

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Monday–December 17, 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. November 20, 2018 (Regular Board Meeting)
 - b. December 12, 2018 (Athletic Committee Meeting)
 - c. December 12, 2018 (Facility 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 – 2nd 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

NEW BUSINESS

15. Action, 2018-2019 Classified Staff Contract(s)
 - a. Custodial Staff
16. Action, 2018-2019 Extra-Curricular Contract(s)
 - a. Elementary Boys' Basketball Coach
 - b. Elementary Girls' Basketball Coach
17. Action, 2019-2020 Extra-Curricular Contract(s)
 - a. High School Cross Country Head Coach
 - b. High School Football Head Coach
 - c. High School Volleyball Head Coach
18. Action, Electronic Signature Card
19. Action, MHSA Annual Meeting Proposals
20. Action, Bus Route Change(s)
 - a. Route #3 (Birch)
 - b. Route #5 (Finnicum)
21. Action, Substitute Bus Monitor
22. Action, 8th Grade Participation in High School Girls' Basketball
23. Action, Superintendent Evaluation

PUBLIC COMMENT FOR NON-AGENDA ITEMS

24.

REPORTS (Continued)

25. Information, Trustees Reports/Requests.

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Mission

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

DATE/TIME FOR NEXT MEETING

26. Date: Tuesday, January 15th
Potential Conflicts: none
Suggested Changes: none

Time: 6:30 p.m.

ADJOURNMENT

27. Time of adjournment: _____

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Mission

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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
November 20, 2018
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, November 20, 2018, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Mark Colvin, and Gy Salvevold. Representatives were: Larry Crowder, Mike Olson, and Lora Finnicum. Visitors were recognized.

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

Gy Salvevold made motion to approve the minutes of October 22nd (regular board), and October 29, 2018 (technology committee) meeting(s). Mark Colvin seconded motion. Motion carries unanimously.

Mark Colvin made motion to pay the November bills, approve investments, note cash and extra-curricular balances. Gy Salvevold seconded motion. Motion carries unanimously.

Payroll Warrants	52006 to 52053
Claims Warrants	64363 to 64430

Reports were presented. Elementary basketball coaches will need to be hired in December. The volleyball tournament and football playoff games hosted in Culbertson went very well, and the Board expressed thanks for everyone who provided assistance. School audit field work has begun for fiscal year ending 2018.

Gy Salvevold made motion to approve School Board Policies 1-04-159 Cost Allocation Plan, 1-04-131 Tobacco Free, 1-04-140 Drug, Alcohol and Tobacco Use, and 3-05-104 Breakfast/Lunch Program. No comments were received. Mark Colvin seconded motion. Motion carries unanimously.

Mark Colvin made motion to hire Elaine Jasper as substitute kitchen staff, pending successful background check. Gy Salvevold seconded motion. Motion carries unanimously.

No recommendations for classified contracts at this time.

Booster Club presented request. Gy Salvevold made motion to approve the Club's request of sending a flyer home with CHS gear for sale and on-site sales at the first home high school basketball game. Mark Colvin seconded motion. The Club would provide copies to the teachers for dissemination. Motion carries unanimously.

The Technology Committee met to discuss IT vendors and recommends Northstar. Mark Colvin made motion to approve Northstar as IT service provider of server management. Gy Salvevold seconded motion. Motion carries unanimously.

Parents have been contacted about student absences and have communicated with the school. No action is necessary at this time.

SCHOOL BOARD MINUTES
REGULAR MEETING
November 20, 2018
Tuesday – 6:30 p.m.

Gy Salvevold made motion to approve the proposed truancy letter for students with 10-15 days absences. Mark Colvin seconded motion. The Roosevelt County Sheriffs' Department requested issuing letters in assisting students and parents with truancy issues. Motion carries unanimously.

Mark Colvin made motion to post School Board Policies 1-04-113 Purchasing, 1-04-113.1 Fixed Asset Inventory, 1-04-145 School District Investments, 1-03-105 Liability Insurance, 1-04-132 Conflict of Interest, 1-04-149 School District Financial Management, 2-04-112 Confidential Information, Appendix Y Culbertson School Internal Control Procedures, and Appendix Z Culbertson School District Organization Chart. Gy Salvevold seconded motion. Motion carries unanimously.

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. Board requested complaint in writing to proceed. Concern was expressed about the accessibility of internet in the Fort Kipp area and access to school coursework. Board suggested contacting the Fort Peck Tribal Board and the Fort Kipp Representative. Next regular board meeting will be scheduled on December 18, 2018 before the elementary concert. Gy Salvevold made motion to adjourn. Mark Colvin seconded motion. Motion carries unanimously. Meeting adjourned at 6:58 p.m.

Chairman of the Board


Clerk

SCHOOL BOARD MINUTES
COMMITTEE MEETING
December 12, 2018
Wednesday – 5:00 p.m.

The Athletic Committee met to review fall activities at 5:00 p.m. Trustees present were: Eric Bergum and Gy Salvevold. Representatives were: Dave Solem and Lora Finnicum.

Visitors were recognized. Notice for public comment given. Fall activity seasons have concluded. Committee reviewed cross country program. Dave Solem stated they had a young team but finished with a good season. No equipment or uniforms were requested. Committee would recommend rehire. Committee reviewed football program. DJ Hauge stated they had a good season and made it to the second round of playoff games. Coach returned keys. Committee reviewed volleyball program. Tiffany Nielsen stated they had a building year and was looking at several camps. Uniforms were good but they would need volleyballs. Committee would recommend rehire. Meeting adjourned at 5:19 p.m.

Chairman of the Board

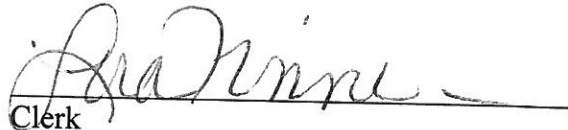

Clerk

SCHOOL BOARD MINUTES
COMMITTEE MEETING
December 12, 2018
Wednesday – 5:30 p.m.

The Facility Committee met to discuss the Highway 2 renovation at 5:39 p.m. Trustees present were: Eric Bergum, Paul Finnicum, and Gy Salvevold. Representatives were: Larry Crowder and Lora Finnicum.

Visitors were recognized. Notice for public comment given. Montana Department of Transportation presented options for renovating Highway 2 with a major project through town that would include storm drains, dedicated turning lanes, sidewalks, curbs and gutters. The project is still five years out, but DOT is seeking support from the school for use of the old weight scale property as public parking. Two plans were presented of angle and perpendicular parking, however, the Committee preferred the option with perpendicular parking. The Committee would recommend support. Meeting adjourned at 6:12 p.m.

Chairman of the Board


Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of NOVEMBER 30, 2018

FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(185,705.70)	416,216.18	-	-	136,471.58	94,038.90	94,038.90	-
TRANSP	7,910.28	75,420.40	-	-	19,455.87	63,874.81	63,874.81	-
RETIREM	95,889.11	82,424.14	-	-	9,459.08	168,854.17	168,854.17	-
MISC	(11,227.56)	5,419.00	-	-	9,089.25	(14,897.81)	(14,897.81)	-
Misc	7,475.03		-	-		7,475.03		
Title	(12,185.16)	-			5,538.36	(17,723.52)		
Ind Ed	19.57	-			1,970.72	(1,951.15)		
JMG	1,500.00	-			1,091.13	408.87		
SRS	(11,806.05)	-			489.04	(12,295.09)		
JOM	3,769.05	5,419.00			-	9,188.05		
AD ED	1,785.28	3,079.57	-	-	167.52	4,697.33	4,697.33	-
COMPAB	1.27	-	-	-	-	1.27	1.27	-
IMPACT	5,309.19	-	-	-	-	5,309.19	5,309.19	-
TECH	0.90	-	-	-		0.90	0.90	-
FLEX	(167,067.40)	-	-	-		(167,067.40)	(167,067.40)	-
COOP	44,518.95	112,110.75	207,015.00	254,997.00	97,643.89	11,003.81	11,003.81	(0.00)
PR	13,537.84	242,117.48	-	-	246,792.79	8,862.53	8,862.53	0.00
CL	23,862.09	194,740.83	-	-	171,428.44	47,174.48	47,174.48	(0.00)
ELEM	(171,185.75)	1,131,528.35	207,015.00	254,997.00	690,508.42	221,852.18	221,852.18	(0.00)
GENERAL	(106,534.05)	269,256.12	-	-	102,351.39	60,370.68	60,370.68	(0.00)
TRANSP	8,742.27	56,268.82	-	-	12,908.61	52,102.48	52,102.48	-
LUNCH	4,444.53	15,163.78	-	-	12,451.81	7,156.50	7,156.50	-
RETIREM	139,489.02	40,784.25	-	32,660.00	7,655.16	139,958.11	139,958.11	-
MISC	(118,923.24)	3,964.00	-	-	1,030.77	(115,990.01)	(115,990.01)	-
Misc	(121,868.87)	-	-	-		(121,868.87)		
AG	(585.04)	2,814.00			697.85	1,531.11		
Adv Ag	-					-		
BUS	-	1,150.00			-	1,150.00		
JMG	3,530.67				332.92	3,197.75		
Perkins	-				-	-		
AD ED	3,932.54	3,163.68	-	6,348.00	84.33	663.89	663.89	-
DR ED	2,140.26	-	-	2,140.00	-	0.26	0.26	0.00
COMPAB	2.35	-	-	2.00	-	0.35	0.35	-
IMPAC	9,579.22	-	-	9,579.00	-	0.22	0.22	0.00
TECH	0.16	-	-	-		0.16	0.16	-
FLEX	2.84	-	-	-	-	2.84	2.84	-
ENDOW	130,505.91	-	-	2.00		130,503.91	130,503.91	-
HS	73,381.81	388,600.65	-	50,731.00	136,482.07	274,769.39	274,769.39	(0.00)
TOTAL	(97,803.94)	1,520,129.00	207,015.00	305,728.00	826,990.49	496,621.57	496,621.57	(0.00)

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CULBERTSON SCHOOL DISTRICT
Cash Equivalent Accounts Summary
November 30, 2018

	Beginning Balance	Receipts <i>reconciled</i> <i>bank credits</i>	Expenses <i>reconciled</i> <i>bank debits</i>	Ending Balance
GENERAL FUNDS 101 & 201 - ASSET 102:				
First Community Bank Hot Lunch Revolving Account No. 335266	\$ 9,326.86	\$ 3,563.44	\$ 5,312.35	\$ 7,577.95
First Community Bank PaySchools Savings Account No. 5000521	\$ 0.89	\$ -	\$ -	\$ 0.89
First Community Bank Pcard Account No. 4205644	\$ 1,221.02	\$ 15,744.06	\$ 15,752.00	\$ 1,213.08
Synovus AFLAC Cafeteria Plan Account No. 000-329-492-7	\$ 11,850.18	\$ 1,361.67	\$ 369.00	\$ 12,842.85
Cash Equivalent Total	\$ 22,398.95	\$ 20,669.17	\$ 21,433.35	\$ 21,634.77
	Fund 101 Balance: \$	10,817.39	Fund 201 Balance: \$	10,817.38
	102 Debit (Credit) \$	(382.09)	970 Credit (Debit) \$	(382.09)

GENERAL FUNDS 101 & 201 - ASSET 103:

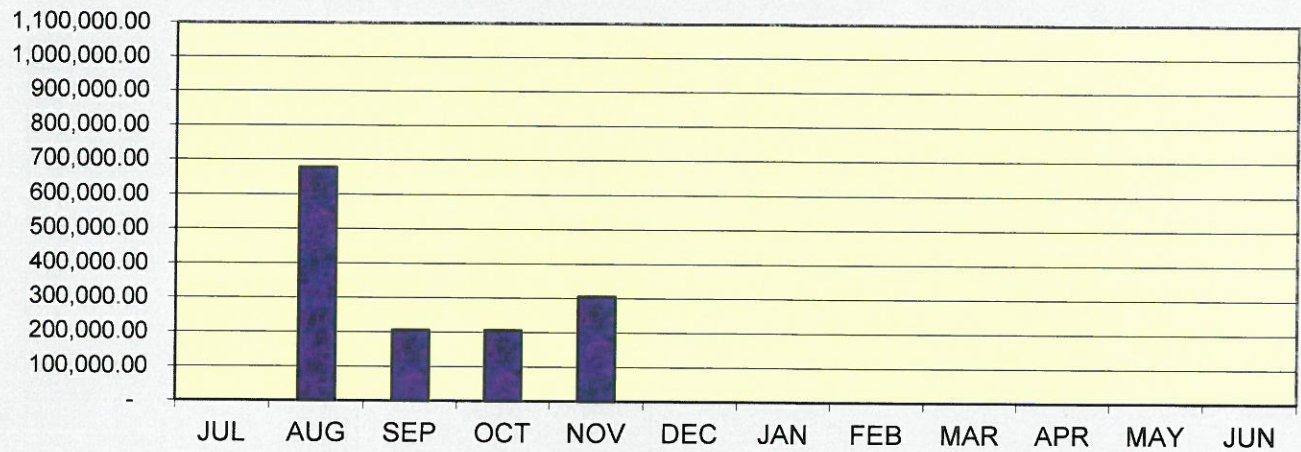
First Community Bank Petty Cash Account No. 332364	\$ 275.86	\$ 24.14	\$ -	\$ 300.00
Cash Equivalent Total	\$ 275.86	\$ 24.14	\$ -	\$ 300.00
	Fund 101 Balance: \$	150.00	Fund 201 Balance: \$	150.00
	103 Debit (Credit) \$	12.07	970 Credit (Debit) \$	12.07

ACTIVITIES FUND 284 - ASSET 102:

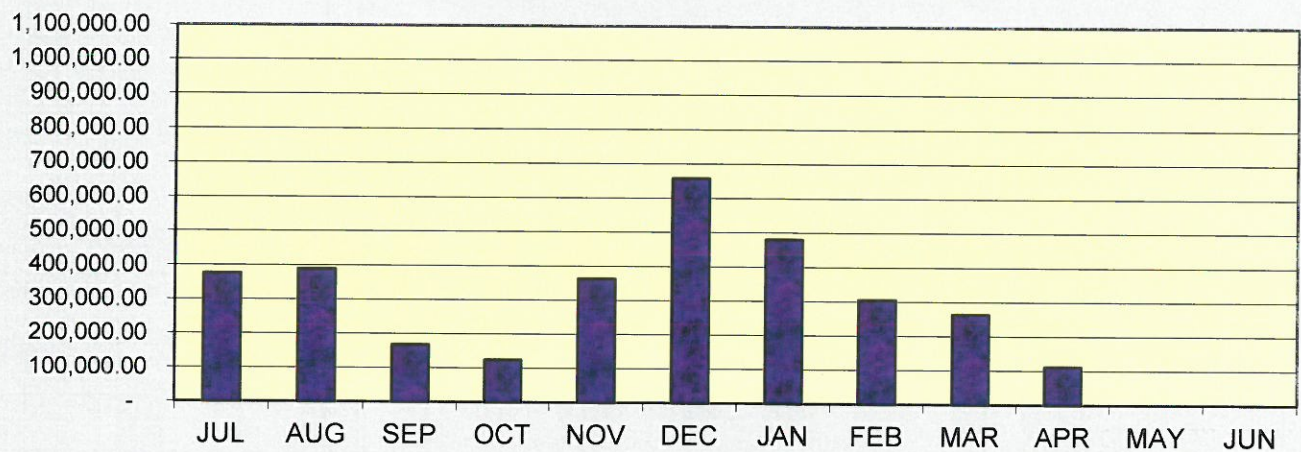
First Community Bank Activities Account No. 332356	\$ 59,159.14	\$ 20,115.51	\$ 16,672.78	\$ 62,601.87
Cash Equivalent Total	\$ 59,159.14	\$ 20,115.51	\$ 16,672.78	\$ 62,601.87
	102 Debit (Credit) \$	3,442.73	970 Credit (Debit)	

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018-2019												
101 General	-	-	-	-	-	-	-	-	-	-	-	-
110 Transport	-	-	-	-	-	-	-	-	-	-	-	-
114 Retirement	-	-	-	-	-	-	-	-	-	-	-	-
115 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
117 Adult Ed	-	-	-	-	-	-	-	-	-	-	-	-
121 Comp Abs	-	-	-	-	-	-	-	-	-	-	-	-
126 Impact Aid	-	-	-	-	-	-	-	-	-	-	-	-
128 Technology	-	-	-	-	-	-	-	-	-	-	-	-
129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
182 Interlocal	-	470,668.00	207,404.00	207,015.00	254,997.00	-	-	-	-	-	-	-
201 General	-	-	-	-	-	-	-	-	-	-	-	-
210 Transport	-	-	-	-	-	-	-	-	-	-	-	-
212 Hot Lunch	-	-	-	-	-	-	-	-	-	-	-	-
214 Retirement	-	69,218.00	-	-	32,660.00	-	-	-	-	-	-	-
215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
217 Adult Ed	-	-	-	-	6,348.00	-	-	-	-	-	-	-
218 Drivers Ed	-	-	-	-	2,140.00	-	-	-	-	-	-	-
221 Comp Abs	-	-	-	-	2.00	-	-	-	-	-	-	-
226 Impact Aid	-	-	-	-	9,579.00	-	-	-	-	-	-	-
228 Technology	-	-	-	-	-	-	-	-	-	-	-	-
229 Flex	-	-	-	-	-	-	-	-	-	-	-	-
281 Endow	-	138,355.00	-	-	2.00	-	-	-	-	-	-	-
TOTAL	-	678,241.00	207,404.00	207,015.00	305,728.00	-	-	-	-	-	-	-
2018-2019												
101 General	-	-	-	-	-	26,478.00	-	-	-	-	-	-
110 Transport	-	-	-	-	-	77,311.00	-	-	-	-	-	-
114 Retirement	-	-	-	-	-	-	-	-	-	-	-	-
115 Misc Fed	-	-	-	-	-	1,705.00	-	-	-	-	-	-
117 Adult Ed	-	-	-	-	-	8,615.00	-	-	-	-	-	-
121 Comp Abs	-	-	-	-	-	4,141.00	-	-	-	-	-	-
126 Impact Aid	-	-	-	-	-	-	-	-	-	-	-	-
128 Technology	-	-	-	-	-	35.00	-	-	-	-	-	-
129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
182 Interlocal	326,956.00	281,373.00	168,822.00	125,000.00	254,759.00	288,053.00	343,461.00	305,727.00	264,823.00	112,356.00	-	-
201 General	-	-	-	-	-	26,351.00	-	-	-	-	-	-
210 Transport	-	-	-	-	-	71,667.00	-	-	-	-	-	-
212 Hot Lunch	-	-	-	-	-	1,854.00	-	-	-	-	-	-
214 Retirement	-	-	-	-	-	29,751.00	20,499.00	-	-	-	-	-
215 Misc Fed	-	-	-	-	-	-	-	-	-	-	-	-
217 Adult Ed	-	-	-	-	-	8,038.00	7,819.00	-	-	-	-	-
218 Drivers Ed	-	-	-	-	-	1,282.00	1,282.00	-	-	-	-	-
221 Comp Abs	-	-	-	-	-	4,606.00	4,606.00	-	-	-	-	-
226 Impact Aid	-	-	-	-	-	-	14,658.00	-	-	-	-	-
228 Technology	-	-	-	-	-	13.00	13.00	-	-	-	-	-
229 Flex	-	-	-	-	-	2.00	2.00	-	-	-	-	-
281 Endow	50,000.00	108,043.00	-	-	108,784.00	108,784.00	88,800.00	-	-	-	-	-
TOTAL	376,956.00	389,416.00	168,822.00	125,000.00	363,543.00	658,686.00	481,140.00	305,727.00	264,823.00	112,356.00	-	-
2018-2019												
101 General	-	5,830.00	-	-	149,384.00	65,431.00	132,052.00	-	-	-	-	-
110 Transport	-	33,670.00	629.00	-	71,827.00	48,513.00	-	-	-	-	-	-
114 Retirement	-	53,864.00	-	-	-	-	32,283.00	8,329.00	-	-	-	-
115 Misc Fed	-	-	-	-	2,473.00	2,473.00	2,473.00	2,474.00	-	-	-	-
117 Adult Ed	-	1,086.00	1,087.00	-	6,011.00	6,862.00	7,902.00	6,308.00	-	-	-	-
121 Comp Abs	-	10,680.00	3,680.00	-	10,683.00	10,683.00	10,684.00	10,686.00	-	-	-	-
126 Impact Aid	-	-	-	-	6,364.00	6,364.00	5,682.00	426.00	-	-	-	-
128 Technology	-	1,355.00	359.00	-	160.00	1,160.00	544.00	51.00	-	-	-	-
129 Flex	-	-	-	-	-	-	-	-	-	-	-	-
182 Interlocal	-	287,024.00	230,784.00	284,545.00	240,367.00	265,385.00	319,415.00	274,050.00	227,774.00	-	-	203,313.00
201 General	-	50,195.00	-	-	39,514.00	-	-	-	-	-	-	-
210 Transport	-	17,391.00	6,648.00	-	58,854.00	42,223.00	29,496.00	-	-	-	-	-
212 Hot Lunch	-	682.00	-	-	-	10,422.00	588.00	7,080.00	-	-	-	-
214 Retirement	-	45,828.00	23,075.00	11,327.00	12,900.00	86,079.00	81,045.00	55,413.00	-	-	-	-
215 Misc Fed	-	-	-	-	1,500.00	5,706.00	1,019.00	1,020.00	-	-	-	-
217 Adult Ed	-	871.00	977.00	589.00	4,590.00	4,599.00	4,888.00	2,602.00	-	-	-	-
218 Drivers Ed	-	3,013.00	3,013.00	3,013.00	3,014.00	3,014.00	3,015.00	3,015.00	-	-	-	-
221 Comp Abs	-	9,447.00	9,447.00	9,449.00	9,451.00	9,452.00	9,454.00	9,455.00	-	-	-	-
226 Impact Aid	-	-	-	189.00	189.00	189.00	189.00	101.00	-	-	-	-
228 Technology	-	791.00	146.00	147.00	503.00	503.00	476.00	27.00	-	-	-	-
229 Flex	-	-	-	-	52.00	52.00	52.00	55.00	-	-	-	-
281 Endow	-	92,232.00	92,232.00	-	92,269.00	92,269.00	108,703.00	108,720.00	15,103.00	-	-	-
TOTAL	-	613,959.00	372,077.00	309,259.00	710,105.00	661,379.00	749,960.00	489,812.00	242,877.00	-	-	203,313.00

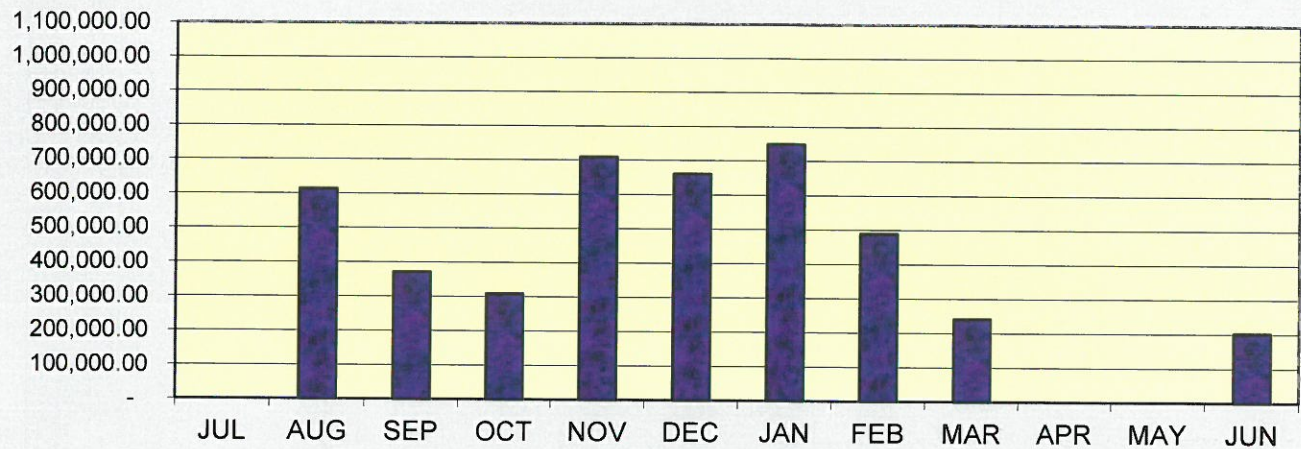
2018-19 INVESTMENTS



2017-18 INVESTMENTS



2016-17 INVESTMENTS



Culbertson Public School

Totals Report for November 2018
2018-2019

12/11/2018
12:47:50 PM

Checking
Savings
Investments

Account	Beginning	+	Receipts	-	Expenditures	+	Transfers	=	Ending
1 - ANNUAL	6,929.36		1,829.77		627.62		0.00		8,131.51
2 - ATHLETICS	9,689.05		60.00		9,413.46		0.00		335.59
3 - SENIOR 2018	0.00		0.00		0.00		0.00		0.00
4 - SENIORS 2019	2,183.32		0.00		0.00		0.00		2,183.32
5 - JUNIORS 2020	2,771.54		500.00		0.00		0.00		3,271.54
6 - SOPHOMORE 2021	2,162.35		0.00		0.00		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	8,184.76		1,575.75		1,889.93		-140.90		7,729.68
10 - BAND/CHOIR	194.86		880.00		262.40		0.00		812.46
11 - STUDENT COUNCIL	4,271.26		36.50		69.85		140.90		4,378.81
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	590.56		0.00		0.00		0.00		590.56
17 - BPA	3,501.40		1,612.63		2,070.34		0.00		3,043.69
18 - EXPLORE AMERICA	5,389.81		8,000.61		6,569.58		0.00		6,820.84
19 - MUSIC PARENTS	2,461.70		0.00		0.00		0.00		2,461.70
20 - ART	1,576.68		0.00		0.00		0.00		1,576.68
21 - LIBRARY	1,210.84		0.00		0.00		0.00		1,210.84
22 - SPANISH CLUB	15.49		0.00		0.00		0.00		15.49
24 - Science Olympiad	5,150.96		898.00		4,446.62		0.00		1,602.34
	61,500.46	+	15,393.26	-	25,349.80	+	0.00	=	51,543.92



December 2018 AD report

Culbertson Board of Trustees,

Junior high basketball finished on December 10 at the North Tournaments held in Froid and Medicine Lake. The JH boys basketball team qualified for the Final Four tournament in Fairview held December 15. Varsity basketball has commenced with a total of 12 girls and 20 boys participating. The cheer team also has 11 members out. The first day of elementary basketball practice will be on January 3.

Sincerely,

David Solem

Mr. Olson
Technology Report
School Board Meeting
December 17, 2018

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

I have been in communication with NorthStar Technology Group. They will begin providing IT services for us in January. We have a video conference on Jan 3rd to discuss needs of the school.

Mr. Olson
Principal Report
School Board Meeting
December 17, 2018

Our Science Olympiad team had a good showing in Bozeman winning the Small School Trophy (for the 3rd year in a row) and placed 7th overall. High school had 7 top ten finishes. The JH placed 19th overall with 3 top ten finishes.

Fall HS concert was held on Nov. 29. The home side of the bleachers were full. The elementary concert is Dec 18th.

Student council held a Snowball dance on Dec 8th at the Old Armory. It was well attended with about 40 couples dancing till midnight.

I attended the Regional MASSP meeting in Wolf Point on Dec 11. The main topics of conversation were STEM programs, schedules, 504 plans, and principal's convention in January.

As of 12-11-18

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	288
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	281
Nov	19	22	26	15	23	26	18	21	29	22	23	21	13	278
Dec	20	22	25	16	22	27	18	21	29	23	22	21	13	279
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	8	2	1	3	5	4	2	2	10	2	3	2	4	48
Transferred	3	2	0	1	1	2	1	0	2	1	2	3	2	20
Total In/Out	11	4	1	4	6	6	3	2	12	3	5	5	6	68

Ended the 2017-2018 year with 264

Culbertson School Board Meeting

Superintendent's Report

December 17, 2018

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

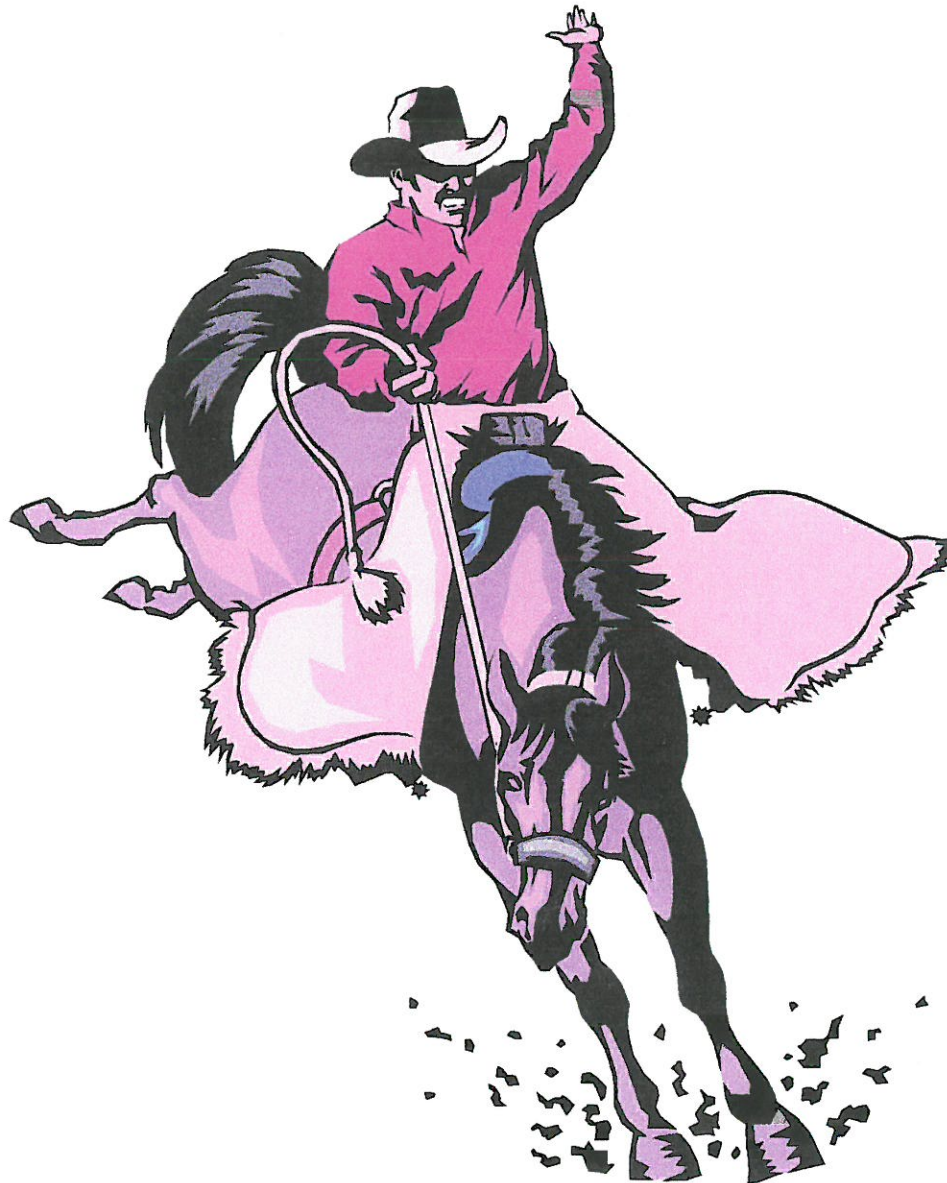
December 1 st	Lions Club (cooked for Breakfast with Santa)
	JH Basketball vs. Froid/Lake
December 3 rd	Culbertson Town Council Meeting
December 5 th	Roose-Valley Special Education Cooperative Meeting @ Wolf Point
	NEMASS Meeting @ Wolf Point
December 6 th	JH Basketball vs. Circle HERE
	Culbertson Lions Club Meeting
December 7 th	HS Basketball vs. Bainville HERE
December 8 th	Culbertson Speech & Drama Meet HERE
December 11 th	Culbertson Fire Department Meeting
December 12 th	Town Council Meeting
	Culbertson School Board Athletic Committee Meeting
	Culbertson School Board Facility Committee Meeting
December 13 th	Culbertson Parent Advisory Committee Meeting
December 14 th	HS Basketball vs. Brockton HERE
December 15 th	HS Basketball vs. Lustre HERE
December 17 th	Culbertson School Board Meeting
December 18 th	Lions Club Stew Feed
	Culbertson K-6 Music Program
December 20 th	Culbertson Lions Club Meeting
December 21 st	HS Basketball vs. Froid/Lake HERE
January 2 nd	NEMASS Meeting @ Sidney
January 3 rd	Lions Club Meeting
January 5 th	HS Basketball vs. R&L HERE
January 7 th	Culbertson Town Council Meeting
January 8 th	Culbertson Fire Department Meeting
January 10 th	Culbertson Parent/Teacher Conferences 4 pm – 7 pm
January 11 th	HS Basketball vs. Circle HERE
January 15 th	Culbertson School Board Meeting
January 17 th	Culbertson Lions Club Meeting
January 18 th	HS Basketball vs. Fairview HERE
January 20 th	MHSA Annual Meeting @ Butte
January 21 st	MHSA Annual Meeting @ Butte
January 22 nd	Culbertson Fire Department Training
January 25 th	HS Basketball vs. Savage HERE

B. Other items for your consideration:

1. 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.
2. The work on the Eastern C Division Football Schedule for the 2019 season has been temporarily placed on hold due to the recent addition of Ekalaka to our conference. There will be further discussions about this when the Division meets in Butte on January 20th. I hope to have some direction on how to make an 11 team conference fit into a 9 week schedule.
3. The Civil Rights Data Collection will be open their website in the near future for our school to enter data from the 2017-2018 school year. This is an annual data collection from the Office of Civil Rights that all schools in our state (and I assume across the US) are required to submit. It is unfortunate that we have to wait almost an entire year to get access to their website, as it would be much more convenient for us to submit the data during the summer as soon as the school year ends.
4. I am currently working on the verification survey for the Impact Aid application. The deadline for the Impact Aid application is January 31st.
5. The Montana Department of Transportation is interested in discussions with the District on a future Highway 2 upgrade project that may have impact on the Old Weigh Scale property. The project is a few years away, but DOT would like to begin conversations on December 12th. The Facility Committee (Paul and Gy) will be able to provide an update to the full Board about the project and the options.
6. In the next two months I will be working on a K-12 staffing plan for the Board to consider. This plan will include how many elementary classrooms should be considered at each grade level, including how many teachers will need to be retained/hired to make it possible. I will also be working on a short-term and long-term facility plan for the Board to consider. This plan will include boiler replacement, Old Armory options, replacement of playground equipment, football field lighting, completion of the new elementary addition, additional security cameras, computer network upgrade, and many more items probably too numerous to mention. I plan to present these plans to the Board as soon as they are completed.
7. Attached please find a copy of the District Strategic Plan for the Board's review and consideration. I believe that this plan was formulated in the middle to late 90's by the school and 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 at any time.

CULBERTSON PUBLIC SCHOOLS



STRATEGIC PLAN

Mission Statement

THE MISSION OF THE CULBERTSON PUBLIC SCHOOLS IS TO:

1. Help families and the community prepare each child for successful daily living with the knowledge, skills, and abilities that will serve them as students, citizens, neighbors, workers, and family members – now and in the future,
2. Help each child establish a sound academic foundation upon which their future learning can be built,
3. Help each child attain the skills that will be personal tools of learning,
4. Help each child develop talents and encourage individual potential,
5. Help each child grow socially and emotionally, and
6. Always be aware of each learner's strengths and needs by providing the necessary curriculum, resources, and learning environment.

What We Believe

Children learn best when they

- ♦ are motivated, challenged, and stimulated by the teaching and learning activities.
- ♦ receive positive reinforcement.
- ♦ are valued and respected for who they are and for their accomplishments.

Teaching and learning

- ♦ are enhanced when parents are actively involved.
- ♦ are enhanced when respect for and value of teachers, school, and education are exhibited in the child's home.
- ♦ are enhanced when communication between the parent and teacher is welcomed, two-way, and regular (not just when problems arise).
- ♦ are more effective when the teacher presents a positive role model.
- ♦ are most successful in a safe, secure, and non-threatening environment.
- ♦ are most successful when the class size is small enough to allow attention to individual students.
- ♦ should be mutually enjoyable experiences.
- ♦ are enhanced by a structured and defined core curriculum.
- ♦ are enhanced by flexibility in scheduling, curriculum offerings, and teaching methods.

Readings to learn is enhanced

- ♦ when the child's basic needs of nourishment, rest, and physical and emotional security are met.
- ♦ by a comfortable and pleasant facility.

What We Value

- ♦ the multi-ethnic nature of our community; the schools which reflect the total community culture, including families, churches, businesses, services, agriculture and other industries
- ♦ community encouragement for learning
- ♦ real parental involvement in the education of their own children as well as in the success of the school system as a whole
- ♦ a school-community environment which is safe (emotionally and physically)
- ♦ the individuality and creative ability of students
- ♦ the opportunity for each student to realize his/her potential
- ♦ high standards for academic, social, emotional, and physical development
- ♦ high expectations for all students to succeed
- ♦ learning as a life long process
- ♦ goal setting by students with adult guidance regarding careers, education, and life roles
- ♦ respect for others and their property
- ♦ honesty
- ♦ integrity
- ♦ a positive and productive work ethic
- ♦ a cooperative spirit even as healthy competition is encouraged
- ♦ class size, small enough to provide for individual attention

Strategic Goals

Goal One: Improve school-community relations

Suggested Actions

1. Improve the internal communications and relations through all levels of the district.
2. Improve the communication between the staff and parents.
3. Improve parent and community involvement in the educational process.
4. Find better ways to utilize the community's willingness to support school taxes, to volunteer, and to be involved.
5. Design ways for the Administration and Board to listen and respond to input from the community.

Goal Two: Improve the long-term financial condition of the district.

Suggested Actions

1. Work with neighboring districts to share programs, planning, faculty, facilities, administration, and other resources.
2. Evaluate current administrative staffing pattern for possible cost-savings.
3. Evaluate all areas of spending for possible long-term cost-savings.

GOAL THREE: Provide a curriculum that maintains high performance standards and that meets the needs of students into the twenty-first century.

Suggested Actions

1. Continue, support, and strengthen the college prep program.
2. Continue, support, and strengthen the well-rounded educational opportunities now available.
3. Create more opportunities for students to learn vocational and life skills.
4. Develop more challenging learning opportunities for the more able students at all grade levels.
5. Improve the teaching of communication skills (writing, speaking, grammar, and drama).
6. Improve the teaching of computer skills and the use of other technologies.
7. Integrate the use of computers and other technologies across the curriculum.

GOAL FOUR: Encourage students to make the most of their school experience.

Suggested Actions

1. Maintain and communicate high expectations for student learning and behavior.
2. Develop a system for teaching student decision making and goal setting.

GOAL FIVE: Develop and maintain a high quality staff, and use its skills and talents in an efficient way.

Suggested Actions

1. Improve staff development opportunities, for classified as well as certificated staff.
2. Recognize and reward staff performance regularly and consistently.
3. Improve the quality of the staff by hiring the best possible people.
4. Improve the quality of the staff by applying effective supervision and evaluation.
5. Better utilize the strengths of individual staff members.

GOAL SIX: Provide the technologies (especially computer hardware and software) that will support quality education in the twenty-first century.

Suggested Actions

1. Increase the number of computers and compatible software throughout the district.
2. Provide adequate in service so that teachers have the training to make good use of the computers we have.
3. Be sure that computers are actually used by teachers and students.
4. Develop interactive telecommunications technologies.

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

MEETING DATE: 12-17-2018

AGENDA ITEM #: 14

AGENDA TITLE: Board Policy – 2nd Reading

SUMMARY: Attached are the following policies that have been posted for comment since the November 20th meeting. To date I have received no comments.

- 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

The Board has the option to either individually or collectively: adopt the policies as posted, edit and the policies, or table the policies.

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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- 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.
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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.

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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.

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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

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

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.

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
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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.

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

Adopted:

Revised: February 22, 2000
November 19, 2009

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.

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.

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

1-04-132. Conflict of Interest.

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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:

Proposed

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

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Proposed

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

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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 20th 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 1st 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.

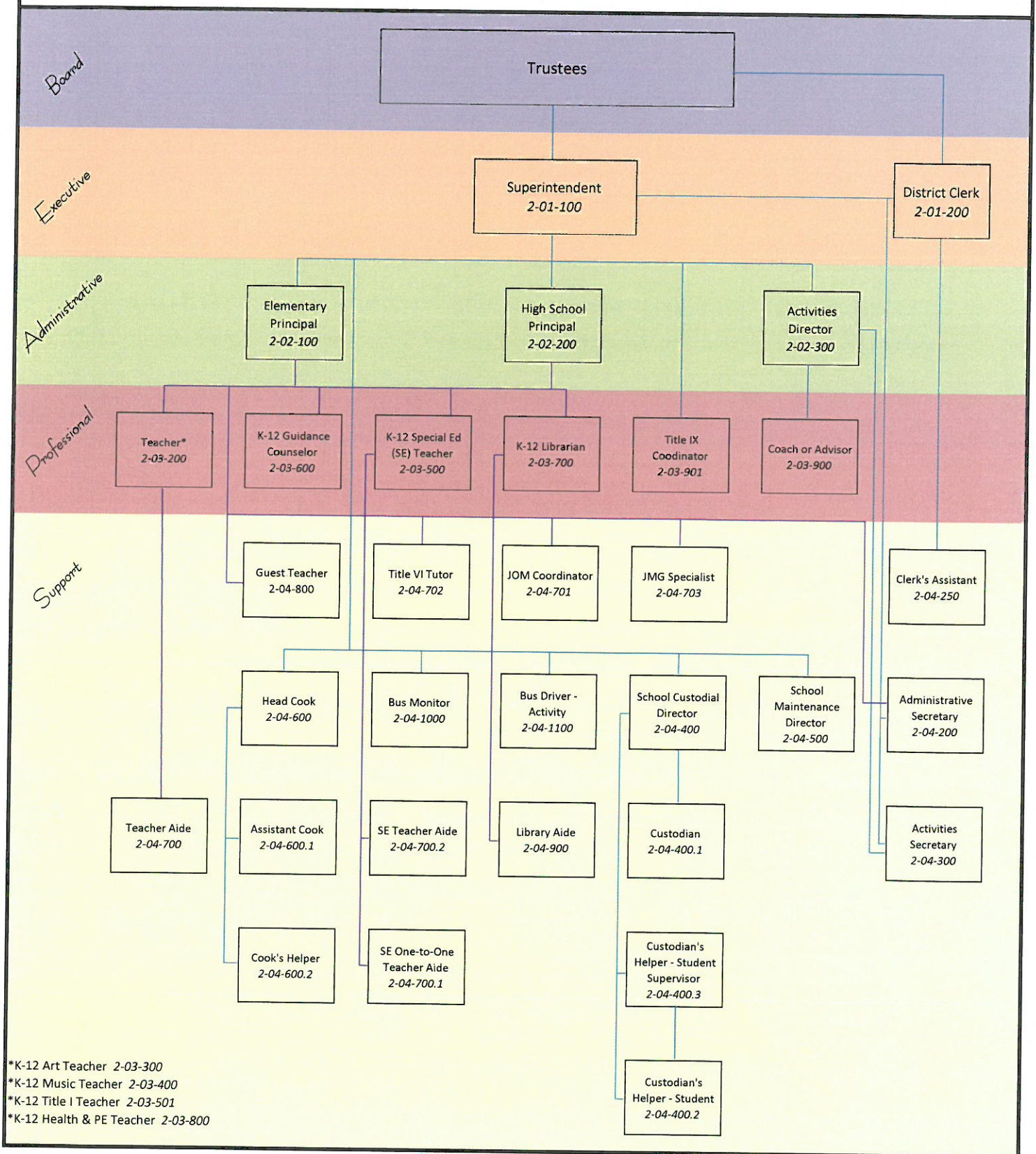
- All accounts with financial institutions (checking, savings, investments, etc.) will be reconciled to the general ledger within 10 days of receipt of any statement from the financial institution. The reconciliation will include a listing of outstanding checks and will be reviewed by the District Clerk 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:

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

MEETING DATE: 12-17-2018

AGENDA ITEM #: 15

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

SUMMARY: We are currently advertising this opening. 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: 12-17-2018

AGENDA ITEM #: 16

AGENDA TITLE: 2018-2019 Extra-Curricular Contract(s)

SUMMARY:

- a. Elementary Boys' Basketball Coach – Dave Solem would like to recommend Joseph Kerney.
- b. Elementary Girls' Basketball Coach – Dave Solem would like to recommend Karli Brekke.

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: 12-17-2018

AGENDA ITEM #: 17

AGENDA TITLE: 2019-2020 Extra-Curricular Contract(s)

SUMMARY:

- a. High School Cross Country Head Coach
- b. High School Football Head Coach
- c. High School Volleyball Head Coach

I believe a recommendation will be forthcoming from the Athletic Committee to either rehire or advertise the position(s).

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: 12-17-2018

AGENDA ITEM #: 18

AGENDA TITLE: Electronic Signature Card

SUMMARY: Lora would like to request the ability to utilize an Electronic Signature Card as fraud protection measure. The Electronic Signature Card is no cost to the District is recognized as a digitized signature of the Clerk and Board Chair that is password protected. The password will be held by a third party that will be named by the Board. This measure is encouraged by our auditors.

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: 12-17-2018

AGENDA ITEM #: 19

AGENDA TITLE: MHSA Annual Meeting Proposals

SUMMARY: Attached please find the MHSA Annual Meeting proposals that will be voted upon in Butte on January 21st. I would ask the Board to indicate which way the Culbertson vote should be recorded during the annual meeting.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					



**MONTANA HIGH SCHOOL ASSOCIATION
2019 ANNUAL MEETING**

**Monday, January 21, 2019
Clarion Inn Copper King Hotel & Convention Center
Butte, Montana**

PROPOSALS

1. Proposal to Amend Executive Board By-Law-----1
Presented by: MHSA Executive Board
2. Proposal to Amend Eligibility By-Law-----1-2
Presented by: Conrad High School
3. Proposal to Amend Eligibility By-Law Interpretation-----2-3
Presented by: Conrad High School
4. Proposal to Amend Eighth Grade Participation/Transfer By-Laws-----3-4
Presented by: Lambert High School
5. Proposal to Amend General Penalties By-Law-----5-6
Presented by: Conrad High School
6. Proposal to Amend Contests Prohibited Rule-----6
Presented by: Conrad High School
7. Proposal to Appoint a Committee to Add Girls Wrestling as a MHSA Sanctioned Sport -----7
Presented by: Conrad High School
8. Proposal to Increase Number of Allowable Basketball Games to 20 for All Classes-----7-8
Presented by: Conrad High School

1. PROPOSAL TO AMEND EXECUTIVE BOARD BY-LAW

The MHSA Executive Board proposes the following amendment to By-Law, Article I, Section (5) Executive Board on page 9 of the current MHSA Handbook:

Section (5) EXECUTIVE BOARD

- 5.5 Conference telephone calls necessary for the operation of the Montana High School Association shall be conducted in the same manner and with the same restrictions as regular or special meetings. Conference telephone calls will be charged to a specific school or to an appropriate individual who requested the conference telephone call. Conference telephone calls will be held only when necessary for immediate action for an interpretation of a rule, for a violation or protest which needs immediate action, or for an appeal on student eligibility when it is necessary. The Board may hold conference telephone calls for any of the above items as well as litigation, legislative, **proposed rule changes**, and other emergency matters which could affect the operation of the Association. ~~The Montana High School Association cannot make any proposed rule changes by conference telephone calls.~~

Executive Board members must be given a 48 hour advance written notice of the call.

Rationale:

With each classification holding summer meetings now, requests for rules and regulation changes can be submitted from those meetings for the Executive Board to consider during their June conference call instead of waiting another year for implementation of an approved rules change. The Board will still notify affected schools for the required two-week notice before taking final action.

2. PROPOSAL TO AMEND ELIGIBILITY BY-LAW

Conrad High School proposes the following amendment to By-Law, Article II, Section (2) Eligibility on page 10 of the current MHSA Handbook:

Section (2) ELIGIBILITY

- 2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in an **approved learning setting as determined by local school boards. (e.g. – internships, OJT, dual enrollment, MTDA, homebound placement for a variety of reasons, experiential learning, overseas experiences, etc.** in the building (bricks and mortar).

A home school student is not eligible to participate for an MHSA member school.

Rationale:

Students learn better from real-life experience. Ensuring that learning today provides for students to be active learners in contextualized situations without impacting their potential eligibility for MHSA sports, is impeded by "bricks and mortar" requirements.

Furthermore, with our legislature's passage of Proficiency Based Learning revisions in the 2017, it has opened opportunities for students to learn in a variety of ways by demonstrating proficiency. Attendance in bricks and mortar is not a necessity in today's educational options for students.

Ensuring that local school district autonomy over when, where, how and why their children learn where they learn should and can be supported by the MHSAs.

3. PROPOSAL TO AMEND ELIGIBILITY BY-LAW INTERPRETATIONS

Conrad High School proposes the following amendments to By-Law, Article II, Section (2) Eligibility Interpretations on page 11 of the current MHSA Handbook:

Section (2) INTERPRETATIONS

5. The scholastic record at the end of the semester shall be final and deficiencies may not be made up in any manner, **deemed appropriate by the local school board**. Deficiencies, including incompletes, conditions and failures for the a previous semester may not be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for the purpose of establishing or maintaining MHSA eligibility.

6. The intent of the rule prohibiting incomplete grades from being made up is not to prohibit incomplete grades which were given in cases of illness, injury or attending school authorized functions, **nor to prevent proficiency based learning as approved by the Montana legislature and implemented by the state board of education to be implemented by school districts. School districts that have implemented proficiency based learning, will be provided the flexibility to ensure that student learning is a continual process for the school year, allowing courses that are begun in a previous semester to conclude in the next semester and be counted towards eligibility, in the semester in which credit is earned. Students who continue their learning into summer school and complete courses during a school district's summer session, would be able to use those courses as a determinant for eligibility in the fall semester.**

Rationale:

"When we look at the attributes that make an individual successful in life – the real, meaningful traits that truly translate to achievement and cannot be measured by standardized tests – we begin to see the true educational value of our athletic programs. Perseverance, a strong work ethic, dedication, resiliency, dealing with adversity – attributes truly needed for achievement and valued by employers – are all characteristics honed and developed by participation in sports... key components of intelligence and analytical thinking that are enhanced by participating in athletics. In fact, when you see a high school game or event for any sport, you are viewing perhaps the most authentic form of assessment that exists in education. The student-athletes are being asked to strategize, think critically, act selflessly and work toward a common goal as part of a team.

Quite often these are children who may be dealing with a dysfunctional home situation or have a lack of stability or structure in their home lives. Quite often, school athletic programs become a safe haven for these students and provide them with motivation and positive role models.

If a goal of education is to provide students with meaningful and rewarding experiences, giving them memories and life lessons that they will carry with them forever, then scholastic athletics will continue to fulfill a vital role. Sports provide young people a rich tapestry of success and failure, joy and anguish, and perhaps the most unique and important aspect of athletic participation – the opportunity to do something great." Nitti, Michael. Classroom with a Scoreboard: Important Role of Athletics in Education, April 09, 2018. NFHS.org

Today:

- Montana has the highest suicide rate per capital amongst our youth.
- Anxiety rates among youth are at an all-time high.

- Children living in unusual home circumstances is continually increasing, shifting childhood. Whether it is weekend backpack programs that require children to carry their own food home for the weekend or packing a bag of clothes as they shift from household-to-household or working to earn the income for their own participation in co-curricular activities like school. Each person reading this proposal could add their own items of how home, family, and safety has changed for children today.
- 2018 Gallup Student Poll indicated: Engaged students, are 4.5 times more likely to be hopeful for the future, 2.5 times more likely to say they get excellent grades and 2.5 times more likely to strongly agree they do well in school than do disengaged students.

Athletics and MHSA programs should not be considered extra-curricular. Because of the social-emotional crises that inundate our students, and the increasing knowledge around brain development, motivation, positive psychology, change in how we determine eligibility is appropriate.

If we believe that student participation on co-curricular programs is a vital part of the academic learning in an authentic setting, builds character in youth and offers a safe place to belong, we would all be engaged in ensuring that our eligibility rules are structured for the educational changes that have been implemented, in our State, to benefit our youth. Two examples: (a) Proficiency based learning (b) Graduate in three years remain for a 4th as a full dual enrollment year. Current eligibility rules impede student participation. If structured for all students, we would ensure flexibility for continuous progress, as we all know that all kids do not learn at the same pace. Furthermore, we would happily ensure student eligibility through summer school, night school, and other options of eligibility recover through the various credit recover options available, to students.

In visiting with some of our native school leaders, flexibilities would make a big difference, as life happens in a variety of challenging ways and keeping kids engaged in school frequently comes through participation in sports. Being able to recover eligibility through summer school and other credit recovery options is supporting student learning and student co-curricular participation.

It is a simple change that certainly can be accounted for in student information systems of local districts. The impact on MHSA's procedures and routines is negligible since eligibility is handled at the local school setting. These are simple, positive changes that influence student wellness, engagement, happiness, and sense of belonging.

Fiscal Note:

There is no fiscal impact on the MHSA. Perhaps there will be some fiscal impact to school districts that do not currently offer credit recovery options for students.

4. PROPOSAL TO AMEND EIGHTH GRADE PARTICIPATION/TRANSFER BY-LAWS

Lambert High School propose the following amendments to By-Laws, Article II, Section (5) Students Below Ninth Grade on page 11 and to Section (10) Transfer Rule on page 12 of the current MHSA Handbook:

Section (5) STUDENTS BELOW NINTH GRADE

~~5.1 No student who is enrolled in a grade below the ninth shall be eligible to participate in an Association Contest, except as noted in 5.3 or eighth grade students meeting the following requirements:~~

5.1 A student who is enrolled in the 8th grade shall be eligible to participate in an Association contest, but must meet the following requirements and parameters:

- ~~Eighth grade students may play on a high school volleyball, track relay and/or basketball teams.~~
- a. The eighth grade student is participating in a contest other than football**

b. Permission for eighth grade participation must be requested by the school and authorization granted by the Executive Director of the MHSA. Once granted approval, those eighth grade participants are eligible to participate in varsity and JV competition. ***(There is no restriction in place for participation of this 8th grade student at his/her middle school and/or high school of which he/she will be participating).***

c. Any eighth grade student allowed to participate will have eight semesters of high school eligibility remaining.

d. All eighth grade students participating must meet the academic requirements. The official MHSA waiver form must be used.

e. All eighth grade students participating must meet the transfer requirements. The official MHSA transfer form must be used.

f. All eighth grade students participating in a high school contest must adhere to all other MHSA rules and guidelines. Committed to a contest at the high school level, the eighth grader may not also participate in that same sport at a level under high school.

5.2 A ninth grade student may not play on a 7th and/or an 8th grade team.

5.3 Any student who is at least fifteen (15) years old on or before midnight August 31 may be declared eligible for participation in Montana High School Association contests by the Executive Director. The Montana high school for which the student will participate must file a request with the Executive Director for consideration. Any student who is declared eligible under this section must participate in athletics at the high school level (grades 9-12) only.

Section (10) TRANSFER RULE

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

Rationale:

1. Now that the 8th grade rule has been in place for thirteen years, schools have seen the benefits for student athletes and high school teams outweigh the possible issues it could cause, as a result of more participants eligible to play. When the eighth grade rule was first enacted in 2005-06, 17 eighth graders were used and could play at the varsity level only. In 2011-12 the by-law was amended to allow eighth graders to participate at the junior varsity and varsity levels, and 147 eighth graders participated. By 2017-18, 224 eighth grade athletes participated. It is apparent schools see a need and benefit from eighth grade participation.

2. The last study conducted by the MHSA a few years ago showed an eight percent drop across the board in Montana's high school's enrollments. According to MHSA information, 5-6 years ago Montana had 144 co-op teams, and now we have close to 200 co-op teams. Enrollments in Montana, especially in small schools, have been steadily declining. The need to combine/use eighth graders at this point is important for small schools with declining enrollments, but also beneficial to larger schools who are fielding sub-varsity teams, yet do not have enough competitions at those levels.

3. The use of eighth grade students may still be monitored and determined by individual District School Boards, if they choose to do so.

5. PROPOSAL TO AMMEND GENERAL PENALTIES BY-LAW

Conrad High School proposes the following amendment to By-Laws, Article VII, Section (2) General Penalties on page 18 of the current MHSA Handbook:

Section (2) GENERAL PENALTIES

2.6 Ejections. Any student or coach who represents a school holding membership in the MHSA who is ejected from an interscholastic athletic competition for unsportsmanlike conduct involving schools which are members of the MHSA will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition, ***unless an appeal is filed by the member school to the conference president within 24 hours of the ejection.*** A student cannot be in uniform while suspended.

In post season tournament wrestling the next event is defined as the next session or round depending on tournament format for coaches; and for students the appropriate post season NFHS rules will be applied.

INTERPRETATIONS

1. A coach/student who is ejected from a regular season contested event in wrestling is suspended from the next regularly scheduled contested event.

2. A coach/student who is ejected from the last contested event of the regular wrestling season is suspended from the first round of the post season tournament (divisional or seeding). If a wrestler would have had a bye in the first round, it must be scored as a forfeit and the wrestler must move to the consolation bracket.

A second violation will result in a four competition suspension in that sport by the offending student/coach.

If penalties are imposed at the end of the sport season and no contests remain, the penalty is imposed the first contests in that particular sport in the next school year. In the case of a senior student, the penalty will continue to the next MHSA sponsored sport or activity.

A third violation will result in the student being suspended for the remainder of that sport season and for an additional ninety (90) P.I. days from the date of the championship event of that classification.

If a coach is ejected from the last scheduled season game, the coach must miss the next highest contest where there are regular duties to perform.

If a head coach is ejected, assistant coach or any other school district personnel authorized to supervise students may assume the head coaching responsibilities for the remainder of the contest. If no other authorized school district personnel is on site, the contest will be terminated, and a forfeiture declared.

Appeal: The president of the conference may appoint a hearing officer/ board to hear any appeals, within 48 hours of the receipt of a complete report of the incident. Appeals may not deal with decisions made by contest officials. ***If a school requests an appeal, the conference will have an appeal team for each sport comprised of the one coach from a neutral school, one athletic director from a neutral school, that will review film from the aggrieved competition.***

The decision of the appeal review team will be final. All reviews must be completed and rendered before the next scheduled contest of the aggrieved coach/player after receipt of the ejection notice and member school appeal.

Rationale:

Ejection of players and coaches occurs without proper due process rights for players & coaches to dispute the action(s) of an official/officials. By building in a due process procedure for ejections issued, it ensures that due process is available to coaches and players as it is for officials.

1. Charges of conduct unbecoming of an official or of conduct contrary to the best interests of the MOA, may be brought before the Directors, by an MOA member or school administrator. Such charges must be submitted in writing. Each case will be considered individually and on its own merits. The accused official must have an opportunity for a hearing before the Directors. The MHSA or their designee will serve as a non-voting hearings officer. (XX.A)

With the ease of technology resources, the use of HUDL and other online film resources, film is available and can be viewed from various locations. The ability to conference call, web-x or ZOOM meetings, makes this process very doable. It has the ability to improve coaching and officiating which both of these would add another component of sportsmanship, athlete safety, and responsibility to the work of offering competitive sports.

Fiscal Note:

There is a time factor involved. With the current use of online film resources, and the ability to look at specific clips vs. entire film, this may be mitigated.

6. PROPOSAL TO AMEND CONTESTS PROHIBITED RULE
--

Conrad High School proposes the following amendment to the Prohibited Contest Rule in Rules and Regulations, Section (12) Policy, page 22 of the current MHSA Handbook:

Section (12) CONTESTS PROHIBITED

- A. The Association prohibits all interscholastic contests by member schools between December 24 December 23 and December 25 ~~January 4~~ of any school year, both dates inclusive.

Rationale:

The opportunity for local school districts to determine participation in holiday tournaments should be an available option that could support winter sports. By providing this opportunity, it also allows coaches who are already practicing, another avenue for competitive play and family time.

In other states, holiday tournaments are allowed. Holiday tournaments is another way to provide opportunities for more participation and for schools that struggle to have sufficient numbers, it gives the more inexperienced athletes opportunities to participate in competitive situations.

Fiscal Note:

There is no fiscal impact on the MHSA. It has the potential to reduce travel costs for school districts as holiday tournaments could replace other games during the school's season of competitive play.

7. PROPOSAL TO APPOINT A COMMITTEE TO STUDY GIRLS WRESTLING AS A MHSA SPORT

Conrad High School proposes the following in accordance with the Rules and Regulations, Section (24) Policy, page 24 of the current MHSA Handbook:

Section (24) POLICY ON INTERSCHOOL ACTIVITIES

When any group which sponsors a high school activity requests consideration by the MHSA which may lead to direct supervision and control of this activity, or when the MHSA feels any activity is presenting a problem serious enough to merit study, then the MHSA, at its annual meeting, should authorize the Executive Board to appoint a special committee to thoroughly study each activity and to present its recommendations concerning this activity at the next annual meeting of the Association for consideration and approval or adoption by the Association.

That the MHSA possibly recognize and designate girls wrestling as an MHSA sanctioned sport by authorizing the MHSA Executive Board to appoint a special committee to study girls wrestling as a sanctioned sport. Recommendations will be presented by the committee at the 2020 MHSA Annual Meeting.

Rationale:

Girls Wrestling is a growing sport in the United States. Included is data from USA Wrestling showing the growth of participation in women's wrestling. As of 2018 there are twelve states that offer girls wrestling. The number of States doubled in 2018 that offer girls wrestling. Today, the only opportunity for girls to compete is to wrestle against boys, not the most equitable opportunity for young women. With the rise in the number of girls wrestling, and to ensure ongoing equity for our athletes. At the university level, there is also an increase in the number of programs for women's wrestling, providing another avenue for our youth to pursue post-secondary opportunities with financial support.

Fiscal Note:

The MHSA would have the cost of additional trophies and medals recognizing girls wrestling and champions. This cost should be negligible as school districts that participate in girls wrestling would be paying an additional fee to MHSA.

For local school districts, girls wrestling can be stacked just like basketball is today. Negligible cost to open this sport in Montana, where there are already collegiate girls wrestling team.

8. PROPOSAL TO INCREASE NUMBER OF ALLOWABLE BASKETBALL CONTESTS TO 20 FOR ALL CLASSES

Conrad High School propose an amendment to the General Rules and Regulations for Basketball subsection (5) on page 50 of the current MHSA Handbook:

Sub-Section (5) MAXIMUM LIMIT FOR BASKETBALL GAMES

~~Eighteen~~ ***Twenty*** basketball games will be the maximum limit for schools in all classes. These limits include invitational tournaments but are exclusive of Association-sponsored tournaments. ***Invitational tournaments shall be limited to a maximum of three where invitational tournament play counts as one game of the twenty game maximum. Schools are able to participate in tournaments, at locations of their choice. (e.g. Sunburst, may opt to cross the border and compete in Lethbridge***

in an invitational tournament.) These game limits apply for each squad - varsity, junior varsity, sophomore, frosh etc. Should a non- varsity contest be played using a variation in the length of quarters or the number of quarters played, one of the approved variations shown on the basketball page of the MHSA website must be used. The applicable game limit interpretations are also included on the website.

Rationale:

Invitational Tournaments provide a way for school districts to be able to participate in invitational tournaments that provide proximity to their home area regardless of school size. The tournament counting as one game versus the current structure would provide greater flexibility in schedule. A school could keep an 18-game schedule and actually provide more opportunities for student participation than the current structure.

It would help schools fill their schedules differently versus distance traveling for non-conference games to fill a schedule. It is anticipated that schools could participate in a pre-season tournament, a holiday-tournament (where most schools hold practice over the holiday season), and tournaments during the season (similar to the current volleyball structure) should a school so choose.

This would also provide for consistent playing opportunities, once the season is underway and ensure that schools who wanted to be able to offer more playing options for their athletes have opportunities to meet needs.

This proposal would not have any impact on schools who choose to keep the existing format as it is a maximum game pay and invitational tournaments are simply an additional option available to each school district.

Fiscal Note:

There is no fiscal impact to MHSA. The fiscal impact to school districts could actually be reduced.

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

MEETING DATE: 12-17-2018

AGENDA ITEM #: 20

AGENDA TITLE: Bus Route Change(s)

SUMMARY: Helen Bighorn has been the past two regular Board meetings and has now made a full written request to move her student from Bus Route #3 (Birch) to Bus Route #5 (Finnicum).

I believe the Board has three options to consider. Attached are the route maps for each option.

1. Leave the bus routes as adopted this summer and deny the request by Helen Bighorn. No route mileage changes.
2. Grant the request by Helen Bighorn and leave the remainder of Larry Birch's route intact. This will change Paul's route but does not change Larry's route. The significant down side is that both routes will now have a common stop at the Bender place with Paul picking up Helen's student and Larry picking up the rest of the students. No route mileage changes.
3. Change both routes with all the pickups at the Bender Place going on Paul's bus. This will result in no change to Paul's route and a 2 mile per day reduction in Larry's route.

Based on both contractor's agreement and the chance to reduce bus route miles, I recommend Option #3.

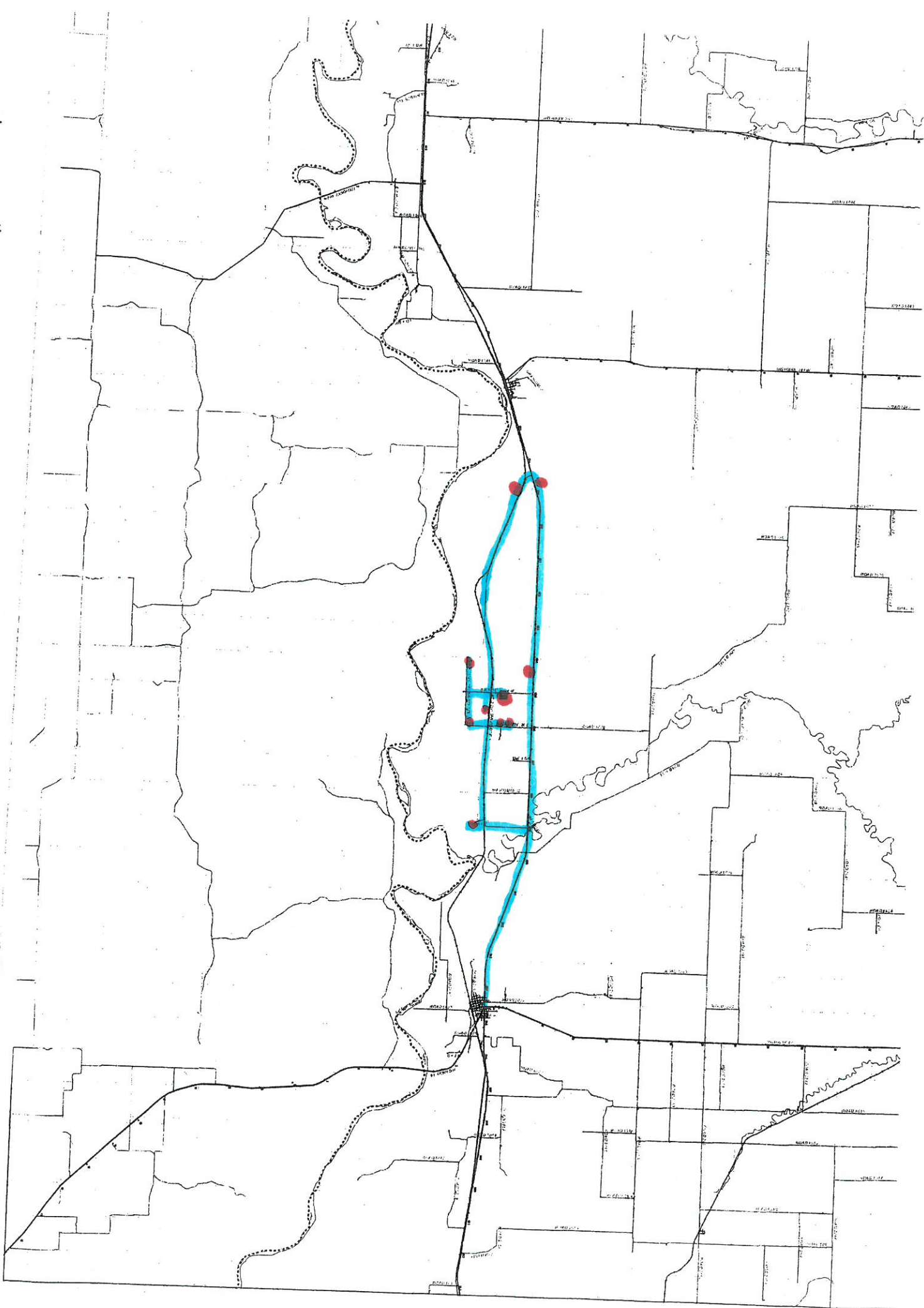
BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

Option #1

Route #3

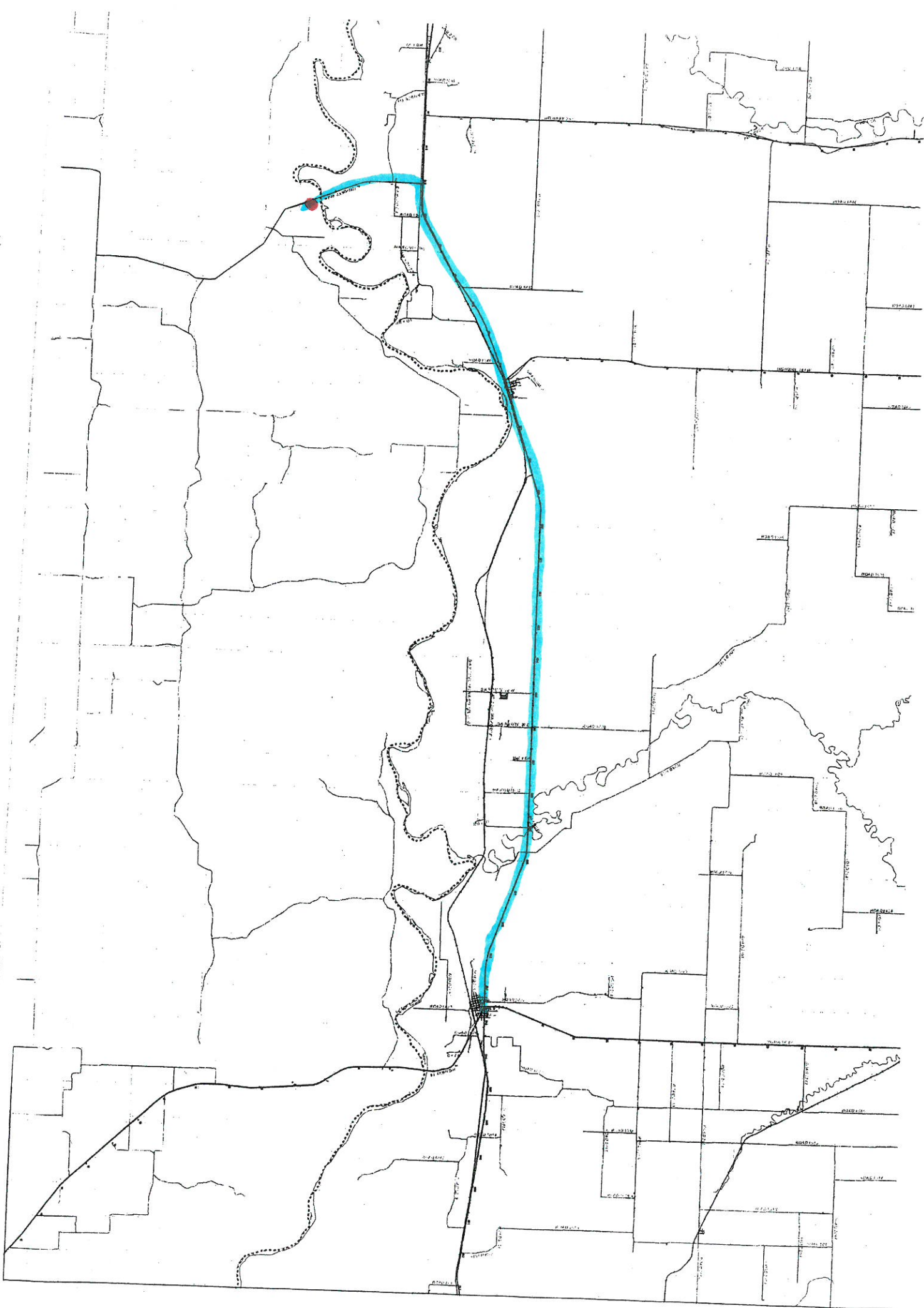
830 miles/day



Option #1

Route #5

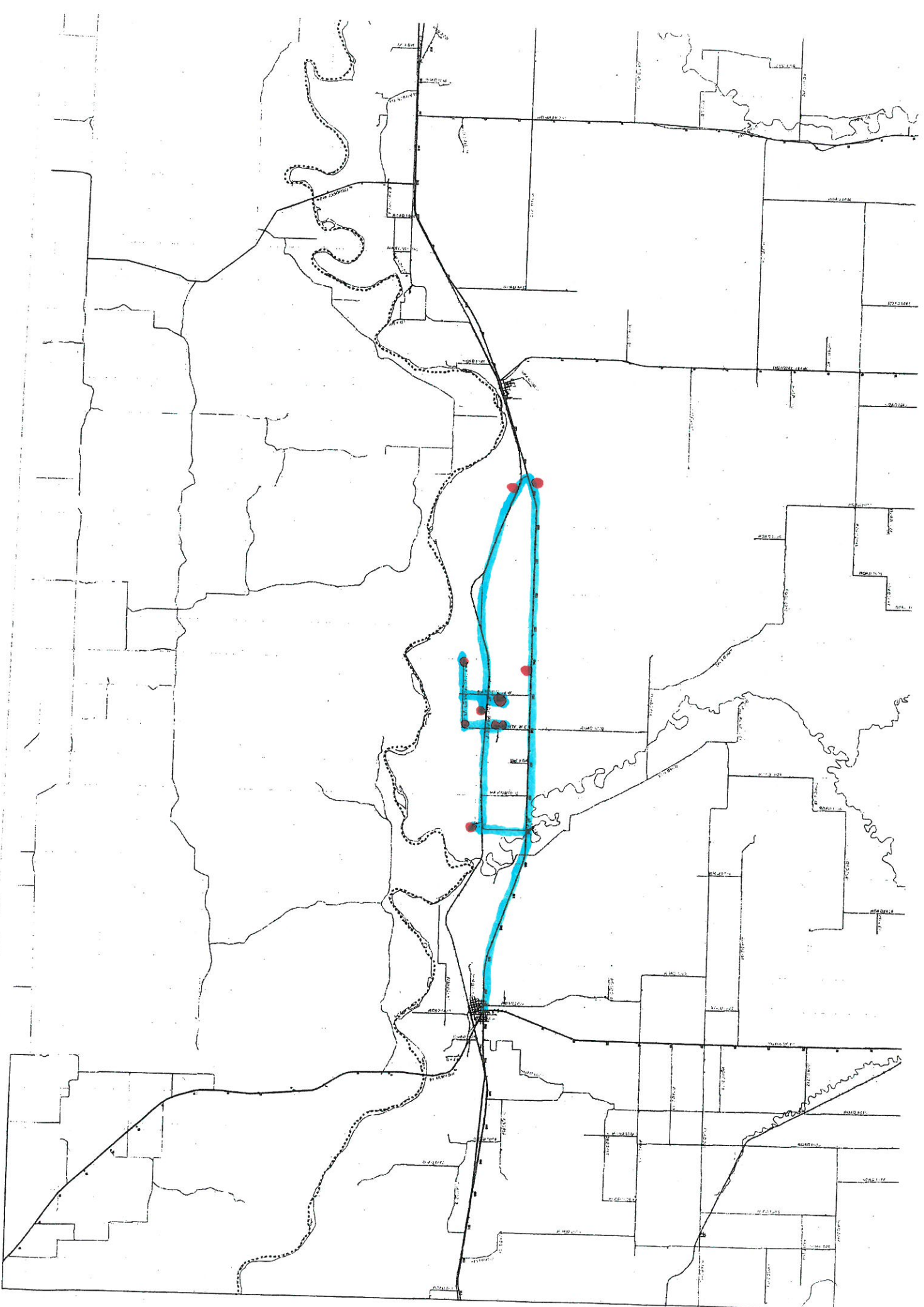
129.0 miles/day



Option #2

Route #3

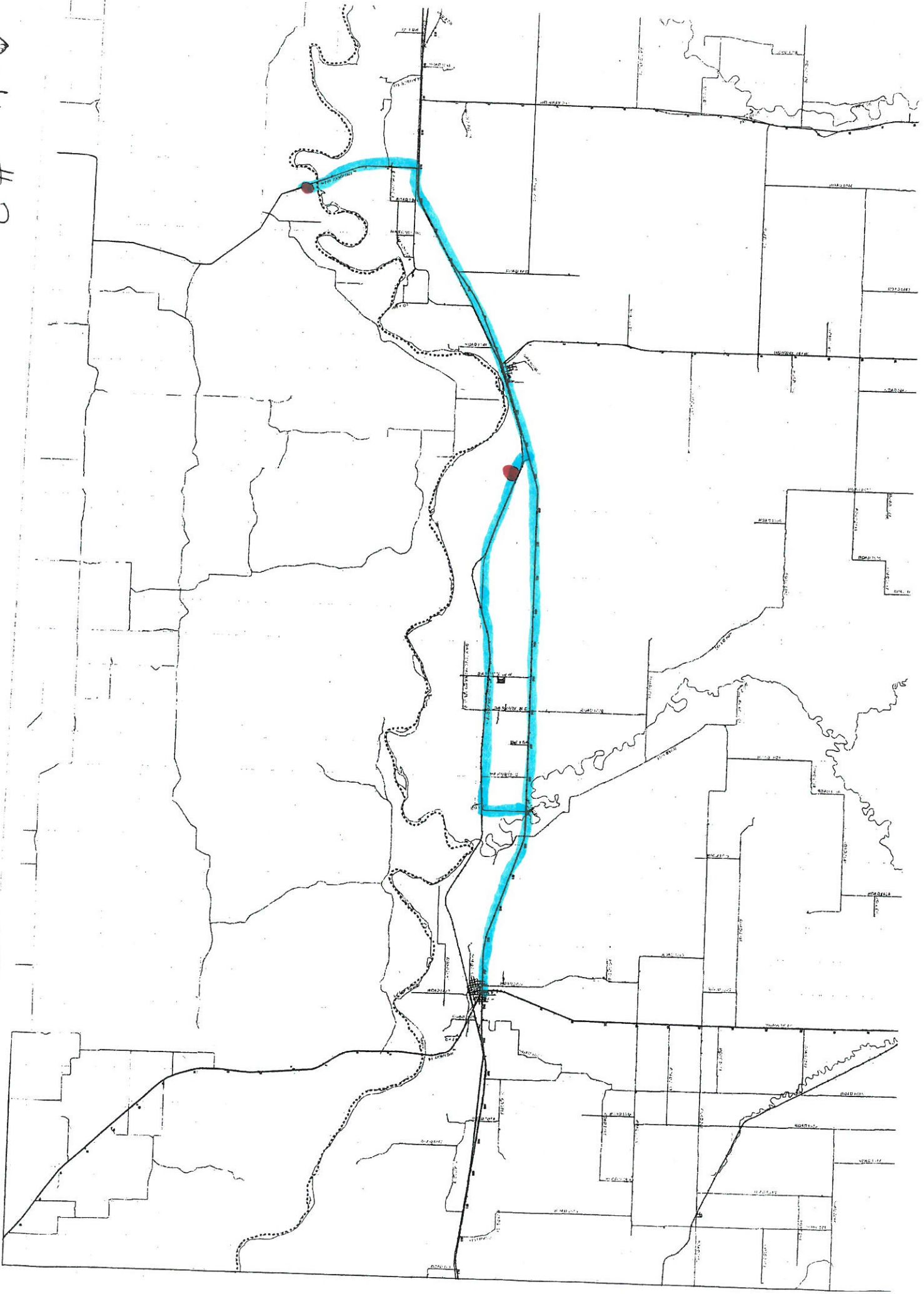
83.0 miles/day



Option #2

Route #5

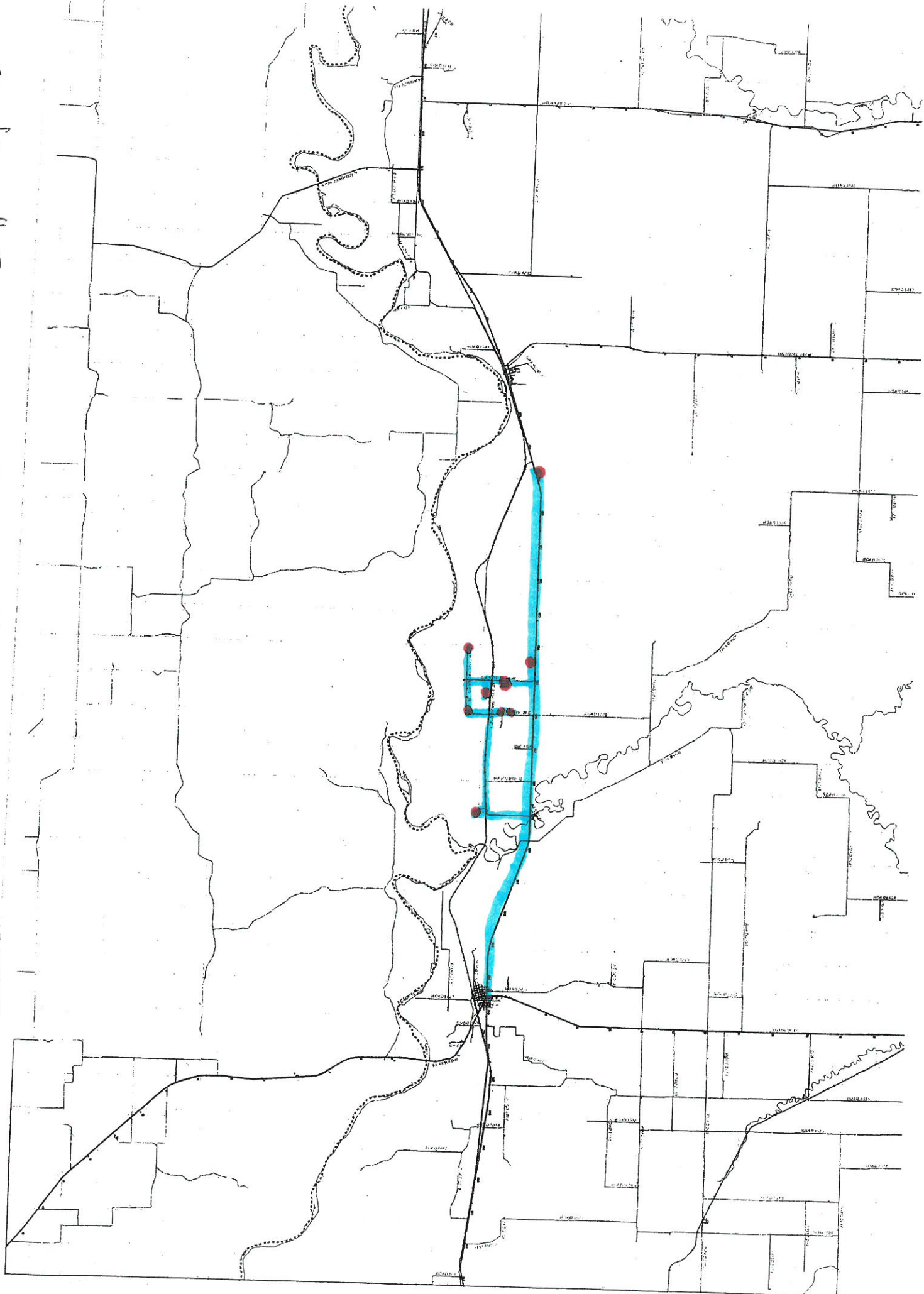
129.0 miles/day



Option #3

Route #3

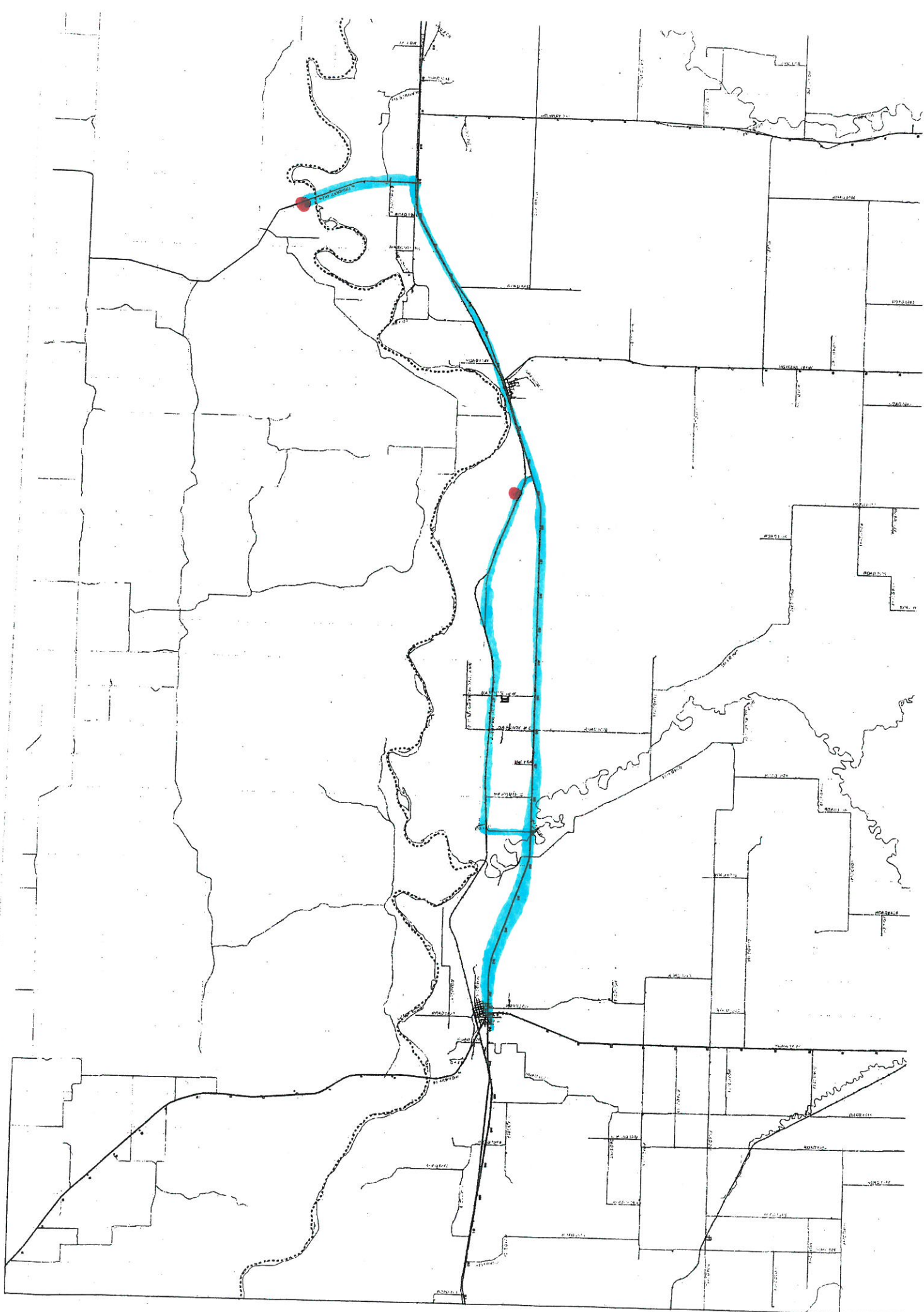
81.0 miles/day



Option #3

Route #5

129.6 miles/day



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

MEETING DATE: 12-17-2018

AGENDA ITEM #: 21

AGENDA TITLE: Substitute Bus Monitor

SUMMARY: I would like to recommend Chris Finnicum be added to the list for Substitute Bus Monitor. Chris has fulfilled this duty in previous years.

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: 12-17-2018

AGENDA ITEM #: 22

AGENDA TITLE: 8th Grade Participation in High School Girls' Basketball

SUMMARY: Mark Colvin has asked that this matter be placed on the agenda for the Board's consideration.

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: 12-17-2018

AGENDA ITEM #: 23

AGENDA TITLE: Superintendent Evaluation

SUMMARY: As it has been done each year of my work in this district, I would like to request the Board go into executive session for the purpose of conducting my evaluation.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Anderson					
Bergum					
Colvin					

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.