,957.00	29,354.00	3,571.00
TOTAL	-	927,001.00	774,667.00	689,883.00	236,161.00	171,355.00	1,069,181.00	896,420.00	609,547.00	230,897.00	343,223.00	19,306.00
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	116,622.00	147,007.00	119,072.00	-	-	10,456.00	18,027.00	-	-	-	4,800.00	122,944.00
110 Transport	52,089.00	90,486.00	119,075.00	117,350.00	90,669.00	133,725.00	153,959.00	129,045.00	105,732.00	91,862.00	67,297.00	43,497.00
114 Retirement	-	54,866.00	54,694.00	77,558.00	71,693.00	91,624.00	104,884.00	138,827.00	117,850.00	105,841.00	82,332.00	7,332.00
117 Adult Ed	13,194.00	11,439.00	11,734.00	10,655.00	10,160.00	10,177.00	10,565.00	9,099.00	9,111.00	8,800.00	8,618.00	7,618.00
121 Comp Abs	-	4,285.00	4,451.00	4,474.00	4,474.00	4,489.00	4,165.00	4,162.00	4,181.00	4,198.00	4,216.00	156.00
126 Impact Aid	86,264.00	-	15,062.00	11,541.00	65,317.00	64,207.00	61,028.00	57,731.00	12,580.00	9,300.00	75,324.00	3,324.00
128 Technology	11.00	9.00	807.00	301.00	301.00	304.00	306.00	179.00	12.00	11.00	11.00	11.00
129 Flex	-	-	-	-	-	19,016.00	19,016.00	19,097.00	183.00	106,898.00	106,898.00	-
201 General	71,010.00	16,912.00	11,762.00	-	-	45,125.00	94,628.00	86,144.00	31,484.00	-	10,680.00	-
210 Transport	18,916.00	22,414.00	41,014.00	39,077.00	19,550.00	74,797.00	67,261.00	65,865.00	48,543.00	38,414.00	20,278.00	17,978.00
212 Hot Lunch	3,083.00	4,299.00	5,207.00	-	-	180.00	1,538.00	23,536.00	16,871.00	17,233.00	18,264.00	-
214 Retirement	39,445.00	84,647.00	84,815.00	115,152.00	-	100,765.00	104,239.00	119,355.00	102,731.00	106,489.00	93,710.00	44,710.00
217 Adult Ed	13,500.00	11,425.00	11,750.00	10,672.00	9,476.00	10,077.00	9,909.00	8,478.00	7,783.00	7,471.00	7,281.00	7,656.00
218 Drivers Ed	4,569.00	4,044.00	7,229.00	7,251.00	7,251.00	7,275.00	6,425.00	4,438.00	4,370.00	4,297.00	4,246.00	6,946.00
221 Comp Abs	153.00	2,537.00	2,586.00	2,600.00	2,600.00	2,609.00	2,268.00	2,256.00	1,565.00	1,574.00	1,571.00	71.00
226 Impact Aid	107,848.00	-	16,895.00	13,511.00	32,727.00	46,995.00	24,605.00	40,591.00	44,940.00	41,361.00	91,332.00	21,332.00
228 Technology	12.00	10.00	925.00	602.00	510.00	321.00	418.00	179.00	11.00	12.00	12.00	12.00
229 Flex	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00
281 Endow	142,211.00	-	249,360.00	209,517.00	182,289.00	292,067.00	94,123.00	185,716.00	134,842.00	6,302.00	102,121.00	97,121.00
TOTAL	668,929.00	454,382.00	756,440.00	620,263.00	497,019.00	914,211.00	777,366.00	894,701.00	642,792.00	550,066.00	698,994.00	380,711.00
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN

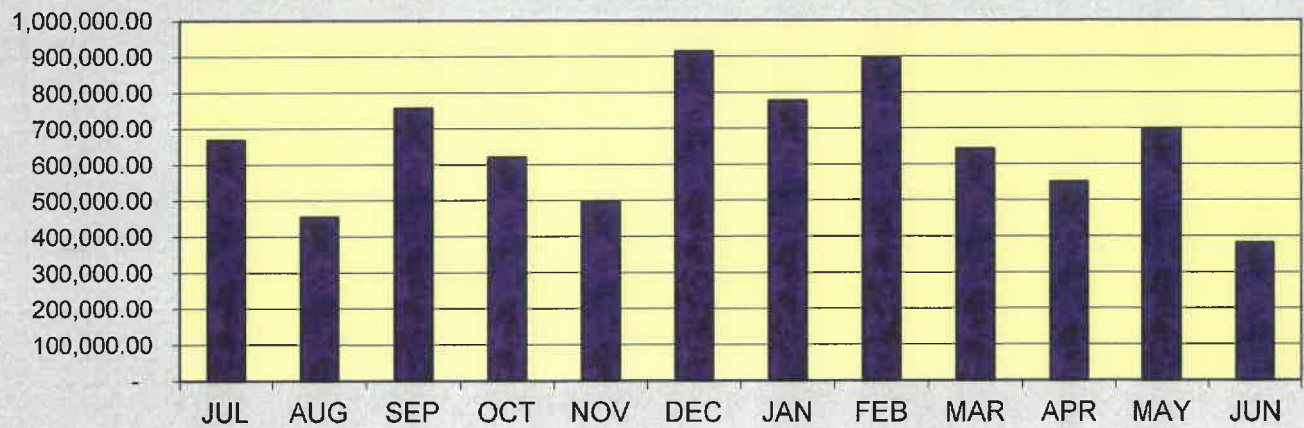
2025-26 INVESTMENTS



2024-25 INVESTMENTS



2023-24 INVESTMENTS



12/12/2025
2:43:11 PM

Checking
Savings
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	2,091.52	260.00	7.99	0.00	2,343.53
2 - ATHLETICS	-596.75	9,528.52	5,654.61	-8.00	3,269.16
3 - FRESHMAN CLASS 2029	5,717.41	86.00	284.39	8.00	5,527.02
4 - 6TH GRADE CLASS 2032	0.00	0.00	0.00	0.00	0.00
5 - GRADUATED SENIOR CLASS 2025	0.00	0.00	0.00	0.00	0.00
6 - SENIOR CLASS 2026	4,639.23	0.00	0.00	0.00	4,639.23
7 - SOPHOMORE CLASS 2028	3,913.47	0.00	0.00	0.00	3,913.47
8 - CHEERLEADER	922.50	0.00	0.00	0.00	922.50
9 - FFA	18,932.18	4,281.97	9,000.78	0.00	14,213.37
10 - BAND/CHOIR	5,811.14	0.00	0.00	0.00	5,811.14
11 - STUDENT COUNCIL	5,911.77	0.00	431.00	0.00	5,480.77
12 - SPEECH AND DRAMA	1,392.45	0.00	0.00	0.00	1,392.45
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - JUNIOR CLASS 2027	8,298.84	625.00	0.00	0.00	8,923.84
15 - PLAY	3,766.76	0.00	0.00	0.00	3,766.76
17 - BPA	2,881.60	3,300.00	2,744.18	0.00	3,437.42
18 - EXPLORE AMERICA	25,723.10	15,329.50	4,496.48	0.00	36,556.12
19 - MUSIC PARENTS	2,430.02	0.00	0.00	0.00	2,430.02
20 - ART	2,933.68	0.00	0.00	0.00	2,933.68
21 - LIBRARY	2,144.53	0.00	791.17	0.00	1,353.36
22 - 7TH GRADE CLASS 2031	0.00	712.00	154.17	0.00	557.83
23 - 8TH GRADE CLASS 2030	1,989.79	264.00	0.00	0.00	2,253.79
24 - SCIENCE OLYMPIAD	5,487.56	0.00	0.00	0.00	5,487.56
	106,286.29 +	34,386.99 -	23,564.77 +	0.00 =	117,108.51



Dear Culbertson Board of Trustees,

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

President = Cal Steppler
Vice President = Bella Petersen
Secretary = Payton Labatte
Treasurer = Stella Fox

Fundraisers:

This year our junior class has lots of class meals during fall sports, cleaned the gym during fall sports, and did a haunted house. We will also do rose sales in February.

Other important news from the junior class includes:

-We have a new advisor this year, Mrs. Flinn. Our class is in charge of prom this year, so we will use money for prom decorations and expenses. Our parents are raising money to do the after prom party this at the ARC. This isn't school sponsored, but the money will go through our account.

In the spring, our class will plan the junior/senior banquet.

-This year we have 18 kids in our class. New students: Noah Allen. Most of us are active in sports and extracurricular activities:

- FFA = 4
- BPA = 2
- GBB = 4
- BBB = 4
- Cheer = 0
- VB = 4
- FB = 4
- XC = 3
- Student Council = 3
- Speech and Drama = 3
- Band = 6
- Choir = 2
- NHS = 4
- Explore America = 5

Student Rep. Report Submitted by,

- Junior Class President, *Cal Steppler*
- Junior Class Vice President, *Bella Petersen*
- Junior Class Treasurer, *Stella Fox*

Calvin Steppler
Bella Petersen
Stella Fox

December 2025 AD report

Culbertson Board of Trustees,

Junior high basketball finished this weekend at the North Tournaments held in Grenora. Varsity basketball has commenced with a total of 14 girls and 15 boys participating. The cheer team also has 9 members out. The first day of elementary basketball practice will be on January 5.

The MHSA proposals are attached to my report. Please let me know if you feel strongly about any of them. I intend to support all 7 of them at this point pending the discussion at the MHSA meeting in January held in Helena.

Sincerely,

David Solem



**MONTANA HIGH SCHOOL ASSOCIATION
2026 ANNUAL MEETING**

**Monday, January 19, 2026
Helena
Billings, Montana**

PROPOSALS

1. Proposal to Amend Membership By-Law -Contest Requirements for Non-Member Schools-----1
Presented by: Lone Peak High School
2. Proposal to Amend Dues By-Law - 6 Player Playoff Profit -----1-2
Presented by: Highwood High School
3. Proposal to Amend By-Law for Expedited Hearings to the MHSA Executive Board -----2-3
Presented by: MHSA Executive Board
4. Proposal to Amend Eligibility By-Law to allow for Academic Hardship-----3
Presented by: MHSA Executive Board
5. Proposal to Add Transfer By-Law for Homeschool or non-public schools -----3
Presented by: Red Lodge High School
6. Proposal to Amend Awards Rule By-Law – Change Requirements -----4-5
Presented by: MHSA Executive Board
7. Proposal to Amend General Penalties By-Laws -Spectators Ejections -----5
Presented by: MHSA Executive Board

1. Proposal to Amend Membership By-Law -Contest Requirements for Non-Member Schools

Proposal submitted by Lone peak High School

The following amendments are proposed to By-Law, Article I, Section 1.3 Membership on page 7 and subsequently to Article II, Section 1.5 Association Contest on page 10 of the current MHSA Handbook:

- (Article I, Section 1.3) If a member school wishes to invite a non-accredited school or accept an invitation from the school to participate in a two-school contest **or in an individual sport event, provided all attending member schools consent**, this would not be a violation of this section.
- (Article II, Section 1.5) If a member school wishes to invite a non-accredited school or accept an invitation from the school to participate in a two-school contest **or in an individual sport event, provided all attending member schools consent**, this would not be a violation of this section.

Rationale: This amendment would bring consistency to how this rule affects individual sports, which by nature predominantly have more than two teams participating in an event. It would give schools the freedom to choose for themselves to accept or invite participation with schools in other scholastic associations. Local schools should make the decisions about their own participation in order to take advantage of every competitive opportunity for all student athletes in Montana and in so doing, "cooperate with other organizations or individuals interested in or organized for similar or compatible purposes." (MHSA Articles of Incorporation, Article II.3)

This is a win-win proposition: Schools in favor can engage in competition with non-member schools if they choose. On the flipside, in any case where a member school does not wish to compete alongside a non-member school, or if an event is too full, member schools would have the right to exclude a non-member school.

Specifically in Track and Field there is a need for more meets. The Montana Christian Activities Association has sanctioned Track and Field and is hosting meets in Montana. These would provide more opportunities for schools to find meets for kids.

As is currently the case with two-team contests with a non-member school, this does not have any application or relevance to post season competition, only in season invitational competition. This amendment would provide practical benefits to student athletes in our state by creating better competitive opportunities for schools in Montana. It would accomplish this by extending an already beneficial exemption to apply consistently to individual sports.

Fiscal Note: N/A

2. Proposal to Amend Dues By-Law - 6 Player Playoff Profit

Proposal submitted by Highwood High School. Highwood School is proposing the deletion of "and Class C six-player" from the "NOTE:" under Article 1, Section 2.3. On behalf of the six-player league we are also proposing the following language:

- Changing "Classes A-B" under Section 2.3 Football: to "Classes A-B-C Six-Player"

Adding the following at the end of the paragraph under Section 2.3 Football:

- In Class C Six-Player, after all approved expenses for the playoff and state championship games within that classification have been satisfied, the reserve pool monies will then be equally divided among all state playoff qualifying teams.

Rationale:

The Class C Six-Player expense model pays only mileage leaving those teams that qualify for the playoffs holding the bag for additional expenses that rarely get covered. In 2023 and 2024, Class C 6-Player turned profits for the first time ever. In response, the classification met at the 2025 Annual Meeting and unanimously supported the notion that any remaining monies following the coverage of allowable expenses go back to the teams that qualify for the playoffs to help them cover a portion of the additional expenses occurred during the playoff season.

Fiscal Note:

The conclusion was to distribute equally among the 16 teams who qualified for the playoffs, not the individual schools, as teams in a co-op can divide input costs into their squads travel. Thus, if a three-team co-operative qualifies for the playoffs, only one school will receive a check and those schools can oversee how it is disbursed to their local districts.

This proposal would change how profits from Class C 6-Player Football are distributed. Rather than all schools in the classification receiving an equal amount, only playoff qualifying teams would receive a distribution of profits

3. Proposal to Amend By-Law for Expedited Hearings to the MHSA Executive Board

The MHSA Executive Board proposes the following amendment to three different areas of the MHSA Handbook:

- 1 By-Laws, Article I, Section (5) Executive Board on page 9 of the current MHSA Handbook: Amend 5.5
- 2 By-Laws – Article VII Protests and Appeals; Subsection B: Individuals' Rules Interpretation and Procedure; Section (1) INDIVIDUAL DUE PROCESS - Page 17 of the current MHSA Handbook
- 3 Rules and Regulations - Section (30)- CONFERENCE CALLS – Page 26 of the current MHSA Handbook

By-Laws - Section (5) EXECUTIVE BOARD –

5.5 Video conferences necessary for the operation of the Montana High School Association shall be conducted in the same manner and with the same restrictions as regular or special meetings. Video conferences will be held only when necessary for immediate action for an interpretation of a rule, for a violation or protest which needs immediate action, or for an appeal on student eligibility. When an expedited hearing is requested prior to the next scheduled meeting, the Executive Board will assess the appellant a **non-refundable** \$250 ~~\$300~~ fee to cover expenses. ~~If the decision is overturned by the Executive Board, the fee will be reimbursed.~~ The Board may hold video conferences for any of the above items as well as litigation, legislative, and other emergency matters which could affect the operation of the Association.

ARTICLE VII - Protests and Appeals - Subsection B: Individuals' Rules Interpretation and Procedure**Section (1) INDIVIDUAL DUE PROCESS**

- 1.1 If a student is ruled ineligible under Montana High School Association rules the student affected, or his/her parents or guardian, may appeal the decision to the Executive Board of the Montana High School Association by filing with the Montana High School Association, at its office in Helena, Montana, a written notice of appeal. Appeals shall be acted upon by the MHSA Executive Board at any regular or special meeting, including video conferences. When an expedited hearing is requested prior to the next scheduled meeting, the Executive Board will assess the appellant a **non-refundable** \$250 ~~\$300~~ fee to cover expenses. ~~If the decision is overturned by the Executive Board, the fee will be reimbursed.~~ The hearing will be conducted by the Executive Board pursuant to the procedure set forth in section three (3) below.

Rules and Regulations - Section (30) VIDEO CONFERENCES

Video conferences necessary for the operation of the Montana High School Association shall be conducted in the same manner and with the same restrictions as regular or special meetings. Video conferences will be held only when necessary for immediate action for an interpretation of a rule, for a violation or protest

which needs immediate action, or for an appeal on student eligibility. When an expedited hearing is requested prior to the next scheduled board meeting, the Executive Board will assess the appellant a ***non-refundable*** \$250 ~~\$300~~ fee to cover expenses. ~~If the decision is overturned by the Executive Board, the fee will be reimbursed.~~ The Board may hold video conferences for any of the above items as well as litigation, legislative, and other emergency matters which could affect the operation of the Association.

Rationale:

The Board changed this policy in 2024 and now the Board is proposing amending this policy. If passed the amount for an expedited hearing will increase \$50 (\$250 to \$300) and the fee will now be non-refundable. The MHSA Executive Board has four scheduled Board meetings every year, which are posted throughout the year. If a school, parent or other individual wants to have an expedited hearing for an appeal, this allows them an opportunity. They can also wait for the next meeting scheduled of the MHSA Executive Board at no additional cost.

Fiscal Note:

There is no fiscal impact to the Membership.

4 Proposal to Add Eligibility By-Law to allow for Academic Hardship

Proposed by the MHSA Executive Board.

The following addition is proposed for By-Law, Article II, Section 2 on page 10-11 of the current MHSA Handbook. This would be added as 2.12 to this by-law

Proposal

Academic Hardship Rule: A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, does not pass the required number of credits the previous semester may be declared eligible by the Executive Director provided a member school administrator petition the Executive Director for a waiver of the academic eligibility rule. If the waiver of the academic eligibility rule is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Academic Rule under the Academic Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.

The official MHSA waiver of the academic eligibility rule form must be used.

Rationale - Allowing the Executive Director to approve waivers to the 2.0 semester credit rule (4 Classes) eligibility rule provides needed flexibility in exceptional circumstances beyond a student's control—such as medical issues, family emergencies, or documented hardships. The MHSA will establish clear criteria for any approved waivers, including mandatory bi-weekly grade checks. If a student is failing any class during these checks, they will become immediately ineligible for the remainder of the semester. This process preserves academic integrity while ensuring fairness and consistency across all member schools.

The Executive Board has also seen a significant increase in appeals related to this rule, further reinforcing the need for a structured waiver option.

There is no fiscal impact to the Membership.

5 Proposal to Amend Transfer By-Law for Homeschool or non-public schools

Proposal submitted by Red Lodge High School. Red Lodge would like to propose a change within the homeschool / non-public eligibility rule.

~~10.1 Any student, including eighth grade students allowed high school participation, who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for half the number of P.I. days in the current school year of the school to which he/she transfers from the date of enrollment (first day he/she attends classes) in the school to which he/she transfer. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 8, 9, 10, 11 and 12, EXCEPT the following students may be declared eligible:~~

New 10.1 Any student — including eighth graders who are permitted to participate in high school activities — who transfers from one member school, homeschool, or non-member school to another member, homeschool, or non-public school becomes ineligible for varsity competition. The period of ineligibility is equal to half the number of P.I. days in the current school year. This period begins on the student's first day of enrollment and attendance at the new school. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 8, 9, 10, 11 and 12, EXCEPT the following students may be declared eligible:

Rationale:

Public school students who transfer, without a change of residence, to other member schools are ineligible to participate for a number of P.I. Days. This proposal would require public school students who transfer to a non-public or home school to be ineligible for the same number of P.I. Days as the district of residence. This proposal upholds the academic integrity of MHSA eligibility standards by addressing the growing number of students transferring from member schools to homeschooling after failing courses in an effort to regain eligibility. This would ensure that non-public and public student transfer eligibility is determined in a similar manner.

There is no fiscal impact to the Membership.

6 Proposal to Amend Awards Rule By-Law – Change Requirements

Proposed by the MHSA Executive Board. The following amendments are proposed for By-Law, Article II, Section 15.1 on page 15 of the current MHSA Handbook. This change would ensure that training gear, workout clothing, and disposable items provided to student-athletes will not count as non-monetary compensation going forward

Section (15) AWARD RULE

15.1 A student becomes ineligible from the date of the report of the violation to the MHSA if at any time the student accepts or enters into any agreement for the purpose of later accepting any compensation or thing of value for or in recognition of athletic or activities performance, with the exception of the following. A student participant may not accept monetary compensation (cash) in recognition of activities performance, participation and/or achievement. A student may accept non-monetary compensation or items of value solely in recognition of activities ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any gift certificates (so long as they

are not convertible to cash), discounts, coupons, etc., does not exceed \$500 retail value annually (July 1 – June 30).

NOTE: For the purposes of this rule, “non-monetary compensation or items of value” does not include customary awards of a symbolic nature without resale value such as:

- a. ***Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.***
- b. The school's athletic letter, medals, ribbons, certificates, plaques, trophies, and other emblems.
- c. The award is purchased and presented by the student's parents or when the award is purchased by the student with money earned or secured through his/her own individual efforts.
- d. MHSA Sportsmanship Awards

NOTE: For the purposes of this rule, these items which have been a part of the previous awards rule would be included in the “non-monetary compensation or items of value”:

- a. ~~Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.~~
- b. Schools may provide warm-up shirts (e.g. shooting shirts) to be worn on the court/field before a contest.
- c. Fundraising activities such as pop hoop shoots, passing accuracy contests etc.
- d. Individual miniature trophies for first and second place MHSA state championship events purchased from the Association's awards provider.

Rationale

The MHSA Executive Board is proposing a change to the awards rule from last year. This would move the following from counting toward the \$500 annual non-monetary compensation to not counting in the future if passes:

- a. training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks. to mirror policies that have been adopted in surrounding states.

The Executive Board believes this was misplaced last year and this “throw away” gear should not count toward an athlete's \$500 annually.

There is no fiscal impact to the Membership.

7. Proposal to Amend General Penalties By-Laws -Spectators Ejections

Proposed by the MHSA Executive Board. The following amendment is proposed to By-Laws, Article VIII, Section (2) on page 19 and 20 of the current MHSA Handbook: Section 2 - General Penalties, Section 2.8.2:

- a. Any attendee ejected by mutual agreement of the Official and Administration from a regular season or MHSA tournament contest will incur a minimum ~~three (3) game/event~~ **two-week** suspension from that team's games/events and all other MHSA games/events in the interim at any level of competition.

~~If the ejection occurs with fewer than three (3) games/events remaining in the team's season, the suspension will carry over to the beginning of the school's sports season which immediately follows in which there are games that week~~

If the ejection occurs with fewer than two weeks remaining in the team's season, the suspension will carry over to the start of the next sports season in and will begin/continue with that season's first schedule activity.

Rationale:

The membership approved of this new ejection rule last year. The Executive Board believes that changing the penalty from three games to two weeks will create a more consistent policy for fan ejections statewide. This change is intended to serve as a deterrent and encourage improved sportsmanship among spectators.

There is no fiscal impact to the Membership.

Mr. Olson
Technology Report
School Board Meeting
Dec 16, 2025

The school will be moving to a Google SSO and away from our current domain-based logins. This will continue throughout the year.

Schoolhouse IT will be here Dec 17-18 They will assist me with Google SSO, Win 11, and updating a couple of switches and Wireless access points.

For E-rate, Culbertson school will do Category 1 for internet services, either 500MB or 1GB. For Category 2 we will renew MIBS with Schoolhouse IT for services. We are also looking into our SonicWALL. We are going to hold off on the Elementary cabling project for 1 more year.

Mr. Olson
 6-12 Principal Report
 School Board Meeting
 December 16, 2025

Due to weather conditions the JH/HS winter concert was combined with the Elementary Concert on Dec 15 with the parade of lights to follow. I will have an update at the board meeting.

The end of the first semester is Dec 19. The beginning of the 2nd semester will be Jan 5th.

JH and HS completed the 1st MAST testing window. The next one opens up in January.

Culbertson will be hosting our home speech and Drama meet on Saturday Dec 13.

As of Dec 10

	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	17	20	21	19	20	27	26	22	24	25	14	16	27	278
Sept	22	19	20	19	20	26	24	21	23	26	11	16	26	273
Oct	22	19	20	19	20	26	24	21	23	26	11	16	27	274
Nov	24	21	20	21	20	26	24	21	23	26	11	16	27	280
Dec	24	21	20	21	20	26	24	20	23	23	11	16	27	276
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	5	4	0	3	1	1	1	0	1	2	1	1	1	21
Transferred	0	0	1	1	1	0	3	3	0	3	6	0	2	20
Total In/Out	5	4	1	4	2	1	4	3	1	5	7	1	3	41

Ended the 2024-2025 year with 271

132 Elem
 67 JH
 77 HS

December 2025 Elementary Principal Report

As stated in my last report, I have spent a majority of my time in December preparing for the OPI Special Education file monitoring for the Roose-Valley Cooperative. This happens every five years.

File monitoring occurs to make sure all schools are following necessary special education procedures. OPI looks at a selection of files to review proper paperwork being filled out, communicated, and signed. A review of IEP's (Individualized Education Plans) is also done to make sure measurable goals are written and applied appropriately for the labeled disability.

Schools in the co-op will receive a report from OPI on items that need to be fixed or improved. While the monitoring process can be stressful, OPI provides great help and training on how to improve our programs. We are blessed to have Mrs. Ator, Mrs. Sansaver, and Mrs. Bowker in our special education roles. They work hard to provide the best services for our students.

I also had conversations with Montana State University regarding the "Sensemaking in Place" grant that Mrs. Iverson and Mr. Vandall are using in the 5th grade. This is a science grant that helps rural elementary schools incorporate highly localized place-based learning into science units.

Culbertson School Board Meeting

Superintendent's Report

December 16, 2025

Staff shoutouts this month go to the following:

***Mrs. Emily:** We are so grateful for the joy she brings to the front office! She is often the first and last person parents encounter when they come and go from the school—what a gift! She is also a patient care-taker for our students when they are injured or not feeling well. In addition, she finds all our subs and fills all the holes when teachers have to be gone. We are happy she joined our team and grateful for all the work she does!

A. Events that I plan to attend for December and January:

December 12/13	HS BB tournament @ Lambert
December 16	Culbertson School Board of Trustees' Regular Meeting
December 18	Indian Education Committee Meeting 5:30pm
December 19	HS BB @ Savage
December 20	HS BB vs. R/L
January 2	HS BB vs. Froid/Lake
January 3	HS BB vs. Fairview
January 6	Roosevelt Child Protective Team Meeting via zoom 10am
January 7	NEMASS @ Wolf Point
January 9	HS BB vs. MonDak
January 10	Elementary BB @ Plentywood
January 10	HS BB @ Brockton
January 13	MAPS meeting with trainer 2pm
January 14	BPA Regionals in Lambert (judging an event)
January 16	HS BB @ Bainville
January 17	Elementary BB in Culbertson
January 20	Culbertson School Board of Trustees' Regular Meeting
January 21	1pm out for Professional Development
January 23	HS BB vs. Savage
January 24	Elementary BB @ Bainville
January 24	HS BB @ Lambert
January 27	HS BB @ Fairview
January 30	HS BB @ Medicine Lake
January 31	Elementary BB in Culbertson

B. Other updates and items for your review:

1. Impact Aid Funding—The recent government shutdown has our Impact Aid funding on hold. Our first payment typically comes through at the end of October. Now that the government has been re-opened and the staff in the Impact Aid office have their jobs restored, we could see our first payment in November or December.

2. Board Training—We should still work to schedule board training. Please communicate to Chris or myself about the ideal time for training. Perhaps early February? Any month before calving and planting seasons.
3. Kee Concepts—Our Kee Concept for the months of November and December was “What don’t I know?”. Our huge bulletin board outside the office is highlighting this concept and we share shout-outs on announcements for students that are demonstrating the Kee Concept. After the shout-outs are read, they are stapled on our shout out board! January’s Kee Concept will be “Meet people where they are, not where we want them to be”. We hope to bring Kee and Stacy back for our professional development time on the 1pm out days during the 2nd semester.
4. Education Apprenticeship—The Montana Department of Labor is about to launch an education apprenticeship program. We believe the application process will open as soon as January and no later than spring. The Department of Labor has \$4 million for this apprenticeship program to help with the teacher shortage. We believe this will look like paraprofessionals getting their education degrees online, for free through this program, while they are employed for a school district in Montana. We currently have 3 paraprofessionals that intend to apply and we are elated about this program! The opportunity to grow our own will be incredible!
5. Licensed FCS Teacher—Great news from Mrs. Manning! Her degree will be complete soon and she will be getting her official teaching license for FCS this summer!
6. MHSA Proposals—MHSA’s annual meeting is always held in January. This year it will be in Helena and Mr. Solem will be attending. There are 7 proposals that will be put up for a vote from all MHSA schools. Mr. Solem and I are in support of all 7, but if you have questions and/or feel differently please let one or both of us know.
7. Cruiser—The cruiser has been running well since we got it back with the stabilizer bar installed! It returned on Monday, November 24th, just in time for our HS basketball season.
8. Activity Prices—Before school started this year, we considered activity prices. We ended up adjust pass prices, but not the cost at the gate. You asked for some numbers from Kaylynn regarding what we spend and what we take in on the gate. Attached you can see the report from fall sports that currently has us in the red \$1,017.28. Kaylynn did mention that basketball takes in more than fall sports typically, so we may be able to finish in the black after winter sports. If we consider gate prices in the future, we could do something as simple as charge \$1 per person attending JH sports—currently we charge nothing for admittance into JH FB, BB, or VB.
9. Bridged Health Insurance Trust—The deadline to join Bridged is December 19th. After this deadline Bridged will know if they met the quotas for lives and districts joining. If they have enough to launch Bridged, this would still be an option for us to consider in the 2nd semester.

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

- Potentially another batch of Policy from MTSBA
- Fall Sports Coach Contracts for 2026

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.

Date	Sport	Opponent	Gate Sales MHSA Ref's	Student Ref's & Game Wrkers	Gate Wrkers	Hspdl. Ref Rm	Misc	Pass Inc.	Total	Notes
8/30/2025	VB	CHS Invite	\$560.00	-\$42.20	-\$63.30	-\$82.54	\$500.00	\$345.00	\$436.96	Misc - School invite fees
Thur 9/4	VB	R/L	\$1,107.00	-\$172.50	-\$47.48			\$345.00	\$877.02	
Fri 9/5	FB	Forsyth	\$987.00	-\$121.34	-\$47.48		-\$333.00	\$345.00	\$173.82	Misc - Porta Potty Exp.
Tue 9/9	VB	Fairview	\$308.00	-\$135.57	-\$39.56	-\$31.92		\$345.00	\$210.95	
Thur 9/11	VB	Froid/Lake	\$586.00	-\$127.65	-\$39.56	-\$25.00		\$345.00	\$383.79	
Fri 9/12	FB	Poplar	\$1,379.10	-\$105.51	-\$50.11	-\$33.00	-\$333.00	\$345.00	\$461.13	Misc -Porta Potty Exp
Thur 9/18	VB	Mondak	\$665.00	-\$135.57	\$0.00	-\$10.00		\$345.00	\$509.43	Gate Wrk - Trade for Pass
Sat 9/20	VB	Lustre	\$491.00	-\$135.57	\$0.00	-\$13.00		\$345.00	\$332.43	Gate Wrk - Trade for Pass
Thur 10/2	VB	Savage	\$472.00	-\$159.30	\$0.00	-\$13.00		\$345.00	\$289.70	Gate Wrk - Trade for Pass
Fri 10/3	FB	Ekalaka	\$822.00	-\$134.52	-\$47.48	-\$25.00	-\$333.00	\$345.00	-\$128.32	Misc -Porta Potty Exp
Sat 10/4	VB	JH Invite Tourn	\$0.00	-\$105.50	\$0.00	-\$119.00	\$400.00	\$0.00	-\$384.50	No gate for this event
Sat 10/11	FB	Scobey	\$1,352.00	-\$52.76	\$0.00	-\$25.00	-\$333.00	\$345.00	\$828.52	Gate Wrk - Trade for Pass & Misc - Porta Potty Exp
Thur 10/16	VB	Brockton	\$174.00	\$0.00	-\$31.65	-\$13.00		\$345.00	\$119.35	
Thur 10/23	VB	Bainville	\$871.00	\$0.00	-\$36.93	-\$11.00		\$345.00	\$813.07	
JH BB Season		Student & Referee	\$0.00	-\$692.35		-\$5.96		\$0.00	-\$2,213.75	
Misc. Income		Playon Sports - Game Viewing							\$401.52	
Supplies		Red Rock Sporting Goods							-\$4,128.40	FB/VB - Helmets - Wrap - Scorebooks - Decals - New balls - VB nets - etc
									-\$1,017.28	

Date	Sport	Opponent	Gate Sales MHSA Ref's	Student Ref's & Game Wrkers	Gate Workers	Hospitality Ref Rm	Addl. Exp	Pass Inc.	Total	Notes
12/20/25	BB	R/L						\$345.00	\$345.00	
1/2/26	BB	Froid/ Lake						\$345.00	\$345.00	
1/3/26	BB	Fairview						\$345.00	\$345.00	
1/9/26	BB	Mondak						\$345.00	\$345.00	
1/23/26	BB	Savage						\$345.00	\$345.00	
2/5/26	BB	Brockton						\$345.00	\$345.00	
2/13/26	BB	Bainville						\$345.00	\$345.00	

Total Income from S.Passes - \$6,900 /.
by 20 games = \$345.00

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

MEETING DATE: 12-16-2025

AGENDA ITEM #: 15

AGENDA TITLE: Curriculum Committee Report on Weighted GPA Considerations

SUMMARY: The curriculum committee has not met since our October board meeting. Action can be taken but does not have to be taken if further discussion is needed.

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: 12-16-2025

AGENDA ITEM #: 16

AGENDA TITLE: 2nd Reading of Policies

SUMMARY: This is the first reading for policy adjustments. These will be posted and presented for a 2nd reading at the December board meeting.

-8200: Food Service

The instructions in the Free and Reduced Food section were updated.

-8210: Procurement for Food Service

Attached is the language required by OPI to be in our policy. The 2 pieces of language we need to add were discovered to be missing during our OPI food service audit.

-8205: Meal Charge

It has recently been discovered that when the district transitioned into MTSBA policy services, this is information from our previous policy that was unintentionally left out. It is our current operating practice and has been for years, so we need to accurately reflect that with this policy update.

-2700: AI Integration in Education

Recommended policy from MTSBA regarding Artificial Intelligence.

BOARD ACTION

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

Mission

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Policy 8200: Food Services

Status: DRAFT

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

Food Services

The District supports the philosophy of the National School Lunch Program and will provide wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students.

Because of the potential liability of the District, the food services program will not accept donations of food without approval of the Board. Should the Board approve a food donation, the Superintendent will establish inspection and handling procedures for the food and determine that provisions of all state and local laws have been met before selling the food as part of school meals.

As an integral part of a school, the District's food service is operated in compliance with ARM Title 37, chapter 110, subchapter 2, rules for food service establishments.

Commodities

The District will use food commodities made available under the Federal Food Commodity Program for school meals.

Free and Reduced-Price Food Services

The District will provide free and reduced-price meals to students, according to the terms of the National School Lunch Program and the laws, rules, and regulations of the state. The District will inform parents of the eligibility standards for free or reduced-price meals. The identity of students receiving free or reduced-price meals will be confidential, in accordance with National School Lunch Program guidelines. **Parents may apply for free and reduced-priced meals by completing the Free and Reduced Lunch Application available through the Parent Portal in Infinite Campus. Typically, there is about a 30-day grace period allowing students to maintain their eligibility based on the previous year's application.** A parent has the right to appeal to a designated hearing official any decision with respect to his or her application for free or reduced-price food services. **Note: For the purpose of this policy, "parents" includes guardians, caretaker relatives, and any adult responsible for the care of the child.**

The Board may establish programs whereby meals may be provided in the District in accordance with National School Lunch Program guidelines.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor and food, handling, utility, and equipment depreciation costs.

Policy 8210: Procurement for Food Service

Status: ADOPTED

Original Adopted Date: 02/01/2021 | **Last Revised Date:** 06/23/2025 | **Last Reviewed Date:** 06/23/2025

Procurement Policy for School Food Purchases and Use of Federal Funds

The School District will adhere to the following requirements for any procurement related to food service:

Purchase Procedures & Thresholds:

School District's Established Micro-Purchase threshold:

The School District's Micro Purchase Threshold is: \$10,000. Micro-purchases may be awarded without soliciting competitive price or rate quotations in the non-Federal entity considers the price to be reasonable. To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. The school district is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk and its documented procurement procedures.

Small Purchases greater than \$10,000 up to \$80,000:

- Small purchases will be handled in a fair and equitable manner consistent with district policy on purchasing.
- The District will obtain two or more quotes from qualified sources.
- The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Formal Purchases greater than \$80,000:

- If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. N contract shall be divided for the purpose of avoiding the formal procurement process.
- The District may enter int a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Buy American:

The District will adhere to "Buy American" for the food service program 7 CFR 210.21(d). Therefore, Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. There are two limited exceptions when non-domestic foods may be purchased. These exceptions are determined by the SFA:

- The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the cost of a United States food or food product is significantly higher than the nondomestic product--Food preferences can only be met with foreign goods.
- SFA must document exceptions and keep records.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. 2 CFR

200.321(a):

- The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Standards of Conduct for District Employees:

- The School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district's need to obtain quality services and supplies.
- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an intimate personal relationship
 - An organization which employs or is about to employ any of the above
- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

Proposed changes to Procurement Policy for _____

(District)

SFA must have written codes of conduct that [2 CFR 200.318(c)(1)]

- Prohibit real or apparent conflicts of interest for employees engaged in selection, award, and administration of contracts.
- Prohibit officers, employees, and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts.
- Provide disciplinary actions for violations by officers, employees, or agents.

SFA must have documented procurement procedures that [2 CFR 200.318(a)]

- Reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law. [2 CFR 200.318(a)]
 - ✓ Define the small purchase threshold. Any purchases below this threshold are considered an informal procurement and do not require a formal bid and contract. \$80,000 is the formal purchase threshold for the state of Montana per MCA 20-9-204.
- Take steps to assure that small, minority and women's businesses, enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
- ★ ○ Require a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$80,000 for the state of Montana) including contract modifications. [2 CFR 200.323(a)]

Procurement Specification Requirement

SFA must comply with the Buy American provision [7 CFR 210.21(d)]:

- SFAs must purchase, to the maximum extent practicable, domestic commodities or products.
- ★ ○ Solicitations, contracts, and product specifications must include Buy American language. [SP-24-2016]

Purchasing Thresholds and Requirements

Micro Purchase - Purchases less than \$10,000:

required
language
that has
to be
included
in 8210

Policy 8205: Meal Charge

Status: DRAFT

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

Meal Charge Policy

The goal of the Culbertson School District is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The District complies with Federal USDA policies on meal charging and debt collection. All meal charges must be paid directly to the Culbertson School District.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or reduced-price lunches for their child(ren).

Meal Charges

All meal charges must be paid in advance and directly to the Culbertson Public Schools in the form of cash, check, or credit card (available through the Parent Portal in Infinite Campus). Students/Parents pay for meals in advance via website or with a check payable to the district. Further details are available on the website. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. Credits on school food service accounts will be refunded to the parent upon request. Any disputes on account credits must be made within 30 days of the payment in question.

If there are no available funds in the student's account, he/she will be given breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal.

Zero-Balance Prevention

Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year. Infinite Campus notices will be sent weekly when the credit balance reaches \$10 and daily with a deficit balance. Parents can track balances themselves by establishing a Parent Portal account in Infinite Campus.

Parents must make every effort to pay their meal charges in full on a regular basis. Any school food service accounts that have negative balances longer than 60 days without any form of payment or an administratively approved payment plan will be considered delinquent. Unpaid meal charges must be paid in full prior to the student checking out by the last day of school. School food service account notices may be sent periodically. Administration will take appropriate action deemed necessary to collect unpaid meal charges (i.e., delinquent school food service accounts) while ensuring the nutritional needs of the students are met in providing the student with a regular meal, and that those efforts will not have a negative impact on the children involved but focus primarily on the parents or guardians responsible for providing funds for meal purchases. Any and all costs associated with collecting delinquent charges will be added to the total due. Parents can track balances themselves online, sign up for meal notification for free, and set up an auto-payment low-balance threshold by following the links to the [insert web address].

When all collection efforts have been exhausted, the Culbertson School District Board of Trustees may reclassify the delinquent accounts as bad debt, and by definition, uncollectible. Bad debt must be written off as an operating loss. This loss may not be absorbed by the school food service accounts and must be restored using non-federal monies. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

~~The student may check with the [cashiers, lunch supervisor] to see the balance of their account at any time.~~

Refunds

A departing student may **request a refund of any credit balance.** ~~submit a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.~~ Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written **upon** request.

Unclaimed Funds must be requested **by the end of the** ~~within one school year.~~ Unclaimed funds will become the property of the Culbertson School District Food Service Program.

Uncollected meal debt will be sent to collections per state and/or federal guidelines.

Policy 2700: AI Integration in Education

Status: DRAFT

Original Adopted Date: Pending

Purpose:

This policy establishes guidelines for the responsible, ethical, and equitable use and integration of Artificial Intelligence (AI) in the District to enhance educational outcomes while safeguarding privacy, empowering educators, promoting transparency, and ensuring human oversight. It incorporates compliance with the Montana Pupil Online Personal Information Protection Act (MPOIPA), ensuring that AI providers are treated as operators of K-12 online applications for K-12 school purposes, as defined in Sec. 20-7-1324, MCA. It further aligns with Montana's educational vision and cultural values.

Application to Students

(a) Academic Integrity, Transparency and Accountability

- Students must use AI tools in ways that reinforce learning, originality, and reflection.
- AI-generated content must be properly attributed, and students must disclose when AI tools are used in assignments. This disclosure must occur as required by the teacher and administration and might include, but not be limited to citation, statement in the assignment or other written disclosure.
- Teachers will provide clear guidelines on acceptable AI use for academic work.
- AI must supplement—not replace—educators.
- Teachers retain responsibility for reviewing and contextualizing AI-generated content.

(b) Privacy and Data Security

- AI tools used by students must comply with FERPA, COPPA, and Montana state laws, including MPOIPA.
- Teachers shall obtain written parent or guardian consent for use of AI systems by students age 13 and under pursuant to COPPA and FTC rule codified at 16 C.F.R. Part 312. This written consent will be part of the annual registration paperwork prior to the school year.
- AI providers are considered operators of K-12 online applications and must adhere to the requirements of Sec. 20-7-1324, MCA, including:
 - Prohibiting the use of student data for targeted advertising or non-educational purposes.
 - Ensuring student data is not sold or shared for commercial purposes.
 - Maintaining strict data security measures, including encryption and access controls.
- Personally identifiable information (PII) must not be entered into unauthorized AI tools.

(c) Accessibility

- AI tools must meet accessibility standards (e.g., WCAG, Section 508) and provide features like text-to-speech, translation, and adaptive interfaces.
- Special attention will be given to ensuring AI tools support students with disabilities, English language learners, and underserved communities.

(d) Bias Awareness and Information Verification

- Students will be taught to critically evaluate AI-generated content for accuracy, bias, and misinformation.
- AI tools will be regularly assessed for embedded biases, and students will be encouraged to cross-reference outputs with reliable sources.

(e) Ethics and Societal Impact

- Students will engage in discussions about AI's ethical implications, including bias, fairness, intellectual property, and environmental impact.

- AI use must align with Montana's cultural values, including respect for tribal sovereignty and Indigenous data.

Application to Staff

(a) Professional Learning

- All staff will receive foundational training on AI literacy, including its functionality, limitations, and ethical implications.
- Role-specific training will be provided:
 - **Teachers:** Strategies for integrating AI into curriculum and instruction.
 - **Administrators:** Oversight of AI tools and policy implementation.
 - **IT Staff:** Technical management of AI systems and data security.

(b) Human Oversight

- Staff must critically review AI-generated outputs before using them in instruction or decision-making.
- AI tools must supplement—not replace—educator judgment and human interaction.

(c) Privacy and Data Security

- Staff must ensure compliance with FERPA, COPPA, and Montana state laws, including MPOIPA.
- AI providers are considered operators of K-12 online applications and must adhere to Sec. 20-7-1324, MCA, including:
 - Prohibiting the use of student data for targeted advertising or non-educational purposes.
 - Ensuring student data is not sold or shared for commercial purposes.
 - Maintaining strict data security measures, including encryption and access controls.
- Vendors must sign contracts that include provisions for data minimization, encryption, and regular audits.
- Staff must avoid entering PII into unauthorized AI tools.

(d) Accessibility

- Staff must prioritize AI tools that meet accessibility standards and ensure equitable access for all students.

(e) Bias Awareness and Information Verification

- Staff must regularly assess AI tools for embedded biases and misinformation.
- Professional development will include training on bias mitigation and critical evaluation of AI outputs.

(f) Ethics and Societal Impact

- Staff must ensure AI use aligns with Montana's cultural values, including respect for tribal sovereignty and Indigenous data.
- AI tools must be used responsibly, with consideration for their environmental impact and ethical implications.

Section 3: Governance and Implementation

(a) Policy Development

- The district will adapt existing policies on academic integrity, acceptable use, privacy, grading, and digital citizenship to include AI.
- All policies will be grounded in shared values: privacy, transparency, accountability, accessibility, human oversight, and academic integrity.

(b) Vendor Vetting

- Vendors must provide clear documentation of compliance with privacy laws, including MPOIPA, and bias mitigation strategies.

- Contracts must explicitly state that AI providers are operators of K-12 online applications under Sec. 20-7-1324, MCA, and must:
 - Prohibit secondary uses of student data, such as advertising or model training.
 - Ensure compliance with data security standards, including encryption and access controls.
 - Require regular audits and adherence to data retention policies.
- Vendors must provide a Montana Student Data Privacy Agreement.

(c) Monitoring and Evaluation

- The district will review AI policies and practices semi-annually to keep pace with technological and legal shifts.
- The district will track the impact of AI use on equity, instruction, well-being, and data security.

(d) Tribal Sovereignty

- The district will take recommendations from tribal leaders into consideration when AI policies or tools impact tribal communities or data.
- AI tools must respect Indigenous data sovereignty and align with the Indian Education for All Act.

(e) Accessibility and Equity

- The district will prioritize funding for schools serving rural, tribal, or low-income students to ensure equitable access to AI tools.
- AI tools must be scalable for rural schools with limited infrastructure and intermittent connectivity.

Family and Community Engagement

(a) Public Awareness

- The district will provide clear, accessible information to families and communities about AI's benefits, risks, and safeguards.

(b) Student Involvement

- Students will be meaningfully engaged in conversations and decision-making about AI's impact on their education and lives.
-

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

MEETING DATE: 12-16-2025

AGENDA ITEM #: 17

AGENDA TITLE: Classified Contract - Custodial

SUMMARY: We will be losing a student custodial team member on December 12th and Teri George from our custodial team on December 19th, which leaves a large gap that needs to be filled. Kaylynn and I recommend the approval of Lynda Cosman for a full-time custodial position pending her background check.

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: 12-16-2025

AGENDA ITEM #: 18

AGENDA TITLE: Addition to the Guest Teacher List

SUMMARY: I recommend approval for adding Kylie Bergum to the guest teacher list pending her background check.

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: 12-16-2025

AGENDA ITEM #: 19

AGENDA TITLE: Athletic Committee Recommendation for Hiring Coaches

SUMMARY: The athletic committee met on December 9, 2025, to discuss the process for hiring coaches. They will present a recommendation for the full board to consider regarding the process of hiring coaches.

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: 12-16-2025

AGENDA ITEM #: 20

AGENDA TITLE: Froid Land Transfer Request

SUMMARY: We received a petition from the Froid School Trustees to transfer 4,806.36 acres of the land in Culbertson School District to Froid School District. Attached is the information we received from Froid Public School.

After consultation with our legal counsel on this matter, I recommend you take formal action to say “no” to this request.

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.

PETITION TO TRANSFER ELEMENTARY SCHOOL DISTRICT TERRITORY ROOSEVELT
COUNTY, MONTANA

TO. The Board of Trustees, Froid High School District No. 65E and
 The Roosevelt County Superintendent of Schools
DATE November 2025

We, the undersigned registered electors in a territory located in Culbertson High School District No. 17, Roosevelt County, petition the Roosevelt County Superintendent of Schools to transfer territory described below from Culbertson High School District No. 17 to Froid High School District No. 65E, Roosevelt County, pursuant to Mont. Code Ann. 20-6-105 (2012). We also ask the Board of Trustees of Froid High School District No. 65E, Roosevelt County, to approve this proposed transfer.

DESCRIPTION OF THE TERRITORY TO BE TRANSFERRED. All of the territory to be transferred is located in the Culbertson High District No. 17, Roosevelt County. The territory is to be transferred to Froid High School District No. 65E, Roosevelt County, and the territory to be transferred is contiguous to that district. The territory to be transferred has taxable value. The territory to be transferred is not within 3 miles, over the shortest practicable route, of an operating school in the Culbertson High School District. The territory to be transferred has not been included in a petition to transfer within the past 4 years. The legal description of the territory to be transferred is attached as Exhibit A.

DESCRIPTION OF THE DISTRICT TO WHICH THE TERRITORY IS TO BE TRANSFERRED. The territory is to be transferred to the Froid High School District No. 65E, Roosevelt County.

THE REASONS WHY THE TRANSFER IS REQUESTED. The petitioners believe that the requested transfer is in the best interest of the children in the subject territory, it is in the best interest of the electors in the subject area, and it will positively contribute to the efficient and effective operation of public education in the area.

THE NUMBER OF SCHOOL-AGE CHILDREN RESIDING IN THE TERRITORY. There are 0 school age children residing in the territory to be transferred.

Signature Page(s) Follow

2025 PETITION TO TRANSFER SCHOOL DISTRICT TERRITORY

Roosevelt County, Montana

Legal description of territory to be transferred from Culbertson High School District to Froid High School District.

TOWNSHIP 29 NORTH, RANGE 57 EAST

West half (1/2) of Section 2	322.25 acres
All of Section 3	643.60 acres
All of Section 4	642.51 acres
All of Section 9	639.00 acres
All of Section 10	639.00 acres
West half (1/2) of Section 11	320.00 acres
West half (1/2) of Section 14	320.00 acres
All of Section 15	640.00 acres
All of Section 16	640.00 acres
Total acres	4,806.36 acres

All acres taken from Montana Cadastral

**Resolution of the Board of Trustees, Froid School District No. 65 & 65E concerning the
Proposed Transfer of Territory to the Froid High School District
November 11, 2025**

The Trustees of Froid School District No. 65 & 65 E, Roosevelt County, Montana have received a petition by at least 60% of the registered voters in a territory proposed to be transferred to the District.

The territory proposed to be transferred meets the criteria outline in Montana Code Ann. §20-6-105.

The Trustees considered the petition at a meeting for which proper notice was given and at which public comment on the matter was heard.

The Trustees conclude that the requested transfer is in the best interest of the District, it is in the best interest of the children in the subject territory, it is in the best interest of the elector in the subject area, and it will positively contribute to the efficient operation of public education in the area.

Therefor, the Board of Trustees approve the proposed transfer, pursuant to Montana Code Ann. §20-6-105(1)(a)(iv).

Dated: November 11, 2025



Board Chair



Trustee



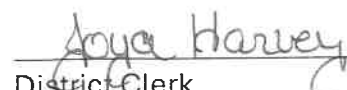
Trustee



Trustee

Trustee

Attest:



District Clerk

**2025 Petition to Transfer High School District Territory from Culbertson High School District No. 17
to Froid High School District No. 65E, Roosevelt County, Montana**

By signing this petition you are stating that you are a registered voter qualified to vote at general election in the territory proposed for transfer. If you have questions about your voting qualifications, please contact the Roosevelt County election administrator at (406) 653-6200. One and signature per line, please.

Printed Name & Address	Signature	Date	For Office use- Confirmation of Voting Qualifications
4813 Rd 1012 Rick Davidson		10/27/25	
4813 Rd 1012 CAROL Davidson	Carol Davidson	10/27/25	

2025 PETITION TO TRANSFER SCHOOL DISTRICT TERRITORY

Roosevelt County, Montana

Legal description of territory to be transferred from Culbertson High School to Froid High School

Township 29 North, Range 57 East

West half (1/2) of Section 2

All of Section 3, 4, 9, 10, 15, 16

West half (1/2) of Section 11

West half (1/2) of Section 14

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

MEETING DATE: 12-16-2025

AGENDA ITEM #: 21

AGENDA TITLE: 1st Reading of Policies

SUMMARY: I recommend approval of the first reading of the following policy updates from MTSBA:

-2161: Special Education – This added language (highlighted on the recommended page) is in compliance with a recent court order issued August 15, 2025.

-2161-P(3): Special Education – Procedure – This is an update to reflect the law that requires districts to offer IDEA from ages 0-22.

-3110: Entrance, Placement, and Transfer – This update reflects the IDEA law for education up to age 22 and specifications for credit transfer for HS.

-1700-F(1): Uniform Complaint Form: This updated form aligns with the updates we made earlier this fall to the 1700 Uniform Complaint Policy.

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.

current*

Policy 2161: Special Education

Status: ADOPTED

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

Special Education

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Recommended

Policy 2161: Special Education

Status: ADOPTED

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 12/01/2025 | **Last Reviewed Date:** 12/01/2025

The District will provide a free appropriate public education (FAPE) and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. The District will continue to provide FAPE to students with disabilities until their 22nd birthday or until their exit from eligibility for special education services by earning a regular high school diploma based on the District's graduation requirements and that was not based on a lesser credential, whichever occurs sooner.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current Montana State Plan under Part B of IDEA.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Highlighted language is the update.

Current

Procedure 2161-P(3): Special Education - Procedure

Status: ADOPTED

Original Adopted Date: 05/02/2022 | Last Reviewed Date: 05/02/2022

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities, for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:

A. Infants and Toddlers (Birth through Age 2)

Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.

B. Preschool (Ages 3 through 5)

Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.

C. In-School (Ages 6 through 18)

Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.

D. Post-School (Ages 19 through 21)

Individuals who have not graduated from high school with a regular diploma and who were not previously identified. Describe coordination efforts with other agencies.

E. Private Schools (This includes home schools.)

Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.

F. Homeless Children

G. Dyslexia

The School District shall establish procedures to ensure that all resident children with disabilities,

Recommended



Procedure 2161-P(1): Special Education - Procedure

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 12/01/2025 | Last Reviewed Date: 12/01/2025

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children residing in the district from birth until their 22nd birthday. Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities; for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:

A. Infants and Toddlers (Birth through Age 2)

Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.

B. Preschool (Ages 3 through 5)

Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.

C. In-School (Age 6 through each student's 22nd birthday)

Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.

D. Private Schools (This includes home schools.)

Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.

E. Homeless Children

F. Dyslexia

The School District shall establish procedures to ensure that all resident children with disabilities, including specific learning disabilities resulting from dyslexia, are identified and evaluated for special education and related services as early as possible. The screening instrument must be administered to:

- (a) a child in the first year that the child is admitted to a school of the district up to grade 2; and
- (b) a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade;

including specific learning disabilities resulting from dyslexia, are identified and evaluated for special education and related services as early as possible. The screening instrument must be administered to:

- A. a child in the first year that the child is admitted to a school of the district up to grade 2; and
- B. a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade;

The screening instrument shall be administered by an individual with an understanding of, and training to identify, signs of dyslexia designed to assess developmentally appropriate phonological and phonemic awareness skills.

If a screening suggests that a child may have dyslexia or a medical professional diagnosis a child with dyslexia, the child's school district shall take steps to identify the specific needs of the child and implement best practice interventions to address those needs. This process may lead to consideration of the child's qualification as a child with a disability under this policy.

Procedures for Evaluation and Determination of Eligibility

Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.301-300.311 and the following state administrative rules:

- 10.16.3320 - Referral;
- 10.60.103 - Identification of Children with Disabilities;
- 10.16.3321 - Comprehensive Educational Evaluation Process;

Procedural Safeguards and Parental Notification

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530.

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;
- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must...provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

The referral for special education consideration may be initiated from any source, including school personnel. To initiate the process, an official referral form must be completed and signed by the person making the referral. The District shall accommodate a parent who cannot speak English and therefore cannot complete the District referral form. Recognizing that the referral form is a legal document, District personnel with knowledge of the referral shall bring the referral promptly to the attention of the Evaluation Team.

The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native

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- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must...provide the parents the procedural safeguards notice); and
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The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their consent for evaluation is sought. These safeguards will include a statement of the parents' rights relative to granting the consent.

Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with

language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their consent for evaluation is sought. These safeguards will include a statement of the parents' rights relative to granting the consent.

Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

Independent Education Evaluations

The parents of a child with a disability have the right to obtain an independent educational evaluation of the child in accordance with law. Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by the District at District expense.

If the parents request an independent educational evaluation, the District will provide information about where an independent educational evaluation may be obtained and the criteria applicable for independent educational evaluations. The District may also ask for the parent's reason why he or she objects to the public evaluation.

A parent is entitled to only one independent educational evaluation at public expense each time the public agency conducts an evaluation with which the parent disagrees. If the parent obtains an independent educational evaluation at District expense or shares with the public agency an evaluation obtained at private expense, the results of the evaluation will be handled in accordance with law.

If an independent educational evaluation is at District expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the public agency uses when it initiates an evaluation.

Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled, and special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

Children in Private Schools/Out-of District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34 C.F.R. 300.130 through 300.144, and 300.148.

Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable Information

A. Confidentiality of Information

A.R.M. 10.16.3321.

Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

Independent Education Evaluations

The parents of a child with a disability have the right to obtain an independent educational evaluation of the child in accordance with law. Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by the District at District expense.

If the parents request an independent educational evaluation, the District will provide information about where an independent educational evaluation may be obtained and the criteria applicable for independent educational evaluations. The District may also ask for the parent's reason why he or she objects to the public evaluation.

A parent is entitled to only one independent educational evaluation at public expense each time the public agency conducts an evaluation with which the parent disagrees. If the parent obtains an independent educational evaluation at District expense or shares with the public agency an evaluation obtained at private expense, the results of the evaluation will be handled in accordance with law.

If an independent educational evaluation is at District expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the public agency uses when it initiates an evaluation.

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Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable Information

A. Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District.

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

C. List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District office. Disabled student records shall be located in the school, where they are available for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

D. Safeguards

The District will identify in writing the employees who have access to personally identifiable information, and provide training on an annual basis to those staff members.

E. Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. Medicaid reimbursement records must be retained for a period of at least six years and three months from the date on which the service was rendered or until any dispute or litigation concerning the services is resolved, whichever is later. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

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Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

Policy 3110: Entrance, Placement, and Transfer**Status:** ADOPTED**Original Adopted Date:** 02/01/2021 | **Last Revised Date:** 06/23/2025 | **Last Reviewed Date:** 06/23/2025Entrance, Placement, and TransferEntrance, Date, and Age

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

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

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

- (a) the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
- (b) the child under 5 is being admitted into an early targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
- (c) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

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

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

School Entrance

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

Placement

Recommended

Policy 3110: Entrance, Placement, and Transfer

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 12/01/2025 | Last Reviewed Date: 12/01/2025

Entrance, Placement, and Transfer

Entrance, Date, and Age

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

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

The Trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

As used in this policy, "exceptional circumstances" means any of the following:

- (a) the child is being admitted into a preschool program established by the Trustees pursuant to Sec. 20-7-117, MCA;
- (b) the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
- (c) the child under 5 is being admitted into an early targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
- (d) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

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

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

The Trustees shall assign and admit to a school of the District or otherwise provide special education services to an adult with a disability residing in the District who has neither reached the age of 22 nor previously graduated from high school by earning a regular high school diploma based on the school district's graduation requirements and that was not based upon a lesser credential.

School Entrance

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

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

Children of Relocated Military Families

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

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

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8)

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

contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

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

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District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8)

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

Secondary Grades (9-12) Credit Transfer

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

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

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

Current ~~A~~

Notice Form 1700-NF(1): Uniform Complaint Procedure - Uniform Complaint Form

Status: ADOPTED

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

UNIFORM COMPLAINT FORM

Name _____ Date _____

* Who was responsible for the harassment or incident(s)? _____

* Describe the incident(s). _____

* Date(s), time(s), and place(s) the incident(s) occurred. _____

* Were other individuals involved in the incident(s)? ? yes ? no

If so, name the individual(s) and explain their role(s). _____

* Did anyone witness the incident(s)? ? yes ? no

If so, name the witness(es). _____

* Did you take any action in response to the incident? ? yes ? no

If yes, what action did you take? _____

* Were there any prior incidents? ? yes ? no

If so, describe any prior incidents. _____

* Relief sought _____

Signature of Complainant _____

Signature(s) of parents/legal guardians _____

Recommended A

**Board Policy Manual
MTSBA Policy Management
Console**

Form 1700-F(1): Uniform Complaint Procedure

Status: ADOPTED

Original Adopted Date: 12/01/2025 | **Last Revised Date:** 12/11/2025 | **Last Reviewed Date:** 12/11/2025

See PDF on the next page.

UNIFORM COMPLAINT FORM

Date: _____

Name: _____

Description of Incident: Please describe in detail the incident(s) or event(s) giving rise to your complaint, including the date, time, and location of the incident(s) or event(s), and the identity of all District personnel involved in the incident: _____

Witnesses to the Incident: Please identify all individuals that witnessed the incident(s) or event(s) described above: _____

Rights Alleged to Have Been Violated: Please explain the rights you allege to have been violated as a result of the above-described incident(s) or event(s): _____

Remedy or Resolution: Please provide a requested remedy or resolution to your complaint: _____

Additional Information: Please provide any additional information you believe is relevant to your complaint: _____

Signature of Complaining Party:

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

MEETING DATE: 12-16-2025

AGENDA ITEM #: 22

AGENDA TITLE: 2024 Audit Review/Approval

SUMMARY: We need formal board action to approve the 2024 audit. A copy of the full audit will be provided for you at the meeting.

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: 12-16-2025

AGENDA ITEM #: 23

AGENDA TITLE: Indemnity Bond

SUMMARY: We need to replace payroll check #3600 written on 12/1/25 for \$1,439.33.

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: 12-16-2025

AGENDA ITEM #: 24

AGENDA TITLE: Superintendent Evaluation

SUMMARY: The board of trustees will conduct the superintendent's annual evaluation. I would respectfully request that my evaluation be done in executive session.

BOARD ACTION

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

Mission

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