

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Tuesday—January 20, 2026, 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. December 16, 2025 (Regular Board Meeting)

FINANCE REPORT

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

REPORTS

- 07. Information, Student Representative Report—BPA
- 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, 2nd Reading of Policies:
 - 2161: Special Education**
 - 2161-P(3): Special Education-Procedure**
 - 3110: Entrance, Placement, and Transfer**
 - 1700-F: Uniform Complaint Form**

NEW BUSINESS (Continued)

16. Action, Post Prom Bus Request
17. Action, Create an Activities Account (Golf)
18. Action, 2024 Audit Review/Approval
19. Action, Fall 2026 Coaching Contracts
20. Action, 1st Reading of Policies:
 - 3600: Student Records**
 - 3600-NF(1): Student Records – Notifications**
 - 3600-P(1): Student Records – Maintenance of Student Records**
 - 3150: Part-time Enrollment**
 - 4550: Registered Sex Offenders**
 - 5015: Bullying/Harassment/Intimidation**
21. Action, Resignation
22. Action, Open Positions
23. Action, Void Checks
24. Discussion/Action, Birch Bus Route
25. Action, Classified Contract Adjustment

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 26.

REPORTS (Continued)

27. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

28. Date: Tuesday, February 17, 2026
Time: 6:20 Preview Bills, 6:30 mtg.
Potential Conflicts:
Suggested Changes:

ADJOURNMENT

29. Time of adjournment: _____

Mission

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SCHOOL BOARD MINUTES
REGULAR MEETING
December 16, 2025
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, December 16, 2025, at 6:30 p.m. Trustees present were: Chris Petersen, Chair, Wendy Becker, Amber Fox, and Lisa Stepler. Representatives were Nicole Simonsen, Mike Olson, and Lora Finnicum. Visitors were recognized.

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

Wendy Becker made motion to approve the minutes of November 18th (regular board), December 9th (athletic committee), and December 11, 2025 (curriculum committee) meeting(s). Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to pay the December bills, approve investments, note cash and extra-curricular balances. Amber Fox seconded motion. Motion carried unanimously. Payroll warrants #3578 to #4004 and claims warrants #13003 to #14096 were written.

Reports were presented. Combined K-12 winter music concert held and went well. District honor band and choir scheduled for January 26th in Glasgow with 26 students participating. Science Fair scheduled for February 12th and if anyone is interested in judging, contact Mrs. Nielsen. Schoolhouse IT may be recommending an upgrade to internet speed. Union not interested in joining Bridged Health at this time but may reconsider at a later date.

Curriculum Committee met with no recommendation on weighted GPA's.

Lisa Stepler made motion to adopt policies 8200, 8205, 8210, 2700, on second reading. Amber Fox seconded motion. Motion carried unanimously.

Wendy Becker made motion to hire Lynda Cosmano as Custodian, pending background check. Lisa seconded motion. Motion carried unanimously.

Wendy Becker made motion to approve Kylie Bergum as Guest Teacher, pending background check. Amber Fox seconded motion. Motion carried unanimously.

Athletic Committee met to discuss the coach hiring process. Wendy Becker made motion to open all positions. Lisa Stepler seconded motion. Comment given on communicating to coaches the rationale for opening all positions. Motion carried unanimously.

Amber Fox made motion to deny request from Froid School regarding district land transfer. Lisa Stepler seconded motion. Motion carried unanimously.

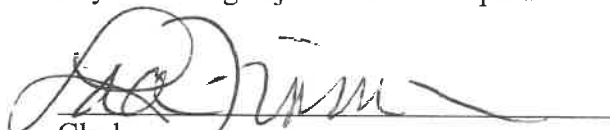
Lisa Stepler made motion to approve policies 2161, 2161-P(3), 3110, 1700-F(1), for first reading. Amber Fox seconded motion. Motion carried unanimously.

Audit report tabled until next month. No need for indemnity bond. Chair recessed meeting at 6:47 p.m. to executive session for superintendent evaluation and reconvened at 7:50 p.m. Next meeting

SCHOOL BOARD MINUTES
REGULAR MEETING
December 16, 2025
Tuesday – 6:30 p.m.

scheduled for Tuesday, January 20, 2026 at 6:30 p.m. Amber Fox made motion to adjourn. Lisa Steppler seconded motion. Motion carried unanimously. Meeting adjourned at 8:00 p.m.

Board Chair

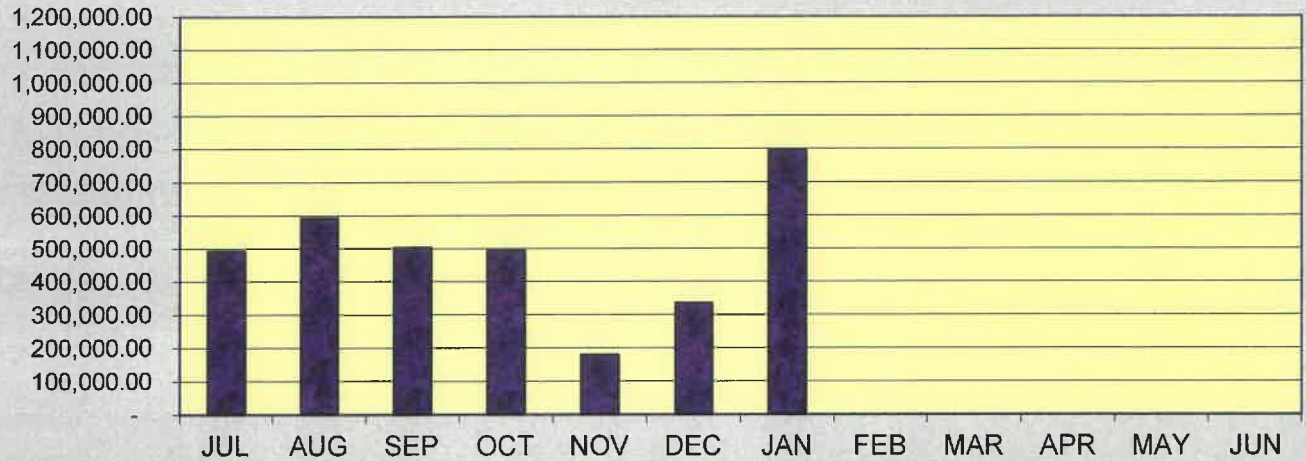

Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of DECEMBER 31, 2025

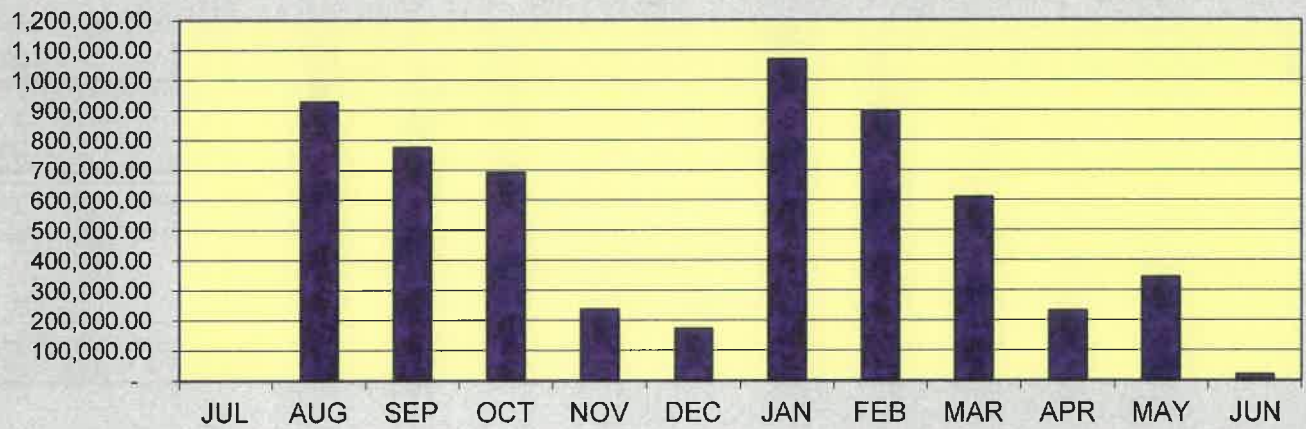
A	B	C	D	E	F	G	H	I
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(3,008.21)	184,205.74	-		223,856.77	(42,659.24)	(42,659.24)	-
TRANSF	88,166.55	14,923.88	21,242.00	4,901.00	28,145.45	91,285.98	91,285.98	-
TUITION	2,753.50	553.20	-		3,476.88	(170.18)	(170.18)	(0.00)
RETIRE	102,409.06	81,528.50	-		33,465.79	150,471.77	150,471.77	-
MISC	6,485.67	17,901.00	-	-	38,795.89	(14,409.22)	(14,409.22)	-
Misc	4,341.98					4,341.98		
Title	(17,864.14)	17,901.00			20,151.13	(20,114.27)		
Mental H	7,065.29				10,000.00	(2,934.71)		
Lease	1,175.01				192.25	982.76		
Ind Ed	(3,178.58)				3,178.66	(6,357.24)		
Tchr Res	6,766.93				5,153.28	1,613.65		
SRS	-					-		
JOM	8,179.18				120.57	8,058.61		
AD ED	4,832.31	1,268.20	-	3,904.00	1,080.43	1,116.08	1,116.08	-
COMPA	0.02		-			0.02	0.02	-
IMPACT	43,820.41		-	40,429.00	3,691.87	(300.46)	(300.46)	(0.00)
TECH	(519.30)	2.33	537.00	17.00		3.03	3.03	0.00
FLEX	3,696.65		-			3,696.65	3,696.65	(0.00)
PR	2,586.03	443,328.77	-		385,690.24	60,224.56	60,224.56	0.00
CL	14,697.62	136,407.61	-		114,937.00	36,168.23	36,168.23	-
ELEM	265,920.31	880,119.23	21,779.00	49,251.00	833,140.32	285,427.22	285,427.22	0.00
GENERAL	44,125.92	116,639.43	-		138,580.34	22,185.01	22,185.01	-
TRANSF	68,970.99	2,211.25	-	51,077.00	18,010.78	2,094.46	2,094.46	0.00
LUNCH	(2,833.76)	13,626.27	-		13,816.20	(3,023.69)	(3,023.69)	-
TUITION	6,510.24	217.46	-		6,501.12	226.58	226.58	-
RETIRE	20,694.55	63,316.27	78,413.00		19,161.87	143,261.95	143,261.95	-
MISC	42,140.76	-	-	-	-	42,140.76	42,040.76	100.00
Misc	37,941.60					37,941.60		
AG	1,866.16					1,866.16		
BUS	1,467.00					1,467.00		
FCS	866.00					866.00		
Perkins	-					-		
AD ED	6,190.18	249.82	-	5,262.00	1,080.43	97.57	97.57	-
DR ED	(725.75)	14.87	3,419.00	2,693.00	48.70	(33.58)	(33.58)	(0.00)
COMPA	0.01		-			0.01	0.01	-
IMPAC	(15,035.94)		-		4,576.70	(19,612.64)	(19,612.64)	-
TECH	(659.44)	2.90	666.00	6.00		3.46	3.46	(0.00)
FLEX	(8,244.98)	25,000.00	-		2,595.36	14,159.66	14,159.66	-
ENDOW	227,027.02	326.10	75,000.00	227,027.00		75,326.12	75,326.12	-
HS	388,159.80	221,604.37	157,498.00	286,065.00	204,371.50	276,825.67	276,725.67	100.00
TOTAL	654,080.11	1,101,723.60	179,277.00	335,316.00	1,037,511.82	562,252.89	562,152.89	100.00

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2010	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	96,186.00				
	113 Tuition	-	-	-	-	-	-	-				
	114 Retirement	101,666.00	101,666.00	64,490.00	12,116.00	-	-	93,230.00				
	117 Adult Ed	1,679.00	1,679.00	1,020.00	259.00	-	3,904.00	5,020.00				
	121 Comp Abs	-	-	-	-	-	-	-				
	126 Impact Aid	-	1,076.00	1,076.00	-	-	40,429.00	40,128.00				
	128 Technology	10.00	10.00	1,094.00	869.00	537.00	17.00	20.00				
	129 Flex	-	-	149.00	-	-	-	3,696.00				
	201 General	-	33,937.00	26,873.00	-	-	-	22,185.00				
	210 Transport	27,030.00	569.00	10,022.00	30,958.00	-	51,077.00	53,171.00				
	212 Hot Lunch	9,933.00	1.00	-	-	-	-	-				
	213 Tuition	-	-	-	-	-	-	226.00				
	214 Retirement	81,346.00	80,346.00	75,147.00	95,073.00	78,413.00	-	159,850.00				
	217 Adult Ed	2,012.00	1,680.00	888.00	464.00	-	5,262.00	5,359.00				
	218 Drivers Ed	-	-	-	3,419.00	3,419.00	2,693.00	2,659.00				
	221 Comp Abs	-	-	-	-	-	-	-				
	226 Impact Aid	-	-	-	-	-	-	-				
	228 Technology	4.00	-	-	666.00	666.00	6.00	9.00				
	229 Flex	3.00	-	-	-	-	-	14,159.00				
	281 Endow	194,143.00	253,498.00	229,805.00	268,354.00	75,000.00	227,027.00	302,353.00				
	TOTAL	492,285.00	592,289.00	502,721.00	493,536.00	179,277.00	335,316.00	798,251.00				
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2011	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
	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
	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
	212 Hot Lunch		2,602.00					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
	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
	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
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2012	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
	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
	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
	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
	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
	128 Technology	11.00	9.00	807.00	301.00	301.00	304.00	306.00	179.00	12.00	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
	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
	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
	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
	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
	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
	228 Technology	12.00	10.00	925.00	602.00	510.00	321.00	418.00	179.00	11.00	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
	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
	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	550,666.00	698,994.00
												380,711.00

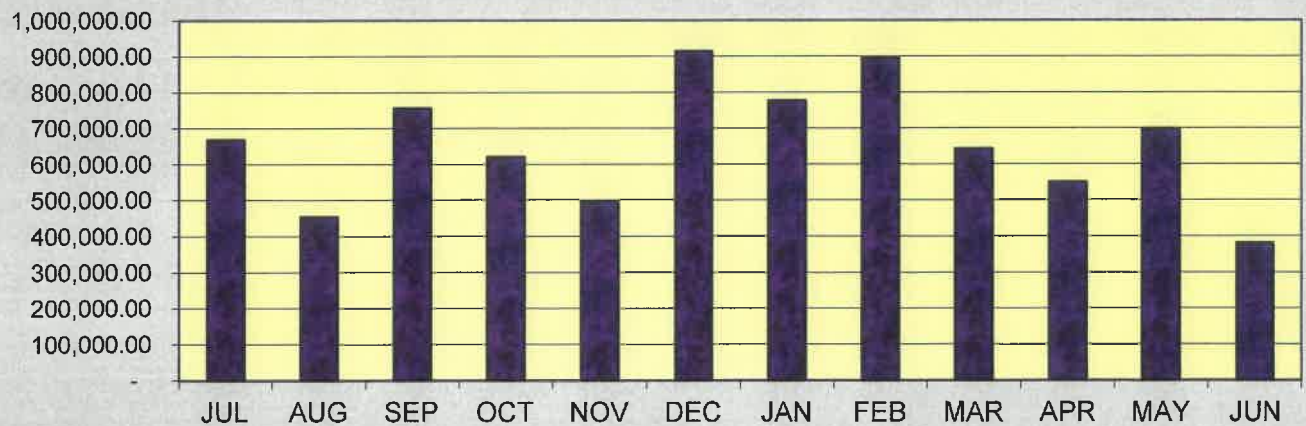
2025-26 INVESTMENTS



2024-25 INVESTMENTS



2023-24 INVESTMENTS



Culbertson Public School

Totals Report for December 2025
2025-2026

01/08/2026
3:34:12 PM

Checking
Savings
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	2,343.53	1,098.00	0.00	0.00	3,441.53
2 - ATHLETICS	3,269.16	2,732.23	2,089.04	0.00	3,912.35
3 - FRESHMAN CLASS 2029	5,527.02	0.00	0.00	0.00	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	192.49	0.00	730.01
9 - FFA	14,213.37	1,962.00	4,728.00	-431.00	11,016.37
10 - BAND/CHOIR	5,811.14	0.00	60.00	0.00	5,751.14
11 - STUDENT COUNCIL	5,480.77	0.00	0.00	431.00	5,911.77
12 - SPEECH AND DRAMA	1,392.45	265.00	259.31	0.00	1,398.14
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - JUNIOR CLASS 2027	8,923.84	1,107.00	0.00	0.00	10,030.84
15 - PLAY	3,766.76	0.00	0.00	0.00	3,766.76
17 - BPA	3,437.42	0.00	-122.27	0.00	3,559.69
18 - EXPLORE AMERICA	36,556.12	7,537.00	8,264.22	0.00	35,828.90
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	1,353.36	0.00	0.00	0.00	1,353.36
22 - 7TH GRADE CLASS 2031	557.83	0.00	0.00	0.00	557.83
23 - 8TH GRADE CLASS 2030	2,253.79	0.00	29.99	0.00	2,223.80
24 - SCIENCE OLYMPIAD	5,487.56	0.00	0.00	0.00	5,487.56
	117,108.51 +	14,701.23 -	15,500.78 +	0.00 =	116,308.96



Dear Culbertson Board of Trustees,

This year our BPA chapter elected the following officers:

President = Ivy Colvin
Vice President = Ayden Ator
Secretary = Payton Labatte
Treasurer = Kalia Featherston
Parliamentary = Felixe Becker
Communications Director = Isabella Apple

Fundraisers:

The snack vending machine is our year round fundraiser. In the spring we will raise money to go to National BPA in Nashville.

We have 12 members this year in BPA:

Seniors = 3
Juniors = 3
Sophomores = 3
Freshmen = 3

We are preparing for our regional competition in Lambert on Wednesday, January 14th. We have all 12 members attending and competing in open testing and several other events. State BPA is in Billings at the end of March 8-10. The top 10 from our regional competition will qualify for state BPA in Billings. Then, at state you have to be in the top 5 for testing or top 3 for presentations in order to qualify for Nationals in Nashville (May 6-10).

Last year our chapter took 5 members to National BPA, so this year we hope to take more in May!

Student Rep. Report Submitted by,

-BPA President, Ivy Colvin



-BPA Communications Director, Isabella Apple





Results from Regional BPA in Lambert

message

anelle Ator <atorj@culbertson.k12.mt.us>
From: Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

Thu, Jan 15, 2026 at 7:28 A

***Every member qualified for State BPA in March!!

Regional BPA 2026 State Qualifiers

Ayden Ator

7th-Network Administration Using Cisco

6th-Parli-Pro Open Test

2nd- Parliamentary Procedure Team

2nd-SQL Database Fundamentals

Felix Becker

5th-Advanced Spreadsheets

3rd-Device Configuration and Troubleshooting

1st-Digital Media Production

3rd-Financial Math and Analysis Concepts

2nd-Parliamentary Procedure Team

Eli Turning Heart

9th-Computer Network Technology

10th-Device Configuration and Troubleshooting

Cal Steppler

5th-Computer Network Technology

4th-Device Configuration and Troubleshooting

10th-Financial Math and Analysis Concepts

2nd-Parliamentary Procedure Team

Stella Fox

5th-Computer Programming Concepts

3rd-Health Administration Concepts

2nd-Health Insurance and Medical Billing

1st-Linux Operating System Fundamentals

5th-Parli-Pro Open Test

6th-Payroll Accounting

Ivy Colvin

9th-Device Configuration and Troubleshooting

1st-Extemporaneous Speech

2nd-Linux Operating System Fundamentals

3rd-Meeting and Event Planning Concepts

2nd-Parli-Pro Open Test

2nd-Parliamentary Procedure Team

Thomas Clark

10th-Digital Communication and Design Concepts

5th-Health Insurance and Medical Billing

Isabella Apple

9th-Management, Marketing and Human Resources Concepts

4th-Meeting and Event Planning Concepts

7th-Parli-Pro Open Test

Harper Anderson

2nd-Extemporaneous Speech

1st-Website Design Team

Payton Labatte

3rd-Parli-Pro Open Test

2nd-Parliamentary Procedure Team

4th-SQL Database Fundamentals

Kalia Featherston

2nd-Parliamentary Procedure Team

5th-SQL Database Fundamentals

Anna Stepler

1st-Website Design Team

--

Janelle Ator

K-12 Special Education

Culbertson Public Schools

atorj@culbertson.k12.mt.us

(406)787-6241

PRIVILEGED AND CONFIDENTIAL INFORMATION:

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Mr. Olson
Technology Report
School Board Meeting
January 20, 2026

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

Andy and I have been working on setting up a wireless bridge to the bus barn. This will give us internet access out there to have a temp stick and future card reader.

Schoolhouse IT will be here Jan 21 They will assist me with Google SSO, Win 11, and helping with Wireless Bridge to Bus barn.

The printers were having issues with not staying connected. Work the problem back to incorrect MAC addresses.

Mr. Olson
 6-12 Principal Report
 School Board Meeting
 January 20, 2026

2nd MAST window opens in January.

Snowball was held on Jan 3rd at the Old Armory. It was well attended by Culbertson and area schools.
 The dance was sponsored by Student Council.

1st semester honor roll will be in the Jan 22 paper and posted online.

The Spelling Bee will be held on January 28th at 2 pm in the lunchroom.

As of Jan 15

	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	24	21	20	21	20	26	24	19	23	23	11	16	27	275
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	4	0	3	6	0	2	21
Total In/Out	5	4	1	4	2	1	4	4	1	5	7	1	3	42

Ended the 2024-2025 year with 271

132 Elem
 66 JH
 77 HS

Elementary Board Report January 2026

We are currently in our winter MAPS sessions. We are seeing great growth scores in both reading and math with the grade levels that have completed testing.

Samples for health books have been requested for the Health curriculum review this year. Costs will be much lower than the reading and math curriculum costs.

We will be sending three staff members to Glendive January 30th for CPI Training. CPI teaches techniques to recognize, de-escalate, and safely manage challenging behaviors, focusing on verbal strategies and person-centered, trauma-informed care for educators, healthcare workers, and others in high-risk settings. It aims to create safer environments by preventing crises, reducing challenging behaviors, and improving staff retention, using models like the Crisis Cycle and focusing on self-discovery for better learning.

Culbertson School Board Meeting

Superintendent's Report

January 20, 2026

Staff shoutouts this month go to the following:

***Ryan Aeson, Jennifer Struna, Lynda Cosmano, Chris Chilson, Kaylynn Raaum:** Our custodial team is such a gift to our school, staff, and students! This team is just like the sunrise—you can count on it! Day in and day out we are lucky enough to walk into a clean school thanks to this awesome team! Grateful for all of them and committed to not taking their hard work for granted!

A. Events that I plan to attend for January & February:

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
February 4	NEMASS in Culbertson
February 5	HS BB vs. Brockton
February 6	HS BB @ Grenora
February 7	Elementary BB in Culbertson
February 12	Science Fair
February 13	HS BB vs. Bainville
February 17	Culbertson School Board of Trustees' Regular Meeting
February 19-21	District 2C Basketball Tournament @ Sidney

B. Other updates and items for your review:

1. Impact Aid Funding—The Impact Aid application for 2027 will be submitted before the end of January. It is due on February 2nd.
2. Board Training—Board training has been scheduled for 4-6pm on Tuesday, February 17th before our regular February board meeting.
3. Kee Concepts—The month of January has been review of our first 3 Kee Concepts. We are going to work in teams on our early out PIR day on January 21st to gather some feedback about moving forward with the Kee Concepts in 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. Bridged Health Insurance Trust—We are expecting an announcement from Bridged in the next week to confirm their launch. We have been told they will be encouraging the dissolution of MUST insurance. When this happens, we will need to collect other health insurance options to discuss with CEA. Bridged will still allow us to join, so it can be one of the options presented to CEA.
6. Grant Shout-Out—Congratulations to Mrs. Corpron for pulling in 2 grants this month from the Nyquist Foundation! \$1,500 for expenses from attending National FFA Convention AND \$2,000 for a greenhouse kit. Great job Mrs. Corpron!
7. January 21st PIR—Our first 1pm out for PIR will happen on Wednesday, January 21st. Our 2-12 teachers of math and English will do a half hour refresher on using MAPS test results while the rest of our team does a safety walk-through in certain sections of the building. At 2pm we will break into our Kee Concept groups to share feedback on how we want to move forward in the 2nd semester. Then we will spend 90 minutes on AI (artificial intelligence).
8. 1st Reading/Math Night—We are going to attempt our first reading and math night for K-4 students on Tuesday, February 10th, from 6-7pm. The National Honor Society students will be assisting, along with Mrs. Parenteau, myself, and a few teachers. We will start in the gym, break into 2 groups, and then switch after 20-30 minutes. There will be one family math activity and 1 family reading activity. I am looking forward to launching this event and hope it will be well attended!
9. Here are a few items that will be part of the next regular Board meeting agenda:
 - Potentially another batch of Policy from MTSBA
 - Certified Contracts for 2026-2027

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

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

MEETING DATE: 1-20-2026

AGENDA ITEM #: 15

AGENDA TITLE: 2nd Reading of Policies

SUMMARY: I recommend approval of the first reading of the following policy updates from MTSBA. The first reading was approved in December. There were no comments during the comment period.

-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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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

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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

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.

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 _____, 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.

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Policy 3110: Entrance, Placement, and Transfer

Status: ADOPTED

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

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. 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.
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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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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.

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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 

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: 1-20-2026

AGENDA ITEM #: 16

AGENDA TITLE: Post Prom Bus Request

SUMMARY: A group of junior parents are planning a post prom party at the ARC in Williston. They have requested the use of our cruiser bus to transport students to the ARC after prom. This request requires action from the board.

We approved this same request last year with the following stipulations:

- no rental fee for using the bus
- they must fuel it up once they return and pay for the fuel
- the driver has to be a certified driver off of our list of approved drivers (we do not pay the driver; the group has to work out pay with the driver)

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: 1-20-2026

AGENDA ITEM #: 17

AGENDA TITLE: Create an Activities Account for Golf

SUMMARY: Golf has done several fundraisers and Kaylynn is requesting that we create a golf account for them within our activities account.

BOARD ACTION

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

Mission

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Kaylynn Raaum <raaumk@culbertson.k12.mt.us>

golf account

1 message

\$ 2,100.00

Jimie Lou Morris <morrisj@culbertson.k12.mt.us>
To: Kaylynn Raaum <raaumk@culbertson.k12.mt.us>

Fri, Dec 19, 2025 at 10:21 AM

Kalynne and School Board,

The golf team would like to respectfully request that we be able to open an account for golf funds that were and will be raised by the golf team for their apparel, equipment, etc. This year we have raised over \$2000 that we would like to keep separate so that we are able to use those funds during the spring golf season and further on as we may have funds that roll over to the following season. Furthermore, the golf team plans to fundraise again next year. With the continued fundraising for our team, it would make sense to have an account separate from the athletics budget so that it doesn't become "lost" in the shuffle and we have it when needed.

Thank you for your time and consideration.

--
Jimie Lou Morris
JH Math
Culbertson School

PRIVILEGED AND CONFIDENTIAL INFORMATION:

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

Culbertson Public School
Activity Report for November through December
 2025-2026 2 - ATHLETICS

12/23/2025
 11:46:14 AM

*Holt
 2,100.00*

----- Checking -----		----- Savings -----		----- Investments -----	
Beginning	Ending	Beginning	Ending	Beginning	Ending
-596.75	3,912.35	0.00	0.00	0.00	0.00

1,812.35

Transaction	Number	To Whom	Amount	Invoice	Purpose	Date	Status	Running
Check	117	OPPORTUNITY BANK	64.70		P-Card Charges	11/13/2025	Returned	-661.45
Check	18399	BRAD NIELSEN	112.50		Referee Pay - No mileage	11/04/2025	Returned	-773.95
Check	18400	NATE CREEK	176.14		Referee & Driver Mileage	11/04/2025	Returned	-950.09
Check	18403	JENNA BOWKER	35.00		Coaching Class Reimbursement	11/04/2025	Returned	-985.09
Check	18409	TYLER HARRIS	136.58		Referee & Driver Mileage	11/06/2025	Returned	-1,121.67
Check	18410	BRAD NIELSEN	112.50		Referee Pay - No mileage	11/06/2025	Returned	-1,234.17
Check	18411	BRAD NIELSEN	112.50		Referee Pay - No mileage	11/10/2025	Written	-1,346.67
Check	18412	GARY SINKS	176.14		Referee & Driver Mileage	11/10/2025	Returned	-1,522.81
Check	18414	TERESA BENSON	176.14		Referee & Driver Mileage	11/13/2025	Returned	-1,698.95
Check	18415	TYLER HARRIS	136.58		Referee & Driver Mileage	11/13/2025	Returned	-1,835.53
Check	18416	CULBERTSON SCHOO	1,248.86		2-C VB Tourny Rebmnt for Payroll	11/13/2025	Returned	-3,084.39
Check	18417	BAINVILLE HIGH S	156.92		Volleyball Tournament Team Expen	11/13/2025	Written	-3,241.31
Check	18418	BROCKTON SCHOOL	116.92		Volleyball Tournament Team Expen	11/13/2025	Written	-3,358.23
Check	18419	FROID/MEDICINE L	293.84		Volleyball Tournament Team Expen	11/13/2025	Returned	-3,652.07
Check	18420	RICHEY SCHOOL	773.84		Volleyball Tournament Team Expen	11/13/2025	Returned	-4,425.91
Check	18421	WESTBY SCHOOL	731.84		Volleyball Tournament Team Expen	11/13/2025	Written	-5,157.75
Check	18422	SAVAGE SCHOOL	636.92		Volleyball Tournament Team Expen	11/13/2025	Written	-5,794.67
Check	18424	BRAD NIELSEN	56.25		Referee Pay - No mileage	11/20/2025	Written	-5,850.92
Check	18425	TYLER HARRIS	80.33		Referee & Driver Mileage	11/20/2025	Returned	-5,931.25
Check	18426	MARCUS MAYER	176.14		Referee & Driver Mileage	11/20/2025	Voided	-6,107.39
Check	18426	MARCUS MAYER	-176.14		Void Check 18426	11/21/2025	Voided	-5,931.25
Check	18427	TYLER HARRIS	135.58		Referee & Driver Mileage	11/20/2025	Voided	-6,066.83
Check	18427	TYLER HARRIS	-135.58		Void Check 18427	11/21/2025	Voided	-5,931.25
Check	18428	MARCUS MAYER	119.89		Referee & Driver Mileage	11/21/2025	Written	-6,051.14
Check	18429	TYLER HARRIS	80.33		Referee & Driver Mileage	11/21/2025	Written	-6,131.47
Check	18430	COLBY MCGINNIS	119.89		Referee & Driver Mileage	11/30/2025	Written	-6,251.36
Check	118	OPPORTUNITY BANK	300.15		P-Card Charges	12/15/2025	Written	-6,551.51
Check	18433	HERITAGE GROCERY	5.98		Hospitality Room Supplied for Re	12/05/2025	Written	-6,557.49
Check	18435	SIDNEY HIGH SCHO	45.00	4106240	Cross Country Participants Entry	12/11/2025	Written	-6,602.49
Check	18436	BAINVILLE HIGH S	195.38		Volleyball Tournament Team Expen	12/11/2025	Written	-6,797.87
Check	18437	BROCKTON SCHOOL	54.72		Volleyball Tournament Team Expen	12/11/2025	Written	-6,852.59
Check	18438	FROID/MEDICINE L	95.74		Volleyball Tournament Team Expen	12/11/2025	Written	-6,948.33
Check	18439	CARSON SOLEM	118.68		Student Game Worker	12/11/2025	Written	-7,067.01
Check	18440	AYDEN ATOR	244.50		Student Game Worker	12/11/2025	Written	-7,311.51
Check	18441	BELLA PETERSON	89.68		Student Game Worker	12/11/2025	Written	-7,401.19
Check	18442	PAYTON LABETTE	163.00		Student Game Worker	12/11/2025	Written	-7,564.19
Check	18443	ERIN SOLEM	76.49		Game Worker	12/11/2025	Written	-7,640.68
Check	18444	ABIGAYLE DEUBNER	208.16		Referee & Driver Mileage	12/17/2025	Written	-7,848.84
Check	18445	MICHAEL REITER	163.84		Referee & Passenger Mileage	12/17/2025	Written	-8,012.68
Check	18446	AARON WEBSTER	168.96		Referee & Passenger Mileage	12/17/2025	Written	-8,181.64
Check	18447	AUGUSTO HOLLANDA	92.68		Referee & Passenger Mileage	12/17/2025	Written	-8,274.32
Check	18448	SOMER REIDLE	66.08		Referee & Passenger Mileage	12/17/2025	Written	-8,340.40
			7,743.65	Overall				

Transaction	Number	From Whom	Check	Amount	Deposit	Purpose	Date	Running
Receipt	69629	ATHLETICS		3,907.00	2070	VB 2-C District Tourny - Day 1	11/03/2025	-4,433.40
Receipt	69630	ATHLETICS		3,236.00	2071	VB 2-C District Tourny - Day 2	11/04/2025	-1,197.40
Receipt	69639	ATHLETICS		430.00	2074	Golf Fundraiser for Team Equip	11/06/2025	-767.40
Receipt	69646	BELT VALLEY HIGH SCHO	24901	895.52	2085	FB Playoff Expense Payment	11/19/2025	128.12
Receipt	69647	WESTBY SCHOOL	9325	100.00	2086	Invite Fee - VB/JH	11/19/2025	228.12



Culbertson Public School

**Activity Report for November through December
2025-2026**

2 - ATHLETICS

12/23/2025
11:46:14 AM

Transaction	Number	From Whom	Check	Amount	Deposit	Purpose	Date	Running
Receipt	69649	BAINVILLE HIGH SCHOOL	2170	100.00	2088	Invite Fee - VB/JH	11/19/2025	328.12
Receipt	69651	ATHLETICS		740.00	2090	Golf Fundraiser for Team Equip	11/21/2025	1,068.12
Receipt	69652	ATHLETICS		105.00	2091	Practice Jersey Sales	11/21/2025	1,173.12
Receipt	69653	ATHLETICS		15.00	2093	Sales of practice jersey	11/25/2025	1,188.12
Receipt	69667	MILES CITY TOURISM BU	2112	626.00	2102	Donation for Tourny Expenses	12/15/2025	1,814.12
Receipt	69676	ATHLETICS		930.00	2118	Golf Fundraiser for Team Equip	12/22/2025	2,744.12
Receipt	69680	ATHLETICS		200.00	2114	Season Pass Sale	12/22/2025	2,944.12
Receipt	69682	SAVAGE SCHOOL	22273	67.81	2121	Over payment refund from VB To	12/23/2025	3,011.93
Receipt	69683	WESTBY SCHOOL	9361	144.42	2122	Over payment refund from VB To	12/23/2025	3,156.35
Receipt	69685	ATHLETICS		764.00	2124	Gate Sales - Sporting Event	12/23/2025	3,920.35
				12,260.75	Overall			

Transaction	Amount	Purpose	Account	Date	Running
JV Checking	-8.00	Ref/Game Worker Refreshment/Food	To 3 - FRESHMAN CLASS 2029	11/04/2025	3,912.35



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

MEETING DATE: 1-20-2026

AGENDA ITEM #: 18

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: 1-20-2026

AGENDA ITEM #: 19

AGENDA TITLE: Fall 2026 Coaching Contracts

SUMMARY: Mr. Solem and I recommend the following fall 2026 coaching contracts for your consideration:

Football:

Head HS = Brian Manning

Assistant HS = George Nickoloff and Cassidy Obergfell

Head JH =

Assistant JH =

Volleyball:

Head HS = Tiffany Nielsen

Assistant HS = Tessa Rumsey

Head JH = Jenna Bowker

Assistant JH = Janelle Ator

Cross Country:

Head HS = Chance Hyatt

Head JH = Teri Sansaver

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: 1-20-2026

AGENDA ITEM #: 20

AGENDA TITLE: 1st Reading of Policies

SUMMARY: I recommend approval of the 1st reading for the following policies based on guidance from MTSBA:

-3600: Student Records – This update provides consistency with federal statutory requirements.

-3600-NF(1): Student Records – Notifications – This update provides consistency with statutory requirements.

-3600-P(1): Student Records – Maintenance of Student Records - This update provides consistency with statutory requirements.

-3150: Part-time Enrollment – This update provides consistency with statutory requirements. Although part-time enrollment of a student is required under MT law, enrollment in a specific class or section is not guaranteed and is subject to the same processes for addressing capacity limits in particular classes applicable to fulltime students.

-4550: Registered Sex Offenders – The current policy we have specifies that the victim had to be a minor (this can be difficult to determine). The new policy says any sex offender.

-5015: Bullying/Harassment/Intimidation – This update specifies that the policy applies only to things within our jurisdiction.

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 3600: Student Records

Status: ADOPTED

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

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

** recommended*

Policy 3600: Student Records

Status: ADOPTED

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

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

Upon a request made by a military recruiter or an institution of higher education, the District must provide access to the name, address, and telephone listing of each high school student served by the District. However, a parent of a high school student may submit a written request that the student's name, address, and telephone listing not be released upon the request of a military recruiter or an institution of higher education without prior written consent of the parent. Upon receipt of the parent's request, the District will not not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

**current*

Notice Form 3600-NF(1): Student Records - Student Records Notification

Status: ADOPTED

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

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information including name
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Health and Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Video and audio recording (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

6 . The right to request that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

★ recommended

Notice Form 3600-NF(1): Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records

Status: ADOPTED

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

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information including name
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

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- Health and Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Video and audio recording (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits

information that has been properly designated directory information by the district in this policy.

6. The right to request that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request in writing that the District not release this information without the prior written consent of the parent or eligible student, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**current*

Procedure 3600-P(1): Student Records - Students Records Procedure

Status: ADOPTED

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

Student Records

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information including name
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Health and psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the

footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

2. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational

mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.

6. The District will grant access to or release information from a student's records pursuant to a court order.

7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.

8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the superintendent or an official with similar responsibilities in a

school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.

10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Video and audio recording (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education/Government Agencies

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

**recommended*

Procedure 3600-P(1): Student Records - Maintenance of School Student Records

Status: ADOPTED

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

----- School District

STUDENTS

3600P

Student Records

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information including name
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- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Health and psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.

6. The District will grant access to or release information from a student's records pursuant to a court order.

7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.

8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.

10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

This requirement does not apply to the following:

- (i) A release of information to the parent or eligible student;
- (ii) A release of information to a teacher or other school officials with a legitimate educational interest in accessing the records;
- (iii) A release of information to a party with written consent from the parent or eligible student;
- (iv) A release of information to a party seeking directory information; or
- (v) A release of information in compliance with any of the following:
 - A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a

release. Directory information will be limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Video and audio recording (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Grade level
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
Honors and awards received
Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education/Government Agencies

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

*current

Policy 3150: Part-Time Enrollment

Status: ADOPTED

Original Adopted Date: 02/01/2021 | **Last Revised Date:** 07/17/2023 | **Last Reviewed Date:** 07/17/2023

Part-Time Attendance

In accordance with Policy 3110, The District will review requests for part-time enrollment of students for purposes of academic courses on a case-by-case basis, with a building principal making a preliminary decision pursuant to the criteria set forth in this Policy. Denial of part-time enrollment may be appealed pursuant to policy 1700. Admission of non-resident students on a part-time basis shall be governed in accordance with Policy 3141.

Criteria for accepting students for part-time enrollment are the following:

1. Accepting a student will not create excess student enrollment in a requested class;
2. Accepting a student will not create need for an additional staff member;
3. Accepting a student will not cause a new section of a course to be created.

The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester. The District may secure ANB for part time enrollees in accordance with Policy 3121.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

** recommended*

Policy 3150: Part-Time Enrollment

Status: ADOPTED

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

Part-Time Attendance

The District will assign and admit to a school of the District a child who is enrolled in a nonpublic or home school and who meets the age and residency requirements of Sec. 20-5-101, MCA, as a part-time enrollee at the request of the child's parent or guardian. For the purposes of this policy, a "part-time enrollee" is a qualifying pupil who is enrolled and admitted at one of the fractional levels that qualify for part-time ANB pursuant to Sec. 20-9-311(4)(a) or (4)(d), MCA.

The District will prioritize enrollment for both part-time and full-time students wishing to enroll in the same course or a specific section of a course based on the following criteria:

1. Priority will be given to students who require a particular course to advance to the next grade level, matriculate from the 8th grade, or graduate from high school within the District.
2. Preference will be extended to students who need to complete a specific course as a prerequisite for subsequent courses necessary for promotion, matriculation, or graduation as described above.

After addressing these priority cases, all other enrollment requests will be processed equitably, ensuring that both part-time and full-time students receive consistent treatment. The application of a "first-come, first-served" approach to address a course or section of a course that has reached maximum capacity will only take effect after the priority determinations have been resolved. This will be based on the timestamp of submission for requests once the District opens the application period for courses at the beginning of each semester or school year.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

**current*

Policy 4550: Registered Sex Offenders

Status: ADOPTED

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

Registered Sex Offenders

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the School District declares that, except in limited circumstances, School District should be off limits to registered sex offenders.

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within the School District. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

The District hereby declares that no registered sex offender ~~whose victim was a minor~~ may come on, about, or within ~~one thousand (1,000) feet of~~ any District-owned buildings or property except as otherwise provided in this policy. If an administrator becomes aware that such a sex offender is on, about, or within ~~one thousand (1,000) feet of~~ school property, the administrator shall direct the sex offender to immediately leave the area. The Board authorizes the administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the area. If a registered sex offender disregards the terms of this policy or the directives of the school administrator, then the Superintendent is authorized to confer with counsel and to pursue such criminal or civil action as may be necessary to enforce compliance with this policy.

This policy shall not be construed to impose any duty upon any administrator or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on or within ~~one thousand (1,000) feet of~~ school property to ascertain whether they are on the Registry. This policy shall only apply when administrators are actually aware that the person in question is on the Sex Offender Registry and that the offender's victim was a minor.

The provisions of this policy prohibiting a registered sex offender from coming on, about, or within ~~one thousand (1,000) feet of~~ school property shall not apply in the event that a sex offender's name should be expunged from the Registry.

Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender ~~whose victim was a minor~~ has a child attending the District, the administrator ~~of the school where the child attends~~ shall be authorized to modify this

policy's restrictions to permit the parent to drop off and pick up the child from school and to come onto campus to attend parent-teacher conferences. However, the parent may not linger on or about school property before or after dropping off his or her child, and the parent is prohibited from being in any part of the school building except the main office.

This policy does not impose a duty upon the administrator of any school or any other employee of the District to review the Sex Offender Registry and the school system's directory information to ascertain whether a registered sex offender may have a child attending school in the District. The provisions of this policy shall apply only if an administrator actually becomes aware that a parent of a student at the school is a registered sex offender.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents upon learning of their status as registered sex offenders to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend these special events. It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent occurrences.

**recommended*

Policy 4550: Registered Sex Offenders

Status: ADOPTED

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 12/11/2025 | **Last Reviewed Date:** 12/11/2025

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the School District declares that, except in limited circumstances, the School District should be off limits to registered sex offenders.

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within the the School District. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

The District hereby declares that no registered sex offender may come on, about, or within one thousand (1,000) feet of any District-owned buildings or property except as otherwise provided in this policy. If an administrator becomes aware that such a sex offender is on, about, or within one thousand (1,000) feet of school property, the administrator shall direct the sex offender to immediately leave the area. The Board authorizes the administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the area. If a registered sex offender disregards the terms of this policy or the directives of the school administrator, then the Superintendent is authorized to confer with counsel and to pursue such criminal or civil action as may be necessary to enforce compliance with this policy.

This policy shall not be construed to impose any duty upon any administrator or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on or within one thousand (1,000) feet of school property to ascertain whether they are on the Registry.

The provisions of this policy prohibiting a registered sex offender from coming on, about, or within one thousand (1,000) feet of school property shall not apply in the event that a sex offender's name should be expunged from the Registry.

Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender has a child attending the District, the administrator of the school where the child attends shall be authorized to modify this policy's restrictions to permit the parent to drop off and pick up the child from school and to come onto campus to attend parent-teacher conferences. However, the parent may not linger on or about school property before or after dropping off his or her child, and the parent is prohibited from being in any part of the school building except the main office.

This policy does not impose a duty upon the administrator of any school or any other employee of the District to review the Sex Offender Registry and the school system's directory information to ascertain whether a registered sex offender may have a child attending school in the District. The provisions of this policy shall apply only if an administrator actually becomes aware that a parent of a student at the school is a registered sex offender.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents upon learning of their status as registered sex offenders to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend these special events. It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent occurrences.

★ Current

Policy 5015: Bullying/Harassment/Intimidation

Status: ADOPTED

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

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices.

Definitions

- "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
- "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming an employee or damaging an employee's property;
 - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
 - c. Creating a hostile working environment.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she

has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the

building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, via written communication to the Board Chair.

The complainant may be provided a summary of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to

appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

**recommended*

Policy 5015: Bullying/Harassment/Intimidation

Status: ADOPTED

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

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices.

Definitions

- “Third parties” include but are not limited to school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in district work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
- “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming an employee or damaging an employee's property;
 - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
 - c. Creating a hostile working environment.

Reporting

All complaints about behavior that may violate this policy shall be promptly reviewed by the District to determine:

- Whether the alleged behavior is within the jurisdiction of the District, and
- Whether the alleged behavior, if true, would constitute harassment, intimidation, or bullying, as those terms are defined in this policy.

If the alleged behavior is within the jurisdiction of the District and, if true as alleged, would constitute harassment, intimidation, or bullying, the District will investigate the allegations set forth in the complaint. If the alleged behavior is beyond the jurisdiction of the District and/or would not constitute a violation of this policy even if true as alleged, the District will provide to the complaining party a written explanation of why the District will not take further action on the complaint.

Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, via written communication to the Board Chair.

The complainant may be provided a summary of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

MEETING DATE: 1-20-2026

AGENDA ITEM #: 21

AGENDA TITLE: Resignation

SUMMARY: The board needs to formally approve the letter of resignation.

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: 1-20-2026

AGENDA ITEM #: 22

AGENDA TITLE: Open Positions

SUMMARY: I am requesting permission from the board to open 4 elementary teaching positions for the 2026-2027 school year.
-2 teachers for 4th grade
-1 teacher for 2nd grade
-1 teacher for 1st grade (in anticipation of Mr. Marchwick's school psychology placement)

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: 1-20-2026

AGENDA ITEM #: 23

AGENDA TITLE: Void Checks

SUMMARY: The following warrants/checks will not be used and will be shredded per the directive of Opportunity Bank. We need board approval to shred them.

Claims: #13003-#13999

Payroll: #3648-#3999

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.



wd: unused warrants

messages

ora Finnicum <finnicuml@culbertson.k12.mt.us>
o: Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

Thu, Dec 18, 2025 at 12:48 PM

Here's the range of warrants that the Board will need to recognize as unused warrants, if that can be added to the January agenda.
Thanks!
Lora

----- Forwarded message -----

From: **Lora Finnicum** <finnicuml@culbertson.k12.mt.us>
Date: Thu, Dec 18, 2025 at 12:47 PM
Subject: unused warrants
To: David Block <BlockD@rooseveltcountry.org>, Lora Finnicum <finnicuml@culbertson.k12.mt.us>

Hi Dave,
The following warrants number will not be used and will be shredded.
Claims #13003 - #13999
Payroll #3648 - #3999

Thanks!
Lora

--
Lora Finnicum
Culbertson School
District Clerk
423 1st Ave West, PO Box 459
Culbertson, MT 59218
406/787-6245

--
Lora Finnicum
Culbertson School
District Clerk
423 1st Ave West, PO Box 459
Culbertson, MT 59218
406/787-6245

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

Nicole Simonsen <simonsenn@culbertson.k12.mt.us>
raft To: Lora Finnicum <finnicuml@culbertson.k12.mt.us>

Mon, Dec 22, 2025 at 11:18 AM

Got it!
[Quoted text hidden]

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

MEETING DATE: 1-20-2026

AGENDA ITEM #: 24

AGENDA TITLE: Birch Bus Route

SUMMARY: Larry Birch has resigned again. He wants to be done on January 30, 2026. Other options that we can pursue:

- Individual transportation contracts for all families on that route.
- Pursue combining this route with the Finnicum route.
- Transferring Larry's contract for the remainder of this year to another contractor.

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.

to Culbertson School Board

I am Requesting to Be Released From
my Bus Contract as of Jan 30, 2026.
Things have changed and I find it is
Just too costly to keep my old Buses
serviceable. My Apologies!

Larry Burk Jan 16, 2026

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

MEETING DATE: 1-20-2026

AGENDA ITEM #: 25

AGENDA TITLE: Classified Contract Adjustment

SUMMARY: Chelsi Flinn has been awarded the Roosevelt County Fair Manager position. She is requesting to go down to halftime rather than full time in her para position. Her new contract hours will be 8:00-12:30. This contract adjustment needs board approval.

BOARD ACTION

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

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