

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

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Tuesday–November 20, 2018, 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. October 22, 2018 (Regular Board Meeting)  
b. October 29, 2018 (Technology Committee Meeting)

**FINANCE REPORT**

06. Action, pay bills, approve investments, and note cash & 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**

14. Action, Board Policy – 2<sup>nd</sup> Reading
  - a. 1-04-159 Cost Allocation Plan
  - b. 1-04-131 Tobacco Free
  - c. 1-04-140 Drug, Alcohol, and Tobacco Use
  - d. 3-05-104 Breakfast/Lunch Program

**NEW BUSINESS**

15. Action, 2018-2019 Substitute Kitchen Staff
16. Action, 2018-2019 Classified Staff Contract(s)
  - a. Custodial Staff
17. Action, Booster Club Request
18. Action, IT Service Contract
19. Action, Student Attendance
20. Action, Truancy Letter
21. Action, Board Policy – 1<sup>st</sup> Reading
  - a. 1-04-113 Purchasing
  - b. 1-04-113.1 Fixed Asset Inventory
  - c. 1-04-145 School District Investments
  - d. 1-03-105 Liability Insurance
  - e. 1-04-132 Conflict of Interest
  - f. 1-04-149 School District Financial Management
  - g. 2-04-112 Confidential Information
  - h. Appendix Y Culbertson School Internal Control Procedures
  - i. Appendix Z Culbertson school District Organization Chart

**PUBLIC COMMENT FOR NON-AGENDA ITEMS**

22.

**REPORTS (Continued)**

23. Information, Trustees Reports/Requests.

**DATE/TIME FOR NEXT MEETING**

24. Date: Tuesday, December 18<sup>th</sup> Time: 6:30 p.m.  
Potential Conflicts: Elementary Music Program  
Suggested Changes: Monday, December 17<sup>th</sup> or Wednesday, December 19<sup>th</sup>

**ADJOURNMENT**

25. Time of adjournment: \_\_\_\_\_

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

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# 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 by raising your hand at that time so that the chair may properly recognize you.

Thank you.

SCHOOL BOARD MINUTES  
REGULAR MEETING  
October 22, 2018  
Monday – 6:30 p.m.

The Board met in regular session on Monday, October 22, 2018, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Luke Anderson, Mark Colvin, Eric Bergum, and Gy Salvevold. Representatives were: Larry Crowder, Mike Olson, Dave Solem, and Lora Finnicum. Visitors were recognized.

Luke Anderson made motion to approve the agenda. Gy Salvevold seconded motion. Motion carries unanimously. Notice for public comment given.

Mark Colvin made motion to approve the minutes of September 19, 2018 (regular board) meeting(s). Eric Bergum seconded motion. Motion carries unanimously.

Gy Salvevold made motion to pay the October bills, approve investments, note cash and extra-curricular balances. Luke Anderson seconded motion. Motion carries unanimously.

Payroll Warrants	51956 to 52005
Claims Warrants	64295 to 64362

Reports were presented. Student Council members are working on school banners for the gym and will present the Board with options. Cross country had seven students participate in the state meet in Missoula. Culbertson will be hosting the District Volleyball tournament October 26-28<sup>th</sup>. Technology Committee will need to meet and discuss the IT Support proposals.

Eric Bergum made motion to hire Joy Johnson as Guest Teachers, pending successful background check. Mark Colvin seconded motion. Motion carries unanimously.

Mark Colvin made motion to approve cook's helper substitute of Joy Johnson, activity bus driver of Keri Hauenstein, and substitute bus monitor of Joy Johnson. Gy Salvevold seconded motion. For motion: Anderson, Bergum, Colvin and Salvevold. Recusal: Finnicum. Motion carries.

Gy Salvevold made motion to hire Mitch Kaufman as JH Boys' Basketball Coach, Jennifer Lambert as JH Girls' Basketball Coach, and Colby McGinnis as HS Boys' Basketball Coach. Eric Bergum seconded motion. Motion carries unanimously.

Luke Anderson made motion to approve Montana High School Rodeo Association (MHSRA) as a school activity and a school-related absence. Mark Colvin seconded motion. Motion carries unanimously.

Mark Colvin made motion to approve 8<sup>th</sup> Grade participation in HS Girls' Basketball. Luke Anderson seconded motion. MHSA will determine how many 8<sup>th</sup> graders can play up. The JH coach was apprised of the situation and may lose players mid-season. HS Coaches will be meeting with students and parents to discuss their options. Motion carries unanimously.

Gy Salvevold made motion to approve 8<sup>th</sup> Grade participation in HS School Cheerleading. Eric Bergum seconded motion. Additional uniforms may need to be purchased and existing ones altered to fit this year's squad. Motion carries unanimously.

SCHOOL BOARD MINUTES  
REGULAR MEETING  
October 22, 2018  
Monday – 6:30 p.m.

Gy Salvevold made motion to approve 5<sup>th</sup> and 6<sup>th</sup> Grades in JH Girls' Basketball, if needed. Eric Bergum seconded motion. Additional coaching assistance may be needed until the 8<sup>th</sup> graders are pulled up into high school, depending upon numbers. Motion carries unanimously.

Eric Bergum made motion to approve the student attendance agreements from Lambert School for the Joslin and Martin families. Mark Colvin seconded motion. Motion carries unanimously.

Luke Anderson made motion to post school board policies 1-04-159 Cost Allocation Plan, 1-04-131 Tobacco Use, 1-04-140 Drug, Alcohol, and Tobacco Use, and 3-05-104 Breakfast/Lunch Program. Gy Salvevold seconded motion. Motion carries unanimously.

Eric Bergum made motion to approve Frederick Lee as a Volunteer Student Resource Officer and to work with our administration as determined. Gy Salvevold seconded motion. Permission has also been approved by the Roosevelt County Commissioners and Roosevelt County Sheriff's Department. Motion carries unanimously.

Trustees discussed goal setting. Additional goals to be considered are establishing a home economics program, developing bathrooms and concessions at the C-C Complex, and implementing emergency door stoppers in classrooms.

Notice was given for public comment for non-agenda items. Request was received to transfer bus ridership from Route #3 Birch to Route #5 Finnicum. Item would be addressed at the next available board meeting. Request was received for installing changing table in the men's bathroom. Next regular board meeting will be scheduled on November 20, 2018 at 6:30 p.m. Mark Colvin made motion to adjourn. Eric Bergum seconded motion. Motion carries unanimously. Meeting adjourned at 7:17 p.m.

\_\_\_\_\_  
Chairman of the Board

  
Clerk

SCHOOL BOARD MINUTES  
COMMITTEE MEETING  
October 29, 2018  
Monday – 7:30 a.m.

The Technology Committee met to discuss IT service at 7:30 a.m. Trustees resent were: Eric Bergum and Mark Colvin. Representatives were: Larry Crowder, Mike Olson, and Lora Finnicum.

Visitors were recognized. Notice for public comment given. Two proposals were presented for IT Service. The Marco proposal was a total managed IT package for IT, backup, server, PC replacement, and managed print services at an initial annual cost of \$88,536.24. PC replacement plan was to replace 100 of the 170 PC's due to using Windows 7 operating system and Windows 7 systems will be no longer be supported by 2020. Windows 10 still has many issues. The end date for Windows 7 possibly could be 2020 or later. Marco makes valid points with the need to up our security and use better passwords.

The Northstar proposal was for managed IT, backup, 50 hours on-site tech time, and server quoted at an annual cost of \$28,760.16. PC replacement plan was not an immediate issue but would still need to be addressed in the future.

Committee would recommend going with Northstar. Our servers are the immediate issue. Our current coverage for server backup is paid through this fiscal year. Mr. Olson will visit with Northstar to see if they would offer a partial plan for managed IT services through this year until our current coverage expires and then go with the full proposal. Suggestion was given to visit with Brian Fordyce on potential IT support. Meeting adjourned at 7:52 a.m.

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Chairman of the Board



Clerk

**CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT**  
for the month of OCTOBER 31, 2018

FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(152,357.14)	121,715.06	-	-	155,063.62	(185,705.70)	(185,705.70)	-
TRANSP	19,583.20	8,234.57	-	-	19,907.49	7,910.28	7,910.28	-
RETIREM	96,895.35	17,681.29	-	-	18,687.53	95,889.11	95,889.11	-
MISC	535.68	379.00	-	-	12,142.24	(11,227.56)	(11,227.56)	-
Misc	7,475.03	-	-	-	-	7,475.03	-	-
Title	(6,098.06)	-	-	-	6,087.10	(12,185.16)	-	-
Ind Ed	2,332.00	-	-	-	2,312.43	19.57	-	-
JMG	1,500.00	-	-	-	-	1,500.00	-	-
SRS	(8,157.06)	-	-	-	3,648.99	(11,806.05)	-	-
JOM	3,483.77	379.00	-	-	93.72	3,769.05	-	-
AD ED	1,855.47	10.81	-	-	81.00	1,785.28	1,785.28	-
COMPAB	1.27	-	-	-	-	1.27	1.27	-
IMPACT	(75,696.97)	81,006.16	-	-	-	5,309.19	5,309.19	-
TECH	0.90	-	-	-	-	0.90	0.90	-
FLEX	(167,067.40)	-	-	-	-	(167,067.40)	(167,067.40)	-
COOP	135.24	135,926.60	207,404.00	207,015.00	91,931.89	44,518.95	44,518.95	-
PR	14,555.20	275,519.88	-	-	276,537.24	13,537.84	13,537.84	0.00
CL	22,017.55	201,996.41	-	-	200,151.87	23,862.09	23,862.09	(0.00)
ELEM	(239,541.65)	842,469.78	207,404.00	207,015.00	774,502.88	(171,185.75)	(171,185.75)	(0.00)
GENERAL	(80,664.07)	83,405.14	-	-	109,275.12	(106,534.05)	(106,534.05)	-
TRANSP	16,500.88	5,482.35	-	-	13,240.96	8,742.27	8,742.27	-
LUNCH	0.40	9,482.17	-	-	5,038.04	4,444.53	4,444.53	-
RETIREM	138,929.65	14,386.25	-	-	13,826.88	139,489.02	139,489.02	-
MISC	(117,647.77)	-	-	-	1,275.47	(118,923.24)	(118,923.24)	-
Misc	(121,868.87)	-	-	-	-	(121,868.87)	-	-
AG	-	-	-	-	585.04	(585.04)	-	-
Adv Ag	-	-	-	-	-	-	-	-
BUS	-	-	-	-	-	-	-	-
JMG	4,221.10	-	-	-	690.43	3,530.67	-	-
Perkins	-	-	-	-	-	-	-	-
AD ED	4,003.38	10.16	-	-	81.00	3,932.54	3,932.54	-
DR ED	2,140.26	-	-	-	-	2,140.26	2,140.26	-
COMPAB	2.35	-	-	-	-	2.35	2.35	-
IMPAC	(4,574.47)	14,153.69	-	-	-	9,579.22	9,579.22	-
TECH	0.16	-	-	-	-	0.16	0.16	-
FLEX	2.84	-	-	-	-	2.84	2.84	-
ENDOW	123,363.31	1.60	7,141.00	-	-	130,505.91	130,505.91	-
HS	82,056.92	126,921.36	7,141.00	-	142,737.47	73,381.81	73,381.81	-
TOTAL	(157,484.73)	969,391.14	214,545.00	207,015.00	917,240.35	(97,803.94)	(97,803.94)	(0.00)

\*

**CULBERTSON SCHOOL DISTRICT**  
**Cash Equivalent Accounts Summary**  
September 30, 2018

	Beginning Balance	Receipts <i>reconciled</i> <i>bank credits</i>	Expenses <i>reconciled</i> <i>bank debits</i>	Ending Balance
<b>GENERAL FUNDS 101 &amp; 201 - ASSET 102:</b>				
First Community Bank Hot Lunch Revolving Account No. 335266	\$ 10,240.46	\$ 3,441.25	\$ 4,354.85	\$ 9,326.86
First Community Bank PaySchools Savings Account No. 5000521	\$ 0.89	\$ -	\$ -	\$ 0.89
First Community Bank Pcard Account No. 4205644	\$ 1,212.04	\$ 13,195.69	\$ 13,186.71	\$ 1,221.02
Synovus AFLAC Cafeteria Plan Account No. 000-329-492-7	\$ 10,838.35	\$ 1,349.17	\$ 337.34	\$ 11,850.18
<b>Cash Equivalent Total</b>	<b>\$ 22,291.74</b>	<b>\$ 17,986.11</b>	<b>\$ 17,878.90</b>	<b>\$ 22,398.95</b>
	Fund 101 Balance: \$	11,199.48	Fund 201 Balance: \$	11,199.47
	102 Debit (Credit) \$	53.61	970 Credit (Debit) \$	53.60

**GENERAL FUNDS 101 & 201 - ASSET 103:**

First Community Bank Petty Cash Account No. 332364	\$ 300.00	\$ -	\$ 24.14	\$ 275.86
<b>Cash Equivalent Total</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 24.14</b>	<b>\$ 275.86</b>
	Fund 101 Balance: \$	137.93	Fund 201 Balance: \$	137.93
	103 Debit (Credit) \$	(12.07)	970 Credit (Debit) \$	(12.07)

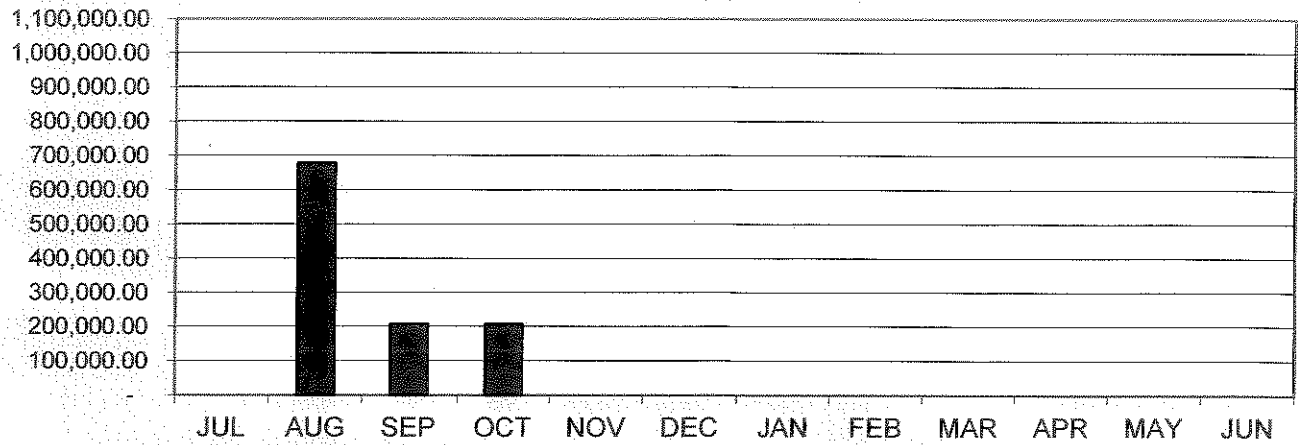
**ACTIVITIES FUND 284 - ASSET 102:**

First Community Bank Activities Account No. 332356	\$ 44,220.24	\$ 27,121.43	\$ 12,182.53	\$ 59,159.14
<b>Cash Equivalent Total</b>	<b>\$ 44,220.24</b>	<b>\$ 27,121.43</b>	<b>\$ 12,182.53</b>	<b>\$ 59,159.14</b>
	102 Debit (Credit) \$	14,938.90	970 Credit (Debit)	

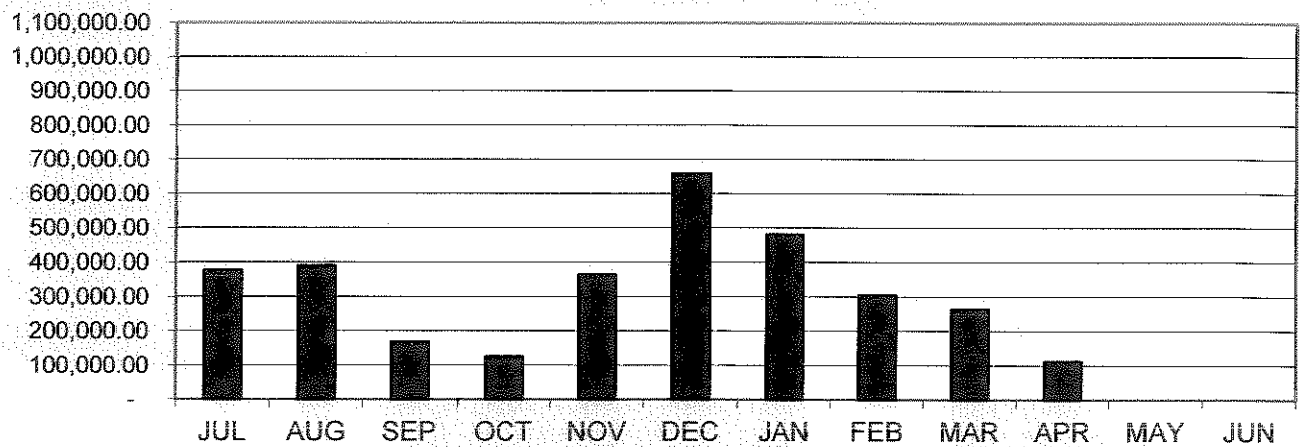


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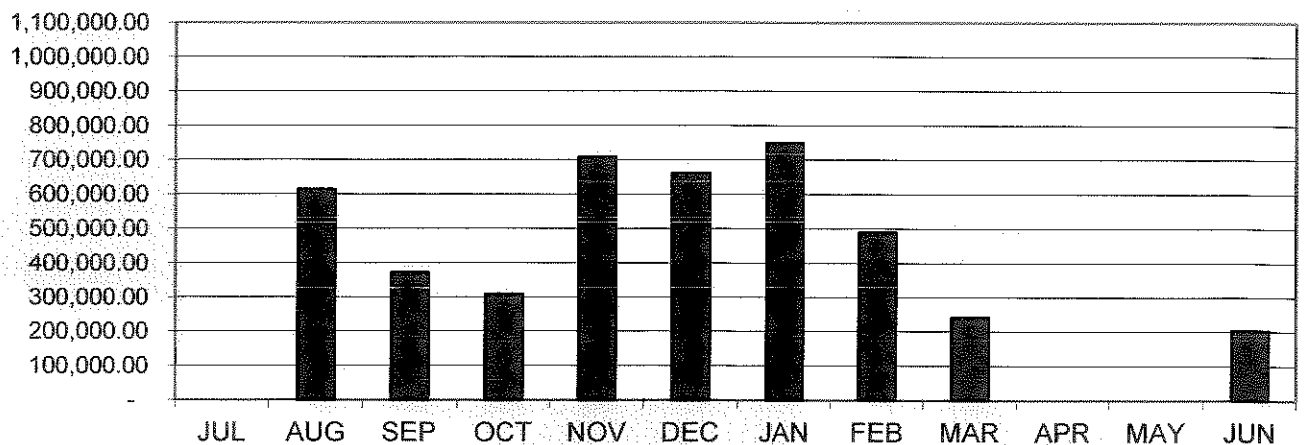
### 2018-19 INVESTMENTS



### 2017-18 INVESTMENTS



### 2016-17 INVESTMENTS



## Culbertson Public School

Totals Report for October 2018 through October 2018  
2018-2019

11/12/2018  
9:16:14 AM

Checking  
Savings  
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	6,891.86	125.00	87.50	0.00	6,929.36
2 - ATHLETICS	1,844.35	12,695.00	4,871.80	-23.50	9,644.05
3 - SENIOR 2018	0.00	0.00	0.00	0.00	0.00
4 - SENIORS 2019	2,438.68	0.00	255.36	0.00	2,183.32
5 - JUNIORS 2020	1,900.15	1,561.00	689.61	0.00	2,771.54
6 - SOPHOMORE 2021	1,863.01	685.25	385.91	0.00	2,162.35
7 - 8TH GRADE	0.00	0.00	0.00	0.00	0.00
8 - CHEERLEADER	297.32	0.00	0.00	0.00	297.32
9 - FFA	5,175.54	6,144.70	3,158.98	23.50	8,184.76
10 - BAND/CHOIR	748.36	21.50	575.00	0.00	194.86
11 - STUDENT COUNCIL	4,244.86	58.50	32.10	0.00	4,271.26
12 - SPEECH AND DRAMA	1,534.08	0.00	0.00	0.00	1,534.08
13 - VO-AG REVOLVING	2,570.12	0.00	0.00	0.00	2,570.12
14 - FRESHMAN 2022	0.00	0.00	0.00	0.00	0.00
15 - PLAY	815.00	0.00	0.00	0.00	815.00
16 - JMG	80.56	810.00	300.00	0.00	590.56
17 - BPA	-121.72	4,023.12	400.00	0.00	3,501.40
18 - EXPLORE AMERICA	3,709.86	2,180.55	500.60	0.00	5,389.81
19 - MUSIC PARENTS	2,549.06	0.00	87.36	0.00	2,461.70
20 - ART	1,576.68	0.00	0.00	0.00	1,576.68
21 - LIBRARY	1,309.53	646.31	745.00	0.00	1,210.84
22 - SPANISH CLUB	15.49	0.00	0.00	0.00	15.49
24 - Science Olympiad	1,804.96	3,416.00	70.00	0.00	5,150.96
	41,247.75 +	32,366.93 -	12,159.22 +	0.00 =	61,455.46



## November 2018 Activities report

Culbertson Board of Trustees,

Speech and drama season is off to another successful season with competitions held so far in Billings, Miles City and Hardin. There are 15 participants competing for the team. Junior High basketball teams have also competed in several contests with local schools. Participation in JH basketball consists of 12 boys and 12 girls. High school basketball practice began on November 15. Culbertson hosted a successful District 1-C volleyball tournament October 25-27. Gate totals were almost \$9000 beating last years' tournament by almost \$4000. On October 27 Culbertson also hosted a first round playoff game against Ennis

Sincerely,

David Solem

Mr. Olson  
Technology Report  
School Board Meeting  
November 20, 2018

I will be working on updating computer inventory to reflect movement of computers at the beginning of the year.

With help for Mr. Fordyce we got a CHS Guest WIFI setup for events at the school. I am able to turn this on and off as needed and change the password.

I will be in communication with our future IT services to begin talks about what is needed for a smooth transition to IT services.

Mr. Olson  
Principal Report  
School Board Meeting  
November 20, 2018

Teacher observations are going well with over 7 complete to date.

Our social media platforms have been getting good response from the public and have aided the school in sharing information.

The 2<sup>nd</sup> trimester began on Monday Nov. 19<sup>th</sup>

I attended the Regional MASSP meeting in Wolf Point on Nov 13. The main topic of conversation was absenteeism.

As of 11-14-18

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	21	22	26	16	24	28	18	20	29	22	23	24	15	<b>288</b>
Sept	20	22	26	16	23	28	18	20	28	22	22	24	14	283
Oct	19	22	26	15	23	27	18	21	29	22	22	23	14	<b>281</b>
Nov	19	22	26	15	23	26	18	21	29	22	23	21	13	<b>278</b>
Dec														<b>0</b>
Jan														<b>0</b>
Feb														<b>0</b>
March														<b>0</b>
April														<b>0</b>
May														<b>0</b>

Enrolled	7	2	1	2	5	3	2	2	10	1	3	2	4	<b>44</b>
Transferred	3	2	0	1	1	2	1	0	2	1	2	2	2	<b>19</b>
Total In/Out	10	4	1	3	6	5	3	2	12	2	5	4	6	63

Ended the 2017-2018 year with 264

# Culbertson School Board Meeting

## Superintendent's Report

### November 20, 2018

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

November 5 <sup>th</sup>	Culbertson Town Council Meeting
November 12 <sup>th</sup>	Veteran's Day Celebration Ceremony
November 13 <sup>th</sup>	Culbertson Fire Department Meeting
November 14 <sup>th</sup>	Culbertson Indian Education Parent Advisory Committee Meeting
November 15 <sup>th</sup>	Culbertson Lions Club Meeting
November 19 <sup>th</sup>	Roose-Valley Special Education Cooperative Meeting @ Brockton
November 20 <sup>th</sup>	Culbertson School Board Meeting
November 27 <sup>th</sup>	Culbertson Fire Department Training JH Basketball vs. Frontier HERE
November 29 <sup>th</sup>	Culbertson 7-12 Music Concert
November 30 <sup>th</sup>	JH Basketball vs. Savage HERE
December 3 <sup>rd</sup>	Culbertson Town Council Meeting
December 6 <sup>th</sup>	JH Basketball vs. Circle HERE Culbertson Lions Club Meeting
December 7 <sup>th</sup>	HS Basketball vs. Bainville HERE
December 8 <sup>th</sup>	Culbertson Speech & Drama Meet HERE
December 11 <sup>th</sup>	Culbertson Fire Department Meeting
December 13 <sup>th</sup>	Culbertson Parent Advisory Committee Meeting
December 14 <sup>th</sup>	HS Basketball vs. Brockton HERE
December 15 <sup>th</sup>	HS Basketball vs. Lustre HERE
December 18 <sup>th</sup>	Lions Club Stew Feed Culbertson K-6 Music Program
December 21 <sup>st</sup>	HS Basketball vs. Froid/Lake HERE

#### B. Other items for your consideration:

1. The following reports/grants have been completed:
  - a. Federal Carl Perkins (Career and Technical Education)
  - b. The fall accreditation (TEAMS) report
  - c. The Continuous School Improvement Plan (CSIP)
2. I would like to recognize Mr. Dave Solem for his outstanding preparation and execution of hosting the District 1C Volleyball Tournament on October 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup> and hosting a first round playoff football game on Saturday, October 27<sup>th</sup>. Dave and his support staff are to be commended for their fine efforts.

3. The Montana Legislature will be in session in early January. Education bills will be a topic of discussion at our future Board meetings, as well as my emails to the Board.
4. The first trimester will come to a close on November 16<sup>th</sup>. Report cards will be sent out before the end of November.
5. The Montana High School Association Annual Meeting is scheduled to be held in Butte, MT on Monday, January 21<sup>st</sup>. If any Board member is interested in attending the meeting, please let me know so that I can make proper travel arrangements. The MHSA Annual Meeting Proposals should be sent out prior to the December Board meeting, allowing the Board to indicate their voting preferences in advance of the Annual meeting in Butte in January.
6. I am currently working on the Eastern C Division Football Schedule for the 2019 season. I hope to have it completed soon.
7. I received a call from a gentleman from HBO that is doing a documentary series on rural schools in Montana and the issue of teacher recruitment and retention. I spent about 45 minutes speaking with him on November 16<sup>th</sup> about our school and our challenges in recent years.
8. I spoke with a potential Spanish teacher candidate during the past week. This individual is currently working for another Hi-Line school, but might be interested in our K-12 position for the 2019-2020 school year.
9. In the upcoming two or so months, I will be asking the Board to begin deliberations on staffing for the 2019-2020 school year. Questions about the number of elementary classrooms, programs at the junior high and high school levels, etc. will be topics for consideration. These discussions will help shape our recruiting in the short near future.
10. The Veteran's Day celebration on November 12<sup>th</sup> was outstanding. My sincere thanks and appreciation goes out to Lana Hekkel and all the staff and students that worked diligently to make the program a really big success. It was very well attended by the area military veterans and the community.

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:** 11-20-2018

**AGENDA ITEM #:** 14

**AGENDA TITLE:** School Board Policies – 2<sup>nd</sup> Reading

**SUMMARY:** Attached please find the following Board policies that have been posted for comment since the November 22<sup>nd</sup> meeting.

1-04-159      Cost Allocation Plan  
1-04-131      Tobacco Free  
1-04-140      Drug, Alcohol, and Tobacco Use  
3-05-104      Breakfast/Lunch Program

To date, I have received no comments about the proposed changes.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

proposed new  
policy

#### 1-04-159. Cost Allocation Plan.

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that the Culbertson Public School will use to allocate costs to various programs, grants, contracts, and agreements.

OMB Circular A-21 "Cost Principles for Educational Institutions," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. Culbertson Public School Cost Allocation Plan is based on the Direct Allocation Method described in OMB Circular A-21. The Direct Allocation Method treats all costs as direct costs except general administration and general expenses, i.e. indirect costs. Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

The general approach of the Culbertson Public Schools in allocating costs to particular objectives will be as follows:

1. All allowable direct costs are charged directly to programs, grants, activities, etc.
2. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
3. Allowable costs that can be identified to student populations or the junior high and high school class schedules will be prorated using a base most appropriate to the particular costs being prorated.
4. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, activities, etc. using a base that results in an equitable distribution, contingent on the availability of general funding. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's total costs.
5. Allowable costs that can be identified as facilities expenses will be prorated using a base most appropriate to usable square footage, contingent on the availability of general funding. Facilities costs related to general and administrative activities are allocated to program based on the ratio of program square footage to total square footage.

Allowable cost must be reasonable, allocable, and consistently treated. If a cost cannot meet the listed criteria, it is unallowable. Unallowable costs are costs that are unallowable in accordance with OMB Circular A-21, including alcoholic beverages, lobbying, fundraising, entertainment, fines and penalties, etc. Lobbying and fundraising costs are unallowable, however, are treated as direct costs and allocated their share of general and administrative expenses.

Adopted:

Revised:

**1-04-131. Tobacco Free Policy.**

It is the responsibility of the Culbertson Public Schools to provide and insure a safe and healthful environment for the students, staff, and visiting public. The Board recognizes the rights and health of all individuals on all Culbertson School District Property and will provide an environment free of contaminants.

It has been determined by the Surgeon General of the United States that tobacco use of any kind is dangerous to individual health.

Therefore to establish a posture that is consistent with the goals stated above and to protect the health of our students, staff, and visiting public, the following policy will be implemented:

- A. Tobacco and electronic cigarettes/devices use will be prohibited on all Culbertson School District property, including all school grounds, buildings, and buses.
- B. Visitors to the school will be informed of this policy and will observe the tobacco free rules while on school district property for visitation, athletic events, education events, or business.
- C. All students will adhere to this policy.
- D. All school staff will adhere and enforce this policy.

Adopted: November 17, 1987  
Revised: February 22, 2000  
November 16, 2004  
August 19, 2010  
July 17, 2018

1-04-131. **Tobacco Free Policy.**

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It has been determined by the Surgeon General of the United States that tobacco use of any kind is dangerous to individual health.

Therefore to establish a posture that is consistent with the goals stated above and to protect the health of our students, staff, and visiting public, the following policy will be implemented:

- A. ~~Tobacco and electronic cigarettes/devices use will be prohibited on all Culbertson School District property, including all school grounds, buildings, and buses.~~
- A. ***Tobacco, electronic cigarettes/devices, and alternative nicotine product use will be prohibited on all Culbertson School District property, including all school grounds, buildings, and buses.***
- B. Visitors to the school will be informed of this policy and will observe the tobacco free rules while on school district property for visitation, athletic events, education events, or business.
- C. All students will adhere to this policy.
- D. All school staff will adhere and enforce this policy.

Adopted: November 17, 1987  
Revised: February 22, 2000  
November 16, 2004  
August 19, 2010  
July 17, 2018

**1-04-140. Drug, Alcohol, and Tobacco Use.**

Students have a right to attend school in an environment conducive to learning. The use of controlled drugs, alcohol, tobacco in any form including electronic innovation, and other intoxicants is illegal for students. These substances and tobacco are addictive and they interfere with the healthy development of children and adolescents. Drug and alcohol use is incompatible with effective learning and teaching. The Culbertson Schools hereby establish a policy to prevent the use of illicit drugs and alcohol by students and staff and to maintain a drug-free and tobacco-free educational environment.

The Culbertson Schools will not tolerate the possession, sale, use, or influence of tobacco, alcohol, intoxicants, other illegal and harmful drugs and drug paraphernalia in the schools, on school grounds, or at school sponsored activities.

The Culbertson Schools will commit to a comprehensive health education program which includes instruction in the prevention of drug and alcohol abuse, as well as an intervention and referral procedure for students and staff.

Drug Education Program. The substance abuse program will involve students, parents, teachers, and the community.

The substance abuse program will be age-appropriate and sequential K-12. Instruction will include basic explicit information on the health, legal, and social effects of tobacco and drugs; and general preventive education. The curriculum will be available for parents and others to consult, and shall meet the same expectation of the curriculum at CSP 1-01-100 to 106. Other programs such as DARE and LION'S Quest may supplement but not supplant the curriculum.

Standards of Conduct. The following conduct is prohibited and will subject an employee or student to disciplinary action, up to and including termination and expulsion.

For the purposes of this policy, "possession" means to consume or to have available any quantity of an illegal drug or alcohol.

For students, the possession, use, or selling of alcohol, other intoxicants, illegal drugs, drug paraphernalia or tobacco on school grounds or while participating in school-sponsored activities will result in disciplinary action and referral to law enforcement officials.

For staff, the possession, use, or selling of alcohol, other intoxicants, illegal drug, or drug paraphernalia, and tobacco on school grounds or while participating in school activities will result in disciplinary action. An exception will be made for the staff to smoke on school grounds only in designated smoking areas.

For the first report or suspected violation a conference will be scheduled with a supervisor who will document the conference in the employee's file. Suspected possession of illegal drugs will result in a referral for prosecution.

1-04-140. Drug, Alcohol, and Tobacco Use. (page 2)

For the second report involving alcohol the supervisor may require the employee to receive an evaluation from a licensed chemical dependency counselor at District expense. The employee will provide the District documentation of the assessment. If follow up or aftercare treatment is recommended, the employee will provide for same and submit documentation to the District of successful rehabilitation for reinstatement into their employment position. If the employee does not comply with this procedure, the District will initiate termination proceedings.

Second and subsequent tobacco violations will result in documented conferences with a supervisor. These reports will be placed in the employee's file and will be taken under consideration for evaluation, promotion, retention, and termination.

The District will cooperate with licensed professionals who recommend aftercare treatment in conjunction with staff or student rehabilitation provided the health and safety of other staff and students is not jeopardized.

Administrative Procedures and Policy Review. A copy of this policy will be made available to all staff and parents.

This policy shall undergo periodic review. The educational portion shall be reviewed in the same curriculum review cycle as the K-12 health program. Attitudes of students will be assessed through the Youth Risk Behavior Survey. Each year the Board will review a report of all incidents reported, confirm the accuracy of the report, and make some assessment of the effectiveness of the program.

This policy shall be Board reviewed periodically.

Adopted:

Revised: February 22, 2000  
November 16, 2004  
July 17, 2018

**1-04-140. Drug, Alcohol, Tobacco, and *Alternative Nicotine Product* Use.**

Students have a right to attend school in an environment conducive to learning. The use of controlled drugs, alcohol, tobacco, ***alternative nicotine products*** in any form including electronic innovation, and other intoxicants is illegal for students. These substances and tobacco are addictive and they interfere with the healthy development of children and adolescents. Drug and alcohol use is incompatible with effective learning and teaching. The Culbertson Schools hereby establish a policy to prevent the use of illicit drugs and alcohol by students and staff and to maintain a drug-free and tobacco-free educational environment.

The Culbertson Schools will not tolerate the possession, sale, use, or influence of tobacco, ***alternative nicotine product*** alcohol, intoxicants, other illegal and harmful drugs and drug paraphernalia in the schools, on school grounds, or at school sponsored activities.

The Culbertson Schools will commit to a comprehensive health education program which includes instruction in the prevention of drug and alcohol abuse, as well as an intervention and referral procedure for students and staff.

Drug Education Program. The substance abuse program will involve students, parents, teachers, and the community.

The substance abuse program will be age-appropriate and sequential K-12. Instruction will include basic explicit information on the health, legal, and social effects of tobacco, drugs and ***alternative nicotine products***; and general preventive education. The curriculum will be available for parents and others to consult, and shall meet the same expectation of the curriculum at CSP 1-01-100 to 106. Other programs such as DARE and LION'S Quest may supplement but not supplant the curriculum.

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For staff, the possession, use, or selling of alcohol, other intoxicants, illegal drug, or drug paraphernalia, tobacco, and ***alternative nicotine products*** on school grounds or while participating in school activities will result in disciplinary action. An exception will be made for the staff to smoke on school grounds only in designated smoking areas.

1-04-140. **Drug, Alcohol, Tobacco, and *Alternative Nicotine Product* Use.** (page 2)

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For the second report involving alcohol the supervisor may require the employee to receive an evaluation from a licensed chemical dependency counselor at District expense. The employee will provide the District documentation of the assessment. If follow up or aftercare treatment is recommended, the employee will provide for some and submit documentation to the District of successful rehabilitation for reinstatement into their employment position. If the employee does not comply with this procedure, the District will initiate termination proceedings.

Second and subsequent tobacco *and/or alternative nicotine product* violations will result in documented conferences with a supervisor. These reports will be placed in the employee's file and will be taken under consideration for evaluation, promotion, retention, and termination.

The District will cooperate with licensed professionals who recommend aftercare treatment in conjunction with staff or student rehabilitation provided the health and safety of other staff and students is not jeopardized.

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This policy shall undergo periodic review. The educational portion shall be reviewed in the same curriculum review cycle as the K-12 health program. Attitudes of students will be assessed through the Youth Risk Behavior Survey. Each year the Board will review a report of all incidents reported, confirm the accuracy of the report, and make some assessment of the effectiveness of the program.

This policy shall be Board reviewed periodically.

Adopted:

Revised: February 22, 2000  
November 16, 2004  
July 17, 2018



Current

**3-05-104. Breakfast/Lunch Program.**

The breakfast and hot lunch program shall be available to all pupils who attend Culbertson Schools. Good eating habits and good manners are expected in the lunchroom. The school breakfast/lunch program should be a learning situation and an extension in the day's total learning environment.

The price of breakfast and lunch will be determined annually.

Students are expected to behave at lunch time and practice good eating habits.

Parents may apply for free or reduced meals. This procedure must be carried out annually with the school secretary.

No food is to be taken from the lunch room by students. All foods that cannot be of further use to the program are to be disposed of.

Adopted:

Revised: May 16, 2000

### **3-05-104. Breakfast and Lunch Program.**

The breakfast and hot lunch program shall be available to all pupils who attend the Culbertson School District. Good eating habits and good manners are expected in the lunchroom. The school breakfast and lunch program should be a learning situation and an extension in the day's total learning environment. Students are expected to behave at meal time and practice good eating habits. No food is to be taken from the lunch room by students. All foods that cannot be of further use to the program are to be disposed of.

Prices of breakfast and lunch meals will be determined annually by the Culbertson School Board.

The District will provide free and reduced-priced meals to students, according to the terms of the National School Lunch Program and the laws, rules and regulations of the state. The District will inform parents of the eligibility standards for free or reduced-priced meals. Identity of students receiving free or reduced-price meals will be confidential, in accordance with National School Lunch Program guidelines. Parents may apply for free or reduced-priced meals, and the applications must be completed annually with school personnel. A parent has the right to appeal to a designated hearing official any decision with respect to his or her application for free or reduced-price food services.

#### Meal Charge Policy

Note: For the purpose of this policy, "parents" includes guardian, caretaker relative, and any adult responsible for the care of the child.

The goal of the Culbertson School District is to allow children to receive the nutrition they need to stay focused during the school day, minimize the identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the food service account. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances. The District complies with Federal USDA policies on meal charging and debt collection.

All meal charges must be paid regularly and directly to the Culbertson School District in the form of cash, check or credit card (available via the school website and third party vendor). Parents may leave money on credit in their school food service accounts to be forwarded to the next school year. Credits on school food service accounts will be refunded to the parent upon request.

It is the responsibility of the parents to maintain the pre-paid, school food service accounts and monitor that the prescribed forms of payments are appropriately applied. Any disputes on account credits must be made within 30 days of the payment in question.

Parents must make every effort to pay their meal charges in full on a regular basis. Any school food service accounts that have negative balances longer than 60 days without any form of payment or an administratively-approved payment plan will be considered delinquent.

**3-05-104. Breakfast and Lunch Program. (page 2)**

Unpaid meal charges up to \$20 may be carried over at the end of the school year; however, will still be considered delinquent. School food service account notices will be mailed, at a minimum, monthly and may be electronically submitted weekly, if the parents provided the appropriate email address.

Administration will take appropriate action deemed necessary to collect unpaid meal charges (i.e. delinquent school food service accounts) while ensuring the nutritional needs of the student are met in providing the student with a regular meal, and that those efforts will not have a negative impact on the children involved, but focus primarily on the parents responsible for providing funds for meal purchases. When all collection efforts have been exhausted, the Culbertson School District Board of Trustees may reclassify the delinquent accounts as bad debt, and by definition, uncollectable. Bad debt must be written off as an operating loss. This loss may not be absorbed by the school food service accounts and must be restored using non-federal monies. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

Adopted:

Revised: May 16, 2000

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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 15

**AGENDA TITLE:** 2018-2019 Substitute Kitchen Staff

**SUMMARY:** I would like to recommend adding Elaine Jasper to the substitute kitchen staff list pending background check.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 16

**AGENDA TITLE:** 2018-2019 Classified Staff Contract(s) - Custodial Staff

**SUMMARY:** Junell Wallin-Teneyck has informed Norine she will be moving out of the area in the near future. Norine is currently looking for a replacement. I placed this item on the agenda in the event Norine has a recommendation for the Board to consider.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 17

**AGENDA TITLE:** Booster Club Request

**SUMMARY:** The Culbertson Booster Club would like to respectfully ask the Board to approve allowing the Booster Club to send home with the students a flyer with CHS gear for sale and sell from November 21st through December 8<sup>th</sup>. The Booster Club would like to complete final sale of the items on the flyer and current inventory at the first home high school basketball game December 7th.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 18

**AGENDA TITLE:** IT Service Contract

**SUMMARY:** The Technology Committee met on October 29<sup>th</sup> to review the quotes received from Marco and Northstar. I believe a recommendation will be forthcoming from the committee.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 19

**AGENDA TITLE:** Student Attendance

**SUMMARY:** Several students have accumulated more than 15 days of absence in the fall trimester and for a few students these absences were unexcused. The families of these students have been contacted by Mr. Olson in an attempt to clarify the reasons for the absenteeism. Many of the families have been compliant in their communication. Mr. Olson asked for this item to be placed on the agenda in the event that any remaining families refuse to communicate with the school about their children's excessive unexcused absences.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					



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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 20

**AGENDA TITLE:** Truancy Letter

**SUMMARY:** The Sheriff's Department is interested in assisting with the students that are truant and would like to recommend the following letter be issued to assist them with the process. Mr. Olson would like to request the Board's permission to issue the truancy letter to the Sheriff's Department when necessary.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

November 5, 2018

Roosevelt County Sheriff's Department,

The Culbertson School District respectfully requests your assistance with the student listed below. The attendance of this student has exceeded the student handbook on excessive absences and continues to accumulate absences. The school makes daily phone calls to parents of students that are absent.

**Student Name:**

**Student's Address**

**D.O.B**

**Please see attached attendance record.**

**On the back of this letter is a copy of Montana State Code 20-5-106**

Respectfully,

Mike Olson

K-12 Principal

Culbertson School

20-5-106. Truancy. (1) For the purposes of this part "truant" or "truancy" means the persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. (2) If an attendance officer discovers a child is truant, the attendance officer may make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that the continued truancy of the child may result in the prosecution of the parent, guardian, or other person responsible for the care of the child under the provisions of this section. If the child is discovered to be truant after the attendance officer has made a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child, the attendance officer may require that the parent, guardian, or other person responsible for the care of the child and the child meet with an individual designated by the school district to formulate a truancy plan to address and resolve the truancy. If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.

(3)(a) If convicted, the person shall be fined not more than \$100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of \$100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan provided for in subsection (2) for the remainder of the current school term.

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

**MEETING DATE:** 11-20-2018

**AGENDA ITEM #:** 21

**AGENDA TITLE:** Board Policy – 1<sup>st</sup> Reading

**SUMMARY:** Lora would like to submit the following Board Policies for consideration of change or new implementation.

- a. 1-04-113 Purchasing
- b. 1-04-113.1 Fixed Asset Inventory
- c. 1-04-145 School District Investments
- d. 1-03-105 Liability Insurance
- e. 1-04-132 Conflict of Interest
- f. 1-04-149 School District Financial Management
- g. 2-04-112 Confidential Information
- h. Appendix Y Culbertson School Internal Control Procedures
- i. Appendix Z Culbertson School District Organization Chart

This request is an effort to keep the school current with new rules and audit regulations. The changes are noted in bold, italic print. Lora would like to recommend the Policies be posted for comment with the option for the Board to adopt the changes and new policies at the December Board meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

**1-04-113. Purchasing.**

The superintendent shall be the purchasing agent of Culbertson Schools, and shall have the authority to purchase supplies and equipment under the regulations of the Board. The annual budget for each classroom/staff member will be set by the Superintendent/Board. District employees will receive copies of their annual classroom budgets with their established budget limits. The procedure for ordering supplies and equipment are:

**PURCHASE ORDERS.** A purchase order may be requested from the Business Office. Purchase orders are preferred for local purchases and employees must sign vendor receipts on all local purchases.

- a. The District employee making the request will complete the purchase order and attach the appropriate vendor documentation.
- b. Any purchase order made by a person under the supervision of a building administrator will be taken to the building principal for approval and (s)he will initial the purchase order if (s)he is recommending the expenditure.
- c. The principal will forward approved purchase orders to the superintendent.
- d. Any other purchase order not included in Section B of this policy will be forwarded directly to the superintendent.
- e. If approved by the superintendent (s)he will indicate same by his/her signature.
- f. The superintendent will forward the approved purchase orders to the Business Office for processing.
- g. The assistant clerk will forward one copy of the purchase order to the vendor for processing the order, one copy to process the order for payment, and one copy to be held on file. The District employee may place the order upon approval and note such action to the Business Office.

**PROCUREMENT CARDS.** Any non-local purchases may be made by school personnel using their procurement cards within the established budget limits. The use of procurement cards will only be authorized after the employee completes the Procurement Card use Agreement (Appendix Y).

- a. Procurement (pcards) cards may only be used for legitimate District expenditures. Purchases that are unauthorized, personal in nature or violate the intent of this policy may result in procurement card revocation and discipline of the employee. The use of procurement cards is not intended to circumvent the District's policy on purchasing.
- b. Users must take proper care of District pcards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Business Office. Failure to take proper care of pcards may subject the employee to financial liability.

1-04-113. **Purchasing.** (page 2)

- c. Users must submit detailed documentation, including itemized receipts or invoices, accompanied by a completed, signed Procurement Card–Claim Form immediately or no later than within one week of purchase to the Superintendent for approval and signatures. Users must complete a Lost Receipt Declaration Form if unable to produce a receipt or invoice. Failure to produce a receipt or invoice may result in procurement card revocation and discipline of the employee.
- d. The Superintendent will forward the claim forms to the Business Office for processing.

**CLAIM FORMS.** Administration and/or the Business Office may opt to use a District-approved Claim Form for services, supplies or equipment as deemed necessary.

Upon delivery of the order, the Assistant Clerk will check off the materials with his/her copy of the Purchase Order or Claim Form. If materials are missing or damaged, the assistant clerk will notify the vendor immediately to remedy the items. If materials are complete and intact, (s)he will indicate on his/her copy, release the materials to the requestor, assign line item numbers from the appropriate funding source, and give all documentation to the clerk for payment. If the order is purchased using a P-Card, the purchasing employee will be responsible for verifying the accuracy of the order.

Purchases that are personal in nature or are intended to take advantage of the District's vendor discounts are not permitted to be ordered through school vendor accounts.

All purchases are subject to final approval of the Board at a regular monthly board meeting.

Adopted:

Amended: November 1989

Revised: January 18, 2000

August 11, 2003

August 11, 2008

April 17, 2018

proposed

#### 1-04-113. **Purchasing.**

The superintendent shall be the purchasing agent of Culbertson Schools, and shall have the authority to purchase supplies and equipment under the regulations of the Board. The annual budget for each classroom/staff member will be set by the Superintendent/Board. District employees will receive copies of their annual classroom budgets with their established budget limits. The procedure for ordering supplies and equipment are:

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- a. The District employee making the request will complete the purchase order and attach the appropriate vendor documentation.
- b. Any purchase order made by a person under the supervision of a building administrator will be taken to the building principal for approval and (s)he will initial the purchase order if (s)he is recommending the expenditure.
- c. The principal will forward approved purchase orders to the superintendent.
- d. Any other purchase order not included in Section B of this policy will be forwarded directly to the superintendent.
- e. If approved by the superintendent (s)he will indicate same by his/her signature.
- f. The superintendent will forward the approved purchase orders to the Business Office for processing.
- g. The assistant clerk will forward one copy of the purchase order to the vendor for processing the order, one copy to process the order for payment, and one copy to be held on file. The District employee may place the order upon approval and note such action to the Business Office.

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proposed

1-04-113. **Purchasing.** (page 2)

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Purchases that are personal in nature or are intended to take advantage of the District's vendor discounts are not permitted to be ordered through school vendor accounts.

All purchases are subject to final approval of the Board at a regular monthly board meeting.

***Objectives, policies, and procedures are referenced in the Culbertson School Internal Control Procedures in Appendix Y.***

Adopted:

Amended: November 1989

Revised: January 18, 2000

August 11, 2003

August 11, 2008

April 17, 2018



#### 1-04-113.1 Fixed Asset Inventory Records.

School districts are required to establish and maintain fixed asset inventory records in accordance with ARM 10.10.407 consisting of an asset recording and a non-fund account group for financial reporting (GFAAG). The Board recognizes the importance of fixed asset controls of the district's assets to provide management control over safeguarding a significantly valuable investment.

"Fixed assets" are defined as:

1. tangible property items,
2. of a relatively permanent nature,
3. of significant value, and
4. used in conducting the district's activities.

Those assets are recorded in four categories:

1. land and improvements,
2. buildings and improvements,
3. machinery and equipment, and
4. construction work in progress.

"Infrastructure" assets, such as sidewalks, streets, parking lots, and fences, etc. are not required to be capitalized. "Capitalization" is the process of recording an item as a fixed asset.

Any asset which costs \$5,000 or more and has a useful life of three (3) or more years may be recorded as a fixed asset and capitalized. However, if an item costs under \$5,000 but has a useful life of three or more years, capitalization of that asset is discretionary.

Fixed assets should be accounted for at cost or, if the cost is not practically determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair market value at the time received. Items to be used as one system, which total \$5,000 in aggregate should also be capitalized. Intangible property, such as computer software for example, is usually not, but may be, capitalized. Depreciation is not normally recorded for assets accounted for in the GFAAG.

The clerk's office shall be responsible for the establishment and maintenance of the fixed asset control system. Assets shall be recorded on the inventory records when they are received and tagged during the annual inventory count. Inventory ledger cards for capitalized fixed assets will be made recording such information as: description, identification number, building, location, cost, vendor and purchase date, make/model/serial number and revenue source. Each asset is listed on a separate ledger card; however, when assets are grouped in aggregate, the entire system may be listed on one card. Non-capitalized assets will be recorded in an inventory database sorted by staff. The physical count and the inventory records shall be brought into agreement at least once a year according to established policies and procedures.

**1-04-113.1 Fixed Asset Inventory Records. (page 2)**

Retirement or disposal of fixed assets shall be made in accordance with section 20-6-604, M.C.A. Disposal shall occur only upon authorization of the Board. Assets purchased using federal and state grants shall be disposed of under the guidelines of their receipt. Records of fixed assets which are retired from use, sold or traded should be adjusted to show the reduction to zero value but should be retained for audit purposes.

Adopted:

Revised:      January 18, 2000  
                  September 12, 2000  
                  August 11, 2003

#### 1-04-113.1 Fixed Asset Inventory Records.

School districts are required to establish and maintain fixed asset inventory records in accordance with ARM 10.10.407 consisting of an asset recording and a non-fund account group for financial reporting (GFAAG). The Board recognizes the importance of fixed asset controls of the district's assets to provide management control over safeguarding a significantly valuable investment.

"Fixed assets" are defined as:

1. tangible property items,
2. of a relatively permanent nature,
3. of significant value, and
4. used in conducting the district's activities.

Those assets are recorded in four categories:

1. land and improvements,
2. buildings and improvements,
3. machinery and equipment, and
4. construction work in progress.

"Infrastructure" assets, such as sidewalks, streets, parking lots, and fences, etc. are not required to be capitalized. "Capitalization" is the process of recording an item as a fixed asset.

Any asset which costs \$5,000 or more and has a useful life of three (3) or more years may be recorded as a fixed asset and capitalized. However, if an item costs under \$5,000 but has a useful life of three or more years, capitalization of that asset is discretionary. ***The schedule of asset classes and their useful life, in years, is attached.***

Fixed assets should be accounted for at cost or, if the cost is not practically determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair market value at the time received. Items to be used as one system, which total \$5,000 in aggregate should also be capitalized. Intangible property, such as computer software for example, is usually not, but may be, capitalized. Depreciation is not normally recorded for assets accounted for in the GFAAG.

The clerk's office shall be responsible for the establishment and maintenance of the fixed asset control system. Assets shall be recorded on the inventory records when they are received and tagged during the annual inventory count. Inventory ledger cards for capitalized fixed assets will be made recording such information as: description, identification number, building, location, cost, vendor and purchase date, make/model/serial number and revenue source. ~~Each asset is listed on a separate ledger card; however, w~~ When assets are grouped in aggregate, the entire system may be listed ~~on one card as a collection~~. Non-capitalized assets will be recorded in an inventory database sorted by staff. The physical count and the inventory records shall be brought into agreement at least once a year according to established policies and procedures.

Proposed

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Asset Class	Examples	Est. Useful Life in Years
Land		N/A
Site Improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
School Buildings		50
Portable Classrooms		25
HVAC Systems	Heating, ventilation, and air conditioning systems	20
Roofing		20
Interior Construction		25
Carpet Replacement		7
Electrical/Plumbing		30
Sprinkler/Fire System	Fire suppression systems	25
Outdoor Equipment	Playground, radio towers, fuel tanks, pumps	20
Machine & Tools	Shop and maintenance equipment, tools	15
Kitchen Equipment	Appliances	15
Custodial Equipment	Floor scrubbers, vacuums, other	15
Science & Engineering	Lab equipment, scientific apparatus	10
Furniture & Accessories	Classroom and office furniture	20
Business Machines	Fax, duplicating and printing equipment	10
Copiers		5
Communication Equipment	Mobile, portable radios, non-computerized	10
Computer Hardware	PCs, printers, network hardware	5
Computer Software	Instructional, other short-term	5 to 10
Computer Software	Administrative or long-term	10 to 20
Audio Visual Equipment	Projectors, cameras (still and digital)	10
Athletic Equipment	Track, football, weight machines	10
Musical Instruments	Pianos, string, bass, percussion	10
Library Books	Collections	5 to 7
Licensed Vehicles	Buses, other on-road vehicles	8
Contractors Equipment	Major off-road vehicles, front-end loaders, large	10

Adopted:

Revised: January 18, 2000  
September 12, 2000  
August 11, 2003

**1-04-145. School District Investments.**

**Purpose.** The Culbertson School District will invest District monies not in demand, for a period of approximately thirty (30) days or more within the limits set forth herein.

**Scope.** Investments shall be made by the District Clerk and/or other designated parties directed by the Board. Federal and State grant monies (i.e. Office of Public Instruction, Indian Education, etc.) are excluded from this investment policy.

Culbertson Schools' investments will be considered based on the following criteria:

- A. rate of return
- B. safety of investment, and
- C. support of community with local investments.

**Procedures.** All District monies will be invested in compliance with state law as outlined in §§ 7-6-201 to 7-6-2802 M.C.A., and will be directed through the Roosevelt County Treasurer.

A list of district monies separated by fund and not in demand for a period of approximately thirty (30) days will be compiled and forwarded to the County Treasurer by no later than 2:00 p.m. the second to last business day of each month.

Adopted:

Revised: February 22, 2000  
November 19, 2009

**1-04-145. School District Investments.**

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***Objectives, policies, and procedures are referenced in the Culbertson School Internal Control Procedures in Appendix Y.***

Adopted:

Revised: February 22, 2000  
November 19, 2009

Current

**1-03-105. Liability Insurance.**

The District shall maintain a comprehensive liability insurance program which shall provide adequate coverage, as determined by the Board, in the event of a loss or damage to school buildings and/or equipment, including motor vehicles.

The comprehensive liability insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

Adopted:

Revised: November 9, 1999

Proposed

#### **1-03-105. Liability Insurance.**

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***Objectives, policies, and procedures are referenced in the Culbertson School Internal Control Procedures in Appendix Y.***

Adopted:

Revised: November 9, 1999



**1-04-132. Conflict of Interest.**

It is the policy of the Culbertson School District that each employee/trustee be free of any investment, association, or other relationship that could conflict with his or her responsibility to act objectively in matters affecting the District. Where the interests of any employee/trustee may be in conflict with those of the District, the District has a right to know. Public confidence in the District is of utmost importance. It shall be the goal of the District to insure that no employee/trustee has any dealings the details of which could not be publicly disclosed without damaging the District or its reputation in the community.

The District is determined to avoid not only the fact of impropriety but the appearance of impropriety as well.

A potential conflict of interest is a relationship which might tend to influence or appear to tend to influence an employee/trustee in the discharge of duties so that the trustee/employee might be tempted to advance interests other than those of the District. Since any list of possible conflicts of interest would be beyond the scope of this policy document, it is important that any employee/trustee report to a supervisor any facts that might involve the possibility of a conflict. Any doubt about whether a conflict of interest exists should be resolved in favor of disclosure of the facts to a supervisor.

Any information disclosed by an employee pursuant to this policy will be shared only with the superintendent and the Board as appropriate. Where an employee disclosing information under this policy wishes the information to be kept confidential, the employee must submit to the person to whom the information is disclosed a written request so stating. If the District intends to disclose the information it must allow 24 hours for the employee to object to disclosure. Reconsideration will be made upon receipt of the appeal and disclosure will be made only to protect District interests.

In most instances, full disclosure of the facts by the employee/trustee is all that is necessary to enable the District to protect its interests. In other instances, if no improper motivation appears to exist and the District's interests have not suffered, prompt elimination of the conflicting interest will be sufficient. It is expected that all employees/trustees will inform a supervisor prior to engaging in any activity which might represent a conflict of interest. Potential conflicts of interest are listed at Appendix D.

Under certain circumstances, the acceptance of gifts may place the person accepting in the position of appearing to be obligated to return the favor. Therefore, gift giving is discouraged. Specifics are listed at Appendix E.

Adopted:

Revised: February 22, 2000

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***Objectives, policies, and procedures are referenced in the Culbertson School Internal Control Procedures in Appendix Y.***

Adopted:

Revised: February 22, 2000

**1-04-149. School District Financial Management.****Fund Balances****I. Purpose**

The fund balance policy establishes a framework for the management of all excess funds managed by the Culbertson School District. The policy is in accordance with GASB Statement 54; management of fund balances. It also provides guidance and direction for elected and appointed officials as well as the staff in the use of excess funds at year-end.

**II. Scope**

The fund balance policy applies to all funds in the custody of the School District Clerk of the Culbertson School District, Culbertson, Montana. These funds are accounted for in the District's annual audited financial reports and include, but are not limited to, the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Any new funds created by the District, unless specifically exempted by the governing body; in accordance with state law or GASB pronouncements.

**III. Classification**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

**IV. Definitions**

- A. Fund balance: means the arithmetic difference between the assets and liabilities reported in a school district fund.
- B. Committed fund balance: amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint.

**1-04-149. School District Financial Management. (page 2)**

- C. Assigned fund balance: amounts a school district intends to use for a specific purpose; intent can be expressed by the District or by an official to which the Board of Trustees delegates the authority.
- D. Non-spendable fund balance: amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- E. Restricted fund balance: amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- F. Unassigned fund balance: amounts that are available for any purpose; these amounts are reported only in the general fund.

**V. Minimum Fund Balance**

The school district will strive to maintain a minimum unassigned general fund balance of ten (10) percent of the annual budget.

**VI. Order of Resource Use**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

**VII. Committing Fund Balance**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the Board.

**VIII. Assigning Fund Balance**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: superintendent and district clerk. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

**1-04-149. School District Financial Management. (page 3)**

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

**IX. Review**

The school board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

Adopted: July 21, 2011

Revised:

## **1-04-149. School District Financial Management.**

### **Fund Balances**

#### **I. Purpose**

The fund balance policy establishes a framework for the management of all excess funds managed by the Culbertson School District. The policy is in accordance with GASB Statement 54; management of fund balances. It also provides guidance and direction for elected and appointed officials as well as the staff in the use of excess funds at year-end.

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Proposed

**1-04-149. School District Financial Management. (page 3)**

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

**IX. Review**

The school board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

***Objectives, policies, and procedures are referenced in the Culbertson School Internal Control Procedures in Appendix Y.***

Adopted: July 21, 2011

Revised:



Current

**2-04-112. Confidential Information.**

If, in the course of their duties, support personnel have access to information regarding students, and/or other confidential school information, such information is not to be divulged to others.

Adopted:

Revised: May 16, 2000

Proposed

**2-04-112. Confidential Information.**

If, in the course of their duties, support personnel have access to information regarding students, and/or other confidential school information, such information is not to be divulged to others.

***Objectives, policies, and procedures are referenced in the Culbertson School Internal Control Procedures in Appendix Y.***

Adopted:

Revised: May 16, 2000

## **Culbertson School Internal Controls Procedures**

The Culbertson School District has established procedures to maintain internal control over all assets. The purpose of establishing internal controls is to provide a reasonable assurance that the District will accomplish its objectives of safeguarding assets, provide reliable financial information, promote operational efficiency and ensure compliance with laws, regulations and established district policies and procedures.

Three objectives of internal controls are: 1) effective and efficient operations, 2) reliable reporting, and 3) compliance with applicable laws, regulations, contracts and grant agreements. Five main components of internal controls that are required to be addressed are: 1) control environment, 2) risk assessment, 3) control activities, 4) information and communication, and 5) monitoring.

### **1) CONTROL ENVIRONMENT**

The control environment is the foundation for all other components on internal control, providing discipline and structure. Moreover, Administration establishes the tone regarding the importance of internal control and the expected standards of conduct, and reinforces those expectations at various levels. Control environment factors include the integrity, ethical values and competence of Culbertson School District personnel; the distributions of authority and responsibility; the development of its personnel; and the attention and direction provided by the Culbertson School Board of Trustees.

- Objectives of the Culbertson School Board and Administration should: 1) conduct business with integrity and ethical behavior; 2) provide direction and oversight for Culbertson School District internal control system; 3) hire qualified and competent employees; and 4) establish structure, authority and responsibility to hold individuals accountable for internal control responsibilities.
  - Conflicts of interest must be disclosed before business is conducted.
  - A Code of Ethics has been adopted by the Culbertson School Board and Administration is reviewed annually with all employees.
  - The Culbertson School Board has adopted a policy manual.
  - The Culbertson School Board uses the budget process as a means of oversight with school personnel.
  - Organizational charts are reviewed for needed changes in regards to authority and responsibility.
  - The Culbertson School Board establishes policies to ensure segregation of duties.

- CDS Policy 1-04-132 Conflict of Interest addresses the position of the District. If there is a conflict of interest in any school business, a disclosure statement must be completed and signed in front of a witness and given to the appropriate supervisor.
- The School Board has adopted a policy manual and regularly reviews policies. The policy manual is available for personnel and public use on the Culbertson School website as well as printed copies available in the Superintendent's Office, the Business Office, the School Library, and with the Culbertson Education Association President. The School Board has established a Policy Committee consisting of two (2) board members, re-organized annually, to assist in monitoring and reviewing policies. Based on legislative changes and current events, Montana School Boards Association (MtSBA) provides recommended policy updates as they occur.
- Administration and/or designated personnel prepare annual budgets in accordance with Montana Code Annotated (MCA) and Administrative Rules of Montana (ARM) in regards to budgetary issues and staffing. Culbertson School Board formally adopts an annual budget and is approved at a board meeting held on or before August 20<sup>th</sup> of each year.
- All positions shall be approved in accordance with the organizational chart plan submitted by the Superintendent and approved by the Culbertson School Board. The organizational chart is available on the Culbertson School website and contained in the school district's policy manual under Appendix Z to establish a defined chain of command and authority.
- All positions have job descriptions contained in the school district's policy manual and are also noted on the organizational chart.
- All processes have the proper set of controls in place so that no one person has control over its entirety in regard to authorization, custody, recordkeeping and reconciliation.

## **2) RISK ASSESSMENT**

- Most common types of risk have been assigned through the purchase of the following types of insurance:
  - Property and Casualty (MSGIA)
  - Liability (MSGIA)
  - Errors and Omissions (MSGIA)
  - Worker's Compensation (WCRRP/MSGIA)
- Collections and receipts are complete, timely and accurate.
- Disbursements are for valid district purposes and are properly recorded.
- Assets are properly safeguarded.
- The School District is in compliance with contractual, state and federal laws and regulations.
- The School District annually renews policies safeguarding against risks associated with property and liability including errors and omissions, worker's compensation, student

accident, and student catastrophic and concussion as authorized in Culbertson School District Policy 1-03-105.

### **3) CONTROL ACTIVITIES**

#### **BUDGETS:**

- Objectives are: 1) representative of the needs of the school district; 2) appropriately prepared and documented; and 3) continually monitored and assessed.
  - Assess needs for the operation and maintenance of the district.
  - Develop expenditure budgets according to local, state and federal guidelines.
  - Present final budgets within the prescribed timelines.
  - Maintain cash and expenditure budgets within the established limitations.
- Preliminary budget figures are available around March 1<sup>st</sup> from the Office of Public Instruction. Administration uses the estimated budget numbers, previous year's budgets, and any pertinent future projections to determine the needs of operation and maintenance for the upcoming fiscal year.
- In August, the District Clerk uses OPI's MAEFAIRS system and enters the developed budget figures. The Budget Committee of the School Board consists of all five (5) trustees. Final budgets are approved by the School Board at their annual budget meeting and certified with the offices of the County Treasurer and the State Superintendent.
- The School District provides school staff and department with spending budgets and budgets are monitored monthly by Administration.

#### **PAYROLL:**

- Objectives are: 1) maintain safe and confidential information; 2) control access to payroll records that are of public nature versus non-public nature; and 3) keep accurate and timely documentation.
  - Keep sensitive and personal information confidential.
  - Personnel records are maintained appropriately in the Business Office.
  - Payroll contracts are available for public use in the Business Office, but control may never be relinquished.
  - Master payroll records are maintained in the vault and all reporting is done in a timely fashion.
- Access to payroll information is strictly limited. The Business Office maintains the sensitive and personal information locked in file cabinets and the vault.
- Individual personnel payroll files are maintained in the vault. The District's surveillance system has a camera in the vault and records several months of footage. Public may view contracts and other public records, but only in the offices of the Superintendent or the District Clerk.

- Monthly payroll statements are maintained in the Business Office. Payroll for certified staff, coaches and advisors is based on the employment contracts. Payroll for classified staff is calculated based on the employment contracts and timesheets. Payroll for temporary staff and guest teachers is based on timesheets. Guest Teachers check in and are verified with the Administrative Secretary. The District Clerk processes monthly payrolls and interim payrolls, as necessary, with final approval of the Superintendent. Payroll statements are given to the Clerk's Assistant for recordkeeping in the master payroll records. The District Clerk prepares the annual W2 statements according to state and federal guidelines. The annual master payroll records are verified by the Clerk's Assistant against the annual W2 statements and disseminated. Payroll reporting is done by the District Clerk and verified in the annual audit.

#### COLLECTIONS:

- Objectives are: 1) complete, timely, and accurate; 2) safeguarded; and 3) recorded accurately and in a timely manner in the accounting system.
  - Receipt all revenues in the appropriate fund and revenue code.
  - Receipt all monies in compliance with state statutes and in total.
  - Pre-numbered receipts are issued for all collections.
  - Multiple people are involved in the receipting/depositing process.
  - All collections are recorded in the General Ledger.
  - Reconciliations are completed monthly.
- Funds Collected at School Location (Activities). Deposit slips are prepared in duplicate and taken to the bank no later than three (3) days after receipt. All funds will be retained in the school vault until ready for deposit. Once the deposit has been made, the bank receipt is attached to the Foxie Lady Deposit Report and filed in the appropriate Activities Account. The District Clerk will verify all deposits have been appropriately recorded and initial the month's bank statement.
- Funds Collected at District Office. Payments received are marked "For Deposit Only – Culbertson Public Schools." District Clerk initials deposit stamp, completes Deposit Memo, and forwards via US Mail to the Roosevelt County Treasurer within three (3) days after receipt. Any cash payments received are taken to the First Community Bank by the Activities Secretary to convert to a Cashier's Check made payable to the Roosevelt County Treasurer. District Clerk completes Deposit Memo and forwards via US Mail to the Roosevelt County Treasurer. Roosevelt County Treasurer receipts deposits received and issues numbered A101 reports to the District Clerk. Deposit Memos and the accompanying A101 are reconciled monthly with the Treasurer's Statement.
- ACH Collections or Electronic Fund Transfer (EFT) deposits are reconciled monthly with the appropriate bank and treasurer statements.

### DISBURSEMENTS:

- Objectives are: 1) for a valid school system purpose and are necessary; 2) timely, 3) accurately coded and recorded in the Foxie Lady Accounting System, and 4) legally appropriated.
  - Accounts Payable (A/P) payments are processed daily, as needed.
  - More than one person reviews the A/P payment process.
  - Checks are printed using Foxie Lady Accounting System.
  - Separate employees will process the transaction for approval.
  - All vendor checks are mailed monthly following the board meeting.
- All purchases are made in accordance with CSD Policy 1-04-113 Purchasing.
- Purchase Orders are obtained from the Business Office and recorded sequentially. PO's are a three-part form with the White Copy for Vendor, Pink Copy for District Payment, and the Yellow Copy for Permanent Control (based on the prescribed records retention schedule).
- Vendor checks are processed using Foxie Lady Accounting Software and printed with digitized signatures. The Superintendent or designee will approval all check writing using the password encrypted key. Checks will be presented at the regular board meeting for final approval.
- All checks are reconciled by the District Clerk against the monthly Treasurer's Statement. The District Clerk will monitor outstanding vendor checks to maintain a timely clearing account.

### SAFEGUARDING ASSETS:

- Objectives are to ensure: 1) school system assets are properly valued and protected; 2) cash, accounts receivable and other asset accounts are reconciled; 3) school system assets are protected against loss, misappropriation or theft; 4) inventory items are available when needed; 5) inventory is necessary and reasonable; and 6) all capital assets and inventories are properly recorded.
  - District Clerk reconciles all district bank and investment accounts on a monthly basis within 10 days of receipt of a bank statement.
  - Clerk's Assistant reconciles Petty Cash and P-Card Accounts on a monthly basis within 5 days of receipt of a bank statement.
  - Activities Secretary reconciles all activities bank and investment accounts on a monthly basis within 5 days of receipt of a bank statement.
  - Bank accounts are appropriately, federally insured.
  - All Accounts Payable and Payroll checks are presented to the County Treasurer immediately upon printing.
  - All bank accounts are held in the Culbertson School District's name.
  - All assets with a relative useful life will be tagged with an inventory control number.
  - The District keeps an asset and inventory log that is updated as assets are acquired and deemed disposable.

- Clerk's Assistant and Activities Secretary reconcile all bank and investment accounts monthly and present to the District Clerk. The District Clerk prepares the Cash Equivalent Accounts Summary detailing all bank and investment accounts on a monthly basis and presents to the Superintendent in preparation for the Trustees at their monthly board meeting for review. Reconciliations are maintained in the Business Office.
- All employees who handle school monies are covered under the property and liability insurance coverage from MSGIA and all accounts are in the District's name and properly, federally insured by the banking institutions.
- When Accounts Payable and Payroll checks are entered into Foxie Lady and written on district sequentially-numbered Claims Warrants and Payroll Warrants, an electronic file is sent to the Roosevelt County Treasurer for consideration against district funds.
- When new assets are acquired, the Clerk's Assistant records them on the appropriate inventory list and tags the item at the discretion of the Business Office. When items are determined to be surplus, destroyed, or deemed no longer useful, the Clerk's Assistant will edit the inventory and asset logs, upon final approval of the School Board.
- The District Clerk will review the inventory and the fixed asset listing and create the Fixed Asset Detail Schedule at year-end detailing the annual asset depreciation based on the schedule in CSD Policy 1-04-113.1 Fixed Asset Inventory Records. The Schedule will be provided to auditors annually.

#### RECONCILIATION OF ACCOUNTS:

- Objectives are to ensure: 1) that all bank and investment accounts are recorded and reconciled; 2) that change funds are secure and properly accounted for; and 3) all general ledger fund balances are recorded and reconciled.
  - District Clerk reconciles all district bank and investment accounts on a monthly basis within 10 days of receipt of a bank statement.
  - Clerk's Assistant reconciles Petty Cash and P-Card Accounts on a monthly basis within 5 days of receipt of a bank statement.
  - Activities Secretary reconciles all activities bank and investment accounts on a monthly basis within 5 days of receipt of a bank statement.
  - Any funds not immediately deposited are placed in the vault for safe-keeping.
  - All accounts are accounted for in the general ledger.
- The District Clerk reconciles all general ledger accounts with the Roosevelt County Treasurer on a monthly basis using a Cash Flow Report. The monthly Cash Flow Report is presented to the Superintendent in preparation for the Trustees at their monthly meeting for review. The monthly Cash Flow reports are held on file in the Business Office with the corresponding Treasurer Statement.
- Any funds not immediately deposited are locked in the vault for safe-keeping. Funds are counted and accounted for in a timely manner and deposits are made within three (3) days and verified by multiple employees.



- All accounts (assets, liabilities, revenues and expenditures) are listed within the Foxie Lady Accounting software and reconciled monthly against the County Treasurer according to the Montana School Accounting Manual and GAAP. The monthly Trial Balance, Adjusted Trial Balance, and Balance Sheet Reports are held on file in the Business Office with the corresponding Treasurer Statement. General ledger fund balances are reconciled monthly and in accordance with CSD Policy 1-04-149 Financial Management.

#### CONTROL OF INVESTMENTS:

- Objectives are to ensure: 1) all investments are safe and in accordance with the adopted investment policy; 2) that investments are authorized and provide for maximum returns with minimum risks; 3) investments comply with legal requirements; and 4) investments are recorded accurately.
  - The District Clerk and/or other designated parties directed by the School Board are authorized to invest excess funds of the Culbertson School District.
  - Interest earned shall be credited to the appropriate funds and revenue codes.
- The District Clerk will determine any District monies not in demand for a period of approximately thirty (30) days or more and compile a letter to the Roosevelt County Treasurer detailing an investment amount, separated by funds. The District Clerk will determine if monies will be invested with the Montana Short-Term Investment Pool (STIP) or with the First Community Bank in a money market account according to CSD Policy 1-04-145 School District Investments. The investment letter will be reconciled monthly with the treasurer statement and held on file in the Business Office with the corresponding Treasurer Statement.
- All interest earned will be reported in an A101 by the Roosevelt County Treasurer to be receipted into the proper fund and revenue code and reconciled monthly against the treasurer statement.

#### DEBT MANAGEMENT:

- Objectives are to ensure: 1) that state and federal regulations are understood and followed in regard to issuance of debt; 2) that all grant regulations are understood and followed in regard to issuance of debt; and 3) that note disclosures in the financial statements contain all required elements.
  - All debt issuances are made in compliance with state and federal law.
  - All transfers are examined to ensure they do not meet qualifications to be classified as debt.
  - All debt issuances will only be made after approval of the Culbertson School Board.
- Culbertson School District complies with all legal requirements for notices and public meetings related to issuing debt and disclosed in a timely manner. Professionals involved in debt transactions are required to disclose any conflicts of interest.

#### GRANT MANAGEMENT:

- Objectives are to ensure: 1) that all grant requirements are met; 2) that all grant transactions are properly recorded; and 3) that matching funds, if required, are available and approved.
  - Staff must notify the District Clerk when a grant application is submitted and awarded.
  - All grant applications must be approved by the Superintendent, and all grants with matching requirements must be approved by the School Board prior to submission of the application.
  - Upon receipt of the award, a detailed budget is prepared and presented to the District Clerk outlining the grant.
  - Fiscal, grant management responsibilities are assigned to the District Clerk.
  - Grant management responsibilities, other than fiscal, are assigned to the Superintendent.
- School personnel may complete grant applications and submit to the Superintendent for approval. The Superintendent completes all district-related grant applications. If the grant requires matching funds or maintenance of effort, the application must be approved by the School Board and budgeted for in the annual budgets.
- A copy of the grant application is held on file in the Superintendent's Office and a copy of the award letter is given to the District Clerk along with any related budgets. The District Clerk assigns a project reporter code specific to the grant for record keeping.
- Any amendments that are fiscally required need to be submitted to the Superintendent for consideration and approval.
- The Superintendent assigns grant responsibilities and duties to the appropriate personnel.
- The District Clerk will submit grant reimbursement requests to the appropriate governing body. Grant receipts will be verified by the County Treasurer and conveyed on an A101. Receipts and properly expended funds are reconciled monthly with the Roosevelt County Treasurer and the Fund 15 Grant Summary Report.

#### **4) INFORMATION AND COMMUNICATION**

Administration has the responsibility to adequately communicate information to both internal and external parties. It is important that employees know the objectives, policies, and procedures that have been established and what the expectations are for internal controls. External stakeholders may also seek information regarding objectives and reliable financial information.

- Necessary information for achieving the District's objective is: 1) available and used; 2) internally communicated by Administration; and 3) externally communicated by Administration.

- Information maintained in a format should be communicated in that same format (i.e. computer generated, software package).
- Reliable and accurate information from the Culbertson School District must be communicated to the people who need it in a timely and useful format.
- For transparency and credibility, the Culbertson School District and its employees should be confident the information being released is accurate and in compliance with policies and procedures.
- The staff of Culbertson School District is required to submit quality information that allows the School Board to make informed decisions and evaluate whether the school district is achieving its objectives.
- Culbertson School District clearly defines lines of communication through the policy manual and an organizational chart. The District has a written organizational chart clearly showing the authority and written job descriptions for all employees are contained in the policy manual. Employees will be required to sign-off annually that they have read and understand the policy manual. The internal control procedures are contained within the district policy manual under Appendix Y and available via the Culbertson School website.
- The Culbertson School District abides by Montana Open Records laws for communicating with external parties, which includes the redaction of sensitive information.
- System generated reports pulled from various software programs are available in both electronic and printed formats.
- Information presented to the School Board is provided on a monthly basis and is also available upon request.

## **5) MONITORING**

The internal control system changes as technology, staff, objectives, and policy change. Administration and any of its designated personnel are charged with continually monitoring the internal control system to determine if it is operating as designed and to ensure the policies are being followed.

- Objectives are to: 1) practice activities that monitor the internal control system and evaluate the results; and 2) address deficiencies noted in the internal control system in a timely manner.
  - In order for internal controls to not deteriorate and continue to work as designed over time, an annual risk assessment will be conducted by the Culbertson School District.
  - Administration will strive to establish more efficient and effective operations over time.
  - Administration will strive to ensure that accurate and reliable financial information is used in decision-making.
- Monitor internal controls through built-in monitoring activities and separate periodic evaluations. Evaluate differences to determine if there have been changes to internal control

but not been documented, internal control has not been properly implemented; and internal control design changes are needed.

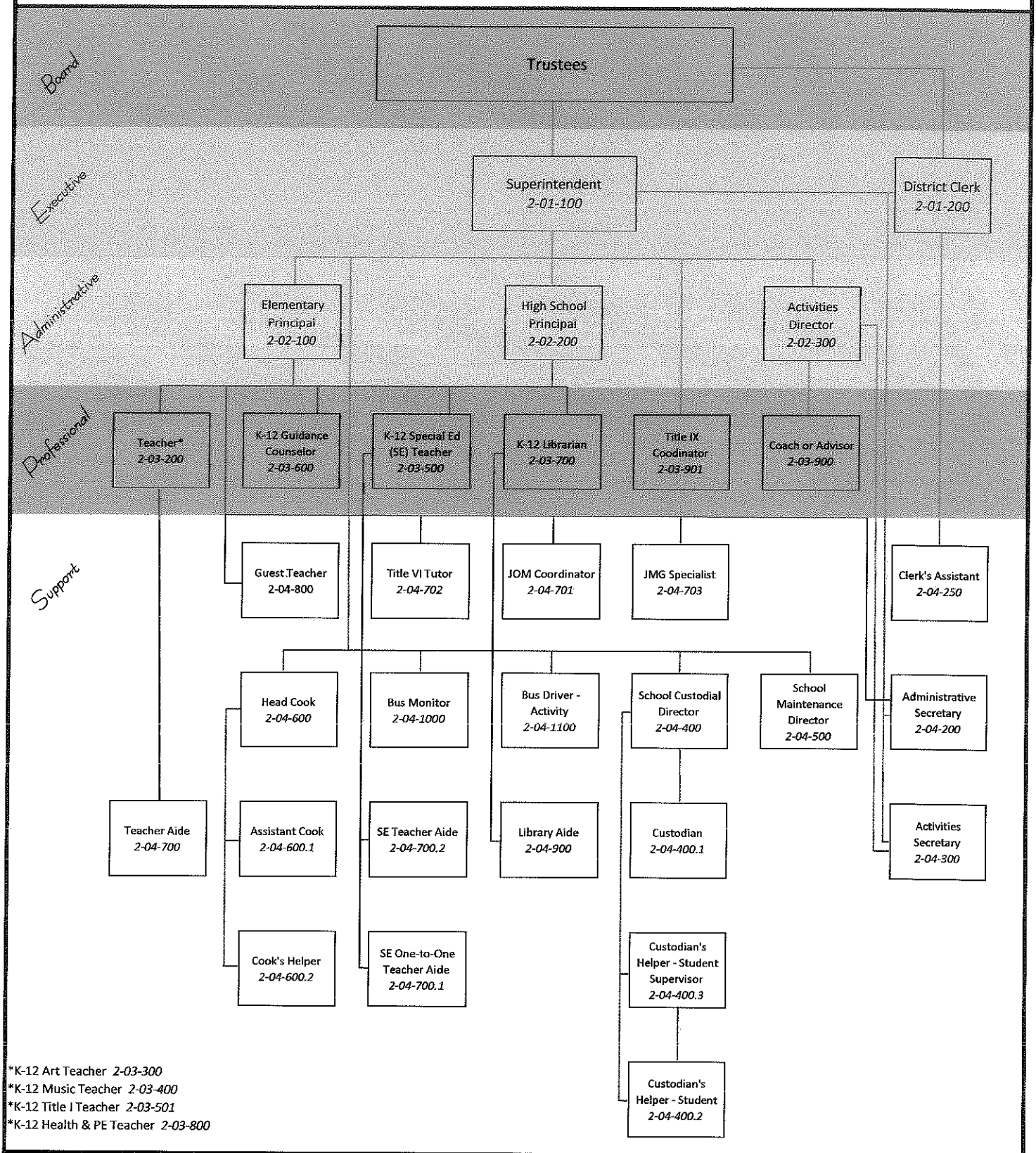
- All accounts with financial institutions (checking, savings, investments, etc.) will be reconciled to the general ledger within 10 days of receipt of any statement from the financial institution. The reconciliation will include a listing of outstanding checks and will be reviewed by the District Clerk and reported annually in audit reports.
- Reports comparing actual to budget amounts for revenues and expenditures will be generated monthly and reviewed by those personnel in a position of authority over financial operations, including but not limited to the District Clerk, Superintendent and the School Board.

## SUMMARY

The framework of these procedures complies with the state requirements and was created based on the principals from the *Governmental Accountability Office* (GAO), the *Standards for Internal Control in the Federal Government*, and the *Committee of Sponsoring Organizations* (COSO). These procedures will be reviewed annually and updated as needed. All members of the Culbertson School District will be required to abide by the policies and procedures outlined in these pages and made available for reference on the school system website. These procedures do not supersede any requirements in industry standards and the Culbertson School District will apply policies and procedures to whichever standards are most stringent in its requirements.

Adopted:

# Culbertson School District Organization Chart



Adopted:

# Public Comment

## (Non-Agenda Items)

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during this “public comment” section. Individuals wishing to be heard by the Board shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments within a 3 minute time period. Citizens may comment on items within the jurisdiction of the school board that do not appear on this meeting’s agenda. Citizens may not comment on matters related to student or staff privacy or contested adjudicative matters. The Chairperson may control the comment period to ensure an orderly progression of the meeting and may redirect or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant.

Thank you.