

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

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Tuesday–October 25, 2016, 6:30 PM**

**PREVIEW BILLS.....6:15 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. September 27, 2016 (Regular Board Meeting)

**FINANCE REPORT**

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

**REPORTS**

- 07. Information, Student Representative Report
- 08. Information, Teacher Report
- 09. Information, Activities Director Report
- 10. Information, Technology Systems Administrator Report
- 11. Information, Principal Report
- 12. Information, District Clerk Report
- 13. 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**

**NEW BUSINESS**

14. Action, College Graduate Credit Request(s)
15. Action, Guest Teacher Application(s)
16. Action, Board Policy: Removal of Students during School Day
17. Action, Student Teaching Request
18. Action, Graduation Date/Time
19. Action, 2016-2017 Extra-Curricular Contract(s)
  - a. Junior High Boys' Basketball Head Coach
20. Action, 8<sup>th</sup> Grade Participation in High School Girls' Basketball
21. Action, Booster Club Donation
22. Action, Eastern C Division (Basketball and Track) Alignment

**PUBLIC COMMENT FOR NON-AGENDA ITEMS**

- 23.

**REPORTS (Continued)**

24. Information, Trustees Reports/Requests.

**DATE/TIME FOR NEXT MEETING**

25. Date: Tuesday, November 15<sup>th</sup> Time: 6:30 p.m.  
Potential Conflicts: none  
Suggested Changes: November 22<sup>nd</sup>

**ADJOURNMENT**

26. Time of adjournment: \_\_\_\_\_

\* 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.

# Public Comment

(Agenda Items)

The Culbertson School Board of Trustees would like to encourage public comment on any agenda item during the time that it is presented. If any visitor has any particular agenda item or items on which to comment, we would ask that you please indicate your intentions at that time.

Thank you.

## Culbertson Public School

Totals Report for July through September  
2016-2017

10/11/2016  
1:11:27 PM

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
-	0.00	0.00	0.00	0.00	0.00
1 - ANNUAL	3,324.53	458.60	89.97	0.00	3,693.16
2 - ATHLETICS	10,587.75	9,888.15	11,340.77	-45.50	9,089.63
3 - SENIOR 2017	1,593.50	0.00	36.48	0.00	1,557.02
4 - JUNIOR 2018	3,189.25	708.00	250.00	0.00	3,647.25
5 - SOPHMORE 2019	1,440.36	0.00	120.99	0.00	1,319.37
6 - FREASHMAN 2020	0.00	1,484.50	767.10	0.00	717.40
7 - 8TH GRADE	0.00	0.00	0.00	0.00	0.00
8 - CHEERLEADER	160.76	0.00	0.00	0.00	160.76
9 - FFA	4,547.95	7,273.25	4,406.94	45.50	7,459.76
10 - BAND/CHIOR	380.03	0.00	140.46	0.00	239.57
11 - STUDENT COUNCIL	5,455.72	562.50	262.80	0.00	5,755.42
12 - SCHOOL PLAY	472.47	0.00	0.00	0.00	472.47
13 - VO-AG REVOLVING	2,910.61	0.00	0.00	0.00	2,910.61
16 - JMG	812.11	71.00	47.57	0.00	835.54
17 - BPA	0.00	1,821.50	711.97	548.54	1,658.07
18 - EXPLORE AMERICA	3,245.52	2,169.00	425.00	0.00	4,989.52
19 - MUSIC PARENTS	2,779.40	100.00	0.00	0.00	2,879.40
20 - ART	1,698.59	0.00	0.00	0.00	1,698.59
21 - LIBRARY	844.64	0.00	0.00	0.00	844.64
22 - SPANISH CLUB	15.49	0.00	0.00	0.00	15.49
24 - Science Olympiad	537.67	0.00	0.00	0.00	537.67
	43,996.35 +	24,536.50 -	18,600.05 +	548.54 =	50,481.34



October 2016 AD report

Culbertson Board of Trustees,

Fall elementary and junior high activities have ended. Junior high basketball practice began on Oct 10. There are thirteen participants out for the junior high boys and eleven out for the junior high girls team. District volleyball will be held in Plentywood on Oct 27-29. Currently the Cowgirls are sitting as the 7<sup>th</sup> seed. State cross country was held Oct 22 in Kalispell with three runners competing. The speech and drama season has also commenced with 21 participants.

Sincerely,

David Solem

Mr. Olson

Technology Report

School Board Meeting

October 18, 2016

Nexus has begun installing network cables and camera in the new addition.

The Chromebooks in the high have been working well but still experience login issues. The new Sonic Wall is working well and we are going through the process of learning the new software.

I will be updating the Computer/Printer inventory this month to correct any changes that were made since last May.

A UX60 Smartboard projector failed in the HS science room. They no longer make this model so I have sent it off for repair.

Mr. Olson  
Principal's Report  
School Board Meeting  
October 25, 2016

Parent/Teacher Conferences went well in grades K-12.

In our staff meeting we revisited our search mode/lockdown procedures and discussed situations that could affect the school.

Grades 7-12 completed the Our Youth Our Future Survey through the University of Colorado. These surveys were administered with Mrs. Forbregd.

I will be attending MCEL in Billings on Oct 19-21.

Student enrollment numbers as of 10-18-16

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	23	15	23	28	17	22	29	28	24	25	14	17	19	284
Sept	31	16	23	25	16	21	26	27	23	21	12	15	19	275
Oct	31	15	23	26	16	21	26	26	23	22	12	15	19	275
Nov														0
Dec														0
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	8	1	1	0	0	0	0	1	2	1	0	1	1	16
Transferred	0	1	1	3	1	1	3	2	3	4	2	3	1	25
Total In/Out	8	2	2	3	1	1	3	3	5	5	2	4	2	41

# Culbertson School Board Meeting

## Superintendent's Report

### October 25, 2016

#### A. Events that I plan to attend for October and November.

October 6 <sup>th</sup>	NEMASS Meeting @ Wolf Point Roose-Valley SPED Coop Meeting @ Wolf Point Eastern C Division Meeting @ Wolf Point Culbertson Lions Club Meeting
October 8 <sup>th</sup>	Hospital Foundation Fund Raising Event (Lions Club)
October 11 <sup>th</sup>	Culbertson Fire Department Training
October 14 <sup>th</sup>	HS Volleyball vs. Plentywood HERE
October 15 <sup>th</sup>	HS Football vs. Wibaux HERE
October 17 <sup>th</sup>	7-12 Music Concert
October 19 <sup>th</sup>	MCEL Conference @ Billings MSGIA Board Meeting @ Billings
October 20 <sup>th</sup>	MCEL Conference @ Billings
October 21 <sup>st</sup>	MCEL Conference @ Billings
October 25 <sup>th</sup>	Culbertson School Board Meeting Culbertson Fire Department Meeting
October 27 <sup>th</sup>	District 1C Volleyball Tournament @ Plentywood
October 28 <sup>th</sup>	District 1C Volleyball Tournament @ Plentywood
October 29 <sup>th</sup>	District 1C Volleyball Tournament @ Plentywood
November 3 <sup>rd</sup>	NEMASS Meeting @ Sidney Eastern C Division Meeting @ Sidney
November 15 <sup>th</sup>	Culbertson School Board Meeting
November 17 <sup>th</sup>	Roose-Valley SPED Coop Meeting @ Brockton
November 22 <sup>nd</sup>	Culbertson Fire Department Training

B. Scobey (propane) and Plentywood (electric) have both replaced their respective boilers in the past two years. I plan to go to those schools in the upcoming month with Mike, Steve, and Lora to visit with their administration and staff about their experiences with both propane and electric boilers. I look forward to having a full report to the Board on our findings on or before the December Board meeting.....maybe even by our November meeting.

C. There are lots of state and federal reports coming due in the next few weeks. I will be busy working on them.

D. The October MCEL Conference will be moving to downtown Billings in 2017 and over to Missoula for 2018.

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), 787-5779 (home), 478-3330 (cell), or by email at [crowderl@culbertson.k12.mt.us](mailto:crowderl@culbertson.k12.mt.us) at any time.



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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 14

**AGENDA TITLE:** College Graduate Credit Request(s)

**SUMMARY:** I have received no requests at this time.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 15

**AGENDA TITLE:** Guest Teacher Application(s)

**SUMMARY:** Attached please find the only I have received at this time.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

# CULBERTSON PUBLIC SCHOOLS

P.O. Box 459  
423 First Avenue West  
Culbertson, Montana 59218-0459  
Phone: (406) 787-6241 • Fax: (406) 787-6244

## GUEST TEACHER APPLICATION

Name: Sharon Schmitz  
Address (street or P.O. Box): PO Box 152, 322 W 2nd St.  
City/State/Zip Code: Culbertson, MT 59218  
Phone Number: 406-787-6208 Message/alternate phone number: 406-780-9423

Please complete the following:

Do you have a high school diploma? ☒ Yes ☐ No Where from: Elgin, ND

Do you have a college degree? ☐ Yes ☒ No Where from: \_\_\_\_\_

Do you have any teaching/education experience? ☐ Yes ☒ No Please provide details below.

Have been a Cub Scout, 4-H leader. Currently and in the past taught CCD (Sunday School).

The following is a list of classes in which you may be called to guest teach. Please indicate the classes that you would like to guest teach in by placing a ☒ next to each one.

<input checked="" type="checkbox"/> Kindergarten	<input checked="" type="checkbox"/> 7-12 Science	<input checked="" type="checkbox"/> K-12 Art
<input checked="" type="checkbox"/> 1 <sup>st</sup> Grade	<input checked="" type="checkbox"/> 7-12 English	<input checked="" type="checkbox"/> K-12 Music
<input checked="" type="checkbox"/> 2 <sup>nd</sup> Grade	<input checked="" type="checkbox"/> 7-12 Mathematics	<input checked="" type="checkbox"/> K-12 P.E.
<input checked="" type="checkbox"/> 3 <sup>rd</sup> Grade	<input checked="" type="checkbox"/> 7-12 Social Studies	<input checked="" type="checkbox"/> 4-12 Spanish
<input checked="" type="checkbox"/> 4 <sup>th</sup> Grade	<input checked="" type="checkbox"/> 7-12 Agriculture Education	
<input checked="" type="checkbox"/> 5 <sup>th</sup> Grade	<input checked="" type="checkbox"/> 7-12 Business	
<input checked="" type="checkbox"/> 6 <sup>th</sup> Grade	<input checked="" type="checkbox"/> K-12 Special Education	

You will receive a copy of the Culbertson School District Guest Teacher Handbook and ask that you become familiar with the contents. The Culbertson School District would also like to request a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

Would you like Teacher's Retirement withheld from your paycheck? ☐ Yes ☒ No

Sharon J. Schmitz  
Signature of Applicant

10-18-16  
Date

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 16

**AGENDA TITLE:** Board Policy: Removal of Students during School Day

**SUMMARY:** Attached please find a copy of a new policy that we currently do not have that I would like the Board to consider adding to the manual at this time. If the Board finds it satisfactory, this would be the first reading of the policy and it would be posted for comment and presented at the Board meeting in November for consideration of adoption.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

### **3-05-107. Removal of Students during School Day.**

The Board recognizes its responsibility for the proper care of students during a school day. In accordance with District procedures, only a duly authorized person may remove a student from class, the school building, the school grounds, or school function during a school day. A person seeking to remove a student from school must present evidence satisfactory to the administrator of having proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone, unless a request is approved by the administrator.

School personnel must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. However, employees of the Department of Health and Human Services may take custody of a student under provisions of 41-3-301 MCA without a court order. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents/guardians have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to any non-custodial adult.
5. Prior written authorization from the custodial parent/guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Law enforcement should be called if a visitor becomes disruptive or abusive.

Adopted:

Revised:

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 17

**AGENDA TITLE:** Student Teaching Request

**SUMMARY:** Brittney Marchwick-Wix would like to request the opportunity to student teach in 4<sup>th</sup> grade with Amy Berwick during the college spring semester of 2017.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 18

**AGENDA TITLE:** Graduation Date/Time

**SUMMARY:** The Culbertson High School Senior Class of 2017 would like to request graduation ceremonies be conducted on Saturday, May 20<sup>th</sup> at 11:00 a.m.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 19

**AGENDA TITLE:** 2016-2017 Extra-Curricular Contract(s)  
a. Junior High Boys' Basketball Head Coach

**SUMMARY:** Dave Solem, AD, would like to recommend Tori Kirkaldie for the position.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					



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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 8<sup>th</sup> Grade Participation in High School Girls' Basketball

**SUMMARY:** Valli Hauge would like to request permission to have 8<sup>th</sup> Graders participate in the high school girls' basketball program for the 2016-2017 season.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 21

**AGENDA TITLE:** Booster Club Donation

**SUMMARY:** I believe that the Booster Club will be present at the meeting in regards to the agenda item.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 10-25-2016

**AGENDA ITEM #:** 22

**AGENDA TITLE:** Eastern C Division (Basketball and Track) Alignment

**SUMMARY:** There have been several meetings last year and again this year about the Eastern C Division (with 10 teams in District 2C and only 6 teams in District 3C) and the possible ways to realign the Division more evenly. Unfortunately, there is no strong agreement as to which, if any, teams should be made to move.

There will be another meeting on Tuesday, November 3<sup>rd</sup> and every administrator was asked to take the matter to their respective school board for input and direction. So.....here it is.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Larsen					
Salvevold					
Kirkaldie					
Cullinan					

# Public Comment

(Non-Agenda Items)

The Culbertson School Board of Trustees would also like to invite public comment on any matter that was not on the agenda for this meeting. If any visitor would like to provide such comment, we would ask that you please raise your hand so that you can be properly recognized.

Thank you.