

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Tuesday—February 17, 2026, 6:30 PM

BOARD TRAINING.....4:00PM

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. January 20, 2026 (Regular Board Meeting)
 - b. February 2, 2026 (Special Board Meeting)
 - c. February 12, 2026 (Special Board Meeting)

FINANCE REPORT

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

REPORTS

- 07. Information, Student Representative Report—Sophomores
- 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:
 - 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**
16. Action, Approve 2024 Audit

NEW BUSINESS

17. Action, Resignation
18. Action, Extra-Curricular Contract for Elem./JH Track 2026
19. Action, 2026-2027 School Calendar
20. Action, 2026-2027 Certified Contracts
21. Action, Technology Systems Coordinator Contract
22. Action, Junior High/ High School Principal Contract
23. Action, Curriculum Director Contract
24. Action, Elementary Principal Contract

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 25.

REPORTS (Continued)

26. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

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

ADJOURNMENT

28. Time of adjournment: _____

Mission

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

Culbertson Public School

Totals Report for January 2026
2025-2026

02/10/2026
4:12:16 PM

Checking
Savings
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	3,441.53	320.00	0.00	0.00	3,761.53
2 - ATHLETICS	3,912.35	3,928.45	4,184.26	-2,198.00	1,458.54
3 - FRESHMAN CLASS 2029	5,527.02	0.00	175.41	0.00	5,351.61
4 - 6TH GRADE CLASS 2032	0.00	1,614.25	0.00	0.00	1,614.25
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	730.01	0.00	0.00	0.00	730.01
9 - FFA	11,016.37	5,375.08	3,687.24	98.00	12,802.21
10 - BAND/CHOIR	5,751.14	0.00	0.00	0.00	5,751.14
11 - STUDENT COUNCIL	5,911.77	359.00	837.34	0.00	5,433.43
12 - SPEECH AND DRAMA	1,398.14	25.00	0.00	-110.00	1,313.14
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - JUNIOR CLASS 2027	10,030.84	3,010.00	1,000.00	0.00	12,040.84
15 - PLAY	3,766.76	0.00	0.00	0.00	3,766.76
16 - Golf	0.00	0.00	0.00	2,100.00	2,100.00
17 - BPA	3,559.69	556.25	0.00	0.00	4,115.94
18 - EXPLORE AMERICA	35,828.90	6,977.90	12,664.32	110.00	30,252.48
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	2,223.80	230.95	0.00	0.00	2,454.75
24 - SCIENCE OLYMPIAD	5,487.56	0.00	0.00	0.00	5,487.56
	116,308.96 +	22,396.88 -	22,548.57 +	0.00 =	116,157.27



Dear Culbertson Board of Trustees,

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

President = Felixe Becker
Vice President = Kalia Featherston
Secretary = Emilyynn Priddy-Powell
Treasurer = Trinity Pirkle

Fundraisers:

We have done 3 fundraisers this year: 2 football tailgates and 1 volleyball meal. We do not have any more fundraisers planned for this year, but would like to do gym cleaning during volleyball season next year to make money.

Other important news from the sophomore class includes:

-This year we have 10 kids in our class. Some of us are active in sports and extracurricular activities:

- FFA = 2
- BPA = 3
- GBB = 1 & BBB = 3
- VB = 1 & FB = 1 Cheer = 2
- Student Council = 2
- Speech and Drama = 0
- Band = 7
- Choir = 1

Student Rep. Report Submitted by,

-Sophomore Class President, Felixe Becker



-Sophomore Class Vice President, Kalia Featherston



-Sophomore Class Secretary, Emilyynn Priddy-Powell



-Sophomore Class Treasurer, Trinity Pirkle



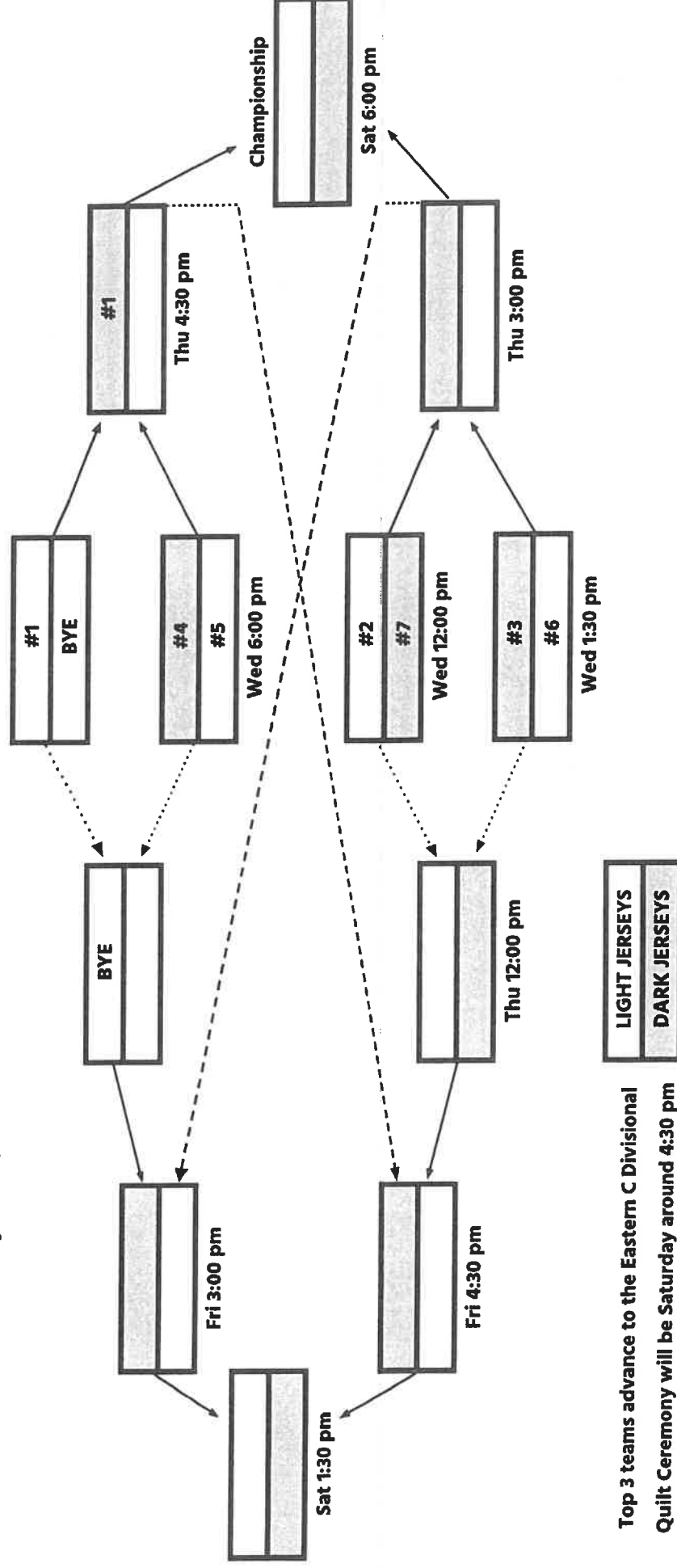
MONTANA HIGH SCHOOL ASSOCIATION

District 2C Boys Basketball

Sidney High School

Sidney, Montana

February 18-21, 2026



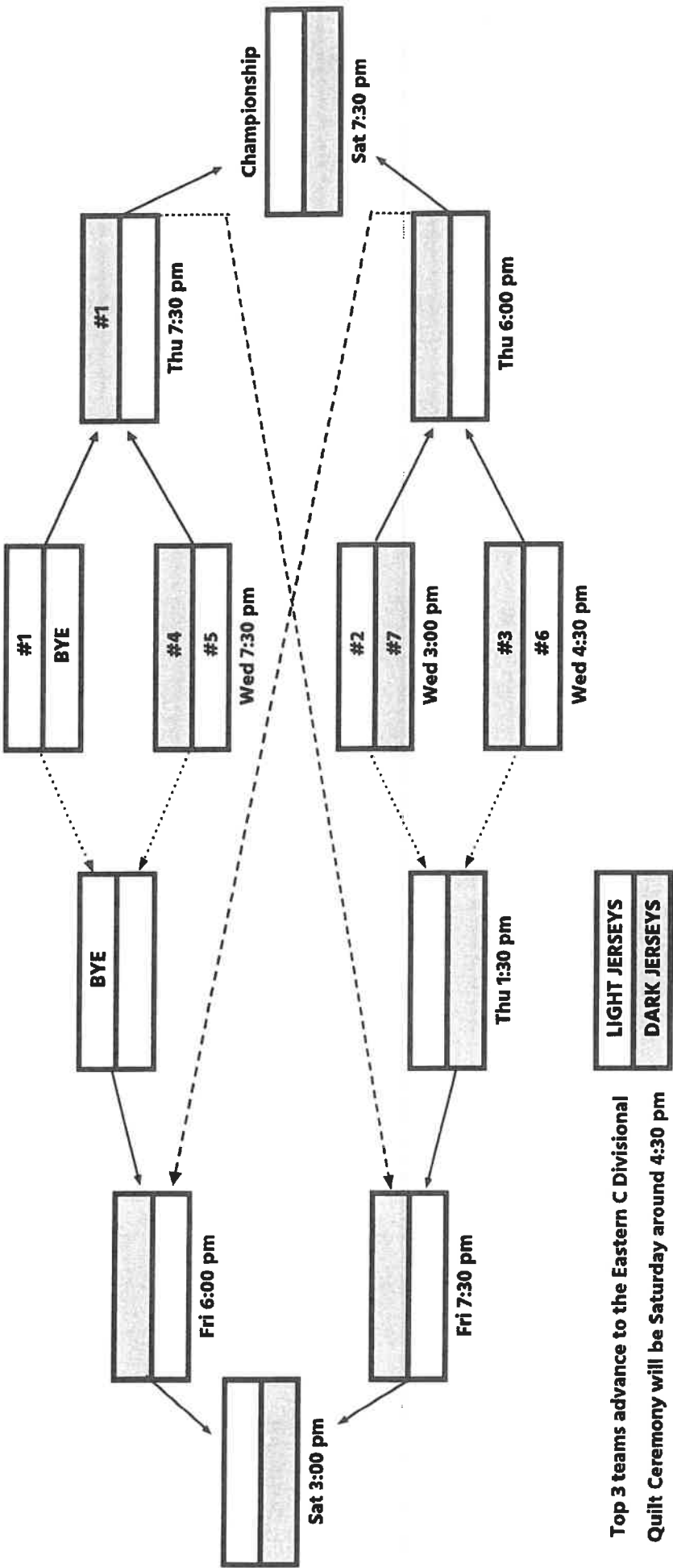
MONTANA HIGH SCHOOL ASSOCIATION

District 2C Girls Basketball

Sidney High School

Sidney, Montana

February 18-21, 2026



Mr. Olson
Technology Report
School Board Meeting
February 17, 2026

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

The wireless bridge to the bus barn is finished but having issues. This wireless bridge came with NFHS cameras and is not very good quality. If I can't get it to work consistently, I will have to get another one this summer.

Schoolhouse IT will be here Feb 24 They will assist me with Google SSO, Win 11, and helping with Wireless Bridge to Bus barn, updating computers

I will send out technology requests in March.

Mr. Olson
 6-12 Principal Report
 School Board Meeting
 February 17, 2026

The science fair was held on Feb 12. The students did a great job. I would like to thank Mrs. Nielsen and all the teachers for making this possible every year for the students. The National Honor students help get students to and from the science fair.

JH and HS teacher observations are complete.

The Cowboys and Cowgirls will compete at the District 2-C tournament in Sidney Feb 18-21.

The County Spelling Bee will be held March 3rd in Brockton.

FFA week is February 23-27

As of Feb 13

	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	24	21	20	21	20	26	23	19	23	23	11	15	27	273
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	4	4	0	3	6	1	2	23
Total In/Out	5	4	1	4	2	1	5	4	1	5	7	2	3	44

Ended the 2024-2025 year with 271

132 Elem
 65 JH
 76 HS

Elementary Principal Board Report February 2026

- Completed teacher evaluations for the school year. We are so lucky to have amazing staff members that care so much about our students. Each teacher is so different but all are incredibly caring and take pride in the work they do.
- Family Literacy Night was a hit. We had 17 students come with their families for math escape rooms and reading about filling up our invisible buckets. Valentine's were also made.
- NAEP Testing occurred in the 4th Grade Feb. 16.
- Continued help for Roose-Valley Cooperative Schools with resolving findings on the Special Education Audit
- I will be attending the Minot State Job Fair March 3rd
- Health Curriculum sample is still being reviewed. We will have answer by the March Board Meeting.

Culbertson School Board Meeting

Superintendent's Report

February 17, 2026

Staff shoutouts this month go to the following:

***CEA Sunshine Committee:** The CEA has multiple committees that their members sign up to serve on throughout the school year. The sunshine committee works to plan a nice surprise for staff each month. They quite literally bring sunshine to our building and contribute to our positive culture! Grateful for their positive contributions!

***Jenna Bowker:** This is the 2nd year that Mrs. Bowker has taken the "Change for Change" fundraiser and blown it up to be a huge success! This is a partnership with the hospital foundation to raise money for a certain project each year. This year they want to purchase a new whirlpool for the residents. Mrs. Bowker is helping the residents, hospital foundation, and our students by hyping up this event! It is fabulous and we appreciate her enthusiasm for a great cause!

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

February 12	Science Fair
February 13	HS BB vs. Bainville – Senior Night
February 17	Culbertson School Board of Trustees' Regular Meeting
February 19-21	District 2C Basketball Tournament @ Sidney
March 4	NEMASS @ Wolf Point 10am
March 4	1pm out for PIR
March 10	2pm out for Parent Teacher Conferences
March 17	Culbertson School Board of Trustees' Regular Meeting
March 24	5-8 Music Concert

B. Other updates and items for your review:

1. **Impact Aid Funding**—The Impact Aid application for 2027 was submitted before the end of January. It was due on February 2nd.
2. **Kee Concepts**—The month of February has been Kee Concept #4: Meet people where they are, not where you want them to be. We gathered some great feedback from our staff during our PIR day on January 21st. Each group will meet with Kee and Stacy virtually one more time this year. Then, they will be in person on our last PIR day of this year April 29th.
3. **Spring ANB**—Each year we have 2 count days (one in the fall and one in the spring) where we submit attendance to OPI for average number of belonging. Our spring count day was February 3rd.
4. **EASIE part 1**—The first part of the EASIE application was submitted during the first week

of February. Part 2 of this application is due in April and requires input from IEC. This is the grant that we currently use to pay part of the JOM coordinator salary. Currently the main goal in this grant is to increase attendance for our JOM students.

5. Education Apprenticeship—The Montana Department of Labor is about to launch an education apprenticeship program. The Department of Labor has \$4 million for this apprenticeship program to help with the teacher shortage. University systems have to place their bids by the beginning of March, so apprenticeship applications will hopefully open at the beginning of April. We currently have 3 paras that are interested in the program. This is going to be an incredible opportunity for us to grow our own!
6. Bridged Health Insurance Trust—Bridged has taken the official step to be commissioned by the Insurance Board in Montana. MUST has notified us that they are officially dissolving. Tamara Crowder, our current insurance agent, stopped by two days last week to share more information on Bridged Health. She believes this is the best way to go due to the fact that we have very little buying power since only 5 to 7 employees will be utilizing the insurance. CEA met on Tuesday, February 10th, and voted to table this decision for 2 weeks until they can see another option. Once they are ready, if Bridged Health is the choice, we will need a special board meeting to select Bridged because their deadline is March 13th. I will keep you informed as this conversation moves forward with CEA.
7. Grant Shout-Out—Congratulations to Mrs. Iverson for a \$500 Empowered grant to use in her classroom!
8. March 4th PIR—Our next PIR early out at 1pm will be on Wednesday, March 4th. We have scheduled Dr. Tim Tharp to come do mental health training with staff for 2 hours and will have a wellness menu for the 3rd hour. The last PIR 1pm out will be on April 29th. We will spend that time with Kee Dunning and Stacy Steflug.
9. 1st Literacy Night—We were thrilled that we had 17 kids at our first literacy night! The National Honor Society students were a huge help and we are grateful for their help! Also, thanks to Mr. Marchwick and Mr. Vandall for helping. The goal from this point forward will be 1 literacy night per semester.
10. Accreditation—This year's accreditation is due on February 27th. This is a "frozen" year for all the schools in Montana that were not deficient, which means we only have to submit the assurance pieces. Next year, our northeast region will be the first group to have to go through the entire combined accreditation process.
11. OPI Special Education Audit—Congratulations to Mrs. Ator for a perfect audit! We are so incredibly lucky to have her on our team! This audit is extremely intense and she nailed every part of it!
12. Adult Education—We have 1 adult education class at this time. Mrs. Iverson will offer a sewing class. If any community members are interested, they should stop by and grab an application!
13. Fingerprint Press Class—I am awaiting a response from the department of justice to explain how to become certified to press fingerprints. We have the equipment because Mr. Crowder

was trained to press prints, but I have not taken the course to be certified. I am hopeful that I can complete the course sometime this spring—it would make collecting fingerprints far less complicated.

14. Birch Bus Route—The plan is to open bids at the March meeting for this route for the 2026-2027 school year. Also, in March or April we will likely appoint a transportation committee to review current bus routes and begin planning for different scenarios if we do not get a bid for the Birch bus route.
15. Bakken Area Skills Center—We are thrilled that we received an invitation to the Bakken Area Skills Center tour and luncheon! We will be sending 3 teachers: Mrs. Ator, Mrs. Forbregd, and Mrs. Corpron. This center has the potential to offer many services to our students and enhance some of our current programs! I hope to have more information in my March report after our teachers attend the tour and luncheon.
16. Land Transfer Final Outcome—Attached to my report is the letter from Molly Llyod regarding our successful dismissal to Froid's petition to take our district land.
17. Ms. Moon's Course Update—Attached you can find Ms. Moon's course update. She remains on track to complete her degree in 2027 within the 3-year required window of time.
18. Here are a few items that will be part of the next regular Board meeting agenda:
 - Classified 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.

Change for Change

The time has come to defend our title! What title, you ask? Our Change for Change title, of course! 🏆 And this year, we're turning it into a friendly competition. Here's how it works: There will be four jars, each jar represents a teacher. The teachers brave enough for the task are Mr. Solem, Ms. Welch, Mr. Vandall, Mr. Nielsen.

The goal? Fill the jar with the most money. The jars will be located in the office, so when you bring in your change or bills, make sure you put your money in the jar of the teacher you want to see win or maybe lose.

1st Place: Taped to the Gym Wall

3rd Place: Be Mummified

2nd Place: Temporary Pink Hair

4th Place: Tapes the 1st Place

But here's the most important part: Why are we doing this? This year, we are raising money for a new whirlpool bathtub for the residents at our local hospital. This special tub helps people relax, heal, and feel more comfortable. So every penny, every nickel, every dollar helps make a real difference for real people in our community. Let's show everyone what we can do. Let's fill those jars to help our hospital!



The fundraiser ends **February 26**. Results will be released **February 27**.



**Sheridan Electric
Cooperative, Inc.**

A Touchstone Energy® Cooperative



BASC

Bakken Area Skills Center

**TOUR, LUNCHEON
& DISCUSSION**

BAKKEN AREA SKILLS CENTER

*A chance to ask questions &
learn new curriculum
opportunities!*

**Thursday
12 MARCH, 2026**

10:00 AM CST

2112 Wolves Den Parkway
Watford City, ND 58854

- ✓ Tour the center
- ✓ Meet staff
- ✓ Have lunch
- ✓ Ask questions

**RSVP REQUIRED by:
March 5, 2026**

Call, Text or Email Connie



406-765-8715



canderson@sheridanelectric.coop





mlloyd@prcomt.gov

Superintendent of Schools

Powder River County

Molly Lloyd

P.O. Box 200

Broadus, MT 59317

(406) 436-2488

January 14, 2026

TO: School District Officials and Counsel

The request for transfer of territory by Rick Davidson and Carol Davidson from Culbertson Elementary School and Culbertson High School District #17 to Froid School Districts 65 & 65E is denied.

I have determined that Rick and Carol Davidson failed to meet the requirement of MCA 20-6-105 (1)(b) regarding "school age children **living** in it", meaning that the petition should not have been presented to the Roosevelt County Superintendent at the time, because the Davidson's petition stated that there are 0 children residing in the territory.

Therefore, it is not in the best interest of the children residing in the territory because there is no "**living**" children involved.

IT IS ORDERED...The Petition to Transfer Elementary and High School Territory located in Culbertson School District #17 is dismissed, and will not be addressed at the hearing on January 16, 2026.

A handwritten signature in cursive script that reads "Molly Lloyd". The ink is dark and the signature is fluid.

Molly Lloyd

****Completion of Praxis Core at specified levels and minimum cumulative gpa of 2.75 required for admission to Teacher Education, among other requirements.**
**** Course rotation is subject to change.**
**** A new cohort course rotation begins each Fall Semester.**
**** Prerequisites and corequisite course schedules must be followed.**
**** Some cohort courses are contingent upon admission to Teacher Education.**
**** Students may attend on a part-time basis with the understanding that courses are offered on a yearly basis.**
**** Daytime field experiences and student teaching are required. See MSU Teacher Education Information Module in Taskstream for field experience requirements.**
<https://www.taskstream.com/ts/manager341/MSUTeacherEducationInformation>

Praxis Core Alternate Option
 Writing - Engl 110 A
 Math - Math 103 A
 Reading - Engl 317 A
 4.0 cumulative gpa

*Checked against ARR 10.24.25 TW

Credits

Fall 2025	X Educ 307	3
	X Educ 326	3
	X Hist 303	3

Spring 2026	X Educ 381	2	1st 8 weeks
	X Educ 380	2	2nd 8 weeks
	X Scnc ES Lab	1	full semester
	X Sped 384	3	1st 8 weeks

Full Added to summer.

Summer 2026

Fall 2026	X Educ 301*	2	Tues evening Zoom - 1st 8 weeks
	X Educ 318*	3	Tues evening Zoom - 1st 8 weeks
	X Educ 352	1	Daytime Field Experience- 2nd 8 weeks
	X Sped 338	3	1st 8 weeks
	X Sped 386	3	1st 8 weeks
	X Sped 387	2	2nd 8 weeks

Education courses beyond this point require admission to Teacher Education.

Spring 2027	X Educ 302*	2	Tues evening Zoom - 1st 8 weeks
	X Educ 319*	3	Tues evening Zoom - 1st 8 weeks
	X Educ 355	1	Daytime Field Experience- 2nd 8 weeks
	X Educ 422	2	Full semester

See Campus Connection for specific dates

1

Summer 2027

x Educ 401S

x Educ 350

x Educ 390

x Educ 324

3

3

1

Fall 2027

x Educ 400

x Educ 401

Student Teaching
Electronic Portfolio

10

2

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

MEETING DATE: 2-17-2026

AGENDA ITEM #: 15

AGENDA TITLE: 2nd Reading of Policies

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

- 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 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.

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:

- 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 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
- 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.

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: 2-17-2026

AGENDA ITEM #: 16

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: 2-17-2026

AGENDA ITEM #: 17

AGENDA TITLE: Resignation

SUMMARY: We need formal board approval to accept Mr. Marchwick's letter of resignation which is attached.

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.

Date received: 2/09/2026

To whom it may concern,

I am writing this letter to inform you that I will not be returning to my teaching position next year. Teaching at the school I have graduated from has been a great learning experience, though it did not come without its challenges. All in all, I am very grateful to Nicole and Janessa for this opportunity as I was able to meet a lot of really neat kids and teachers. I also want to thank them for being so understanding with my absences this year.

I had decided to pursue graduate studies the past two years. As such, I have reached the point of my internship. For my internship, I have been in discussions with a few differing places, including Dickinson, Bismarck, and Williston.

Thank you again,

Mr. Marchwick

A handwritten signature in cursive script that reads "Clayton Neel". The signature is written in dark ink and is positioned at the bottom of the letter.

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

MEETING DATE: 2-17-2026

AGENDA ITEM #: 18

AGENDA TITLE: Extra-curricular Contract for Elem./JH Track 2026

SUMMARY: Currently we only have Terri Sansaver as the head elementary/JH track coach and Perla Burciaga as the assistant elementary/JH track coach. Typically, we have 3 coaches at this level. I am recommending approval for Jenna Bowker to be the second assistant elementary/JH track coach.

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: 2-17-2026

AGENDA ITEM #: 19

AGENDA TITLE: 2026-2027 School Calendar

SUMMARY: Attached are 2 options from the calendar committee. Both options have CEA approval. If the board does not find either calendar option presentable, it will need to be sent back to the calendar committee with feedback to make changes. If you are satisfied with one of the options, you can formally approve the option of your choice.

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.

(A)

2026-27 School Year

S	M	T	W	Th	F	S
			W			1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

21 days

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20 d
2 1/2 PIR

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29	30					

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27	28	29	30	31		

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31						

18 d
1 PIR

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28						

20 days

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21 d
1 1/2 PIR

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23	24	25	26	27	28	29
30	31					

1 1/2 PIR

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

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1st Semester:
84 Days 4 1/2 PIR

182 Days (2 Flex)
7 PIR

2nd Semester:
98 Days 2 1/2 PIR

2026-27 School Year

(B)

9 days
2 PIR

S	M	T	W	Th	F	S
			W			1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Days

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20 days
2 1/2 PIR

18 days

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29	30					

16 Days

S	M	T	W	Th	F	S
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31						

19 days
1 PIR

19 days

S	M	T	W	Th	F	S
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28						

19 days
1/2 PIR

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18	19	20	21	22	23	24
25	26	27	28	29	30	

21 days
1/2 PIR

F-F Day

20 days
1/2 PIR

2 Flex Day

S	M	T	W	Th	F	S
			W			1
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st Semester
84 Days 4 1/2 PIR

182 Days (2 Flex)
7 PIR

2nd Semester
98 Days 2 1/2 PIR

Key Changes

1987-88	starts personal leave carry forward to sick leave
2000-01	starts 1 full year for part work
2012-13	starts linear pay scale

Leave Days

2025-28	5 days personal - 12 days sick with 100 cap
2000-03	3 days personal - 12 days sick with 90 cap
1999-00	3 days personal - 10 days sick with 90 cap
1997-99	3 days personal - 10 days sick with 85 cap
1995-97	3 days personal - 10 days sick with 75 cap
1993-94	3 days personal - 10 days sick with 70 cap
1992-93	3 days personal - 10 days sick with 65 cap
1989-92	3 days personal - 10 days sick with 60 cap
1980-81	3 days personal - 10 days sick with 45 cap

Early

<u>Outs</u>	<u>2:00 PM</u>	<u>Noon</u>	<u>1:00 PM</u>
2027-28			
2026-27			
2025-26	10	2	3
2024-25	10	2	3
2023-24	10	2	
2022-23	10	2	
2021-22	9	2	
2020-21	11	2 flex last day school	
2019-20	11	2	
2018-19	13	2 flex last day school, went after memorial day	
2017-18	10	2 flex last 2 days school, went 1 day after m.day	
2016-17	10	2	
2015-16	10	1	
2014-15	11	2 into june	
2013-14	10	1	
2012-13	9	1	
2011-12	9	1	
2010-11	9	1	
2009-10	7	1	

Insurance

1990-91	250	2500	10mos
1991-92	275	2750	10mos
1992-93	285	2850	10mos
1993-94	300	3000	10mos
1994-95	300	3000	10mos
1995-96	267	3204	12mos
1996-97	275	3300	
1997-98	305	3660	
1998-99	315	3780	
1999-00	325	3900	
2000-01	350	4200	
2001-02	350	4200	
2002-03	350	4200	
2003-04	375	4500	
2004-05	390	4680	
2005-06	410	4920	
2006-07	430	5160	
2007-08	460	5520	
2008-09	460	5520	
2009-10	465	5580	
2010-11	465	5580	
2011-12	475	5700	
2012-13	475	5700	
2013-14	475	5700	
2014-15	475	5700	
2015-16	475	5700	
2016-17	525	6300	
2017-18	525	6300	
2018-19	550	6600	
2019-20	625	7500	
2020-21	625	7500	
2021-22	700	8400	
2022-23	725	8700	
2023-24	750	9000	
2024-25	775	9300	
2025-26	775	9300	

Stipends

2012-13	Masters (\$1250) - Longevity (\$1000)
2016-17	Masters (\$2000) - Longevity (\$1500)
2022-23	Masters (\$2000) - Longevity 0-19 Years (\$1500), 20+ Years (\$3000)

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

MEETING DATE: 2-17-2026

AGENDA ITEM #: 20

AGENDA TITLE: 2026-2027 Certified Contracts

SUMMARY: After completing evaluations per the CBA, the administration team recommends the renewal of all certified contracts listed below:

Tenured: Milt Apple, Elizabeth Standley, Shelly Panasuk, Lee Vandall, Russell Pfeifer, Pam Welch, Tiffany Nielsen, Brad Nielsen, Jimie Lou Morris, Angela Iverson, Darla Mogga, Courtney Forbregd, Jennessy Taberna, Theresa McDonald, Amy Berwick, Christina Olson, David Solem, Jeri Gustafson, Janelle Ator, Wendy Nickoloff

Non-tenured: April Wills, Sarah Schmidt, Kelly Evenson, Shelby Manning, Katie Clausen, Aaliyah Moon, Khrista Corpron

New Hire: Heather Harrison (Elementary Education)

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: 2-17-2026

AGENDA ITEM #: 21

AGENDA TITLE: 2026-2027 Technology Systems Coordinator Contract

SUMMARY: The recommendation is to renew the Technology Systems Coordinator contract for Mike Olson.

BOARD ACTION

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

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BOARD AGENDA FACT SHEET**

MEETING DATE: 2-17-2026

AGENDA ITEM #: 22

AGENDA TITLE: 2026-2027 Junior High/High School Principal Contract

SUMMARY: The recommendation is to renew the JH/HS principal contract for Mike Olson.

BOARD ACTION

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

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

MEETING DATE: 2-17-2026

AGENDA ITEM #: 23

AGENDA TITLE: 2026-2027 Curriculum Director Contract

SUMMARY: The recommendation is to renew the Curriculum Director Contract for Janessa Parenteau.

BOARD ACTION

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

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

MEETING DATE: 2-17-2026

AGENDA ITEM #: 24

AGENDA TITLE: 2026-2027 Elementary Principal Contract

SUMMARY: The recommendation is to renew the Elementary Principal Contract for Janessa Parenteau.

BOARD ACTION

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

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