

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

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Monday–February 17, 2014, 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. January 16, 2014 (Regular Board Meeting)

**FINANCE REPORT**

- 06. Action, Pay Bills/Approve Investments/Review Extra-curricular Accounts

**REPORTS**

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

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

**Mission**

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

14. Action, Student Enrollment Request
15. Action, Master Agreement
16. Action, College Graduate Credit Request(s)
17. Action, Guest Teacher Application(s)
18. Action, 2012-2013 Audit Report
19. Action, Driver Education Teacher Contract – Summer 2014
20. Action, 2014-2015 Principal Contract
21. Action, 2014-2015 Technology Coordinator Contract
22. Action, 2014-2015 Teacher Contracts
23. Action, 2013-2014 Classified Staff Contract(s)
  - a. Contract Change: JOM/Title VII Home/School Coordinator
  - b. Custodian
24. Action, 2013-2014 Extra-Curricular Contract(s)
  - a. Junior High/Elementary Track Coach(es)
  - b. High School Golf Head Coach
25. Action, 2014-2015 Extra-Curricular Contract(s)
  - a. Junior High Cross Country Coach
  - b. High School Volleyball Assistant Coach
  - c. Junior High Volleyball Head Coach
  - d. High School Football Assistant Coach(es)

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- e. Junior High Football Head Coach
26. Action, Board Policy
  - a. 2-04-1100 Bus Driver - Activity
  - b. 1-04-156 Spectator Conduct and Sportsmanship
  - c. 1-04-154 Activity Bus/School Van Ridership
27. Action, Bus Storage Rental Agreement
28. Action, 'A Fighting Chance' Program
29. Action, Facility Upgrades
  - a. Basketball Draper Safety Straps
  - b. Gym Bleacher Servicing & Maintenance
  - c. Varsity Locker Room Locker Replacement

**PUBLIC COMMENT FOR NON-AGENDA ITEMS**

30.

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

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**REPORTS (Continued)**

31. Information, Trustees Reports/Requests.

**DATE/TIME FOR NEXT MEETING**

32. Date: Tuesday, March 18<sup>th</sup> Time: 6:30 p.m.  
Potential Conflicts: Spring Superintendent's Conference @ Helena  
Suggested Change: Thursday, March 20<sup>th</sup> or Monday, March 24<sup>th</sup> or Tuesday,  
March 25<sup>th</sup> or any other alternative date

**ADJOURNMENT**

33. Time of adjournment: \_\_\_\_\_

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

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# Public Comment

(Agenda Items)

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

Thank you.

SCHOOL BOARD MINUTES

REGULAR MEETING

January 16, 2014

Monday – 6:30 p.m.

The Board met in regular session on Monday, January 16, 2014, at 6:30 p.m. Trustees present were: Chair Paul Finnicum, Cheryl Kirkaldie, Ron Larsen, and Gy Salvevold. Representatives were: Larry Crowder, Mike Olson, Dave Solem and Lora Finnicum.

Visitors were recognized. Ron Larsen made motion to approve the agenda. Cheryl Kirkaldie seconded motion. Motion carries unanimously. Notice for public comment given.

Gy Salvevold made motion to approve the minutes of December 16th (regular board), and January 6, 2014 (special board) meetings. Ron Larsen seconded motion. Motion carries unanimously.

Ron Larsen made motion to pay the January bills, approve investments, and note extra-curricular balances. Gy Salvevold seconded motion. Motion carries unanimously.

Payroll Warrants	48892 to 48952
Claims Warrants	59779 to 59851

Mr. Olson reported that Gaffaneys would be working on cleaning up the server to function better. Audit report should be delivered at the February meeting.

No comments have been received on policy postings. Gy Salvevold made motion to approve Policies 2-03-131 Certified Staff Compensated Absence Leave and 2-04-116 Classified Staff Compensated Absence Leave. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Gy Salvevold made motion to hire Lindsey Herness and Darnell Craig as Guest Teacher, pending successful fingerprint and background check. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

Ron Larsen made motion to hire Darnell Craig as full-time custodian. Gy Salvevold seconded motion. Motion carries unanimously.

Cheryl Kirkaldie made motion to hire Mike Olson as HS Assistant Track Coach. Ron Larsen seconded motion. Motion carries unanimously.

Board reviewed sick leave bank request. Gy Salvevold made motion to approve 35 days from the sick leave bank to Candy Thorpe. Cheryl Kirkaldie seconded motion. Board might look to revisit policy to make it more equitable if more than one person per year submits a request. Motion carries unanimously.

Mr. Crowder will develop an extracurricular bus pay policy and job description to present for the February board meeting. Gy Salvevold made motion to approve bus pay at \$18 per hour for driving and sitting time with up to 16 hours of paid time on overnight trips. Request for qualified bus drivers will be advertised. Cheryl Kirkaldie seconded motion. Motion carries unanimously.

SCHOOL BOARD MINUTES

REGULAR MEETING

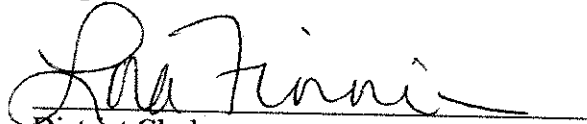
January 16, 2014

Monday – 6:30 p.m.

Board reviewed Join the Ride Sportsmanship Program. The program delineates giving a yellow card for warnings, but does not address how to handle fan ejections after an ejection has been issued. Process would be yellow card for warning, and second yellow card for ejection. The fan could be banned from attending future home games. If altercation becomes physical, ramifications would be more extreme. Administration would develop policy for February meeting.

Notice for public comment on non-agenda items given. Next regular board meeting will be scheduled for February 17, 2014 at 6:30 p.m. Gy Salvevold made motion to adjourn. Cheryl Kirkaldie seconded motion. Meeting adjourned at 7:11 p.m.

\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
District Clerk

**CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT**  
for the month of JANUARY 31, 2014

FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS IN	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	2,017.79	70,902.18	406,983.00	365,752.00	113,527.75	623.22	623.22	(0.00)
TRANSP	1,147.00	1,604.38	175,163.00	156,025.00	21,641.79	247.59	247.59	0.00
RETIREM	1,177.65	221.92	73,735.00	60,548.00	14,567.98	18.59	18.59	0.00
MISC	(11,067.03)	10.02	60,230.00	60,239.00	10,792.75	(21,858.76)	(21,858.76)	-
Misc	10.10	10.02	60,230.00	60,239.00	-	11.12		
Title	(16,836.87)	-			8,222.75	(25,059.62)		
Multi Dist	3,011.09	-			-	3,011.09		
Ind Ed	-	-			-	-		
JMG	1,465.00	-			-	1,465.00		
SRS	(948.02)	-			2,570.00	(3,518.02)		
JOM	2,231.67	-			-	2,231.67		
AD ED	168.28	274.43	24,392.00	24,799.00	-	35.71	35.71	(0.00)
COMPAB	1.57	1.60	9,615.00	9,616.00	-	2.17	2.17	0.00
IMPACT	10.30	30.24	181,756.00	181,766.00	-	30.54	30.54	0.00
TECH	1.06	0.12	744.00	745.00	-	0.18	0.18	(0.00)
FLEX	41.38	84.27	506,461.00	477,750.00	28,752.36	84.29	84.29	0.00
COOP	19.93	73,483.78	267,633.00	225,216.00	115,875.89	44.82	44.82	(0.00)
PR	31,871.10	222,776.77	-	-	245,869.37	8,778.50	8,778.50	-
CL	6,258.24	326,499.24	-	-	330,848.58	1,908.90	1,908.90	(0.00)
ELEM	31,647.27	695,888.95	1,706,712.00	1,562,456.00	881,876.47	(10,084.25)	(10,084.25)	(0.00)
GENERAL	6,712.89	43,370.79	137,416.00	87,770.00	99,842.22	(112.54)	(112.54)	(0.00)
TRANSP	1,403.11	133.54	91,068.00	80,536.00	11,934.72	133.93	133.93	(0.00)
LUNCH	3.52	13,587.24	23,486.00	22,666.00	6,311.06	8,099.70	8,099.70	-
RETIREM	193.87	53.56	69,338.00	58,980.00	10,817.72	(212.29)	(212.29)	(0.00)
MISC	21,496.52	6.25	37,558.00	37,563.00	10,970.50	10,527.27	10,527.27	-
Misc	11,941.71	6.25	37,558.00	37,563.00	10,695.66	1,247.30		
AG	2,674.00	-			-	2,674.00		
BUS	1,390.00	-			-	1,390.00		
BUS-R	-	-			-	-		
Multi Dist	2,230.36	-			-	2,230.36		
JMG	2,197.75	-			236.20	1,961.55		
Perkins	(2,596.30)	-			38.64	(2,634.94)		
Aca Ach	3,659.00	-			-	3,659.00		
AD ED	164.38	15.15	18,663.00	18,817.00	10.00	15.53	15.53	(0.00)
DR ED	0.57	0.44	2,640.00	2,640.00	-	1.01	1.01	0.00
COMPAB	1.63	1.38	8,307.00	8,308.00	-	2.01	2.01	0.00
IMPAC	28.98	33.38	200,601.00	142,573.00	58,056.92	33.44	33.44	(0.00)
TECH	0.25	0.07	402.00	402.00	-	0.32	0.32	(0.00)
FLEX	0.51	0.01	75.00	75.00	-	0.52	0.52	(0.00)
ENDOW	4.20	22,820.97	26,187.00	30,458.00	18,549.40	4.77	4.77	(0.00)
HS	30,010.43	80,022.78	615,741.00	490,788.00	216,492.54	18,493.67	18,493.67	(0.00)
TOTAL	61,657.70	775,911.73	2,322,453.00	2,053,244.00	1,098,369.01	8,409.42	8,409.42	(0.00)

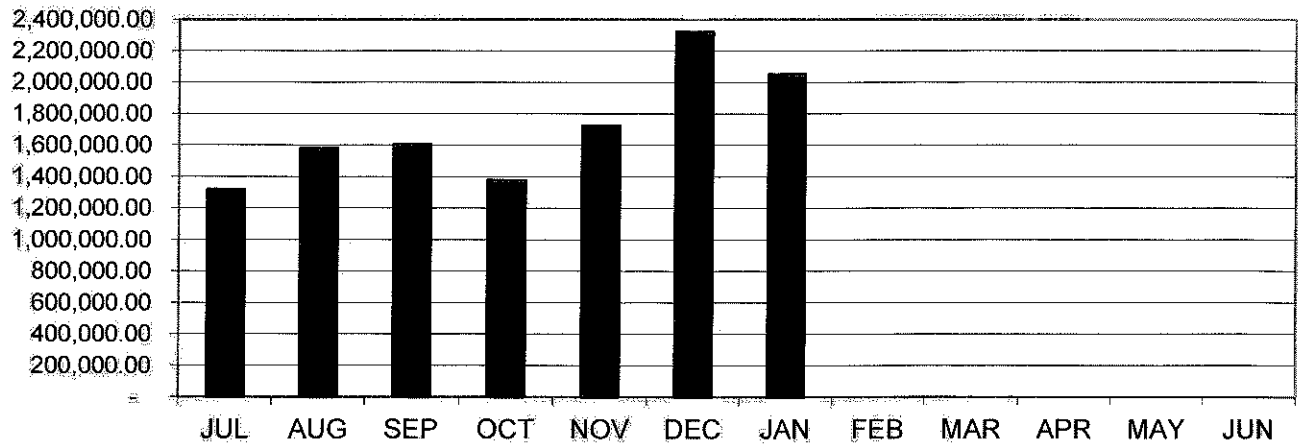
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	82,752.00	240,075.00	418,810.00	364,027.00	423,571.00	406,983.00	365,752.00					
110 Transport	147,492.00	175,746.00	156,271.00	161,132.00	166,900.00	175,163.00	156,025.00					
114 Retirement	89,051.00	81,387.00	66,397.00	43,971.00	30,797.00	73,735.00	60,548.00					
115 Misc Fed	34,031.00	34,031.00	60,204.00	60,210.00	60,220.00	60,230.00	60,239.00					
117 Adult Ed	19,946.00	19,184.00	18,749.00	18,521.00	22,830.00	24,392.00	24,799.00					
121 Comp Abs	3,866.00	9,609.00	9,610.00	9,611.00	9,613.00	9,615.00	9,616.00					
126 Impact Aid	84,037.00	60,390.00	60,404.00	60,414.00	60,424.00	181,756.00	181,766.00					
128 Technology	1.00	2.00	910.00	834.00	793.00	744.00	745.00					
129 Flex	255,884.00	196,946.00	179,963.00	107,631.00	254,977.00	506,461.00	477,750.00					
182 Interlocal	126,738.00	253,657.00	203,090.00	159,739.00	123,693.00	267,633.00	225,216.00					
201 General	74,143.00	93,189.00	47,134.00	-	142,280.00	137,416.00	87,770.00					
210 Transport	51,669.00	65,625.00	52,557.00	54,673.00	81,304.00	91,068.00	80,536.00					
212 Hot Lunch	5,962.00	8,329.00	2,216.00	5,169.00	21,663.00	23,486.00	22,666.00					
214 Retirement	81,404.00	73,202.00	63,426.00	66,767.00	55,891.00	69,338.00	58,980.00					
215 Misc Fed	37,520.00	37,520.00	37,539.00	37,546.00	37,552.00	37,558.00	37,563.00					
217 Adult Ed	14,753.00	13,858.00	13,424.00	13,200.00	17,604.00	18,663.00	18,817.00					
218 Drivers Ed	1,237.00	2,638.00	2,638.00	2,639.00	2,639.00	2,640.00	2,640.00					
221 Comp Abs	5,001.00	8,302.00	8,303.00	8,304.00	8,305.00	8,307.00	8,308.00					
226 Impact Aid	178,933.00	178,992.00	179,020.00	179,052.00	179,081.00	200,601.00	142,573.00					
228 Technology	1.00	1,764.00	993.00	696.00	402.00	402.00	402.00					
229 Flex	-	-	-	-	-	75.00	75.00					
281 Endow	26,159.00	26,169.00	26,173.00	26,178.00	26,182.00	26,187.00	30,458.00					
<b>TOTAL</b>	<b>1,320,580.00</b>	<b>1,580,615.00</b>	<b>1,607,831.00</b>	<b>1,380,314.00</b>	<b>1,726,721.00</b>	<b>2,322,453.00</b>	<b>2,053,244.00</b>					

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
101 General	100,011.00	123,476.00	219,639.00	155,073.00	240,404.00	343,750.00	258,054.00	165,961.00	305,581.00	220,520.00	23,991.00	82,752.00
110 Transport	34,885.00	41,392.00	59,520.00	53,031.00	87,798.00	149,513.00	135,511.00	117,630.00	128,752.00	109,231.00	87,097.00	147,492.00
114 Retirement	97,627.00	95,257.00	82,268.00	101,335.00	89,815.00	127,839.00	113,051.00	100,889.00	108,423.00	95,817.00	60,578.00	89,051.00
115 Misc Fed	62,236.00	62,251.00	62,266.00	60,721.00	61,718.00	61,350.00	61,363.00	61,375.00	61,386.00	61,395.00	61,406.00	34,031.00
117 Adult Ed	14,590.00	14,710.00	16,389.00	15,887.00	19,531.00	23,466.00	23,545.00	23,239.00	23,023.00	22,650.00	24,822.00	19,946.00
121 Comp Abs	8,701.00	8,702.00	6,014.00	6,016.00	6,017.00	5,599.00	5,634.00	5,635.00	5,603.00	5,604.00	5,605.00	3,866.00
126 Impact Aid	116,762.00	112,524.00	96,500.00	99,200.00	234,187.00	282,208.00	188,780.00	188,837.00	197,459.00	274,033.00	293,796.00	84,037.00
128 Technology	-	1,207.00	1,207.00	1,207.00	1,208.00	1,208.00	1,208.00	1,188.00	570.00	570.00	570.00	1.00
129 Flex	65,001.00	65,017.00	53,715.00	53,732.00	41,022.00	33,833.00	34,142.00	34,149.00	34,154.00	34,160.00	34,344.00	255,884.00
182 Interlocal	285,597.00	202,732.00	220,194.00	246,426.00	268,235.00	178,145.00	154,644.00	172,860.00	271,709.00	242,182.00	170,428.00	126,738.00
201 General	20,793.00	31,037.00	28,406.00	-	186,995.00	168,582.00	145,520.00	108,370.00	70,212.00	32,962.00	9,383.00	74,143.00
210 Transport	43,448.00	43,565.00	30,572.00	26,737.00	44,802.00	56,470.00	46,984.00	34,291.00	41,254.00	28,429.00	16,076.00	51,669.00
212 Hot Lunch	5,015.00	5,150.00	4,581.00	9,113.00	3,875.00	18,294.00	9,371.00	5,728.00	436.00	458.00	5,694.00	5,962.00
214 Retirement	81,255.00	78,014.00	68,309.00	87,222.00	79,541.00	123,646.00	115,315.00	106,047.00	116,318.00	107,508.00	82,155.00	81,404.00
215 Misc Fed	37,437.00	37,446.00	37,455.00	37,465.00	37,473.00	37,480.00	37,488.00	37,496.00	37,502.00	37,508.00	37,514.00	37,520.00
217 Adult Ed	5,380.00	5,240.00	4,802.00	4,297.00	8,622.00	10,569.00	10,699.00	10,714.00	9,971.00	9,569.00	12,302.00	14,753.00
218 Drivers Ed	2,853.00	4,534.00	4,534.00	4,536.00	4,537.00	4,537.00	4,538.00	4,053.00	4,540.00	4,541.00	4,542.00	1,237.00
221 Comp Abs	7,679.00	7,680.00	4,992.00	4,994.00	4,995.00	4,996.00	4,997.00	4,998.00	4,999.00	4,999.00	5,000.00	5,001.00
226 Impact Aid	43,886.00	43,896.00	37,211.00	34,324.00	87,652.00	106,500.00	90,825.00	90,846.00	94,258.00	159,716.00	168,005.00	178,933.00
228 Technology	-	894.00	894.00	894.00	894.00	894.00	874.00	875.00	757.00	758.00	758.00	1.00
229 Flex	-	-	-	-	122.00	122.00	122.00	122.00	122.00	122.00	154.00	-
281 Endow	27,036.00	27,043.00	27,050.00	27,057.00	27,062.00	27,068.00	30,717.00	31,094.00	31,099.00	31,104.00	31,109.00	26,159.00
<b>TOTAL</b>	<b>1,060,192.00</b>	<b>1,011,767.00</b>	<b>1,066,518.00</b>	<b>1,029,267.00</b>	<b>1,536,505.00</b>	<b>1,766,069.00</b>	<b>1,473,382.00</b>	<b>1,306,397.00</b>	<b>1,548,128.00</b>	<b>1,483,836.00</b>	<b>1,135,329.00</b>	<b>1,320,580.00</b>

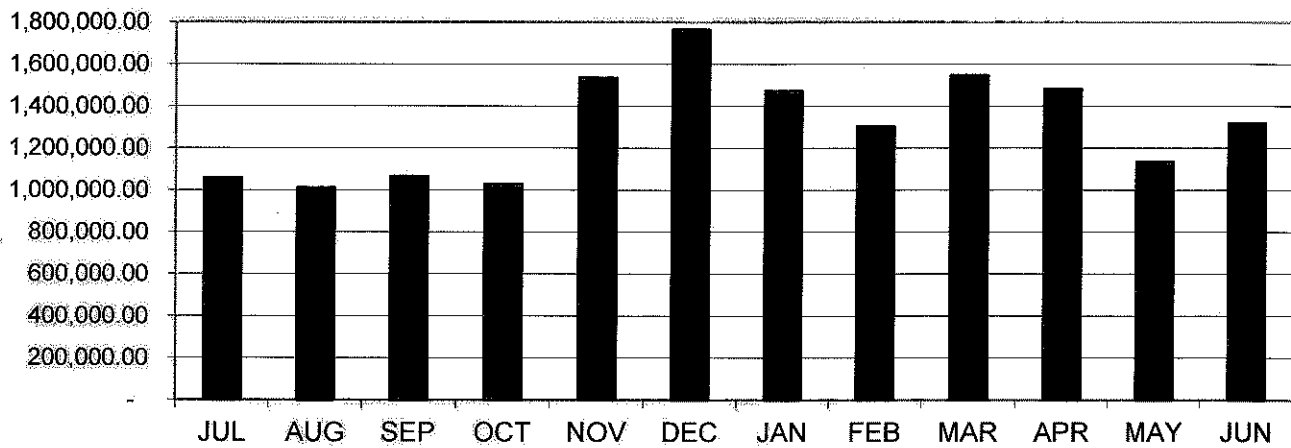
101 General	18,494.00	95,214.00	-	-	-	231,018.00	167,433.00	56,064.00	144,713.00	105,730.00	-	144,082.00
110 Transport	44,979.00	44,001.00	-	-	-	46,710.00	29,833.00	10,254.00	15,891.00	4,085.00	-	33,902.00
114 Retirement	105,631.00	102,618.00	4,222.00	-	89,708.00	134,039.00	125,528.00	114,936.00	114,249.00	103,924.00	70,715.00	100,505.00
115 Misc Fed	38,730.00	-	-	-	37,633.00	38,000.00	37,643.00	62,154.00	62,173.00	62,187.00	62,204.00	62,219.00
117 Adult Ed	22,240.00	20,660.00	-	-	15,208.00	16,186.00	15,708.00	15,108.00	14,378.00	12,889.00	13,771.00	14,618.00
121 Comp Abs	9,531.00	9,533.00	-	-	9,019.00	9,019.00	9,021.00	9,021.00	9,026.00	9,028.00	9,031.00	5,252.00
126 Impact Aid	9,987.00	-	-	-	8,702.00	136,220.00	81,459.00	145,162.00	143,917.00	155,216.00	155,255.00	170,451.00
128 Technology	2.00	1,206.00	-	-	321.00	269.00	270.00	270.00	164.00	164.00	164.00	164.00
129 Flex	210.00	210.00	-	-	521.00	521.00	521.00	521.00	521.00	521.00	655.00	65,655.00
201 General	2,798.00	-	-	-	-	71,240.00	42,867.00	14,452.00	-	982.00	-	94,897.00
210 Transport	34,563.00	33,985.00	-	14,164.00	1,991.00	39,975.00	30,324.00	17,870.00	21,151.00	13,268.00	7,471.00	42,987.00
212 Hot Lunch	4,847.00	4,402.00	2,381.00	5,928.00	7,928.00	905.00	6,847.00	8,705.00	8,310.00	7,158.00	1,963.00	2,121.00
214 Retirement	81,911.00	76,762.00	1,807.00	33,053.00	74,605.00	102,333.00	94,485.00	84,984.00	89,115.00	80,784.00	52,853.00	82,496.00
215 Misc Fed	17,930.00	17,403.00	-	-	12,597.00	12,597.00	12,597.00	37,393.00	37,399.00	37,408.00	37,418.00	37,427.00
217 Adult Ed	13,595.00	6,676.00	6,142.00	5,546.00	5,298.00	6,905.00	6,405.00	5,856.00	5,071.00	4,151.00	4,961.00	5,420.00
218 Drivers Ed	1,565.00	3,641.00	3,642.00	3,643.00	3,645.00	3,646.00	3,646.00	3,647.00	3,649.00	3,331.00	2,995.00	1,852.00
221 Comp Abs	7,956.00	7,957.00	7,960.00	7,892.00	7,445.00	7,447.00	7,447.00	7,449.00	7,453.00	7,455.00	7,457.00	4,540.00
226 Impact Aid	8,492.00	1,087.00	1,067.00	781.00	32,185.00	76,875.00	21,556.00	55,158.00	55,172.00	34,769.00	34,784.00	41,180.00
228 Technology	2.00	960.00	143.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00
229 Flex	8.00	8.00	8.00	8.00	14.00	14.00	14.00	14.00	14.00	14.00	16.00	16.00
281 Endow	23,441.00	23,449.00	28,720.00	28,730.00	28,742.00	28,751.00	31,286.00	31,294.00	31,310.00	31,317.00	31,325.00	27,028.00
<b>TOTAL</b>	<b>446,912.00</b>	<b>449,772.00</b>	<b>56,892.00</b>	<b>99,809.00</b>	<b>335,626.00</b>	<b>962,734.00</b>	<b>724,954.00</b>	<b>680,376.00</b>	<b>763,740.00</b>	<b>674,445.00</b>	<b>493,102.00</b>	<b>936,876.00</b>



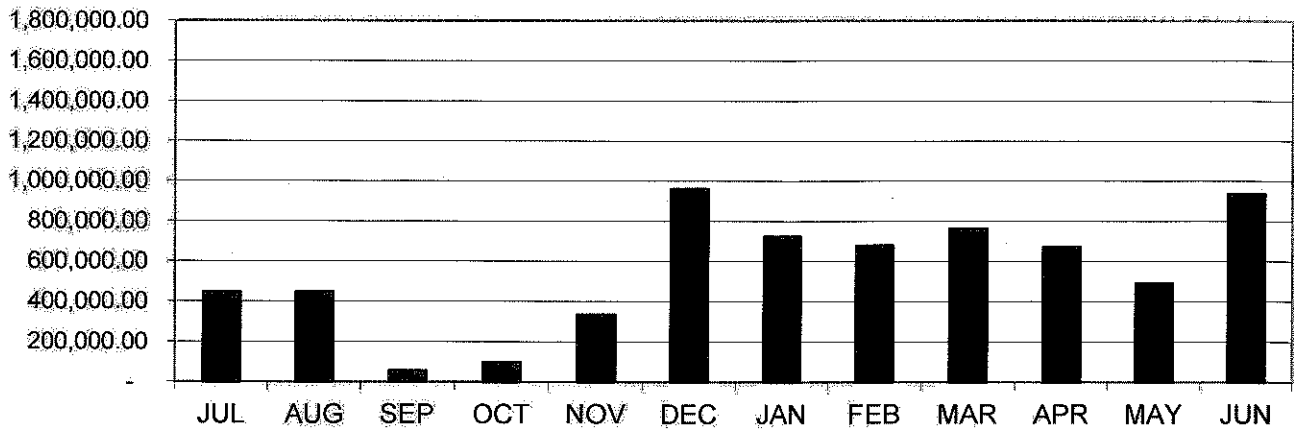
### 2013-14 INVESTMENTS



### 2012-13 INVESTMENTS



### 2011-12 INVESTMENTS



# BALANCE ACCOUNTS FOR JANUARY

Cash on Hand		300.00
Checking Statement Balance:	65,936.24	
Outstanding Deposits (In Transit):	0.00	

## OUTSTANDING CHECKS THROUGH JANUARY

14290 DAWSON COUNTY HIGH	11-12-2013	20.00	14548 DAVE FAIMAN	01-24-2014	110.88
* 14303 MEDICINE LAKE SCHOOL	09-10-2013	144.00	* 14559 CASH	02-04-2014	150.00
* 14314 CALEB FELL	09-10-2013	48.75	14560 COLTON ZAHN	02-04-2014	72.00
* 14383 JERI GUSTAFSON	11-15-2013	26.83	14561 TAYLOR BRIDGES	02-04-2014	72.00
* 14433 CALEB FELL	11-15-2013	30.00	14562 SCOTT CURTISS	02-04-2014	112.08
* 14437 JACE QUALLEY	11-15-2013	30.00	14563 SCOTT HARRIS	02-04-2014	159.54
* 14460 BRUCE BEISWANGER	12-13-2013	44.88	14564 RANDY GUENTHER	02-04-2014	112.08
14461 JEFF HINTZ	12-13-2013	86.69	14565 AARON WEBSTER	02-04-2014	93.54
* 14468 JEFF HINTZ	12-13-2013	36.00	14566 KEN TAYLOR	02-04-2014	46.08
14469 BRUCE BEISWANGER	12-13-2013	36.00	14567 DAVID SOLEM	02-04-2014	60.00
* 14491 BRAD WESTPHAL	01-08-2014	112.32			
14492 UNIVERSITY OF MARY	01-08-2014	100.00			
* 14499 DIANNE LARSEN	01-08-2014	71.99			
* 14527 DAVIS SOLEM	01-17-2014	120.00			
* 14529 SIDNEY BPA	01-17-2014	5.00			
14530 SIDNEY BPA	01-17-2014	10.00			
14531 FAIRVIEW SCHOOL	01-24-2014	75.24			
14532 LITTLE CAESAR PIZZA	01-24-2014	2,927.00			
* 14534 DAVE MOORE	01-24-2014	82.32			
* 14536 KELLY PETERSON	01-24-2014	123.12			
* 14540 JAY FRANK	01-24-2014	183.19			
14541 GREG SCHELL	01-24-2014	141.38			
14542 GARY SINKS	01-24-2014	141.38			
14543 NATE CREEK	01-24-2014	80.88			
14544 BRIAN TIESEN	01-24-2014	80.88			
14545	01-24-2014	41.81			
14546 JEFF HINTZ	01-24-2014	152.69			
14547 LON SWIGART	01-24-2014	110.88			

\* Denotes missing check numbers

Outstanding Checks:	-6,051.43	
Bank Balance:	59,884.81	
Investment Balance:	0.00	
Savings Balance:	0.00	
Adjusted Balance:	59,884.81	
Balance From Ledger:		59,884.81
(Balance From Ledger = Checking + Savings + Investment Balance)		
Balance From Ledger + Cash on Hand:		60,184.81
Cash on Hand:	300.00	
Adjusted Balance + Cash on Hand:	\$60,184.81	

Account #	Account Name	Beginning Balance	Receipts	Expenditures	Transfers	New Balance
1	ANNUAL	6,202.79	1,070.00	0.00	0.00	7,272.79
2	ATHLETICS	2,180.37	3,645.45	5,177.06	-16.75	632.01
26	CLASS OF 2013-SENIOR	332.86	0.00	0.00	0.00	332.86
3	CLASS OF 2014-SR	3,914.20	0.00	0.00	0.00	3,914.20
4	CLASS OF 2015-JR	2,146.24	0.00	150.00	0.00	1,996.24
5	CLASS OF 2016-SOPH	2,494.83	1,708.00	3,077.00	0.00	1,125.83
8	CHEERLEADERS G/B	297.62	0.00	0.00	0.00	297.62
9	FFA	6,289.66	4,653.67	425.81	19.75	10,537.27
10	BAND/CHOIR	1,952.35	0.00	0.00	0.00	1,952.35
11	STUDENT COUNCIL	346.39	0.00	38.25	0.00	308.14
12	SCHOOL PLAY	472.47	0.00	0.00	0.00	472.47
14	VO AG REVOLVING	2,602.42	0.00	0.00	0.00	2,602.42
7	8TH GRADE CLASS	185.15	163.00	0.00	0.00	348.15
16	JMG	616.38	81.00	326.52	0.00	370.86
17	BPA	12,817.85	2,251.27	1,655.64	-3.00	13,410.48
18	EXPLORE AMERICA	7,697.73	4,163.82	8,901.83	0.00	2,959.72
21	MUSIC PARENTS	2,391.30	0.00	0.00	0.00	2,391.30
6	CLASS OF 2017-FRESH	1,033.26	588.00	0.00	0.00	1,621.26
24	ART	5,093.12	0.00	274.68	0.00	4,818.44
27	LIBRARY	430.60	0.00	0.00	0.00	430.60
25	SPANISH CLUB	1,154.30	1,971.50	1,036.00	0.00	2,089.80
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TOTALS		\$60,651.89	\$20,295.71	\$21,062.79	\$0.00	\$59,884.81

February 2014 AD report

Culbertson Board of Trustees,

The elementary basketball jamboree season wrapped up on Feb 8 in Westby. Speech and drama season concluded on Feb 1 in Glasgow with seven students competing at state. In addition, the speech and drama team won the eastern C sweepstakes at the divisional meet the previous week. The 2-C district basketball tournament will begin on Monday Feb 17 in Sidney and divisional tournament will take place the following week. Current win-loss records for the boys team is 11-5, the girls have a record of 8-8. The boys are sitting in third place and the girls are in fourth place. It is unclear at the time where the girls and boys teams will be seeded for the tournament. A pep rally is planned for the teams on Monday Feb 17. Seniors will be recognized during the Feb 15 game versus Froid/Lake.

Sincerely,

David Solem

Mr. Olson

Technology Report

February School Board Meeting

February 17, 2014

Gaffaneys updated me that the Windows Domain server is complete and they are setting up a date in the near future to install and work on other projects in the school.

I am working on the 2014-2015 Technology Budget. This will be ready for the March Board Meeting.

I have had to replace many of the individual printers in teacher's rooms. I am consolidating printer cartridges to simplify the order process.

Jack Sterling (E-rate) informed me that the school should receive a 100mb internet line this summer. At the current time we have two 30mb lines that have been bridged. The cost will be about the same but speed will be greatly improved.

Mr. Olson  
Principal's Report  
February School Board Meeting  
February 17, 2014

All non-tenured certified staff members' evaluations have been completed.

In preparation for the Smarter Balance testing, teachers have accessed the website and have been working through different areas of the site. The testing window begins in March and goes to May.

We will be selecting a team for the High School Academic Olympics Team. They will compete in Glasgow in March. Junior High will compete in April.

The 5<sup>th</sup>-8<sup>th</sup> grade blue ribbon winners from the Culbertson Science fair will compete in the Hi-Line Regional Science Fair in Havre in March.

The current enrollment for K-12 students is 274. I would like you to note that we have had 53 students transfer to or from our school this year.

The student enrollment numbers (as of 2-10-14) are as follows:

Month	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	21	21	19	26	22	30	17	18	16	20	19	21	23	276
Sept	21	21	19	26	22	30	17	18	17	20	20	22	23	276
Oct	21	22	20	26	23	29	17	18	16	20	20	22	22	276
Nov	23	23	21	25	23	31	18	18	15	21	20	21	22	281
Dec	23	24	21	26	23	29	18	18	14	21	20	20	21	278
Jan	24	25	21	27	27	28	18	17	15	19	21	19	20	281
Feb	24	24	23	27	26	27	16	16	14	19	20	19	19	274
March														
April														
May														

Change	3	5	4	3	6	7	3	2	6	3	3	4	4	53
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Students that have enrolled or transferred during this school year.

# Culbertson School Board Meeting

## Superintendent's Report

### February 17, 2014

#### A. Events that I plan to attend for February and March.

Feb. 1 <sup>st</sup>	HS Basketball vs. Bainville HERE
Feb. 4 <sup>th</sup>	HS Basketball vs. Savage HERE
Feb. 6 <sup>th</sup>	Northeast Superintendent Meeting @ Sidney Culbertson Lions Club Meeting
Feb. 11 <sup>th</sup>	Culbertson Fire Department Meeting
Feb. 15 <sup>th</sup>	HS Basketball vs. Froid/Lake HERE
Feb. 16 <sup>th</sup>	District 2C Athletic Conference Meeting @ Sidney
Feb. 17 <sup>th</sup>	Culbertson School Spelling Bee Culbertson School Board Meeting
Feb. 18 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
Feb. 19 <sup>th</sup>	District 2C Basketball Tournament @ Sidney
Feb. 20 <sup>th</sup>	District 2C Basketball Tournament @ Sidney Culbertson Lions Club Meeting
Feb. 21 <sup>st</sup>	District 2C Basketball Tournament @ Sidney
Feb. 22 <sup>nd</sup>	District 2C Basketball Tournament @ Sidney
Feb. 25 <sup>th</sup>	Culbertson Fire Department Training
Feb. 26 <sup>th</sup>	Eastern C Division Basketball Tournament @ Wolf Point*
Feb. 27 <sup>th</sup>	Eastern C Division Basketball Tournament @ Wolf Point*
Feb. 28 <sup>th</sup>	Eastern C Division Basketball Tournament @ Wolf Point*
March 1 <sup>st</sup>	Eastern C Division Basketball Tournament @ Wolf Point*
March 4 <sup>th</sup>	Culbertson BPA Showcase
March 5 <sup>th</sup>	Culbertson Chamber of Commerce Meeting
March 6 <sup>th</sup>	Northeast Superintendent Meeting @ Wolf Point Culbertson Lions Club Meeting State C Boys' Basketball Tournament @ Butte*
March 7 <sup>th</sup>	State C Boys' Basketball Tournament @ Butte*
March 8 <sup>th</sup>	State C Boys' Basketball Tournament @ Butte*
March 11 <sup>th</sup>	Culbertson 5-8 grade Music Concert Culbertson Fire Department Meeting
March 13 <sup>th</sup>	State C Girls' Basketball Tournament @ Hamilton*

March 14<sup>th</sup> State C Girls' Basketball Tournament @ Hamilton\*  
March 15<sup>th</sup> State C Girls' Basketball Tournament @ Hamilton\*  
March 16<sup>th</sup> Spring Superintendent Conference @ Helena  
March 17<sup>th</sup> Spring Superintendent Conference @ Helena  
March 18<sup>th</sup> Spring Superintendent Conference @ Helena  
March 20<sup>th</sup> Culbertson Lions Club Meeting  
March 25<sup>th</sup> Culbertson High School Music Concert  
Culbertson Fire Department Meeting

\* if the Culbertson Teams Qualify

B. We are still working on the following items:

- Completing a 3 year asbestos inspection by Northern Industrial Hygiene.
- All custodial staff will receive the required 2 hour asbestos training.
- Completing the Accelerated Reader Incentive Program details before presenting it to the Board.
- Completing the Reading Journal Incentive Programs details before presenting it to the Board.
- Time schedules and other details for the Trimester Class Schedule Bonus Period before presenting it to the Board.

C. There is an oil & gas impact grant available to our high school due to the small amount of oil & gas revenues received. We will apply for the impact grant (up to \$75,000 per school) toward our high school Title I tutoring needs. The grant was due on January 15<sup>th</sup>. The grant application was submitted. We are waiting to hear if the high school will receive funding.

D. The Impact Aid application was due at the end of January. The application was submitted on January 20th.

E. The handicap assists have been installed in the doors on the main school entrance and the gym entrance. We are waiting on the electrician run the electricity to them to make them operational. The doors on the entrance to the gym have been replaced, as have the doors to the west office area.



F. We have registered our intent to apply for the Title VII Indian Education grant. This is the first step of the three-step process. Step two is usually due by the first part of February with the last step completed by April. The second step of the application process was completed on February 5<sup>th</sup>.

G. White Sulphur Springs has contacted our school about making a trimester class presentation at their school in January in coordination with the MHSA Annual meeting in Great Falls in January. I completed the presentation to their board and staff on January 21<sup>st</sup>.

H. There are several projects and ideas that have been in the works and will be brought to the Board for consideration in the next few months. These projects include:

- Updating the clock system in the school. The analog clocks in the elementary classrooms are the main source of the problems with keeping everyone on the same time schedules.
- Updating the fire alarm system in the school. This has probably been long overdue but is of particular interest with the addition on the north side of the gym because of the fire alarm requirements for the elevator.
- Updating the playground equipment. The main playground equipment on the playground has been showing its age and is probably long overdue for a facelift and upgrade.
- Replacing the carpet in the visiting locker rooms with the same surface that was placed in the varsity locker rooms. Norine is recommending this replacement and has found the new surfaces in the varsity locker rooms to be outstanding by comparison.
- Updating the photocopier in the staff workroom. We seem to be breaking down early and often. We usually replace this copier every two or three years and it is time to do it again. We will get some quotes on a replacement.

I. You probably noticed the enrollments in grades 3, 4, and 5. We are very close to the maximum numbers in each before being required to add aides. The maximum for 3<sup>rd</sup> and 4<sup>th</sup> grade is 28 and the maximum in 5<sup>th</sup> grade is 30. The adding of the additional classrooms in the elementary will help to

alleviate this overcrowding, but that will not be completed and ready until August of 2015. We may be asking the Board in the future to consider hiring aides if the enrollment in these classrooms continues to rise. In the meantime we will be looking into the possibility of redirecting some of our current staff to help out when and where needed.

As always.....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 your earliest convenience. I can be reached at the school at 787-6246, my home at 787-5779, my cell at 478-3330, or by email at [crowderl@nemont.net](mailto:crowderl@nemont.net) at any time.

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 14

**AGENDA TITLE:** Student Enrollment Request

**SUMMARY:** I believe that a former student will be present at the meeting to request reenrollment. I would guess that the student and parent/guardian will be requesting an executive session with the Board to discuss this matter further.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 15

**AGENDA TITLE:** Master Agreement

**SUMMARY:** Attached please find a copy of the Master Agreement for the 2014-2016 school years. This is a draft document that was negotiated with the Culbertson Education Association and being brought before the Board for review and consideration of adoption. The changes to the agreement are highlighted for convenience.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

# 2014-2016 CULBERTSON MASTER AGREEMENT

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Page 15	Appendix C	Culbertson Teacher Contract
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Page 17	Appendix E	Notice of Intent of Advancement Form
Page 18	Appendix F	Unused Personal Leave Buyout Form

**CULBERTSON PUBLIC SCHOOLS  
PROFESSIONAL NEGOTIATIONS AGREEMENT**

**PREAMBLE**

This agreement is entered into this 17th day of February, 2014 between the Board of Trustees of School Districts 17J/C/R, Counties of Richland and Roosevelt, State of Montana, acting in the name of said districts hereinafter referred to as the "Board," and the Culbertson Education Association hereinafter referred to as the "Association."

Now therefore, in consideration of the covenants hereinafter mentioned to be kept and performed, by the respective parties hereto, IT IS HEREBY AGREED AS FOLLOWS:

**ARTICLE I**

***Association Recognition***

- A. The Board recognizes the Association as the exclusive representative of the teachers employed by the Board on matters of salary, hours, fringe benefits, and other terms of employment, or in regard to any grievance as mentioned in the negotiation agreement hereof, for a period of time from July 1, 2014 to June 30, 2016 inclusive and thereafter until a subsequent representative of such teachers is selected pursuant to 20-4-106, M.C.A.
- B. The Association shall represent members of the appropriate unit which shall consist of all teachers in the school who are certified in Class 1, 2, 4 and 5 as provided in 20-4-106, M.C.A., and whose positions call for or require such certification, but shall exclude the following:
  - 1. Certified individuals who are not currently under contract to perform classroom teaching,
  - 2. The superintendent and principals,
  - 3. Supervisors as defined by the act, and
  - 4. Casual or temporary employees (less than 15 hours per week).

**ARTICLE II**

***Agreement All-Inclusive***

This agreement may be altered, changed, added to or deleted only by the mutual consent of the parties concerned. This agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

**ARTICLE III**

***Savings Clause***

If any provision of this agreement or any application thereof to any teacher is finally held to be contrary to law, then such provisions or application of the agreement shall be deemed invalid, to the extent required by such decision, but all other provisions or applications of the agreement shall continue in full force and effect. At the request of the teachers, negotiations shall immediately commence in order to alter said section(s) providing the benefit(s) according to the intent of the parties. The Association and Board shall both retain the same negotiating team for the duration of the contract, if both teams are still in-district and performing in a comparable capacity.

## **ARTICLE IV**

### ***Duration of Agreement***

- A. This agreement shall be in effect as of July 1, 2014, and shall continue in force until June 30, 2016.
- B. Said agreement will be renewed automatically and will continue in force and effect for additional periods of one year unless the Association gives notice to the Board no later than the regular February Board meeting of its desire to renegotiate portions of this agreement.
- C. In the event aforementioned negotiations are not concluded before the expiration date of this agreement, all provisions of said agreement shall remain in force until a new agreement is mutually approved.

## **ARTICLE V**

### ***Changes in Agreement***

For the term of this agreement no change shall be made in any provision of this agreement or in any other working condition that is a mandatory subject of bargaining, unless by mutual consent of the parties hereto.

## **ARTICLE VI**

### ***Teacher Rights***

- A. Nothing contained herein shall be construed to deny or to restrict any teacher of such rights as they have under the laws of Montana and the United States or other applicable laws, decisions, and regulations. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- B. When interpretations or additions to Board Policy are proposed and/or adopted and affect teachers, the Association shall be notified by the Board via posting such interpretation and/or addition for four (4) weeks in the staff work room.
- C. Incidents or situations which could have an adverse effect on the teacher's employment will be discussed between the teacher, the administrator, and the complainant within ten days of the report.

## **ARTICLE VII**

### ***Work Year***

- A. The work year consists of a maximum of one hundred eighty-seven (187) days, including PIR days, and will be a mutually satisfactory calendar that meets all requirements.
  - 1. The Superintendent and representatives of the Association will jointly develop calendar options for the following year starting no later than January of the current school year. At the regularly scheduled February Board meeting, the Board will begin review of calendar options and approve a calendar in a timely fashion.

## **ARTICLE VIII**

### ***Work Day***

- A. Arrival and Departure. Teachers shall report to school at eight o'clock in the morning, and before the lunch hour ends for students under their charge. Teachers shall remain on duty for thirty (30) minutes after the last class of the day, except on the last regularly scheduled day of the week.
- B. Meetings. Teachers shall attend all meetings called by the building principal or superintendent of schools. These meetings shall be scheduled during the school hours described in Item A of this article.
- C. Duties. Teachers shall, at no additional compensation, be expected to perform a reasonable amount of in-school duties during the normal school day as assigned by the building principal or superintendent.
- D. Extracurricular duties (performed outside the formal school day) shall be voluntary, and will be compensated.

## **ARTICLE IX**

### ***Prep Period and Duty-Free Lunch Period***

- A. All teachers shall receive a daily duty-free, uninterrupted lunch period of thirty (30) minutes or the student lunch period, whichever is greater. An eating area, separate from that of the students, will be provided.
- B. Each teacher shall have, during the student school day, at least one class period or one forty-five (45) minute duty-free period daily, in addition to his or her lunch period, for planning and preparation.

## **ARTICLE X**

### ***Professional and Personal Leave***

- A. Professional Leaves. Days necessary as determined by the Board or superintendent. There are two categories of professional leave.
  - 1. Professional Assistance Days-chaperoning students by assignment or in conjunction with extra-curricular activities.
  - 2. Professional Development Days-workshops, classes or activities which take the employee out of the school district or away from regular district duties.
- B. Personal. A teacher shall be granted no more than three (3) personal leave days per year, non-accumulative. Requests for personal leave shall be made to the teacher's immediate supervisor with sufficient time to allow the supervisor to arrange for a guest teacher. Unused personal leave shall be added to accumulated emergency leave at the end of the school year.



- C. **Emergency.** Each teacher shall have twelve (12) days per year granted at the start of the school year, with unused emergency leave accumulative to ninety (90) days. Unused emergency leave may not exceed 90 days at the conclusion of the school year. Emergency leave may be used for absences under the following:
1. illness of the employee, including maternity
  2. death or illness of family, relative, or friends
  3. natural disaster such as storms, or floods which are severe enough to jeopardize the health and safety of the employee traveling to school.
- D. **Civil.** Temporary leave at full salary will be provided for each teacher for jury duty and court appearances as a witness. The length of leave will vary with the amount of time required.
- E. **Maternity.** The Board shall provide for the leave of absence from duty for any teacher who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom.
- F. **Association.** One association delegate shall have two days per year for association business. The days taken may be subtracted from the delegate's personal leave, or may be voluntarily donated from the personal leave of other association members. Association leave shall be approved by the superintendent prior to taking the leave.
- G. **Extended.** Extended leaves of absence without salary will be provided with the approval of the Board. The duration of the leave shall be no more than (1) year in length. Teachers on said leave shall be entitled to return the same position which they held immediately before commencement of leave or to a position of comparable responsibility and remuneration. Reasons for said leave may include, but are not limited to: extended personal or family illness, child care or adoption, and exchange teaching.
- H. **Sabbatical.** Sabbatical leave of one year shall be available to teachers of the Culbertson Schools after five (5) years of service with the District.
1. The procedure for requesting a sabbatical is:
    - a. file an application with the Professional Growth Committee by March 1st,
    - b. receive a recommendation from the Professional Growth Committee, and
    - c. receive a final approval from the Board. The Board has final approval to grant one sabbatical for any calendar school year.
  2. During said sabbatical, the teacher shall:
    - a. be considered to be an employee of the District,
    - b. receive the District's health insurance benefit,
    - c. be paid one-half ( $\frac{1}{2}$ ) of their salary (based on the teacher's salary the year the leave was requested) in monthly installment over the duration of their next annual contract with the Culbertson School District in addition to his/her regular salary for the contracted year.
- I. Beginning with the 1998-99 school year, requested emergency and personal leave will be calculated on fifteen (15) minute increments.

**ARTICLE XI**  
***Professional Compensation***

- A. The salaries of teachers covered by this agreement are set forth in Appendix "A."

It is the goal of this district to stay competitive with area schools of similar size and stability. This salary schedule will remain in place until the average starting salary for Fairview, Scobey, and Plentywood meets or exceeds the Culbertson starting salary. When this condition is met, the Culbertson salary schedule will move to begin at the first level of pay that is above the average of the three other schools. The District will check the averages each year in June prior to the beginning of the new fiscal year.

Further, if at any time, one of the other schools listed above increases their starting pay to a level that is 15% greater than Culbertson's, the Culbertson District will have two (2) years to meet or exceed that salary within the scale.

- B. All incoming teachers, beginning with the 2014-2015 school year will be given full credit up to twelve years maximum credit on the salary schedule set forth in Appendix "A" for full years of outside teaching experience in any school district accredited by a state accrediting agency.
- C. All teachers working half-time will be promoted on the salary schedule at one step increments for years of experience.
1. Seniority for teachers working half time shall be obtained at the rate of one year for each year of employment.
- D. Those teachers who accept an extra-duty activity which pays a salary will be issued a contract for such activity. This contract will be separate from the teacher's regular teaching contract, and payment for said activities shall be made at the completion of the activity with a separate check. All withholdings and/or benefits will be in force. Extracurricular salaries will be set by the Board.
- E. A salary will be adjusted upon completion of an additional ten (10) semester credits or fifteen (15) quarter credits. Beginning with the 2000-2001 school year, these credits will be graduate level. These credits are to be approved by the Board.

Beginning with the 2008-2009 school year, the Notice of Intent of Advancement Form (Appendix E) will be issued along with teacher contracts each year and will be due when the contracts are returned. Beginning with the 2008-2009 school year, certified teachers who complete a masters degree program shall move to the MA ED column in their next contract. Beginning with the 2008-2009 school year, any tenured teacher in the MA ED column will be eligible to receive tuition reimbursement for additional college credits taken after a Masters Degree attainment and for the purpose of certification renewal upon successful course completion and with prior Board approval.

Beginning with the 2012-2013 school year, any teacher that has earned a move into the BA15, BA30, or MA lanes may also advance any/all additional vertical steps and be placed into the appropriate years of service in the Culbertson District.

- F. Teachers may elect to receive their contract salary in ten (10) or twelve (12) payments. Payroll checks will be issued on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> is not a pupil instruction day, payroll will be disbursed on the last pupil instruction day prior to the 5<sup>th</sup>.
- G. Beginning with the 2010-2011 school year, the Board shall pay 100% of the local CEA (\$25), state MEA, and national NEA Association dues. Beginning with the 2012-2013 school year, any teacher may choose to receive a \$375 professional dues stipend in lieu of Board payment of their state MEA and national NEA Association dues. Once a teacher selects the \$375 professional dues stipend option offered by the district, the individual teacher shall be responsible for his/her state MEA or national NEA Association dues.
- H. Any teacher who terminates his/her employment with the Culbertson School District is entitled to a lump-sum payment equal to one-fourth (1/4) of the pay attributed to his/her accumulated emergency leave. The pay attributed to his/her accumulated emergency leave shall be computed on the basis of the employee's final salary or wage. The lump-sum payments for unused emergency leave shall begin with the 1984-85 school year. Emergency leave accrued before 1984-85 shall still be available to teachers as accumulated, but shall not be computed in any lump-sum payment.
- I. Beginning with the 2008-2009 school year, any teacher that has accrued at least 75 emergency days at the conclusion of the school year may elect to receive cash payment for any unused personal days at his/her current salary or wage. Teachers that meet this qualification will be asked to complete the Unused Personal Leave Buyout Form (Appendix F) at the conclusion of the school year. Payment will be received on or before June 30<sup>th</sup> of that year.
- J. All curriculum work, to be accomplished beyond the normal work day and mandated by the school district, shall be contracted to the teachers voluntarily and paid back at the rate of \$20.00 per hour.
- K. Beginning with the 2012-2013 school year, any teacher that has earned a master's degree will receive a bonus of \$1,250.00 to be paid annually.
- L. Beginning with the 2012-2013 school year, any teacher with 20 years or more of experience in the Culbertson School District will receive a longevity bonus of \$1,000.00 to be paid annually.

## **ARTICLE XII**

### ***Insurance***

- A. Beginning with the 2011-2012 school year, a sum of four hundred seventy-five dollars (\$475.00) a month will be allotted to each full-time teacher with no restrictions. These contributions are to be paid in twelve (12) monthly installments. Such payments shall be considered a substitute for employee health insurance until such a time that a group plan is agreed upon by both parties or mandated by state law.
- B. The Board shall pay 100% of the premium of a mutually selected disability insurance policy.

- C. The District shall maintain a benefit plan based on Section 125 of the IRS Code to pay eligible non-reimbursable health and dependent care costs. The plan will be administered by a mutually agreed upon third party and the District will pay start-up costs and the monthly administration fee. Participation will be voluntary and will include provision for employee orientation and education regarding plan use.

### **ARTICLE XIII**

#### ***Evaluations***

- A. Teacher evaluations will be conducted in compliance with evaluation instruments as adopted in school board policy. Said instrument shall be mutually developed, amended, and adopted by the administration and representatives from the Association. For the tenured, who are currently evaluated every other year, an instrument shall be mutually developed, amended, and adopted by the administration and representatives from the association for evaluation in the "off" year.
- B. Prerequisites to the consideration of termination in accordance with M.C.A. sections 20-4-204 and 20-4-206, the teacher must have been observed and written evaluation report(s) must have been made in accordance with this Master Agreement.

### **ARTICLE XIV**

#### ***Reduction in Force***

- A. The district will resort to a reduction in force if a fiscal exigency is deemed to exist in the district or a drop in enrollment warrants such a reduction. No employee will be laid off during a reduction in force for reasons that are discriminatory or retaliatory in nature, or otherwise prohibited by law. When the district determines the necessity to resort to a reduction-in-force, the following criteria will apply:
1. Certified teachers shall be placed in a reduction-in-force position in an inverse order of seniority with the Culbertson School District. Full-time and part-time teachers will be treated equally. By September 30, the superintendent will provide the Association with a list showing the seniority of each teacher employed by the district, their areas of certification and courses taught. The superintendent shall promptly notify the Association of any changes in the list.
  2. Second preference will be given to teachers in the system with seniority in terms of the total number of years in the teaching profession.
  3. Contracts signed in the same year shall be treated equally.
  4. The sole possessor of an endorsement will be categorically excluded from the reduction in force.
- B. Teachers to be laid off because of a reduction-in-force will be given the following notification considerations:
1. A written notice of the reduction-in-force.
  2. Teachers will not be laid off during the school year in which they are employed.
  3. A thirty (30) calendar day period before the lay-off takes effect.
- C. Tenured teachers who have been laid off because of a reduction-in-force will be given the following considerations for thirty-six (36) months.
1. Teachers who are certified to perform the work will be called back in order of seniority with the district.
  2. Notice of recall will be given by certified, return receipt mail to the last address

- provided by the teacher. A copy of the recall will be given to the Association.
3. Teachers called in this manner will have ten calendar days after receipt of said letter to reply in writing to the district.

## **ARTICLE XV**

### ***Grievance Procedure***

- A. Definition. Grievance is defined as a claim based upon an event or condition which effects the conditions or circumstances under which a teacher works which may be caused by violations, misinterpretations, or inequitable applications of board policies, statutes, or terms of their agreement.
- B. Procedure.
1. Any grievance, controversy, or dispute shall first be taken up by the grievant and the Association with the immediate supervisor within fifteen (15) days of the alleged grievance. The immediate supervisor shall respond in writing within five (5) days.
  2. If such controversy or dispute cannot be resolved in this manner, it shall be presented to the superintendent or his designee in writing within five (5) days to the response of step 1. The superintendent or his designee shall meet with the grievants and the Association representative prior to attempting settlement. The superintendent or his designee shall respond in writing within ten (10) days from the time the grievance was presented to the superintendent.
  3. If no settlement can be reached in step 2, the controversy shall be presented in writing to the school board or its designee within five (5) working days of receipt of response to step 2, and an attempt at a settlement shall be made. The Board or its designee will respond in writing within ten (10) days from the time the grievance was presented to the Board.
  4. Should the Association consider the decision of the Board or its designee to be unsatisfactory, the grievant shall, within ten (10) days of receipt of such decision, notify the Board or its designee in writing of its intention to have such grievance referred to arbitration. Within five (5) days after such notice of intention is delivered to the Board, the Association shall call on the Board of Personnel Appeals to provide a list of five persons from which to choose the arbitrator. Each party shall be entitled to strike two names from the list in alternate order and the name remaining shall be the arbitrator. Each party shall share equally the cost of the impartial arbitrator. In the event one of the parties wants transcripts from the proceedings of the arbitration, the party requesting the transcript will pay all costs of the transcript. If both parties request transcripts, they shall share equally the cost of the transcription.
  5. The arbitrator selected will confer with the representative of the Board and the Association and hold hearings promptly and will issue his decisions no later than twenty (20) days from the date of the close of the hearing, or, if oral hearings have been waived, from the submission date of the final statements. The arbitrator's decision will be in writing and will set forth findings of facts, reasonings, and conclusions on the issues submitted.
- C. The form for filing the grievance is listed as Appendix "B".

**ARTICLE XVI**  
***Individual Teacher Contract***

The Board and Association have agreed to the contract as set forth in Appendix "C".

**ARTICLE XVII**  
***Job Sharing***

- A. Definition. Job sharing shall refer to two (2) teachers sharing one (1) full-time position, each sharing 50% of the assignments.
- B. Application. A job share application should be submitted each year. A detailed application submitted by job sharers should include the following:
  - 1. Scheduling.
  - 2. Division of teaching responsibilities.
  - 3. Handling of other responsibilities of the position-meetings, parent conferences, in-service training, etc.
  - 4. Means of planning and communication between sharers to ensure continuity of instruction and consistency in the classroom.
  - 5. Means of communicating with parents, principals and other staff throughout the year.
  - 6. Any substituting arrangements to which the job sharers agree; to include a statement to substitute for each other except when both are excused for bonafide sick leave.
  - 7. Plan to present the arrangement to the students.
- C. Compensation. Unit members working in a job share position shall receive a prorated amount of leave benefits as per ARTICLE X.
- D. Return to full-time status. If the job sharer chooses to return to full-time status, said request to return shall be filed by March 1st of the previous school year, and shall be dependent upon whether there is a position available for which the job sharer is certified and capable.
- E. Salary Schedule. Job sharers shall be placed appropriately on the teachers current salary schedule, receive one step increment for each year of service and be given appropriate added increments for advanced degrees, tenure or longevity, and will maintain their positions of seniority.
- F. Seniority. Seniority shall be obtained at the rate of one year for each year of job sharing.
- G. Substituting. Job sharers shall substitute for each other when necessary and possible. They shall work out the arrangements between themselves with the concurrence of the principal. The sharers shall keep track of "pay back" days or days that the partner "owes" them. When they substitute for each other in this way, they do not lose any sick leave.
- H. Contingency. If the job sharer team loses one of its members during the year due to serious illness, an accident, or spouse's transfer which may cause a teacher to resign or be absent for an extended period of time, the District may ask the remaining sharer to work full-time. If the sharer does not choose to, then the District shall hire a compatible substitute or replacement when available.

- I. Number of job share positions. No more than two job share teams shall be approved for any one school year.
- J. Evaluation. Evaluation of job share participants may be done as a pair, individually, or a combination of both as determined by the building principal.
- K. Teacher reduced assignment contract. The reduced assignment contract for teachers is set forth in Appendix "D".

## **ARTICLE XVIII**

### ***District Rights***

Section 1. Expressed Managerial Rights. The Association recognizes that the District is not required to and is not permitted to meet and negotiate on matters of expressed managerial prerogatives. The District shall retain all powers, rights, authorities, duties, and responsibilities conferred upon and vested in it by law to establish school policy of operation including but not limited to, the right to:

- A. Direct employees;
- B. Hire, promote, transfer, assign, and retain employees;
- C. Relieve employees from duties because of lack of work or funds or under conditions where continuation of such work is inefficient and nonproductive;
- D. Maintain the efficiency of school operations;
- E. Determine the methods, means, job classifications, and personnel by which school operations are to be conducted;
- F. Take whatever actions may be necessary to carry out the goals of the District in situations of emergency; and
- G. Establish the methods and processes by which work is performed.

Section 2. Effect of Laws, Rules and Regulations: The Association shall recognize any agent of the District selected to represent it in any manner covered by the Master Agreement, evidenced by a letter of appointment executed by the Board Chairman or Clerk of the District. The parties recognize that the teachers covered by this Master Agreement shall perform the teaching and teaching-related services prescribed by the District. The parties also recognize the rights, obligations, and duties of the Board Trustees and orders as empowered in M.C.A. 20-3-324 so far as they are not inconsistent with the terms of this Master Agreement. The parties further recognize that the District, all teachers covered by this Master Agreement and all provisions of this Master Agreement are subject to the laws of the State of Montana, Federal laws, and valid rules, regulations, and orders of state and federal governmental agencies. Any provision of this Master Agreement found to be in violation of any such laws, rules, regulations, directives, and order shall be null and void and without force and effect.

IN WITNESS THEREOF, the Chairman and Clerk of the Board, by authority vested in them pursuant to Resolution passed by the majority of the Board, have on behalf of the Board, subscribed their names; and the President and Secretary of the Association, by authority vested in them by a Resolution passed by a majority of the Association, have hereunto subscribed their names on behalf of the Association.

ATTEST:

*BOARD OF TRUSTEES  
SCHOOL DISTRICTS 17J/17R/17C*

\_\_\_\_\_  
Clerk Date

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

*CULBERTSON EDUCATION ASSOCIATION*

\_\_\_\_\_  
Secretary Date

\_\_\_\_\_  
President Date



## APPENDIX "A"

### Culbertson Salary Schedule

Yrs	BA	
1	\$ 31,181	
2	\$ 31,789	
3	\$ 32,409	
4	\$ 33,041	
5	\$ 34,329	
6	\$ 34,999	
7	\$ 35,681	
8	\$ 36,377	
9	\$ 37,087	
10	\$ 38,533	
11	\$ 39,284	BA + 15 (quarter credits)
12	\$ 40,050	
13	\$ 40,831	
14	\$ 41,628	
15	\$ 43,251	
16	\$ 44,094	
17	\$ 44,954	
18	\$ 45,831	
19	\$ 46,725	
20	\$ 48,547	
21	\$ 49,493	BA +30 (quarter credits)
22	\$ 50,459	
23	\$ 51,443	
24	\$ 52,446	
25	\$ 54,491	

A. Advancement on the salary schedule is recognized only for quarter credits accrued after a teacher obtains a teaching certificate.

## APPENDIX "B"

### GRIEVANCE REPORT FORM

Aggrieved Person \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Subject area or grade \_\_\_\_\_

Date grievance occurred: \_\_\_\_\_

Statement of grievance: \_\_\_\_\_

Remedy requested: \_\_\_\_\_

Signature of Aggrieved: \_\_\_\_\_ Date: \_\_\_\_\_

---

#### STEP 1

Decision of Immediate Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Aggrieved response: \_\_\_\_\_

Signature of Aggrieved: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2**

Date received by Superintendent:

Decision of Superintendent:

Signature: \_\_\_\_\_ Date:

Aggrieved response:

Signature of Aggrieved: \_\_\_\_\_ Date:

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**STEP 3**

Date received by School Board:

Decision of School Board:

Signature of Board Chair: \_\_\_\_\_ Date:

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**STEP 4**

Date submitted to Arbitrator:

Signature of Arbitrator: \_\_\_\_\_ Date:

---

**STEP 5**

Arbitrator's decision:

Arbitrator's Signature: \_\_\_\_\_ Date:

## APPENDIX "C"

### CULBERTSON TEACHER CONTRACT

THIS CONTRACT, made and entered into the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year) between School District 17 J/C/R of Roosevelt and Richland Counties, Montana hereinafter referred to as the District, and hereinafter referred to as the Teacher, WITNESSETH:

1. That said District hereby agrees to employ the said Teacher to teach within his/her areas of certificated endorsement, to teach \_\_\_\_\_ for the school year 20\_\_\_\_-20\_\_\_\_, for a period of 187 days of service.
2. That the District shall pay to the above named teacher the sum of \$\_\_\_\_\_ payable in (10 or 12) installments to be paid on such days of each month as are designated in Article XI. The Teacher's salary will be paid at the rate stated above per annum, less deductions required under federal and state laws, and such other deductions as shall be mutually agreed to. The terms of this contract shall be prorated if the assignment to cover a period of less than a school year or less than full time.
3. When a contract has been terminated by mutual agreement or in accordance with state law, the District shall be obligated to pay that portion of the contracted salary that has been earned up to and including the 1st day of service.
4. It is understood that the teacher holds a valid certificate, or will have met the requirements for such by the opening of school.
5. Both parties shall comply with the provisions of the applicable state laws terms and conditions of the collective bargaining agreement, and with adopted policies of the District (that have been received by the Teacher) which are made a part of this CONTRACT by reference.
6. The individual CONTRACT is subject to the terms and conditions of the collective bargaining agreement between the Association and District, and to the extent that the provisions of this CONTRACT and said agreement may be inconsistent, the provisions of the agreement shall be controlling.
7. In the absence of a previous notice of election or reelection this CONTRACT shall operate as notice of election of the Teacher for the school year designated herein and, unless the Teacher shall accept, sign and return this CONTRACT to the District Clerk within twenty (20) days from the receipt date, said CONTRACT shall be without legal effect.

IN WITNESS WHEREOF, this CONTRACT is duly signed.

Teacher \_\_\_\_\_ Date \_\_\_\_\_ District

Clerk \_\_\_\_\_ Date Offered \_\_\_\_\_ Experience/education level

## **APPENDIX "D"**

### **TEACHER REDUCED ASSIGNMENT CONTRACT**

TO: Culbertson Schools  
Districts 17J/C/R  
Culbertson, Montana

FR:

RE: Reduction in contract agreement

I agree that the change in my status from a full-time (100%) teacher to a part-time (\_\_\_\_%) teacher is the result of a voluntary request by me for the \_\_\_\_\_ school year. I understand that I remain at the reduced assignment agreed to below unless a mutual agreement between myself and the District is made.

Other conditions:

Signature of Teacher \_\_\_\_\_

Date \_\_\_\_\_

For the District \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX "E"**  
**Notice of Intent of Advancement Form**

Teacher Name: \_\_\_\_\_

Current School Year: \_\_\_\_\_

Current Level of Education: \_\_\_\_\_ BA ED \_\_\_\_\_ BA ED +15 \_\_\_\_\_ BA ED +30

Intended Year of Advancement: \_\_\_\_\_

Intended Level of Education: \_\_\_\_\_ BA ED +15 \_\_\_\_\_ BA ED +30 \_\_\_\_\_ MA ED

Credits Acquired: Please attach transcripts or report cards if available.

Year	College/University	Course Number/Name	Quarter Credits	Semester Credits

Signature of Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

---

**For District Use Only**

Date Received: \_\_\_\_\_

Advancement Attained: \_\_\_\_\_ Yes \_\_\_\_\_ No

District Clerk Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX "F"

### Unused Personal Leave Buyout Form

Teacher Name: \_\_\_\_\_

Current School Year: \_\_\_\_\_

Number of Accrued Emergency Leave Days: \_\_\_\_\_

Number of Unused Personal Leave Days: \_\_\_\_\_

\_\_\_\_\_ I elect to have the entire balance of my unused personal leave days be paid by June 30<sup>th</sup> at my current salary or wage.

\_\_\_\_\_ I elect to have the entire balance of my unused personal leave days be added to my accumulated emergency leave.

Signature of Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

---

#### For District Use Only

Date Received: \_\_\_\_\_

Number of Personal Leave Days Paid: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Number of Personal Leave Days added to Accumulated Emergency Leave: \_\_\_\_\_

Adjusted Accumulated Emergency Leave Day Total: \_\_\_\_\_

District Clerk Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 16

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

**SUMMARY:** Attached please find a copy of the request that was submitted by James Herson.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					



# Culbertson School District #17

## Teacher Graduate Credit Request Form

Teacher: James Herson

College Course Title: EDT 619: Curricular Integration of Educational Technology

Number of Graduate Credits: 1   2   (3)   4   5   6   7   8

Type of Graduate Credits: semester   quarter

Name of Institution: Grand Valley State University

Description of college course and potential impact for Culbertson students:  
(Please attach all appropriate documentation)

see attached

---

### For Culbertson School District Use Only

\_\_\_\_\_ College Course Approved by the Culbertson School Board

\_\_\_\_\_ College Course Denied by the Culbertson School Board

Culbertson School Board Meeting Date: \_\_\_\_\_



GRAND VALLEY STATE UNIVERSITY

## EDT619: Curricular Integration of Educational Technology

Winter 2014, Section 1

Hybrid

**DeVos 211A Tuesday 01/07/14 6:00 pm\***

**Student presentations online: 04/20/14, 04/22/14 OR 04/24/14**

Dr. Andrew Topper, Instructor

Office: 445C DeVos Hall

Office Hours: by appointment

Online: [toppera@qvsu.edu](mailto:toppera@qvsu.edu)

Phone: (616) 331-7273

Fax: (616) 331-6515

*As required by the Americans with Disabilities Act, accommodations are provided to ensure equal opportunity for students with verified disabilities. If you have a disability that requires accommodations, notify your instructor or contact the office for disability support services.*

### Course Description

Focusing on issues related to integrating educational technology into existing curricula, this course provides extensive experiences using the Internet and other resources for subject matter teaching and learning. Students will investigate learning theory and exemplary uses of technology in teaching and learning in educational settings.

**Prerequisites:** students who enroll in this class must have regular, dependable access to the Internet and the skill, knowledge and confidence to use the required technology and software for their own self-directed learning.

### Course Objectives

This course is intended to provide participants with an opportunity to learn about instructional uses of technology. Using a variety of resources – including research papers, personal experiences, online resources, and class discussions – we will examine, in detail, the impact technology can have on teaching and learning when integrated into classroom settings. We will focus on specific applications of technology in subject-area teaching and learning, using some guiding principles to help us think about these uses, and looking at how these resources can be helpful for subject matter

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 17

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

**SUMMARY:** Attached please find a copy of the applications that have been received at this time.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

# CULBERTSON PUBLIC SCHOOLS

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

## GUEST TEACHER APPLICATION

Name: Allison Wood

Address (street or P.O. Box): P.O. Box 292

City/State/Zip Code: Culbertson, MT 59218

Phone Number: (530) 391-5725

Message/alternate phone number: \_\_\_\_\_

Please complete the following:

Do you have a high school diploma? ☒ Yes \_\_\_\_\_ No

Where from: Ponderosa H.S.

Do you have a college degree? ☒ Yes \_\_\_\_\_ No

in progress

Where from: Montana State

Do you have any teaching/education experience? ☒ Yes \_\_\_\_\_ No

Please provide details below.

Swim team instructor, horse riding instructor,  
nanny

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

☒ Kindergarten  
☒ 1<sup>st</sup> Grade  
☒ 2<sup>nd</sup> Grade  
☒ 3<sup>rd</sup> Grade  
☒ 4<sup>th</sup> Grade  
☒ 5<sup>th</sup> Grade  
☒ 6<sup>th</sup> Grade

\_\_\_\_ JH/HS Science  
☒ JH/HS English & French  
☒ JH/HS Mathematics  
\_\_\_\_ JH/HS Social Studies  
\_\_\_\_ 7-12 Business  
☒ 7-12 Agriculture Education  
\_\_\_\_ 7-12 Special Education

☒ K-12 Art  
☒ K-12 Music  
☒ K-12 P.E.  
\_\_\_\_ K-6 Special Education

You will receive a copy of the Culbertson School District Guest Teacher Handbook and you will be responsible for the contents. The Culbertson School District would also like to request a short, informal interview with you prior to recommending your name to the School Board of Trustees along with a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

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

Allison Wood  
Signature of Applicant

1-28-14  
Date

# CULBERTSON PUBLIC SCHOOLS

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

## GUEST TEACHER APPLICATION

Name: Rosemary French

Address (street or P.O. Box): PO Box 872

City/State/Zip Code: Culbertson, MT

Phone Number: 541-788-7184 Message/alternate phone number: \_\_\_\_\_

Please complete the following:

Do you have a high school diploma? ☒ Yes ☐ No Where from: David Douglas H.S.  
Portland, OR

Do you have a college degree? ☒ Yes ☐ No Where from: BS Portland State Univ.  
MS Oregon State Univ.

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

Child Development Specialist  
substitute teaching

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

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

You will receive a copy of the Culbertson School District Guest Teacher Handbook and you will be responsible for the contents. The Culbertson School District would also like to request a short, informal interview with you prior to recommending your name to the School Board of Trustees along with a finger print and name background check to be completed prior to employment. Thank you very much for your time and consideration of guest teaching at the Culbertson School District.

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

Rosemary French  
Signature of Applicant

Feb. 4, 2014  
Date

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 18

**AGENDA TITLE:** 2012-2013 Audit Report

**SUMMARY:** We hope to have the Audit Report at the meeting for your review and consideration.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 19

**AGENDA TITLE:** Driver Education Teacher Contract – Summer 2014

**SUMMARY:** I would like to recommend the hiring of Tracy Fisher for this position again this summer and at the same rate of pay as last summer.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 2014-2015 Principal Contract

**SUMMARY:** I believe there will be a recommendation forthcoming from the negotiation committee.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					



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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 21

**AGENDA TITLE:** 2014-2015 Technology Coordinator Contract

**SUMMARY:** I believe there will be a recommendation forthcoming from the negotiation committee.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 22

**AGENDA TITLE:** 2014-2015 Teacher Contracts

**SUMMARY:** Attached is a list of teachers that Mike and I will be recommending for renewal.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

# **Culbertson Public School**

## **Certified Staff**

- Teachers are listed in alphabetical order.
- Extended contracts are listed in (parenthesis).

### **Tenured**

Janelle Ator  
Amy Berwick  
Lanette Bidegaray  
Jeri Gustafson  
Lana Hekkel  
Jill Herness  
Joy Johnson  
Dianne Larsen  
Wendy Nickoloff  
Jens Nielsen (6 weeks)  
Christina Olson  
David Solem  
Ashley Sullivan  
DeAnne Weeks

### **Up for Tenure**

Paula Schledewitz

### **Non-Tenured**

Tara Adams  
Kim Francis  
Jim Herson  
Stacy Herson  
Kris Hubeek (10 days)  
Chelsey Ligon  
Jimie Lou Marchwick-Wix  
Margie McCaffery  
Theresa McDonald  
Erin Solem  
Tara Swanepoel  
Karen Toavs

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 23

**AGENDA TITLE:** 2013-2014 Classified Staff Contracts

**SUMMARY:**

- a. Contract Change – Mike and I would like to recommend changing the contract of Chris Dunphy from custodian to JOM/Title VII Home/School Coordinator for the remainder of the 2013-2014 school year.
- b. Custodian – Norine would like to recommending offering a custodian contract to Ronnie Davis for the remainder of the 2013-2014 school year.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 24

**AGENDA TITLE:** 2013-2014 Extra-Curricular Contract(s)

**SUMMARY:** a. Junior High/Elementary Track Coaches: Dave Solem would like to recommend James Herson, Stacy Herson, and Tara Swanepoel for the position.

b. High School Golf Head Coach: we have no applicants at this time. We will continue to advertise the position.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 25

**AGENDA TITLE:** 2014-2015 Extra-Curricular Contract(s)

**SUMMARY:**

- a. Junior High/Elementary Cross Country Coach: Dave Solem would like to recommend Erin Solem for the position.
- b. High School Volleyball Assistant Coach: Tiffany Marchwick would like to recommend Ashley Sullivan for the position.
- c. Junior High Volleyball Coach: Tiffany Marchwick would like to recommend Amy Berwick for the position.
- d. High School Football Assistant Coaches: David Helmer would like to recommend Brian Manning and Trent Panasuk.
- e. Junior High Football Head Coach: David Helmer would like to recommend DJ Hauge.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 26

**AGENDA TITLE:** Board Policy

**SUMMARY:**

- a. Attached is the job description for the Activity Bus Driver. This is the first reading of the policy. I recommend posting the policy for public comment at this time.
- b. Attached is the policy for spectator conduct and sportsmanship. This is the first reading of the policy. I recommend posting the policy for public comment at this time.
- c. Attached is the policy for Activity Bus/School Van Ridership. Now that we will own the buses instead of contracting I recommend the Board review the policy for possible changes.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

2-04-1100. **Bus Driver - Activity.**

- A. The primary function of the activity bus driver is to transport students, staff, and chaperones on field trips, extra-curricular activities, and other special trips.
- B. The activity bus driver is responsible to the transportation supervisor and the superintendent.
- C. The qualifications of this position include possession of:
  - a valid Montana commercial driver's license with passenger and air brake endorsements,
  - a satisfactory medical examination report, and
  - a valid basic First Aid certificate.
- D. The performance responsibilities of the activity bus driver include:
  - 1. arriving 30 minutes prior to the departure of the bus for the designated activity.
  - 2. refueling and basic cleaning of the bus interior while in use and after each use.
  - 3. performing minor bus maintenance checks and reporting any maintenance needs.
- E. The compensation for activity bus drivers shall be \$18 per hour with a limit of 16 hours on overnight trips.

Adopted:

Revised:



#### **1-04-156. Spectator Conduct and Sportsmanship.**

The Culbertson School District has adopted the 'Join The Ride' program that emphasizes positive sportsmanship and outlines proper spectator conduct during athletic and co-curricular activities. Any person, include an adult, who behaves in an unsportsmanlike manner on school grounds before, during, or after an event may be ejected from the event and/or denied admission to school events in the future by the school administration.

Examples of unsportsmanlike conduct include but are not limited to:

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a law enforcement/security officer or District employee; and
- Engaging in any illegal or disruptive activity.

Any person that is ejected from an event and/or receives denial of admission to future events may appeal the decision of the school administration to the Board.

Adopted:

Revised:

**1-04-154. Activity Bus/School Van Ridership.**

The Activity Buses/School Vans are contracted/purchased for the exclusive use of transporting students and staff to District-approved events, such as intra-curricular activities, extra-curricular activities, professional development workshops, and administrative meetings. Only authorized activity participants, professional staff, and chaperones assigned by the administration may ride on the buses or in the school vans. In addition, only authorized professional staff may drive the school vans.

Adopted: 11-19-2013

Revised:

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 27

**AGENDA TITLE:** Bus Storage Rental Agreement

**SUMMARY:** Arne Iverson has available storage for one bus. He is currently asking for \$100 per month for rent. I recommend renting Arne's storage facility at this time.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 28

**AGENDA TITLE:** 'A Fighting Chance' Program

**SUMMARY:** Kris Hubeek and Tara Swanepoel would like to bring this program back to our school and community. Attached please find the description of the program.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

February 13, 2014

Tara Swanepoel and I have been working with Peter Iacavazzi to bring his "A Fighting Chance" women's self-defense course to Culbertson. Our tentative date for the class is Saturday, March 29<sup>th</sup>. We have had Peter and his program at our school in the past and it has always been successful. His program was called F.L.A.G. (fight like a girl) the last time he was in Culbertson.

**Information on the presentation:**

**Mission—their mission is to empower as many women as possible.**

**A Fighting Chance is a woman's defense system that teaches women to escape from an aggressor using her strengths against an attacker's weaknesses.**

**Description—this is about teaching females how to defend themselves in real, life-threatening situations. While there are hotlines to call after an assault, there is no organization that focuses on preventing future attacks. Experts say 1 out of 3 women will encounter an assault in their lives.**

**At "A Fighting Chance" the instructors are high level Black Belt Brazilian Jiu Jitsu practitioners and American grapplers. Their techniques are real. Brazilian Jiu Jitsu is one of the only truly aggressive martial arts that allows a smaller, weaker opponent to fend off and defeat a much larger, aggressive opponent.**

Previous presentations have always been on a school day and have only included junior high and high school girls. By having this class on a Saturday, we would like to expand this and welcome *all* females, age 12 and up, in ours and the surrounding communities to participate in this event at no cost to the individual.

Peter's group charges \$2500 for event and the class will run from 10am to approximately 2pm in the CHS gymnasium.

  
Kris Hubeek

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

**MEETING DATE:** 2-17-2014

**AGENDA ITEM #:** 29

**AGENDA TITLE:** Facility Upgrades

**SUMMARY:** I would like to recommend the following:

- a. Installation of basketball draper safety straps in the high school gym: these straps attach to the framework that supports the backboards and is a safety feature in case the cable breaks while the baskets are being raised or lowered.  
Cost (including installation): \$ 3,378
- b. Gym Bleacher Servicing and Maintenance: The gym bleachers were installed in the high school gym in 2006 and has not received any service or maintenance. This is something that we should probably be doing every five years or so.  
Cost: \$1,980
- c. Varsity Locker Room Locker Replacement: These lockers were original in 1982. Some lockers are still in fair condition, while others are not.  
Cost (including installation): \$24,975

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Finnicum					
Salvevold					
Larsen					
Kirkaldie					
Cullinan					

# Public Comment

(Non-Agenda Items)

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

Thank you.