

# Poplar School District

400 4th Ave West  
Poplar, MT 59255  
(406) 768-6600  
www.poplarschools.com

**Larae Crowley**  
Chairman

**Kenny Smoker, Jr.**  
Vice Chairman

**Robyn Baker**  
Trustee

**Marva Chapman**  
Trustee

**Lori Smoker**  
Trustee

## AGENDA Regular Board Meeting Monday, January 13, 2025 5:15 PM

1. Call Meeting To Order
2. Recognition of Guests
3. Public Comment- 5 Minute Courtesy Limit per Topic  
*The Poplar Schools' Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting.*
4. Recognition of Poplar Education Association
5. Consent Agenda: Previous Board Minutes, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.
6. Informational Items
  - 6.1 Superintendent Report
  - 6.2 Administrators Reports
  - 6.3 Directors Reports
7. Discussion Agenda
  - 7.1: MHSA Proposals
  - 7.2: Impact Aid Payments
  - 7.3: CDL Trainings
  - 7.4: Comprehensive Needs Assessment
8. Action Agenda
  - 8.1: Personnel Report
  - 8.2: Calendar Change 2024-2025
  - 8.2: \*Superintendent Evaluation/Contract
9. Items of Interest
  - 9.1 Work Session Dates
  - 9.2 Special Meeting Dates
  - 9.3 Regular Meeting Dates
10. Adjournment

\*Indicates possible closed session

Please put all electronic devices on silent.  
All meetings are being recorded.



**Poplar**

School District

# **CONSENT AGENDA**

**Students First**



**Agenda Item Number 5**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: January 13, 2025**

SUMMARY: Per Poplar School Board Policy 1420, a *Consent Agenda* is used to expediate business at its meeting. The Poplar School Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Questions or concerns about items in the *Consent Agenda* should be directed to the Superintendent or Clerk prior to the meeting. Singular items that appear on the consent agenda may be redirected to the action section of the agenda by a member of the Poplar School Board. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a list of all items appearing on the *Consent Agenda*.

The meeting’s Consent Agenda items will include: Minutes of previous meeting, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -  
Fund -  
Estimated Cost –

SAMPLE MOTION: *I move to approve the Consent Agenda for January 13, 2025:*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
K. Smoker						
Chapman						
Baker						
L. Smoker						



**Poplar**

School District

**PREVIOUS BOARD MINUTES  
December Board Meeting**

**Students First**

# **Regular Board Meeting**

## **December 9, 2024**

**Call to Order:** The Regular board meeting of the Board of Trustees called to order by the Vice Chair at 5:15 p.m. Holly Colgan led the Pledge of Allegiance. The School District No. 9 & 9B Trustees present to constitute a quorum were:

LaRae Crowley, Chair  
Lori Smoker, Trustee  
Marva Chapman, Trustee

Kenneth Smoker Jr, Vice Chair  
Robyn Baker, Trustee

### **District Staff:**

Keith Erickson, Superintendent  
Holly Colgan  
Morgan Norgaard  
Greg Gourneau Jr.  
Clint Linthicum  
Holly Colgan  
Mary Plante  
Vonda Bighorn

Judy Linthicum, Clerk  
Frank Gourneau  
John Wetsit  
Coy Weeks  
Mike Gorder  
Brock Copenhaver  
Jake Riediger

**Recognition of Guests: None**

**Public Comment: None**

**4.) Recognition of Poplar Education Association: None**

**5.) Consent Agenda:**

- **Minutes of Regular Board meeting November 11, 2024**
- **Warrants and Claims**
- **Budget vs Actual December 2024**
- **Investments Reports November 2024**
- **High School Activity Report**

### **ACTION:**

Robyn Baker made motion to approve of Minutes of Regular Board meeting Monday November 11, 2024, Warrants and Claims, Budget Vs Actual December 2024, Investments Reports November 2024, and High School Activity Report.  
Seconded by Lori Smoker

**Vote: 5-0 For**

# **Regular Board Meeting**

## **December 9, 2024**

### **6) Informational Items**

#### **6.1) Superintendent Report**

##### **Highlights:**

- Turkey Bingo was successful.
- Classified staff negotiations completed.
- First fall High School Athletic banquet, excellent turnout.

#### **6.2) Administrator Reports**

Elementary Principal – John Wetsit, Middle School Principal – Morgan Norgaard and High School Principal – Frank Gourneau reports were in the board packet.

#### **6.3) Directors Reports**

Mike Gorder (Buildings and Ground Director), Clint Linthicum (Transportation Director), Mary Plante (Food Service Director), Jake Riediger (Technology) Brock Copenhaver (Athletic Director) and Patricia Black (Special Education Director), reports were in the board packet.

### **7) Discussion Agenda**

#### **7.1) Union Negotiations**

JJ Taflan president of PESSO would like to open up negotiations with the Board. LaRae Crowley and Ken Smoker will negotiate with PESSO.

The Board will have to negotiate with Teamsters and Poplar PEA this year.

#### **7.2) Christmas Activities**

The Annual Christmas party will be held December 11, at 6pm.

The District will also be giving out Christmas bags this year.

Chiropractors will be in the district next week.

There will also be Christmas concerts and an Ugly Christmas Sweater Contest.

#### **7.3) Superintendent Evaluation/contract**

The Board needs to pick the best evaluation form, the form is returned to the Central Office in a sealed envelope. The contract and evaluation for the Superintendent will be on the January agenda.

**Regular Board Meeting  
December 9, 2024**

**8.) ACTION AGENDA  
8.1) Personnel Report**

<b>Co- and Extracurricular</b>		
Brent Moore	HS Head Track/Field	\$5,847
Karolyn Kohl	Winter Concession	\$2,699
Brock Copenhaver	HS Head Golf Coach	\$5,847

<b>Substitute</b>		
Geordy Medicine	Teacher	\$20.00
Hunter Burshia	Teacher	\$20.00
Alyssa Rankin	Teacher	\$20.00

<b>In-District Transfer</b>	
Julia Carpentier	SPED Para to Regular Para

<b>Resignations</b>	
Earl Price	Bus Driver
Margaret Mix	Bus Driver

**ACTION:**

Motion made by Robyn Baker to approve the Personnel Report as presented with the exception of the Chrisitan Curtis to be voted on separately.

Seconded by Kenneth Smoker

**Vote: 5-0 For**

<b>Co- and Extracurricular</b>		
Christian Curtis	Assistant HS Cheer Coach	\$4,048

**ACTION:**

Motion made by Robyn Baker to approve Christian Curtis for Assistant HS

Seconded by Marva Chapman

**Vote: 3-0 For abstained Kenneth Smoker and Lori Smoker**

**Regular Board Meeting  
December 9, 2024**

**8.2) Classified Collective Bargaining Agreement Ratification**

Ratification of classified collective bargaining agreement for SY 24-25.

**ACTION:**

Motion made by Robyn Baker to ratify the classified union agreement for 24-25 and allow 30 calendar days from December 9, 2024, for retro pay checks to be disbursed.

Seconded by Lori Smoker

**Vote: 5-0 For**

**8.3) Bus Purchases**

With our full-time bus driving employees down to 3 full-time Superintendent, I am recommending the purchase of (2) Ford StarCraft Allstar 15 passenger buses. These will be used for routes and activities. The purchase price is \$112,000 per bus.

**ACTION:**

Motion made by Lori Smoker to approve the purchase of (2) Ford StarCraft Allstar Buses using bus depreciation funds if allowed otherwise impact.

Seconded by Ken Smoker

**Vote: 5-0 For**

**9.) Items of Interest**

9.1) Work Session Date: None

9.2) Special Meeting Date: None

9.3) Next Regular Meeting: January 13, 2025 @5:15 p.m.

**Adjourn**

**LaRae Crowley adjourned at 6:14 p.m. December 9, 2024.**

**ATTEST:**

\_\_\_\_\_  
Judy Linthicum, Board Clerk

\_\_\_\_\_  
LaRae Crowley, Chair





**Poplar**

School District

## **WARRANTS AND CLAIMS**

**Students First**

12/23/24  
08:44:51

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/24

Page: 1 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	FO #	Fund Org	Prog-Func	Obj	Proj	
70126		10162 AGLAND CO-OP	5,568.15						
		November 2024 charges							
1		12/17/24 ROUTE	773.17		110 14	100-2700	624		
2		12/17/24 ROUTE	773.16		110 50	100-2700	624		
3		12/17/24 ROUTE	773.16		110 15	100-2700	624		
4		12/17/24 ATHLETICS	1,626.11		226 16	720-2700	624		
5		12/17/24 MAINTENANCE GAS	297.45		126 90	100-2600	624		
6		12/17/24 MAINTENANCE PARTS	346.85		126 90	100-2600	615		
7		12/17/24 MAINTENANCE PARTS	374.38		226 16	100-2600	615		
8		12/17/24 BUS BARN GAS	39.19		110 15	100-2700	624		
9		12/17/24 BUS BARN PARTS	4.00		110 50	100-2700	440		
10		12/17/24 SPECIAL ED TRANSPORTATION	160.68		226 16	280-1000	582		
11		12/17/24 GAS CARDS HS P/T CONF.	200.00		115 90	494-2115	610	315	
12		12/17/24 GAS CARDS MS P/T CONF	100.00		115 14	494-2115	610	315	
13		12/17/24 GAS CARDS MS P/T CONF	100.00		115 50	494-2115	610	315	
70131		24853 AMERICAN FIDELITY ADMINISTRATIVE	263.00						
		Time and eligibility services for December 2024							
1		73357 12/16/24 Time & eligibility Dec. 2024	200.00		126 90	100-2300	340		
2		73357 12/16/24 Time & eligibility Dec. 2024	63.00		226 16	100-2300	340		
70132		24853 AMERICAN FIDELITY ADMINISTRATIVE	263.00						
		Time and Eligibility services for September 2024							
1		71976 09/16/24 Time&Eligibility Sept. 2024	200.00		126 90	100-2300	340		
2		71976 09/16/24 Time&Eligibility Sept. 2024	63.00		226 16	100-2300	340		
70129		22685 INDEPENDENCE BANK	33,533.88						
		November 2024 credit card							
1		CC-13497 11/10/24 Electric charges at village	764.76		115	625		31	
		SHERIDAN ELECTRIC CO-OP			CC Accounting: 115-	-100-2620-410-			
2		CC-13498 10/16/24 DISTRICT PHONES	1,234.70		226	625			
		NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting: 226-	16-100-2600-531			
3		CC-13498 10/16/24 DISTRICT PHONES	1,234.70		126	625			
		NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting: 126-	14-100-2600-531			
4		CC-13498 10/16/24 DISTRICT PHONES	1,234.69		126	625			
		NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting: 126-	15-100-2600-531			
5		CC-13498 10/16/24 DISTRICT PHONES	1,234.69		126	625			
		NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting: 126-	50-100-2600-531			
6		CC-13498 10/16/24 TECH DEPT PHONES	213.67		126	625			
		NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting: 126-	50-100-2600-531			
7		CC-13498 10/16/24 MAINT. PHONES	90.11		126	625			
		NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting: 126-	90-100-2600-531			

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
8	CC-13498 10/16/24 TRANSPORTATION PHONES	100.33		110	625			
	NEMONT TELEPHONE COOPERATIVE, INC.		CC Accounting:	110-	15-100-2700-531			
9	CC-13499 11/08/24 MS wrestling meal	208.06		126	625			
	WENDYS		CC Accounting:	126-	50-720-3500-582			
10	CC-13499 11/09/24 MS wrestling meal	286.66		126	625			
	PIZZA HUT		CC Accounting:	126-	50-720-3500-582			
11	CC-13500 11/21/24 Attendance pizza party	86.75		126	625			
	BUCKHORN CAFE		CC Accounting:	126-	15-100-1000-610			
12	CC-13501 11/07/24 Supplies Storage shed	536.12		115	625		31	
	FARMERS UNION LUMBER COMPANY		CC Accounting:	115-	-100-2620-440-	31		
13	CC-13501 11/20/24 BLT monthly cake	46.99		226	625			
	REYNOLDS SUPERMARKET		CC Accounting:	226-	16-100-1000-610			
14	CC-13502 11/05/24 Supplies Science Experiment	98.08		126	625			
	ALBERTSON'S		CC Accounting:	126-	14-100-1000-610			
15	CC-13502 11/06/24 Supplies Science Experiment	7.16		126	625			
	ALBERTSON'S		CC Accounting:	126-	14-100-1000-610			
16	CC-13502 11/22/24 MS girls bball snacks	58.15		126	625			
	FAMILY DOLLAR		CC Accounting:	126-	50-720-3500-582			
17	CC-13502 11/23/24 MS girls bball meal	107.74		126	625			
	SUBWAY		CC Accounting:	126-	50-720-3500-582			
18	CC-13502 12/05/24 Statement fee	3.00		126	625			
			CC Accounting:	126-	50-720-3500-610			
19	CC-13503 11/16/24 MS girls bball meal	125.40		126	625			
	STRETCH'S PIZZA		CC Accounting:	126-	50-720-3500-582			
20	CC-13504 11/15/24 Vinyl for vans	290.35		226	625			
	WE PRINT WRAPS		CC Accounting:	226-	16-720-3500-610			
21	CC-13504 11/23/24 Staff appreciation lunch	186.66		226	625			
	MAIN STREET GROCERY		CC Accounting:	226-	16-100-1000-610			
22	CC-13504 11/26/24 Meal Lambert presentation	143.60		226	625			
	MISC VENDOR		CC Accounting:	226-	16-100-1000-610			
23	CC-13504 11/26/24 BFast Lambert presentation	37.40		226	625			
	AGLAND CO-OP		CC Accounting:	226-	16-100-1000-610			
24	CC-13505 11/18/24 BRIEF2 teacher forms	226.60		126	625			
	PARINC.COM		CC Accounting:	126-	15-280-1000-610			
25	CC-13506 11/19/24 Jackets for board members	571.66		226	625			
	CUSTOMINK, LLC		CC Accounting:	226-	16-100-2300-610			
26	CC-13507 11/13/24 FFA meal- dinner	197.78		226	625			
	HUHOT MONGOLIAN GRILL		CC Accounting:	226-	16-710-3407-582			
27	CC-13507 11/13/24 FFA lunch	15.74		226	625			
	WALMART		CC Accounting:	226-	16-710-3407-582			
28	CC-13507 11/13/24 Gas FFA convention	43.66		226	625			
	Cenex		CC Accounting:	226-	16-710-2700-624			
29	CC-13507 11/13/24 Gas FFA convention	40.00		226	625			
	EXXON MOBILE		CC Accounting:	226-	16-710-2700-624			

12/23/24  
08:44:51

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/24

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Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
30	CC-13507 11/13/24 FFA supplies	43.35		226 625				
WALMART				CC Accounting: 226- 16-710-3407-582				
31	CC-13507 11/13/24 FFA Lunch	114.05		226 625				
WALMART				CC Accounting: 226- 16-710-3407-582				
32	CC-13507 11/14/24 FFA dinner	286.49		226 625				
MISC VENDOR				CC Accounting: 226- 16-710-3407-582				
33	CC-13507 11/15/24 Gas FFA convention	63.34		226 625				
EXXON MOBILE				CC Accounting: 226- 16-710-2700-624				
34	CC-13507 11/16/24 Gas FFA convention	41.81		226 625				
CONOCO				CC Accounting: 226- 16-710-2700-624				
35	CC-13507 11/16/24 Gas FFA convention	38.00		226 625				
Genex				CC Accounting: 226- 16-710-2700-624				
36	CC-13507 11/20/24 Lunch- Auditors	14.10		126 625				
FAMILY DOLLAR				CC Accounting: 126- 90-100-2500-610				
37	CC-13507 11/20/24 Transportation D&A testing	12.50		110 625				
D&A CLEARING HOUSE				CC Accounting: 110- 15-100-2700-340				
38	CC-13507 11/20/24 Lunch Auditors	105.23		126 625				
AMERICAN LEGION SUPPER CLUB				CC Accounting: 126- 90-100-2500-610				
39	CC-13507 11/21/24 Lunch Auditors	42.00		126 625				
FRED'S GRILL AND CASINO				CC Accounting: 126- 90-100-2500-610				
40	CC-13508 11/04/24 Staff incentives	32.98		110 625				
ALBERTSON'S				CC Accounting: 110- 15-100-2700-610				
41	CC-13508 11/26/24 Xmas decor District Office	36.25		226 625				
FAMILY DOLLAR				CC Accounting: 226- 16-100-2300-610				
42	CC-13508 12/03/24 Gas ACTE conference	50.26		215 625			825	
Genex				CC Accounting: 215- 16-451-1411-582-825				
43	CC-13509 11/07/24 98544C Sensor Kit	366.89		126 625				
MISC VENDOR				CC Accounting: 126- 90-100-2600-615				
44	CC-13509 11/14/24 Plywood, soffits	412.69		226 625				
FARMERS UNION LUMBER COMPANY				CC Accounting: 226- 16-100-2600-615				
45	CC-13509 11/21/24 Gravity hinge, 180 self clos	101.01		126 625				
MISC VENDOR				CC Accounting: 126- 90-100-2600-615				
46	CC-13510 11/05/24 Bottled water- board meeting	10.00		126 625				
FAMILY DOLLAR				CC Accounting: 126- 90-100-2300-610				
47	CC-13510 11/05/24 Student incentives	20.76		126 625				
AMAZON				CC Accounting: 126- 15-280-1000-610				
48	CC-13510 11/06/24 Bandsaw blade	32.22		126 625				
AMAZON				CC Accounting: 126- 50-100-1000-610				
49	CC-13510 11/06/24 Ink Cartridge	168.99		226 625				
AMAZON				CC Accounting: 226- 16-141-1000-610				
50	CC-13510 11/06/24 Laminator sheets	31.77		126 625				
AMAZON				CC Accounting: 126- 15-280-1000-610				
51	CC-13510 11/06/24 Mobile whiteboards	205.19		115 625			315	
AMAZON				CC Accounting: 115- 15-494-1000-610-315				



POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/24

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Frog-Func			
74 AMAZON	CC-13510 11/20/24 Sewing machine foot pedal	25.98		226 625				
75 AMAZON	CC-13510 11/20/24 Wireless keyboard	149.00		226 625				
76 AMAZON	CC-13510 11/20/24 Classroom engagement games	14.47		226 625				
77 AMAZON	CC-13510 11/20/24 Easel stand, flip chart/mark	134.96		226 625				
78 AMAZON	CC-13510 11/21/24 Mobile whiteboard	159.92		226 625				
79 AMAZON	CC-13510 11/22/24 Cordless vacuum cleaner	65.00		126 625				
80 AMAZON	CC-13510 11/22/24 Cordless vacuum cleaner	64.99		126 625				
81 FAMILY DOLLAR	CC-13510 11/25/24 Candy Xmas candy bags	359.45		126 625				
82 AMAZON	CC-13510 11/25/24 Candy canes	173.45		126 625				
83 AMAZON	CC-13510 11/25/24 Color cardstock	163.50		126 625				
84 AMAZON	CC-13510 11/26/24 4in foam balls for crafts	113.94		126 625				
85 AMAZON	CC-13510 11/26/24 Wipes for computers	81.99		126 625				
86 AMAZON	CC-13510 11/26/24 Cardstock, writing paper	239.89		126 625				
87 AMAZON	CC-13510 11/26/24 Laptop battery	30.88		226 625				
88 AMAZON	CC-13510 11/26/24 Scotch packaging tape	27.40		126 625				
89 AMAZON	CC-13510 11/26/24 Wipes for computers	136.65		126 625				
90 AMAZON	CC-13510 11/27/24 Food dehydrator	231.99		126 625				
91 AMAZON	CC-13510 11/27/24 Food dehydrator	231.99		126 625				
92 AMAZON	CC-13510 11/27/24 Cardstock, writing paper	885.20		126 625				
93 AMAZON	CC-13510 11/29/24 Giant bead box	21.57		126 625				
94 FAMILY DOLLAR	CC-13510 12/03/24 Soda for board meeting	31.25		126 625				
95 AMAZON	CC-13510 12/04/24 120 pk computer mouse	364.76		226 625				

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/24

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
96	CC-13510 12/04/24 Pipe cleaners	7.99		126 625				
AMAZON				CC Accounting: 126- 14-280-1000-610				
97	CC-13511 11/21/24 Meal buffalo unity project	110.50		115 625			700	
BUCKHORN CAFE				CC Accounting: 115- 50-470-1000-610-700				
98	CC-13511 11/21/24 Meal JOM meeting	75.75		115 625			700	
BUCKHORN CAFE				CC Accounting: 115- 50-470-1000-610-700				
99	CC-13512 11/12/24 Assorted donuts	13.78		126 625				
ALBERTSON'S				CC Accounting: 126- 15-100-1000-610				
100	CC-13512 11/19/24 Turkey bingo cards	325.98		115 625			315	
WALMART				CC Accounting: 115- 15-494-2115-610-315				
101	CC-13513 11/09/24 2 Ipad 64 gb	658.00		226 625				
APPLE				CC Accounting: 226- 16-720-3500-610				
102	CC-13513 11/11/24 2 Ipad pro 256gb	2,398.00		226 625				
APPLE				CC Accounting: 226- 16-720-3500-610				
103	CC-13513 11/12/24 Google sheets-expert	70.14		226 625				
WIX				CC Accounting: 226- 16-141-1000-610				
104	CC-13513 11/19/24 Wix premium plan	324.00		226 625				
WIX				CC Accounting: 226- 16-141-1000-610				
105	CC-13513 12/04/24 Monthly zoom cloud	10.00		226 625				
ZOOM				CC Accounting: 226- 16-141-1000-610				
106	CC-13513 11/13/24 Yearly subscription	300.00		126 625				
DOCUSIGN				CC Accounting: 126- 15-280-1000-610				
107	CC-13514 11/07/24 Meal	26.00		110 625				
AMERICAN LEGION SUPPER CLUB				CC Accounting: 110- 14-100-2700-582				
108	CC-13514 11/13/24 Extension cords	24.98		110 625				
WOLF CITY AUTO INC.				CC Accounting: 110- 14-100-2700-440				
109	CC-13514 11/20/24 Coffee	31.98		110 625				
TANDE'S GROCERY				CC Accounting: 110- 14-100-2700-610				
110	CC-13514 11/20/24 Jumper cables	269.97		110 625				
WOLF CITY AUTO INC.				CC Accounting: 110- 50-100-2700-440				
111	CC-13514 11/22/24 Disc brake rotor, disk pads	1,303.37		110 625				
DAKOTA DIESEL USA, INC.				CC Accounting: 110- 15-100-2700-440				
112	CC-13514 11/22/24 Garbage bags	33.12		110 625				
MENARDS				CC Accounting: 110- 15-100-2700-610				
113	CC-13514 11/26/24 Gas- Suburban	44.71		226 625				
AGLAND CO-OP				CC Accounting: 226- 16-720-2700-624				
114	CC-13514 12/02/24 Brake fluid	53.98		110 625				
WOLF CITY AUTO INC.				CC Accounting: 110- 50-100-2700-440				
115	CC-13515 11/07/24 Lunches BUP presenters	68.00		115 625			50	
MAIN STREET GROCERY				CC Accounting: 115- 50-100-1000-300- 50				
116	CC-13515 11/07/24 Pizzas BUP presenters	236.25		115 625			50	
BUCKHORN CAFE				CC Accounting: 115- 50-100-1000-300- 50				
117	CC-13515 11/12/24 Pizzas BUP presenters	57.25		115 625			50	
BUCKHORN CAFE				CC Accounting: 115- 50-100-1000-300- 50				

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POPLAR SCHOOLS  
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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
118	CC-13515 11/14/24 Gas HS wrestling	64.20		226 625		
AGLAND CO-OP			CC Accounting:	226- 16-720-3500-624		
119	CC-13515 11/14/24 Gas HS wrestling	52.57		226 625		
AGLAND CO-OP			CC Accounting:	226- 16-720-3500-624		
120	CC-13515 11/15/24 Attendance pizza party	153.75		126 625		
BUCKHORN CAFE			CC Accounting:	126- 50-100-1000-610		
121	CC-13515 11/17/24 5x7 pics honor roll	62.89		126 625		
SHUTTERFLY			CC Accounting:	126- 14-100-1000-610		
122	CC-13515 11/17/24 5x7 pics honor roll	62.88		126 625		
SHUTTERFLY			CC Accounting:	126- 50-100-1000-610		
123	CC-13516 11/13/24 S&D timers	15.19		226 625		
AMAZON			CC Accounting:	226- 16-720-3500-610		
124	CC-13516 11/18/24 Cardstock athletic banquet	43.98		226 625		
WILL'S OFFICE WORLD			CC Accounting:	226- 16-720-3500-610		
125	CC-13516 11/19/24 Athletic banquet supplies	78.50		226 625		
FAMILY DOLLAR			CC Accounting:	226- 16-720-3500-610		
126	CC-13516 11/20/24 Buns athletic banquet	6.27		226 625		
MAIN STREET GROCERY			CC Accounting:	226- 16-720-3500-610		
127	CC-13516 12/03/24 HS girls bball shorts	49.50		226 625		
BSN SPORTS			CC Accounting:	226- 16-720-3503-610		
128	CC-13516 12/04/24 HS girls bball shorts	203.00		226 625		
BSN SPORTS			CC Accounting:	226- 16-720-3503-610		
129	CC-13516 12/04/24 AD room lockwood tourney	340.87		226 625		
MISC VENDOR			CC Accounting:	226- 16-720-3500-582		
130	CC-13517 11/13/24 Girls statistics program	61.00		226 625		
Trackwrestling.com			CC Accounting:	226- 16-720-3505-610		
131	CC-13517 11/13/24 Boys statistics program	81.00		226 625		
Trackwrestling.com			CC Accounting:	226- 16-720-3505-610		
70133	25956 MIDWEST TRANSIT EQUIPMENT, INC.	112,025.00				
2024 Ford 15 passenger van.						
1	12/13/24 2024 Ford 15 passenger van	112,025.00*		226 16 100-2600		732
70130	24481 WIPFLI LLP	47,450.00				
Progress bill for financial statement audit						
1	2614154 12/11/24 2024 audit fees	28,690.00*		126 90 100-2307		330
2	2614154 12/11/24 2024 audit fees	18,760.00		226 16 100-2307		330
# of Claims	6	Total: 199,103.03	# of Vendors	5		





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POPLAR SCHOOLS  
Claim Approval Signature Page  
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I have carefully examined the above CLAIM APPROVAL LIST and refer  
the same to the Board of Trustees.

Approved by Board of Finance Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above is correct

\_\_\_\_\_

Business Manager/Clerk

12/26/24  
08:46:28

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/24

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
70136	10069 MONTANA DAKOTA UTILITIES	29,697.50				
1	12/26/24 Admin building- Gas	170.40		126 90 100-2600		411
2	12/26/24 Admin building- Electric	197.82		126 90 100-2600		412
3	12/26/24 Maint. Shop- Gas	218.48		126 90 100-2600		411
4	12/26/24 Maint. Shop- Electric	96.60		126 90 100-2600		412
5	12/26/24 Bus Garage- Gas	218.75		110 15 100-2700		411
6	12/26/24 Bus Garage- Gas	218.74		110 14 100-2700		411
7	12/26/24 Bus Garage- Gas	218.74		110 50 100-2700		411
8	12/26/24 Bus Garage- Electric	52.34		110 15 100-2700		412
9	12/26/24 Bus Garage- Electric	52.34		110 14 100-2700		412
10	12/26/24 Bus Garage- Electric	52.34		110 50 100-2700		412
11	12/26/24 Middle&Grade School- Gas	5,418.09		126 90 100-2600		411
12	12/26/24 Middle&Grade School- Electric	9,744.77		126 90 100-2600		412
13	12/26/24 High School- Gas	4,857.46		226 16 100-2600		411
14	12/26/24 High School- Electric	4,728.04		226 16 100-2600		412
15	12/26/24 Football Field- Electric	30.14		226 16 100-2600		412
16	12/26/24 413 W HWY 2- Gas	119.90		126 90 100-2600		411
17	12/26/24 413 W HWY 2- Electric	85.50		126 90 100-2600		412
18	12/26/24 407 4th Ave- Gas/Electric	228.61		115 100-2620		410 31
19	12/26/24 317 W HWY 2- Gas/Electric	283.53		115 100-2620		410 31
20	12/26/24 Apt 1A- Gas/Electric	188.37		115 100-2620		410 31
21	12/26/24 Apt 1B-Gas/Electric	127.03		115 100-2620		410 31
22	12/26/24 Apt 1C-Gas/Electric	208.01		115 100-2620		410 31
23	12/26/24 Apt 2A- Gas/Electric	186.54		115 100-2620		410 31
24	12/26/24 Apt 2B- Gas/Electric	240.69		115 100-2620		410 31
25	12/26/24 Apt 2C- Gas/Electric	148.18		115 100-2620		410 31
26	12/26/24 Apt 3A- Gas/Electric	208.66		115 100-2620		410 31
27	12/26/24 Apt 3B- Gas/Electric	201.35		115 100-2620		410 31
28	12/26/24 Apt 3C- Gas/Electric	205.60		115 100-2620		410 31
29	12/26/24 Apt 4A- Gas/Electric	150.79		115 100-2620		410 31
30	12/26/24 Apt 4B- Gas/Electric	259.10		115 100-2620		410 31
31	12/26/24 Apt 4C- Gas/ Electric	7.17		115 100-2620		410 31
32	12/26/24 Apt 5A- Gas/Electric	223.69		115 100-2620		410 31
33	12/26/24 Apt 5B- Gas/Electric	167.45		115 100-2620		410 31
34	12/26/24 Apt 5C- Gas/ Electric	182.28		115 100-2620		410 31
# of Claims		1	Total:	29,697.50	# of Vendors	1



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I have carefully examined the above CLAIM APPROVAL LIST and refer  
the same to the Board of Trustees.

Approved by Board of Finance Committee:

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I hereby certify that the above is correct

\_\_\_\_\_

Business Manager/Clerk

01/08/25  
09:04:40

POPLAR SCHOOLS  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
70175		25582 ACELLUS EDUCATIONAL SERVICES LLC	10,374.00					
		26 Gold Student License						
1		101901 12/19/24 26 Gold Student License	10,374.00*		226 16 100-2210		680	
70184		25862 ADVANCED SOLUTIONS LLC	650.00					
1		3305 12/05/24 Schoolwide pest elimination	650.00		226 16 100-2600		440	
70162		25022 ALLDATA	1,470.00					
1		05024097 11/03/24 Collision&Access yearly subs	1,470.00*		215 16 451-1411		610	825
70148		20220 BIG VALLEY WATER	515.00					
1		180479 11/04/24 Water for PES	69.00		126 15 100-1000		610	
2		180478 11/04/24 Water for PHS	117.00		226 16 100-1000		610	
3		180535 11/12/24 Water for PHS	85.00		226 16 100-1000		610	
4		180628 11/22/24 Water for admin office	29.00		126 90 100-2300		610	
5		180593 11/18/24 Water for PHS	37.00		226 16 100-1000		610	
6		180627 11/22/24 Water for PES	101.00		126 15 100-1000		610	
7		177447 Water for PHS	77.00		226 16 100-1000		610	
70165		14372 BILLINGS HOTEL & CONVENTION CENTER	6,473.88					
		Rooms for high school boy and girls basketball tip off in Lockwood						
1		12/15/24 HS girls rooms	3,170.88		226 16 720-3503		582	
2		12/15/24 HS boys rooms lockwood tip off	3,303.00		226 16 720-3504		582	
70144		24666 BROCK COPENHAVER	75.00					
		Cell phone service cost for the month of January 2025						
1		01/04/25 Cell phone service cost	75.00		226 16 100-2600		531	
70173		24666 BROCK COPENHAVER	562.62					
		Mileage and per diem for Lockwood tip off basketball tournament						
1		12/20/24 Mileage & per diem	562.62		226 16 720-3500		582	
70193		24666 BROCK COPENHAVER	513.06					
		Travel to MHS Annual Meeting in Billings MT						
1		01/03/25 Travel MHS meeting Billings	513.06		226 16 720-3500		582	

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
70191	26024 BUSES INC.	19,244.67					
	Repairs on athletics bus #4						
1	INV-46942 12/30/24 Bus #4 repairs	19,244.67*		226 16 720-2700		440	
70176	23538 CASCADE COUNTY REGIONAL YOUTH	1,000.00					
	Student tuition						
1	202511-008 12/01/24 Student tuition	1,000.00		213 16 100-1000		563	
70180	23538 CASCADE COUNTY REGIONAL YOUTH	1,240.00					
	Student tuition for December 2024.						
	Total 31 days						
1	202512-002 01/01/25 Student tuition	1,240.00		213 16 100-1000		563	
70195	26026 CDH AUTO GLASS	1,650.00					
	Windshield repairs on 2-15 passenger vans						
1	1361 01/07/25 Windshield on 15 pass van	825.00		110 15 100-2700		440	
2	1362 01/07/25 Windshield on 15 pass van	825.00		110 15 100-2700		440	
70167	10748 CITY OF POPLAR	6,900.63					
	Water and sewer charges for December 2024						
1	12/23/24 Admin building- water/sewer	95.51		126 90 100-2600		421	
2	12/23/24 #9 shop- water/sewer	61.93		126 90 100-2600		421	
3	12/23/24 Trnsprtn&mntnc water/sewer	125.86		126 90 100-2600		421	
4	12/23/24 Bus Garage- water/sewer	172.32		110 15 100-2700		421	
5	12/23/24 Grade school- water/sewer	1,355.53		126 90 100-2600		421	
6	12/23/24 Middle school- water/sewer	949.92		126 90 100-2600		421	
7	12/23/24 High school- water/sewer	67.73		226 16 100-2600		421	
8	12/23/24 HS metal shop- water/sewer	2,007.48		226 16 100-2600		421	
9	12/23/24 Supt house- water/sewer	102.36*		115 100-2620		410	31
10	12/23/24 Townhouse #1- water/sewer	144.87*		115 100-2620		410	31
11	12/23/24 Townhouse #2- water/sewer	150.55*		115 100-2620		410	31
12	12/23/24 Townhouse #3- water/sewer	265.86*		115 100-2620		410	31
13	12/23/24 Townhouse #4- water/sewer	144.97*		115 100-2620		410	31
14	12/23/24 Townhouse #5- water/sewer	145.22*		115 100-2620		410	31
15	12/23/24 Prof Village- Garbage	94.05*		115 100-2620		410	31
16	12/23/24 HS football field- water	676.73		226 16 100-2600		421	
17	12/23/24 HS sprinkling- water	169.87		226 16 100-2600		421	
18	12/23/24 HS sprinkling 2- water	169.87		226 16 100-2600		421	

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
70174		26019 CONNIE WITTAK	207.98					
1		12/30/24 Materials for class reimburse	103.99		126 14	100-1000	610	
2		12/30/24 Materials for class reimburse	103.99		126 50	100-1000	610	
70141		24979 COY WEEKS	75.00					
		Cell phone service for the month of January 2025						
1		01/12/25 Cell phone service cost	75.00		226 16	100-2600	531	
70181		24934 CP SPEECH THERAPY	7,750.00					
1		164 01/04/25 Speech Therapy contracted time	1,550.00*		126 14	280-2160	320	
2		164 01/04/25 Speech Therapy contracted time	3,100.00*		126 15	280-2160	320	
3		164 01/04/25 Speech Therapy contracted time	1,550.00		126 50	280-2160	320	
4		164 01/04/25 Speech Therapy contracted time	1,550.00		226 16	280-2160	320	
70170		10044 DACOTAH PAPER CO.	1,106.92					
1		37467 12/09/24 Cleaning supplies	844.32		212 90	910-3100	610	
2		43930 12/20/24 Wiper grabbox	262.60		212 90	910-3100	610	
70153		23606 ELIZABETH A. SHIPSTEAD	3,001.01					
		Schoolwide Occupational Therapist for December 2024						
1		000073 12/31/24 Schoolwide OT	600.21*		126 14	280-2160	320	
2		000073 12/31/24 Schoolwide OT	1,200.40*		126 15	280-2160	320	
3		000073 12/31/24 Schoolwide OT	600.20		126 50	280-2160	320	
4		000073 12/31/24 Schoolwide OT	600.20		226 16	280-2160	320	
70187		25960 ENGSTROM REFRIGERATION	466.84					
1		1617 01/03/25 Repairs on contactor	466.84		126 90	100-2600	440	
70185		25073 FIREMAN'S COMPANY	1,375.00					
1		17469 12/02/24 Service fire alarm system	1,375.00		126 90	100-2600	440	
70161		24787 FORT PECK JOURNAL. LLC	224.00					
1		3318 12/04/24 Advertising	156.80		126 90	100-2300	540	
2		3318 12/04/24 Advertising	67.20*		226 16	100-2300	540	
70138		22225 FRANK GOURNEAU	75.00					
		Cell phone service for the month of January 2025						
1		01/12/25 Cell phone service cost	75.00		226 16	100-2600	531	



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POPLAR SCHOOLS  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
70143		25502 GREG GOURNEAU	75.00						
		Cell phone service charge for the month of January 2025							
1		01/12/25 Monthly service charge	75.00		126 90 100-2600		531		
70169		14345 J & M DISTRIBUTING	4,769.40						
1		75244 12/02/24 Milk for cafeteria	330.50		212 90 910-3100		570		
2		75215 12/03/24 Milk for cafeteria	611.30		212 90 910-3100		570		
3		75349 12/06/24 Milk for cafeteria	1,324.10		212 90 910-3100		570		
4		74470 12/10/24 Milk for cafeteria	1,194.50		212 90 910-3100		570		
5		74230 12/13/24 Milk for cafeteria	870.50		212 90 910-3100		570		
6		75530 12/17/24 Milk for cafeteria	438.50		212 90 910-3100		570		
70147		13164 J.W. PEPPER & SON, INC.	173.29						
1		366989158 11/22/24 Sheet music	67.19	39107	226 16 100-1000		610		
2		367010288 12/03/24 Sheet music	20.10	39107	226 16 100-1000		610		
3		367034964 12/11/24 Sheet music	86.00	39107	226 16 100-1000		610		
70139		25360 JOHN WETSIT	75.00						
		Cellphone service for the month of January 2025							
1		01/12/25 Cell phone service cost	75.00		126 90 100-2600		531		
70149		23989 KALEVA LAW FIRM	2,062.50						
1		8012 12/10/24 Legal	1,443.75*		126 90 100-2306		330		
2		8012 12/10/24 Legal	618.75*		226 16 100-2306		330		
70194		26025 KORNER BAR	1,035.00						
1		12/19/24 BLT staff appreciation dinner	1,035.00		226 16 100-1000		610		
70140		24786 LEWIS REESE	75.00						
		Cell phone service for the month of January 2025							
1		01/12/25 Cell phone service cost	75.00		126 90 100-2600		531		
70179		14492 LINDE GAS AND EQUIPMENT INC.	117.67						
1		47256249 12/31/24 Acetylene, CO2	117.67		226 16 390-1000		610		
70151		24921 LORRI COULTER, MS, PS, BCBA	5,100.00						
		School psychologist time for December 2024							
1		1037 12/23/24 School psychologist	1,020.00*		126 14 280-2140		320		
2		1037 12/23/24 School psychologist	2,040.00*		126 15 280-2140		320		
3		1037 12/23/24 School psychologist	1,020.00		126 50 280-2140		320		
4		1037 12/23/24 School psychologist	1,020.00		226 16 280-2140		320		

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
70156		10087 MAIN STREET GROCERY	492.43					
1		350920 11/04/24 Groceries MS FCS	32.22		126 50	100-1000	610	
2		321151 11/04/24 Lettuce for salad bar	21.02		212 90	910-3100	570	
3		070934 11/05/24 Groceries MS FCS	27.25		126 50	100-1000	610	
4		040929 11/06/24 Groceries MS FCS	10.60		126 50	100-1000	610	
5		1431406 11/06/24 PES groceries	53.64		126 15	100-1000	610	
6		871147 11/07/24 Groceries MS FCS	43.22		126 50	100-1000	610	
7		130847 11/08/24 PES groceries	18.79		126 15	100-1000	610	
8		131243 11/08/24 Groceries MS FCS	17.08		126 50	100-1000	610	
9		280939 11/11/24 Groceries MS FCS	23.69		126 50	100-1000	610	
10		861250 11/11/24 Groceries board meeting meal	37.42		126 90	100-2300	610	
11		240919 11/12/24 Groceries MS FCS	10.48		126 50	100-1000	610	
12		320929 11/13/24 Groceries MS FCS	23.96		126 50	100-1000	610	
13		250934 11/14/24 Groceries MS FCS	37.83		126 50	100-1000	610	
14		611148 11/14/24 Groceries MS FCS	30.53		126 50	100-1000	610	
15		300920 11/15/24 Groceries MS FCS	20.00		126 50	100-1000	610	
16		320955 11/19/24 Groceries MS FCS	6.70		126 50	100-1000	610	
17		310928 11/20/24 Groceries MS FCS	21.65		126 50	100-1000	610	
18		270915 11/25/24 Groceries MS FCS	51.35		126 50	100-1000	610	
19		060920 11/25/24 Groceries MS FCS	5.00		126 50	100-1000	610	
70171		25209 MARCO TECHNOLOGIES LLC	5,164.94					
1		545232712 01/15/24 Copier Contract Payment	645.60		126 14	100-1000	610	
2		545232712 01/15/24 Copier Contract Payment	645.62		126 14	280-1000	610	
3		545232712 01/15/24 Copier Contract Payment	645.62		126 15	100-1000	610	
4		545232712 01/15/24 Copier Contract Payment	645.62		126 15	280-1000	610	
5		545232712 01/15/24 Copier Contract Payment	645.62		126 50	100-1000	610	
6		545232712 01/15/24 Copier Contract Payment	645.62		126 50	280-1000	610	
7		545232712 01/15/24 Copier Contract Payment	645.62		226 16	100-1000	610	
8		545232712 01/15/24 Copier Contract Payment	645.62		226 16	280-1000	610	
70182		25863 MARCO TECHNOLOGIES LLC. NW 7128	896.34					
1		13318073 12/19/24 HP LaserJet Printer	896.34		226 16	141-1000	610	
70183		25863 MARCO TECHNOLOGIES LLC. NW 7128	87.50					
1		13189230 11/15/24 Marco Support Help	87.50		126 15	141-1000	610	

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
70188	24040 MID-AMERICAN RESEARCH CHEMICAL	4,388.62					
1	0837077IN 12/13/24 Janitorial supplies	3,000.00		126 90 100-2600		615	
2	0837077IN 12/13/24 Janitorial supplies	1,388.62		226 16 100-2600		615	
70137	21147 MORGAN NORGAARD	75.00					
	Cell phone service for the month of January 2025						
1	01/12/25 Cell phone service cost	75.00		126 90 100-2600		531	
70158	25610 ORIENTAL TRADING	178.58					
1	696601 11/24/24 PES xmas ornament crafts	178.58	39113	115 15 494-1000		610	315
70186	25121 OSTLUND'S FIRE PROTECTION, INC	531.00					
1	6110 12/20/24 Sprinkler system inspection	531.00		126 90 100-2600		440	
70142	24767 PATTI JO BLACK	75.00					
	Cell phone services for the month of January 2025						
1	01/12/25 Cell phone service cost	75.00		226 16 100-2600		531	
70159	12397 PERMA-BOUND	1,460.43					
	Elementary library books						
1	1988000-04 Library books	14.74		126 15 100-2225		640	
2	1988000-03 Library books	16.44		126 15 100-2225		640	
3	1988000-02 Library books	177.50		126 15 100-2225		640	
4	1988000-01 Library books	526.21		126 15 100-2225		640	
5	1988000-00 Library books	725.54		126 15 100-2225		640	
70172	10253 PITNEY BOWES PURCHASE POWER	1,555.06					
1	12/16/24 Postage meter refill	1,088.54		126 90 100-2300		532	
2	12/16/24 Postage meter refill	466.52		226 16 100-2300		532	
70177	24469 POWER SCHOOL GROUP, LLC	2,340.00					
	School Messenger Custom App						
1	INV420693 09/12/24 School messenger app	585.00*		126 14 100-2210		680	
2	INV420693 09/12/24 School messenger app	585.00*		126 50 100-2210		680	
3	INV420693 09/12/24 School messenger app	1,170.00*		126 15 100-2210		680	

01/08/25  
09:04:40

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/25

Page: 7 of 11  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
70178	25967	PRO VISION	11,232.00						
8		Camera system installation							
1		INV2132281 11/30/24 Camera systems in buses	11,232.00		111 90	100-2700	660		
70146	20276	PRO-ED	97.90						
1		3047548 08/01/24 Transition programs	97.90	39068	226 16	280-1000	610		
70145	24416	ROGUE FITNESS	2,796.95						
1		12712813 08/01/24 Weights HS weight room	2,371.66	39076	226 16	100-1000	610		
2		12712813 08/01/24 Shipping	425.29	39076	226 16	100-1000	610		
70192	10170	SAFEGUARD BUSINESS SYSTEMS	963.75						
1		9006710484 01/04/25 Payroll warrant checks	481.88		126 90	100-2500	610		
2		9006710484 01/04/25 Payroll warrant checks	481.87		226 16	100-2500	610		
70160	25764	SCHOLASTIC INC.	3,258.00						
1		M7517117 07/23/24 Scholastic News	3,258.00		115 15	494-1000	610	315	
70154	10079	SCHOOL SPECIALTY, LLC	1,781.20						
1		1657013 12/04/24 PES office supplies	1,781.20	39114	126 15	100-1000	610		
70168	10079	SCHOOL SPECIALTY, LLC	364.34						
1		5242756 12/20/24 Sax paint brushes	314.85	39118	226 16	100-1000	610		
2		5242756 12/20/24 1 Gal Mod Podge	42.52	39118	226 16	100-1000	610		
3		5242756 12/20/24 Sax pint mars black	6.97	39118	226 16	100-1000	610		
70152	24038	SHEILA FLADAGER	3,430.00						
		Speech-Language pathologist for December 2024							
1		12/31/24 Schoolwide speech pathologist	1,200.50		126 14	280-2150	320		
2		12/31/24 Schoolwide speech pathologist	2,058.00		126 15	280-2150	320		
3		12/31/24 Schoolwide speech pathologist	171.50		126 50	280-2150	320		
70163	12492	SYSCO MONTANA INC.	36,401.01						
1		543293705 12/03/24 Dairy, meats, frozen	9,753.44		212 90	910-3100	570		
2		543295321 12/04/24 Holiday cookie dough	717.41		212 90	910-3100	570		
3		543298480 12/06/24 Can&dry, Poultry, produce	4,213.27		212 90	910-3100	570		
4		543298480 12/06/24 Paper & disposables	483.25		212 90	910-3100	610		
5		543303890 12/10/24 Frozen, Produce, canned	8,984.15		212 90	910-3100	570		
6		543303891 12/10/24 Fresh fruits and veggies	351.86*		212 90	910-3100	572		
7		543303892 12/10/24 Fresh fruits and veggies	219.38*		212 90	910-3100	573		
8		543308768 12/13/24 Coffee, bfast bars, plates	426.14		126 14	100-1000	610		
9		543308768 12/13/24 Coffee, bfast bars, plates	426.13		126 50	100-1000	610		

01/08/25  
09:04:40

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/25

Page: 8 of 11  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
10		543308767 12/13/24 Dairy, Meats, frozen	3,692.75		212 90	910-3100	570	
11		543314225 12/17/24 Produce, meats, dairy	6,300.25		212 90	910-3100	570	
12		543318877 12/20/24 Napkins	205.38		212 90	910-3100	610	
13		543322348 12/23/24 Cereal	260.97		212 90	910-3100	570	
14		543313659 12/17/24 Credit	-205.22		212 90	910-3100	570	
15		543318876 12/20/24 Sack lunches xmas break	571.85		126 90	100-2300	610	
70190		12492 SYSCO MONTANA INC.	6,367.35					
1		543298479 12/06/24 Paper & Disposables	4,000.00		126 90	100-2600	615	
2		543298479 12/06/24 Paper & Disposables	1,958.80		226 16	100-2600	615	
3		543318878 12/20/24 Ice Melt	479.50		126 90	100-2600	615	
4		543322267 12/23/24 Ice Melt -CREDIT	-70.95		126 90	100-2600	615	
70164		13395 U.S. FOOD SERVICE, INC.	10,014.09					
1		4297024 12/02/24 Produce, frozen	1,952.08		212 90	910-3100	570	
2		5918037 12/02/24 Credit	-18.24		212 90	910-3100	570	
3		4399302 12/05/24 Produce, dairy, meats	2,461.36		212 90	910-3100	570	
4		4489596 12/09/24 2nd grade gingerbread cookies	143.51		126 15	100-1000	610	
5		4489597 12/09/24 Pork/Beef, Produce	700.06		212 90	910-3100	570	
6		4587843 12/12/24 Fruit & fruit snacks xmas bag	561.65		226 16	100-2300	610	
7		4678469 12/16/24 Fresh fruits and vegetables	385.20*		212 90	910-3100	572	
8		4678470 12/16/24 Fresh fruits and vegetables	190.10*		212 90	910-3100	573	
9		4678471 12/16/24 Fruit xmas bags	570.00		126 90	100-2300	610	
10		4774764 12/19/24 Pork/Beef, produce, dry groce	839.15		212 90	910-3100	570	
11		4774762 12/19/24 Sack lunch xmas break	2,229.22		126 90	100-2300	610	
70189		22443 ULINE SHIPPING SUPPLIES	1,887.37					
1		186070857 11/25/24 Janitorial supplies	1,200.00		126 90	100-2600	615	
2		186070857 11/25/24 Janitorial supplies	687.37		226 16	100-2600	615	
70155		24179 WATERFORD	7,700.00					
80		Reading student license and 1 Virtual training						
1		INV10551 11/30/24 Reading student license	7,040.00*	39116	126 15	100-2210	680	
2		INV10551 11/30/24 Virtual training	660.00*	39116	126 15	100-2210	680	
70157		10111 WILL'S OFFICE WORLD	112.20					
1		10437624 11/27/24 Copier service agreement	18.71		126 14	100-1000	610	
2		10437624 11/27/24 Copier service agreement	18.70		126 14	280-1000	610	
3		10437624 11/27/24 Copier service agreement	18.69		126 15	100-1000	610	
4		10437624 11/27/24 Copier service agreement	18.70		126 15	280-1000	610	
5		10437624 11/27/24 Copier service agreement	18.70		126 50	100-1000	610	
6		10437624 11/27/24 Copier service agreement	18.70		126 50	280-1000	610	

01/08/25  
09:04:40

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/25

Page: 9 of 11  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
70150		20976 WOLFTRAX BROADCASTING, LLC	401.31					
1		24110181 11/30/24 Sports sponsorship	107.63*		226 16	100-2300	540	
2		24110180 11/30/24 AM bulk pkg	58.74		126 90	100-2300	540	
3		24110179 11/30/24 FM bulk pkg	234.94		126 90	100-2300	540	
		# of Claims	58	Total:	182,485.84	# of Vendors	52	



01/08/25  
09:04:40

POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 1 / 25

Page: 11 of 11  
Report ID: AP100A

I have carefully examined the above CLAIM APPROVAL LIST and refer  
the same to the Board of Trustees.

Approved by Board of Finance Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above is correct

\_\_\_\_\_

Business Manager/Clerk





**Poplar**

School District

## **BUDGET v. ACTUAL INVESTMENT**

**Students First**

12/31/24  
10:12:32

POPLAR SCHOOLS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 25

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
101 Elementary General Fund	0.00	1,817,367.77	4,406,015.08	4,406,015.08	2,588,647.31	41%
110 Elementary Transportation Fund	0.00	164,570.47	480,700.00	480,700.00	316,129.53	34%
111 Elementary Bus Depreciation Fund	0.00	85,900.00	1,146,755.99	1,146,755.99	1,060,855.99	7%
113 Elementary Tuition Fund	0.00	0.00	126.21	126.21	126.21	0%
114 Elementary Retirement Fund	0.00	459,563.56	1,350,000.00	1,350,000.00	890,436.44	34%
115 Elementary Miscellaneous Programs	0.00	871,413.21	2,710,884.25	2,710,884.25	1,839,471.04	32%
126 Elementary Impact Aid Fund	12,730.85	2,652,024.78	7,901,221.02	7,901,221.02	5,249,196.24	34%
128 Elementary Technology Fund	0.00	15,000.00	30,608.17	30,608.17	15,608.17	49%
129 Elementary Flex Fund	0.00	30,024.82	513,512.88	513,512.88	483,488.06	6%
161 Elementary Building Reserve Fund	0.00	0.00	528,197.50	528,197.50	528,197.50	0%
201 High School General Fund	0.00	903,569.49	2,444,374.97	2,444,374.97	1,540,805.48	37%
210 High School Transportation Fund	0.00	41,530.74	195,200.00	195,200.00	153,669.26	21%
211 High School Bus Depreciation Fund	0.00	0.00	656,396.94	656,396.94	656,396.94	0%
212 High School Food Service Fund	21.02	334,882.81	940,311.00	940,311.00	605,428.19	36%
213 High School Tuition Fund	0.00	5,494.10	39,489.32	39,489.32	33,995.22	14%
214 High School Retirement Fund	0.00	174,709.85	753,420.00	753,420.00	578,710.15	23%
215 High School Miscellaneous Programs	0.00	68,297.66	271,512.30	271,512.30	203,214.64	25%
218 High School Traffic Education Fund	0.00	0.00	861.28	861.28	861.28	0%
226 High School Impact Aid Fund	2,854.47	795,732.75	2,702,157.71	2,702,157.71	1,906,424.96	29%
228 High School Technology Fund	0.00	7,500.00	15,093.08	15,093.08	7,593.08	50%
229 High School Flex Fund	0.00	40,295.00	370,722.15	370,722.15	330,427.15	11%
261 High School Building Reserve Fund	0.00	0.00	281,226.57	281,226.57	281,226.57	0%
Grand Total:	15,606.34	8,467,877.01	27,738,786.42	27,738,786.42	19,270,909.41	31%



**Poplar**

School District

# **INVESTMENT REPORT**

**Students First**

December 20, 2024

Betty Romo, County Treasurer

400 2nd Avenue South

Wolf Point, Mt 59201

Please invest with **STIP** **\$14,925,600** as follows:

<b>ELEMENTARY</b>	<b>FUND</b>	<b>PREVIOUS MONTH</b>	<b>DIFFERENCE</b>	<b>CURRENT MONTH</b>
<b>101</b>	GENERAL	\$0	\$448,800	\$448,800
<b>110</b>	TRANSPORTATION	\$75,000	\$140,000	\$215,000
<b>111</b>	BUS DEPRECIATION	\$1,030,000	\$25,000	\$1,055,000
<b>113</b>	TUITION	\$0	\$0	\$0
<b>114</b>	RETIREMENT	\$285,000	\$0	\$285,000
<b>115</b>	MISC FUNDS	\$0	\$0	\$0
<b>121</b>	SICK LEAVE	\$22,500	\$0	\$22,500
<b>126</b>	IMPACT AID	\$5,580,000	-\$156,050	\$5,423,950
<b>128</b>	TECHNOLOGY	\$15,000	\$0	\$15,000
<b>129</b>	FLEX FUND	\$500,000	\$0	\$500,000
<b>160</b>	BUILDING	\$160,000	\$0	\$160,000
<b>161</b>	BUILDING RESERVE	\$425,000	\$25,000	\$450,000
<b>ELEMENTARY TOTALS</b>		<b>\$8,092,500</b>	<b>\$482,750</b>	<b>\$8,575,250</b>
<b>HIGH SCHOOL</b>				
<b>201</b>	GENERAL	\$0	\$310,250	\$310,250
<b>210</b>	TRANSPORTATION	\$100,000	\$33,750	\$133,750
<b>211</b>	BUS DEPRECIATION	\$585,000	\$40,000	\$625,000
<b>212</b>	HOT LUNCH	\$0	\$0	\$0
<b>213</b>	TUITION	\$0	\$0	\$0
<b>214</b>	RETIREMENT	\$165,000	\$0	\$165,000
<b>215</b>	MISC FUNDS	\$0	\$0	\$0
<b>218</b>	TRAFFIC EDUCATION	\$4,500	\$0	\$4,500
<b>221</b>	SICK LEAVE	\$18,500	\$0	\$18,500
<b>226</b>	IMPACT AID	\$3,810,000	\$713,350	\$4,523,350
<b>228</b>	TECHNOLOGY	\$0	\$0	\$0
<b>229</b>	FLEX FUND	\$325,000	\$5,000	\$330,000
<b>260</b>	BUILDING	\$0	\$0	\$0
<b>261</b>	BUILDING RESERVE	\$200,000	\$40,000	\$240,000
<b>HIGH SCHOOL TOTALS</b>		<b>\$5,208,000</b>	<b>\$1,142,350</b>	<b>\$6,350,350</b>
<b>TOTAL INVESTMENTS</b>		<b>\$13,300,500</b>	<b>\$1,625,100</b>	<b>\$14,925,600</b>

Sincerely,

*Judy Linthicum*

Business Manager



**Poplar**

School District

# **HS ACTIVITY FUND**

**Students First**

12/31/24  
10:07:21

POPULAR SCHOOLS  
Statement of Activity by Account Number for 12/01/24 to 12/31/24

Page: 1 of 4  
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
1 HIGH SCHOOL STUDENT COUNCIL	11094.51	795.22	109.31	682.00	0.00	0.00	0.00	0.00	11090.60
4 DRAMA	1749.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1749.09
5 INDUSTRIAL ARTS	1767.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1767.03
6 ATHLETICS	4381.50	4337.57	0.00	2397.88	0.00	0.00	0.00	0.00	2441.81
7 ANNUAL	2875.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2875.64
8 7-8 MS STUDENT COUNCIL	148.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.43
10 MUSIC	7382.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7382.19
11 FCCLA	4336.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4336.01
12 NATIONAL HONOR SOCIETY	1218.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1218.11
13 PEP CLUB	1903.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1903.80
15 INDIAN CLUB	299.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	299.04
16 INDEPENDENCE BANK CARD DONATION	33476.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33476.50
17 DISTRICT MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 VENDING ACCOUNT	2839.04	0.00	0.00	461.00	0.00	0.00	0.00	0.00	3300.04
22 BPA	1083.14	1225.66	0.00	4481.00	0.00	0.00	0.00	0.00	4338.48
23 INTEREST	44.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.13
38 MS ART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39 MOA MT CAREER ASSOC (JMG)	1194.70	0.00	0.00	774.00	0.00	0.00	0.00	0.00	1968.70
48 HISTORY CLUB	6690.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6690.99
50 CLASS OF 2028	1002.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1002.29
53 CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54 CLASS OF 2022	4154.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4154.62
55 CLASS OF 2023	602.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	602.47
56 CLASS OF 2024	543.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	543.55
57 CLASS OF 2025	13906.28	4690.47	0.00	0.00	0.00	0.00	0.00	0.00	9215.81
58 CLASS OF 2026	5153.86	2452.43	0.00	803.50	0.00	0.00	0.00	0.00	3504.93
59 CLASS OF 2027	1565.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	1635.00
60 MS INDIAN CLUB	4881.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4881.40
61 FUTURE FARMERS OF AMERICAN	413.48	1037.77	0.00	865.00	0.00	0.00	0.00	0.00	240.71
898 MISC EARNINGS	211.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.92
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for Student Accounts</b>	<b>114918.72</b>	<b>14539.12</b>	<b>109.31</b>	<b>10534.38</b>	<b>0.00</b>	<b>0.00</b>	<b>-211.92</b>	<b>0.00</b>	<b>110811.37</b>

LaRae Crowley, Chair

Judy Linthicum, School Clerk



**Poplar**

School District

## **REPORTS**

**6.1 Superintendent**

**6.2 Administrators**

**6.3 Directors**

**Students First**

## **Agenda Number 6 Informational Items- Reports**

### **POPLAR PUBLIC SCHOOLS 9&9B**

### **BOARD AGENDA FACT SHEET**

**MEETING DATE: January 13, 2025**

#### **SUMMARY:**

6.1-6.3: Directors', Principals', and the Superintendent's reports to the Board are informational items designed to share progress towards goals being accomplished within each respective area of operation. Monthly reporting is intended to highlight the accomplishments of individual students, classrooms, parents, staff, or other groups of employees and to report any administrative changes made within their jurisdictions.

#### **6.1 Superintendent Report**

#### **6.2 Administrators Reports**

#### **6.3 Directors Reports**



## 6.1 Superintendent Report



### REPORT

#### Superintendent Report for the month of December/January

My goals for the district for this year are surrounded and grounded in the following:

1. Improving student achievement.
2. Creating and fostering a safe and orderly environment that is respectful and very positive.
3. To have more collaboration through our building leadership teams and district leadership teams.
4. Improve communication with parents and community.
5. Any and all discussions need to be students first.

### REPORT

1. Celebrations:
  - a. Over Christmas Break we served over 500 sack lunches to students. Thanks to Mary and her staff.
  - b. We also gave all staff and students Christmas bags. Thanks to Judy and her staff, all the athletes and coaches who helped, Mary and her staff, and Larae, Lori, and Marva for helping hand them out. Great Work!
  - c. Clint went to pick up the mini-bus and it is in our possession. It will definitely help.
  - d. Thanks to Mike and his crew for keeping the grounds as safe as possible considering this rainy and slick winter.

2. Concerns:

- a. Hiring/resignations: We are always saddened when we lose our good people. We hope to keep this to a minimum. Certain positions can be extremely difficult to hire (MS counselor, SPED, teachers in general). Hopefully we keep our turnover to a minimum
  - b. Health insurance rates are right around the corner. We need to keep an eye on those.
1. Sheryl Kohl is heading a math curriculum review. She has taken the task of getting a team and starting the process. Thanks to Mrs. Kohl for heading this up.
  2. Enrollment numbers: Included in the packet. 839 students as of 1/1/2025.
  3. Attendance percentages for the month of December are included in the packet.
  4. Admin attendance for the month of December was 73 hours total. Teacher attendance percentages are in the principals' reports.
  5. Bullseye walkthroughs for October: High School had 11 walkthroughs; Elementary School had 22 walkthroughs; Middle School had 10 walkthroughs.
  6. I have been in discussions with admin about sending a team of teachers to the Innovative Schools Summit in either Las Vegas or Nashville. We have school support funds that will cover the cost (and need to get spent). We have not sent our teachers to a major conference in quite a few years. I included this information in the packet.
  7. Christian Curtis applied for and received a grant for \$50,000 solely for the purpose of hiring a few individuals to help with head lice cleanouts. Over the years the district along with other groups have helped with the headlice issue. It is a great job by Chrisitan to secure this funding.
  8. Included in the packet are mileage and per diem rates for 2025.

**0857 Poplar Public  
Schools District**

Box 458, Poplar, MT 59255

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**Attendance/Membership Report**

Start/End Date: 12/02/2024 - 12/31/2024 School(s): 4 Calendar(s): 4

Grade: 05, 06, 07, 08, 09, 10, 11, 12, PK, KF, 01, 02, 03, 04

**SUMMARY Total Schools: 4 Total Calendars: 4 AdHoc Filter: All students**

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
05	63	945	123.85	821.15	63.00	54.71	106.55	7.11	86.89%	
06	63	945	95.59	849.41	63.00	56.60	74.13	4.96	89.88%	
07	65	964	186.52	777.48	64.27	51.81	130.74	8.75	80.65%	
08	58	858	162.91	695.09	57.20	46.32	118.54	7.88	81.01%	
09	68	982	129.27	852.73	65.46	56.89	114.99	7.64	86.84%	
10	75	1115	212.59	902.41	74.33	60.15	184.00	12.30	80.93%	
11	66	970	174.29	795.71	64.67	53.07	154.17	10.25	82.03%	
12	55	790	168.29	621.71	52.67	41.44	155.99	10.42	78.70%	
PK	22	330	27.88	302.12	22.00	20.15	25.90	1.71	91.55%	
KF	46	690	128.78	561.22	46.00	37.40	113.93	7.61	81.34%	
01	47	691	116.14	574.86	46.07	38.31	97.52	6.52	83.19%	
02	65	975	133.98	841.02	65.00	56.02	110.70	7.43	86.26%	
03	77	1155	98.51	1056.49	77.00	70.39	74.70	5.05	91.47%	
04	71	1063	160.12	902.88	70.87	60.15	137.07	9.18	84.94%	
<b>Total</b>	<b>14</b>	<b>841</b>	<b>12473</b>	<b>1918.72</b>	<b>10554.28</b>	<b>831.54</b>	<b>703.41</b>	<b>1598.93</b>	<b>106.81</b>	<b>84.62%</b>

**School: Poplar 5-6 School Calendar: 24-25 Poplar 5-6 School AdHoc Filter: All students**

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
05	63	945	123.85	821.15	63.00	54.71	106.55	7.11	86.89%	
06	63	945	95.59	849.41	63.00	56.60	74.13	4.96	89.88%	
<b>Total</b>	<b>2</b>	<b>126</b>	<b>1890</b>	<b>219.44</b>	<b>1670.56</b>	<b>126.00</b>	<b>111.31</b>	<b>180.68</b>	<b>12.07</b>	<b>88.39%</b>

**School: Poplar 7-8 Calendar: 24-25 Poplar 7-8 AdHoc Filter: All students**

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
07	65	964	186.52	777.48	64.27	51.81	130.74	8.75	80.65%	
08	58	858	162.91	695.09	57.20	46.32	118.54	7.88	81.01%	
<b>Total</b>	<b>2</b>	<b>123</b>	<b>1822</b>	<b>349.43</b>	<b>1472.57</b>	<b>121.47</b>	<b>98.13</b>	<b>249.28</b>	<b>16.63</b>	<b>80.82%</b>

**School: Poplar High School Calendar: 24-25 Poplar High School AdHoc Filter: All students**

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
09	68	982	129.27	852.73	65.46	56.89	114.99	7.64	86.84%	
10	75	1115	212.59	902.41	74.33	60.15	184.00	12.30	80.93%	
11	66	970	174.29	795.71	64.67	53.07	154.17	10.25	82.03%	
12	55	790	168.29	621.71	52.67	41.44	155.99	10.42	78.70%	
<b>Total</b>	<b>4</b>	<b>264</b>	<b>3857</b>	<b>684.44</b>	<b>3172.56</b>	<b>257.13</b>	<b>211.55</b>	<b>609.15</b>	<b>40.61</b>	<b>82.25%</b>

**School: Poplar School Calendar: 24-25 Poplar School AdHoc Filter: All students**

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
PK	22	330	27.88	302.12	22.00	20.15	25.90	1.71	91.55%	
KF	46	690	128.78	561.22	46.00	37.40	113.93	7.61	81.34%	
01	47	691	116.14	574.86	46.07	38.31	97.52	6.52	83.19%	
02	65	975	133.98	841.02	65.00	56.02	110.70	7.43	86.26%	
03	77	1155	98.51	1056.49	77.00	70.39	74.70	5.05	91.47%	
04	71	1063	160.12	902.88	70.87	60.15	137.07	9.18	84.94%	
<b>Total</b>	<b>6</b>	<b>328</b>	<b>4904</b>	<b>665.41</b>	<b>4238.59</b>	<b>326.94</b>	<b>282.42</b>	<b>559.82</b>	<b>37.50</b>	<b>86.43%</b>

**0857 Poplar Public  
Schools District**

Box 458, Poplar, MT 59255  
Generated on 01/08/2025 01:48:56 PM Page 1 of 1

**Student Enrollment Summary Report**

Effective Date: 01/01/2025 Enrollment Types: P, S, N  
Total Race/Ethnicities: 5 of 7 Total Schools: 5  
Race/Ethnicity Source: Federal Male/Female/Total: 424/415/839

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**

**District Level - EL**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
All Grades	-	-	-	-	-	-	-	0/0/0

**Poplar 5-6 School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
05	-	28/30/58	-	-	-	0/2/2	3/0/3	31/32/63
06	0/1/1	36/25/61	-	-	-	1/0/1	-	37/26/63
All Grades	0/1/1	64/55/119	-	-	-	1/2/3	3/0/3	68/58/126

**Poplar 7-8**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	2/0/2	30/31/61	-	-	-	-	0/1/1	32/32/64
08	-	32/26/58	-	-	-	-	-	32/26/58
All Grades	2/0/2	62/57/119	-	-	-	-	0/1/1	64/58/122

**Poplar High School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
09	2/1/3	29/32/61	-	-	-	-	0/1/1	31/34/65
10	-	35/40/75	-	-	-	-	-	35/40/75
11	-	33/31/64	-	-	-	0/1/1	0/1/1	33/33/66
12	0/1/1	24/28/52	-	-	-	-	-	24/29/53
All Grades	2/2/4	121/131/252	-	-	-	0/1/1	0/2/2	123/136/259

**Poplar School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	-	23/22/45	-	-	-	0/1/1	-	23/23/46
02	-	25/37/62	-	-	-	1/1/2	1/0/1	27/38/65
03	-	39/34/73	1/0/1	-	-	0/1/1	2/0/2	42/35/77
04	-	40/29/69	-	-	-	0/1/1	0/1/1	40/31/71
KF	-	20/23/43	-	-	-	0/1/1	1/1/2	21/25/46
PK	-	15/11/26	-	-	-	1/0/1	-	16/11/27
All Grades	-	162/156/318	1/0/1	-	-	2/5/7	4/2/6	169/163/332

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
District Level - EL	0	0
Poplar 5-6 School	123	97.62%
Poplar 7-8	122	100.00%
Poplar High School	258	99.61%
Poplar School	325	97.89%
<b>Total</b>	<b>828</b>	<b>98.69%</b>

# **POPLAR SCHOOLS SACK LUNCH DISPERSEMENT**



**December 26th and 27th**

**12 pm until 1 pm**

**Entrance to Cafeteria**

**Must be enrolled in Poplar Schools**

**Student must be present to get lunch**



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The At-Risk Students Conference focuses on evidence-based programs and strategies to prevent dropouts and to help students succeed. More than 1.2 million students in the United States and Canada drop out of high school each year – with males, low-income and minority students disproportionately impacted. While the full impact is not yet known, the Covid Crisis almost certainly made those numbers skyrocket. This conference provides valuable insights for reaching those students who are most vulnerable, and those whom early studies indicate were most negatively affected by the pandemic.

**Grad Credit Bundle**

**Summit + 3 or 4 Pre-Conference Sessions + 3 Hours  
Transferrable Grad Credit thru Wichita State**  
**Advance:** ORL \$1295 (ends 1/31) | LV & NASH \$1250 (ends 2/28) | SATX \$1150 (ends 5/31)  
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**3+ Attendees:** \$25 Discount Each  
**10+ Attendees:** \$50 Discount Each



**SOCIAL-EMOTIONAL  
LEARNING™  
FORUM**  
NEW YORK | LAS VEGAS

Truly effective schools not only help students pass their academic exams and state-mandated tests, but also prepare those students to pass the tests of life. Ironically, research shows that helping young people manage their emotions and build positive relationships not only prepares them for “real life,” but also helps them succeed academically. The Social-Emotional Learning Forum focuses on research-based and classroom-originated interventions, lessons and curriculums that help students manage their emotions, achieve goals, express heart-felt empathy for others, maintain positive relationships and make successful personal decisions.

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**Summit + 3 or 4 Pre-Conference Sessions**  
**Advance:** ORL \$795 (ends 1/31) | LV & NASH \$750 (ends 2/28) SA \$650 (ends 5/31)  
**Standard:** NY, ORL & SA \$850 | LV & NASH \$895  
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[AtRiskStudentsConference.com](http://AtRiskStudentsConference.com)

[SocialEmotionalForum.com](http://SocialEmotionalForum.com)



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The Innovative Teaching Strategies Conference assembles internationally recognized innovators together with practicing educators and consultants who are currently finding success with promising fresh approaches and research-based methodologies. This event provides an opportunity for teachers, administrators and other educators to learn about new insights and strategies for reaching and teaching students PreK-12. It emphasizes evidence-based and novel instructional practices from national-exemplary programs currently being used in schools. A particular emphasis will be placed on helping student recover from disrupted learning.

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Summit + 1 or 2 Conference Sessions

**Advance:** ORL \$695 (ends 1/31) | LV & NASH \$650 (ends 2/28)  
SA \$550 (ends 5/31)

**Standard:** NY, ORL & SA \$750 | LV & NASH \$795

**3+ Attendees:** \$25 Discount Each

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## SCHOOL DISCIPLINE™ CONFERENCE

LAS VEGAS | SAN ANTONIO

The discussion around school discipline can be polarizing. On one hand, advocacy groups and those committed to fairness are rightly disturbed that minority students are often expelled at three to four times the rate of their white peers. On the other hand, teachers and parents are deeply concerned about creating an out-of-control, even unsafe, environment where students can do as they please – without any real concern for consequences. But almost everyone agrees that students need to be in class in order to succeed academically, and that suspensions and expulsions should be as rare as possible. And almost everyone agrees that student and educator safety should be top priority.

### Summit Only

Access to All 4 Conferences

**Advance:** ORL \$650 (ends 1/31) | LV & NASH \$550 (ends 2/28)  
SA \$495 (ends 5/31)

**Standard:** NY, ORL, LV, NASH & SA \$695

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[SchoolDiscipline.com](http://SchoolDiscipline.com)





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This conference offers a wide array of critical insights and best practices for reaching and teaching students with a variety of emotional and behavioral challenges – especially trauma, adverse childhood experiences (ACEs) and PTSD. With 1 in 5 students diagnosable for a behavioral or emotional disorder and 1 in 4 students affected by 2 or more ACEs, every classroom is impacted. Principals and other administrators, general ed teachers, special ed teachers, resource teachers, interventionists and paraprofessionals will benefit from tools, recommendations and strategies for working with this often high-potential portion of the student population.

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Includes live 3-camera video feed from most Main Stage Sessions featured in Las Vegas and Nashville.

**Early Bird:** LV & NASH \$195 (ends 2/28)

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**SCHOOL CLIMATE  
& CULTURE™  
FORUM**  
NEW YORK | NASHVILLE

Scholars struggle to define and distinguish the terms, but educators agree on the need to transform both “climate” and “culture” to improve academic outcomes. This event highlights practical, real-world initiatives that are successfully transforming the character and personality of schools with particular focus on equity and recovering from the Covid Crisis. It showcases programs, assessments and tools proven to improve school culture and climate. Evidence-based and research-based interventions will be introduced, while the forum also highlights high-potential efforts currently being implemented in everyday school life.

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**David Flink**

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Long-time ASCA Ethics Chair & Legal Expert



**Dr. Charles Barrett**

District Coordinator of Psychological Services & Social Justice Thought Leader

The Innovative Counseling Strategies Conference features best practices from real educators serving in the trenches supporting students, as well as mental health experts. Some programs are research-tested, while others are promising, innovative approaches created by practicing professionals to help them better connect with students. Student support professionals will learn strategies to address challenges such as collaborating with parents and families, mental health, legal and ethical considerations, school administration unity, social justice and Tier 3 interventions.



## ELL CONFERENCE™

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**Dr. Jobi Lawrence**

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English Language Learners (ELLs) are a diverse and rapidly expanding group within K-12 schools, representing approximately 10% of students nationally. To help schools address this demographic shift, the ELL Conference brings together experts, administrators, and teachers from all corners of the education system to share strategies and best practices for addressing the unique needs of multilingual students. By supporting the academic and social-emotional success of English learners, educators enrich the learning experience for all students.

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## FY 2025 per diem rates for Montana

### Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	\$80	\$20	\$22	\$33	\$5	\$60.00
Helena	Lewis and Clark	\$74	\$18	\$20	\$31	\$5	\$55.50
Kalispell/Whitefish	Flathead	\$80	\$20	\$22	\$33	\$5	\$60.00
Missoula	Missoula	\$74	\$18	\$20	\$31	\$5	\$55.50



U.S. General Services Administration

# FY 2024 per diem rates for Montana

## Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	\$79	\$18	\$20	\$36	\$5	\$59.25
Helena	Lewis and Clark	\$64	\$14	\$16	\$29	\$5	\$48.00
Kalispell/Whitefish	Flathead	\$64	\$14	\$16	\$29	\$5	\$48.00
Missoula	Missoula	\$69	\$16	\$17	\$31	\$5	\$51.75



# IRS increases the standard mileage rate for business use in 2025; key rate increases 3 cents to 70 cents per mile

IR-2024-312, Dec. 19, 2024

WASHINGTON — The Internal Revenue Service today announced that the optional standard mileage rate for automobiles driven for business will increase by 3 cents in 2025, while the mileage rates for vehicles used for other purposes will remain unchanged from 2024.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable and medical purposes, as well as for active-duty members of the Armed Forces who are moving.

Beginning Jan. 1, 2025, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 70 cents per mile driven for business use, up 3 cents from 2024.
- 21 cents per mile driven for medical purposes, the same as in 2024.
- 21 cents per mile driven for moving purposes for qualified active-duty members of the Armed Forces, unchanged from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2024.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.

Under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. And only taxpayers who are members of the military on active duty may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.

Taxpayers using the standard mileage rate for a vehicle they own and use for business must choose to use the rate in the first year the automobile is available for business use. Then, in later years, they can choose to use the standard mileage rate or actual expenses.

For a leased vehicle, taxpayers using the standard mileage rate must employ that method for the entire lease period, including renewals.

Notice 2025-5 [PDF](#) contains the optional 2025 standard mileage rates, as well as the maximum automobile cost used to calculate mileage reimbursement allowances under a fixed-and variable rate (FAVR) plan. The notice also provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in 2025 for which employers may calculate mileage allowances using a cents-per-mile valuation rule or the fleet-average-valuation rule.

*Page Last Reviewed or Updated: 19-Dec-2024*

## **6.2 Administrator Reports**

**Elementary Principal-John Wetsit**

**Middle School Principal-Morgan Norgaard**

**High School Principal-Frank Gourneau**

**SPED-Patti Black**



# Poplar School District

PO Box 458, Poplar, Montana 59255

**Superintendent**

Keith Erickson

Phone: (406) 768-6602

**K-4 Principal**

John Wetsit

Phone: (406) 768-6631

**5-8 Principal**

Morgan Norgaard

Phone: (406) 768-6731

**9-12 Principal**

Frank Gourneau

Phone: (406) 768-6831

**SPED Director**

Patti Black

Phone: (406) 768-6812

**K-4 Associate Principal**

Greg Gourneau

Phone: (406) 768-6634

**5-8 Associate School Principal**

Lewis Reese

Phone: (406) 768-6735

**9-12 Associate Principal**

Coy Weeks

Phone: (406) 768-6818

*The mission of Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.*

**Jan. 7<sup>th</sup>, 2025**

**Enrollment: 330**

**Teacher Leave: 395 Hours**

**Student Attendance:**

**Overall Attendance – 92.21%**

**PK 95.83%**

**KF 89.93%**

**01 90.33%**

**02 92.15%**

**03 94.60%**

**04 90.98%**

**Walk Throughs: 17 Walk Throughs**

**MAPS Testing (District Benchmarking) - Begins Jan. 13<sup>th</sup>**

**MAST Testing (State Testing) – Window Opens Jan.13<sup>th</sup>**

**Literacy Consultant Kim Penn is on Site Jan 7<sup>th</sup> - 9<sup>th</sup>**

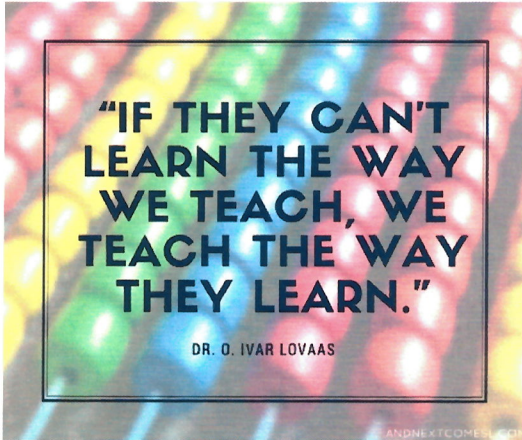
**John Wetsit**

**Elementary Principal**

**HIGH SCHOOL PRINCIPAL REPORT**  
**January Board Meeting**

**Principal Report**

- Current Student Enrollment: 259 students
- Open positions: Counselor (1), ALC (1)
- JDC
  - Continuing to work with JDC to educate the individuals incarcerated
  - Planning a meeting this month to work out some other details
- Walkthroughs for High School in December: 10
- Walkthroughs for the High School for the school year: 94
- Teacher Leave for December:
  - 227.5 hours



## Special Education Board Report, January 13

- I have been completing SPED certified staff observations.
- We as a District need to make sure all areas of school are handicap accessible.
- We are continuing to test students from referrals to see if they qualify for SPED. We will be assessing 7-3/4-year-olds from Head Start who may qualify for SPED due to assessments by Head Start Staff.

### **High School SPED News**

- One of our biggest achievements this school year is how a student responds to his assigned tasks. Initially, he was resistant to completing even the first page, but now we can give him multiple pages and at times the same activities as the rest of his classmates and he can accomplish them (without complaints).
- Another positive news is how much compassion and understanding the students show whenever Mr. Seeb needs to attend to a high-needs student. His students behave when I overlook his class and mine. They do their activities quietly.
- Third, positive news: Most of the seniors (in SPED) are on track to graduate in May and perform well. Some are working part-time, and some are participating in sports.
- Lastly, most of our students are more conscious about their grades, obtaining credits, and being on track to graduate on time. When they fall behind, they ask for assistance in reaching out to their teachers so that they can catch up.

**Patti Jo Black, Poplar Schools SPED Director**

### **6.3 Directors Reports**

**Food Service-Mary Plante**

**Maintenance-Mike Gorder**

**Transportation-Clint Linthicum**

**Jake Riediger-Technology**

**Athletic Director-Brock Copenhaver**

## Kitchen December 2024 Monthly Report:

Hope everyone had a great Holiday. The kitchen staff would like to Thank the board for the great meal that was provided at the Legion and all who helped set it up. Time is flying by. It is now January of the school year.

For the month of December, we had 15 days of preparing meals for our students and staff.

For the Pre-K -4 <sup>th</sup> grade we served:	Breakfast: 3070	Lunch: 4179
5 <sup>th</sup> -6 <sup>th</sup> Grade	Breakfast: 1171	Lunch: 1594
7 <sup>th</sup> - 8 <sup>th</sup> Grade	Breakfast: 1023	Lunch: 1564
9 <sup>th</sup> - 12 <sup>th</sup> Grade	Breakfast: 2922	Lunch: 1501
Adult Meals:		Lunch: 863
Totals:	Breakfast: 8186	Lunch: 8838
Adults:		Lunch: 863

Total reimbursement for the student breakfast's \$23,248.24 Lunch: \$39,329.10

Performance-Based Reimbursement (Lunch) \$795.42

Total amount will be \$63,372.76 for the month of December.

On December 26<sup>th</sup> and 27<sup>th</sup> we prepared 600 sack lunches total, and all were given to students.

Any questions please feel free to contact me.

## Report

---

**From** Mike Gorder <Mike.Gorder@poplarschools.com>

**Date** Tue 1/7/2025 8:19 AM

**To** Keith Erickson <Keith.Erickson@poplarschools.com>

### Maintenance Repot

January 2025

Things have been going well got caught up on some things over the Christmas break

Nice to have Clarence back to work

Going to have MTI from Billings come up and do some adjusting on water valves and damper actuators

On the MS air handlers

Donny says things are going well with housing

I am recommending Taylor Buckles move from Sub Custodian to Custodial 1 position

And Marxist Delim and Dandy Vitor for night Sub Custodian

Thank you

Mike

Clint Linthicum transportation report

The 2008 MCI back going to change windshield on Thursday use it Saturday

Took the 1998 MCI back to fix up

Getting the route changed from 6 to 4

Levi and I are getting set up as A certified trainer for S in endorsement

The new 15 passengers made A trip to circle kids liked it

A handwritten signature in blue ink, appearing to read "Clint Linthicum". The signature is written in a cursive style with a long horizontal stroke extending to the right.

# *Poplar School District*

*PO Box 458, Poplar, Montana 59255*

**Superintendent**  
**Phone: 406-768-6600**  
**Fax: 406-768-6800**

**High School Principal**  
Phone: 406-768-6830

**Elementary Principal**  
Phone: 406-768-6630

**Middle School Principal**  
Phone: 406-768-6730

*The mission of Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.*

## Technology Report

Tech department responded to approximately 130 tasks in December

Went through the MS & HS chromebook carts during the break to make sure all chromebooks were there and chargers were working

Updated/replaced 2 timeclock computers

Tech dept recorded all 6 elem music programs on iPad

December was a relatively slow month

Jake Riediger

Technology Director



# **ATHLETIC DIRECTOR REPORT**

## **JANUARY 13<sup>TH</sup> BOARD MEETING**

- Current Openings as of 1/6/2025 when completing the report and pending recommendations to the board.
  - **Middle School**
    - Golf (1)
    - Track and Field (3)
  - **High School**
    - Pep Club Advisor (1)
    - Assistant Track and Field Coach (2)
    - Head Tennis Coach (1)
    - Assistant Tennis Coach (1)
    - Assistant Golf Coach (1)
    - Weightlifting Coach Spring (1)
  - **Grade Checks were done every Monday in December 2024.**
  - **Sub-Varsity Basketball Tournament Hosted by Poplar was a success. The following teams participated: Lustre, White Shield, Glasgow, Malta, Wolf Point, Poplar. 19 games in 1 day.**
  - **MHSA Annual AD Meetings will be held January 19<sup>th</sup>-20<sup>th</sup>- Billings, MT**

If you have any questions or concerns, feel free to give me a call 406-561-3874

Brock Copenhaver

Career Pathways/Athletic Director



**Poplar**

School District

## **DISCUSSION AGENDA**

**Students First**

**Agenda Number 7 Discussion Agenda  
POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: January 13, 2025**

**SUMMARY:**

**7.1 Montana High School Association Proposal: The annual Montana High School Association meeting is January 19/20 in Billings. Included in the packet are the proposals for the meeting. I will be discussing these with the Board of Trustees.**

**7.2 Impact Aid Payments: We have received an elementary and high school impact aid payment for our district. Included in the packet are both those payments.**

**7.3 CDL Trainings: I have been working on a CDL training proposal that I will possibly bring back to the Board of Trustees in the next couple meetings. These will include some sort of incentive and possibly having the district help pay certifications.**

**7.4 Comprehensive Needs Assessment: All students, staff, parents, board members will need to take the CNA. All schools in Montana are required to take the CNA. We have taken it before. It is mandated by Montana OPI.**



**MONTANA HIGH SCHOOL ASSOCIATION  
2025 ANNUAL MEETING**

**Monday, January 20, 2025  
Billings Motel & Convention Center  
Billings, Montana**

**PROPOSALS**

- 1. Proposal to Amend Students Below Ninth Grade By-Law -----1  
*Presented by: Sunburst-North Toole County*
- 2. Proposal to Amend Transfer Rule By-Law -----1-2  
*Presented by: Polson High School*
- 3. Proposal to Amend Award By-Law -----2-4  
*Presented by: MHSAA Executive Board*
- 4. Proposal to Amend Amateur Rule By-Law-----4-7  
*Presented by: MHSAA Executive Board*
- 5. Proposal to Add General Penalties, Section 2.8.2 By-Law-----7-8  
*Presented by: MHSAA Executive Board*
- 6. Proposal to Amend Physical Exam By-Law-----8-9  
*Presented by: MHSAA Executive Board*

**1. Proposal to Amend Requirements for Eligibility for Participation in an Association Contest By-Law – Students Below Ninth Grade**

The following amendment is proposed to By-Law, Article II, Section 5.1f on page 12 of the current MHSA Handbook:

**Section (5) STUDENTS BELOW NINTH GRADE**

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

- a. The eighth-grade student is participating in a contest other than football.
- b. 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.
- 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-grade student may not also participate in that same sport at a level under high school concurrently.~~

Delete:

"Committed to a contest at the high school level, the eighth grade student may not also participate in that same sport at a level under high school concurrently"

**Rationale**

It is illogical that eighth graders are permitted to engage in different sports concurrently (ex. junior high basketball and high school volleyball), yet are prohibited from participating in the same sport at the same time (ex. high school volleyball and junior high volleyball).

**Fiscal Note:** (if any)

N/A

**2. Proposal to Amend Requirements for Eligibility for Participation in an Association Contest By-Law – Transfer Rule**

The following amendment is proposed to By-Law, Article II, Section 10.1a on page 13 of the current MHSA Handbook:

**Section (10)**

10.1a A student who moves into a new district or school attendance area upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment. ***"However, if the move is within a 50 mile radius, then the MHSA Transfer Rule applies."*** The legal guardianship must have been established at least one calendar year before the transfer. If the parent(s) or legal guardian(s) move to a new location, a student

must follow within a calendar year of the move to be eligible for varsity competition after proper certification by his/her principal.

**Adding** "unless the move is within a 50 mile radius, then the MHSAs Transfer Rule applies."

### **Rationale**

Rationale for Amendment to Article II Section 10.1.a

The addition of the language, "unless the move is within a 50-mile radius, then the MHSAs Transfer Rule applies," seeks to address a growing concern regarding the interpretation and application of the current residency guidelines. This clarification is intended to:

1. **Reduce Ambiguity:** The current language may inadvertently allow for scenarios where claims of residency changes are used to circumvent the intent of the eligibility rules. By defining a 50-mile radius threshold, the amendment provides a clear and consistent guideline for determining whether the MHSAs Transfer Rule applies.
2. **Enhance Fairness:** High school athletics aim to promote equitable competition. This amendment prevents potential misuse of the residency clause, ensuring that students and schools adhere to fair practices and maintain the integrity of the eligibility process.
3. **Streamline Oversight:** The amendment simplifies the certification process for principals and the MHSAs by establishing a measurable standard (the 50-mile radius), reducing the subjective interpretation of "residency changes" and minimizing disputes.
4. **Uphold Competitive Balance:** By applying the Transfer Rule in cases where a move occurs within the 50-mile radius, the amendment deters strategic relocations aimed at gaining athletic advantage, preserving the competitive balance across member schools.

This language adjustment strengthens the MHSAs commitment to transparency, equity, and the foundational principles of high school athletics.

**Fiscal Note:** (if any)

### **3 Proposal to Amend Requirements for Eligibility for Participation in an Association Contest By-Law – MHSAs Awards Rule**

The following amendments are proposed to By-Law, Article II, Section 15 on page 15 of the current MHSAs Handbook:

#### **Section (15) AWARD RULE**

~~15.1—No award exceeding one hundred dollars (\$100.00) in value shall be given per event in any MHSAs sanctioned sport or in any MHSAs sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Special awareness functions (i.e. pink week) are included as defined events with the following limitation: merchandise retained by students in conjunction with awareness events is restricted to disposable items such as basic t-shirts, socks, headbands/wristbands and similar items. Cash cannot be awarded. A single Association Contest is not considered an "event" for the purpose of this rule.~~

#### **INTERPRETATIONS**

- ~~1. Schools may provide training apparel for practice and/or workouts that will be fully depreciated and have no intrinsic value at the end of the season. These items may be provided by the school and/or its boosters, including general or team fundraisers, provided that the items are school-approved~~

- and are supplied on a gender-equitable basis. Allowable items are limited to one of each of the following: practice shirt, practice shorts, spandex, tights and a pair of socks.
2. Schools may provide warm-up shirts (e.g. shooting shirts) to be worn on the court/field before a contest. They can be provided by the school and/or boosters provided the items are school-approved and supplied on a gender-neutral basis.
  3. The acceptance of awards and/or prizes in non-sanctioned sports or activities shall not endanger member schools' students' eligibility.
- 15.2 Awards of \$5.00 or less in value may be provided to individuals based on sportsmanship exhibited in any single Association contest. Awards of \$3.00 or less in value may be provided to individuals based on satisfactory completion of tasks set forth for fundraising activities such as pop hoop shoots, passing accuracy contests etc.
- 15.3 When a student is selected by chance or random drawing, to participate in a halftime or pregame contest involving a sport skill (e.g. throwing, kicking, or shooting a basketball), he or she may receive cash or merchandise prize from the contest, without affecting eligibility under MHSA Awards and Amateur rules. Random drawing of names or lucky numbers in a program determining the participant would not be a violation. Examples include, but are not limited to, booster club fund-raisers, drawings to shoot a half-court or three-point shot, or passing a football to win a prize. During the season of activity, a player from a school team is permitted to participate in such contests, provided the selection occurs randomly.
- 15.4 Individual miniature trophies for first and second place MHSA state championship events may be purchased from the Association's awards provider.
- 15.5 Penalties shall apply when:
- a. The student accepts any award exceeding one hundred dollars (\$100.00) in value from a commercial club or other civic organization.
  - b. Any type of cash is accepted.
- Penalties shall not apply when:
- c. The award is purchased and presented by the student's parents.
  - d. The award is purchased by the student with money earned or secured through his/her own individual efforts.
- 15.6 Violation of the award rule will render the student ineligible in the MHSA-sponsored sport or activity for which the student received the award. The Executive Board will follow the same procedure for restoring the eligibility status as provided in the last paragraph of the Amateur Rule, Article II, Section (19) of the By-Laws.

**15.1 A student participant may not accept monetary compensation (cash) in recognition of activities performance, participation and/or achievement. A student may accept non-monetary compensation or items of value solely in recognition of activities ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any gift certificates (so long as they are not convertible to cash), discounts, coupons, etc., does not exceed \$500 retail value annually (July 1 – June 30).**

**NOTE: For the purposes of this rule, "non-monetary compensation or items of value" does not include customary awards of a symbolic nature without resale value such as:**

- a. *The school's athletic letter, medals, ribbons, certificates, plaques, trophies, and other emblems.*
- b. *The award is purchased and presented by the student's parents or when the award is purchased by the student with money earned or secured through his/her own individual efforts.*
- c. *MHSA Sportsmanship Awards*

**NOTE: For the purposes of this rule, these items which have been a part of the previous awards rule would be included in the "non-monetary compensation or items of value":**

- a. *Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.*

- b. Schools may provide warm-up shirts (e.g. shooting shirts) to be worn on the court/field before a contest.*
- c. Fundraising activities such as pop hoop shoots, passing accuracy contests etc.*
- d. Individual miniature trophies for first and second place MHSAA state championship events purchased from the Association's awards provider.*

**15.2** *This rule does not regulate or prohibit compensation received by a student for ability, participation and/or achievement in a non-MHSA sport or activity, nor does this rule prohibit the acceptance of college scholarships by students.*

**15.3** *A coach or director is responsible for reporting to the school's athletic/activities director all compensation or items of value received by the students on that coach/director's team within one month of the receipt of the compensation or items of value. Principals are responsible for verifying to the association, if requested, that the total sum of compensation or items of value received by each student participant at that school does not exceed \$500 retail value for each participant.*

**15.4** *A student participating without compensation as a contestant, coach, or similar participant in athletic or other activities may accept the use of necessary equipment and incidental services customarily furnished amateur participants in such activities, may accept reimbursement for direct and necessary expenses for participation (including mileage where the student must drive), and where participation requires absence from home, may accept necessary meals and lodging.*

**15.5** *When a student is selected by chance or random drawing, to participate in a halftime or pregame contest involving a sport skill (e.g. throwing, kicking, or shooting a basketball), he or she may receive cash or merchandise prize from the contest, without affecting eligibility under MHSAA Awards and Amateur rules.*

*Random drawing of names or lucky numbers in a program determining the participant would not be a violation. Examples include, but are not limited to, booster club fund-raisers, drawings to shoot a half-court or three point shot, or passing a football to win a prize. During the season of activity, a player from a school team is permitted to participate in such contests, provided the selection occurs randomly.*

**15.6** *A student becomes ineligible from the date of the report of the violation to the MHSAA office. Penalties for the awards rule apply when:*

- a. Any type of cash is accepted.*
- b. A student is awarded non-monetary compensation or items of value over \$500 annually (July 1 – June 30).*
- c. The MHSAA Ridgeway Settlement Agreement is not followed by schools.*

Rationale

The MHSAA Executive Board is proposing a change to the current awards rule to mirror policies that have been adopted in surrounding states. The current MHSAA Awards rule allows students to accept awards in value up to \$100 and the award can only be given for 4 defined events: Camp, Tournament, Post season banquet, or a fundraiser. The defined events are often misunderstood.

The new proposal is that a student may accept non-monetary compensation or items of value solely in recognition of activities ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including gift certificates (no cash), discounts, coupons, apparel, shoes, etc., does not exceed \$500 retail value annually. The MHSAA Ridgeway Settlement in this decision must be followed

Fiscal Note: (if any)

None



#### 4. Proposal to Amend Requirements for Eligibility for Participation in an Association Contest By-Law – Amateur Rule

The MHSA Executive Board proposes a revision to the Eligibility section (pg. 15-16, Section 16, to amend the amateur rule to allow the opportunity for MHSA student athletes to capitalize on their Name, Image and Likeness (NIL).

##### Section (16) — AMATEUR RULE

~~16.1 All contestants in the Montana High School Association must be amateurs. An amateur is one who engages in athletics for the educational, physical, mental and social benefits he/she derives therefrom, and to whom athletics are nothing more than an avocation. To remain an amateur, the student may not:~~

- ~~a. Accept remuneration directly or indirectly for playing on athletic teams.~~
- ~~b. Play or manage under an assumed name.~~
- ~~c. Receive donations or gifts for participation outside the MHSA award rule.~~
- ~~d. Knowingly accept payment for excessive expense allowances. It is not permissible for an athlete to receive money from coaches for unidentified or unspecified expenses.~~
- ~~e. Sell a prize won in competition.~~
- ~~f. Bet on a contest in which he/she is to participate.~~

~~16.2 A student who becomes a professional in an MHSA sponsored sport is considered a professional in that sport only and is ineligible for further high school athletic competition in that sport only until such time as returned to amateur status in that sport.~~

~~16.3 A student may be reinstated as an amateur by the Executive Board after not less than one calendar year has elapsed since the date he/she was declared a professional, provided his/her high school principal requests in writing the reinstatement as an amateur and certifies that the student has not, during that one year period, violated the rules of amateurism, and that the student is not now under contract to, or owned by, any professional athletic organization.~~

##### INTERPRETATION

~~A student athlete may:~~

- ~~1. A student athlete may work in camps where he/she is not participating as a “camper”, fulfilling duties that include some officiating, coaching and instructing.~~
- ~~2. Be employed in the intramural sports program of his/her school in which duties include officiating intramural contests for the going rate for such employment.~~
- ~~3. Participate as an individual or as a member of a team against professional athletes, but the student athlete may not participate on a professional team.~~
- ~~4. Participate and/or work in summer athletic camps but any awards accepted must not be in conflict with the awards rule.~~
- ~~5. Participate in sports during the summer or during a season when the player is not a member of a regular high school team, providing monetary compensation is not received for services.~~

##### **NEW RULE**

##### **Section (16) AMATEUR RULE**

**16.1 All contestants in the Montana High School Association must be amateurs. An amateur is one who engages in athletics for the educational, physical, mental and social benefits he/she derives therefrom, and to whom athletics are nothing more than an avocation. An athlete forfeits amateur status in a sport by:**

- a. Competing for or accepting money or other monetary compensation (it is permissible for a student to accept necessary meals, lodging, and transportation in connection with playing a contest).**
- b. Play or manage under an assumed name.**
- c. Receiving any award or prize of monetary value which exceeds the amount that has been approved by the MHSA.**

- d. *Except as provided under By-Law 16.2, permitting the use of name, image, and/or likeness (NIL) as an athlete, in the promotion of a commercial or profit-making event, item, plan, or service*
- e. *A student who becomes a professional in an MHSA-sponsored sport is considered a professional in that sport only and is ineligible for further high school athletic competition in that sport only until such time as returned to amateur status in that sport.*
- f. *Sell a prize won in a competition.*
- g. *Bet on a contest in which he/she is to participate.*

**16.2 Under By-law 16.1d, the term “commercial or profit-making event, item, plan, or service” means any situation in which the person or entity will receive or hopes to receive anything of value, monetary or non-monetary, but does not include student participation in fundraising activities for non-profit organizations. This also does not prohibit a student from participating in any such event, item, plan, or services sponsored by or benefiting the student’s MHSA member school or its activities.**

**Under By-law 16.1d, the term “as an athlete” shall not include use of the name, image, or likeness of a student of a MHSA member school participating in MHSA-sponsored activities, unless otherwise explicitly permitted or prohibited by state or federal law or the MHSA member school’s policies or rules, within the following limitations:**

- a. **Students may engage in name, image and/or likeness (NIL) activities subject to the following:**
  - 1. **The student’s NIL activities may NOT include an image or likeness of the student in uniform or other clothing or gear provided by the MHSA or the member school the student is attending or has attended.**
  - 2. **The student shall not use any MHSA or the member school’s facilities, proprietary patents, products, copyrights, and/or equipment for the purpose of any NIL activities**
  - 3. **The student shall not use any MHSA or the member school’s practice and/or game film for the purpose of any NIL activities**
  - 4. **The student shall not promote any person or entity, or their services and/or products, during the MHSA member school’s scheduled school day or during any team activities.**
  - 5. **When required to follow the MHSA or MHSA member school’s uniform or dress requirements, the student may not wear any person’s or entity’s logo, mark, or insignia, or in any other way represent the person or entity with which the student has agreed to an NIL activity.**
  - 6. **No compensation (or prospective compensation) for the NIL activity may be provided by the MHSA member school; an agent of the member school (e.g., school booster club, foundation, employee, etc.); or anyone affiliated with the member school in any way attempting to induce the student to attend or participate in any activity of a MHSA member school.**
  - 7. **The student shall not promote activities, services, or products, directly or in any way associated with, but not limited to:**
    - i. **Alcohol, tobacco, nicotine, or vaping.**
    - ii. **Controlled substances, including illegal drugs (such as cannabis) or any paraphernalia**
    - iii. **Any item, activity, or conduct which is prohibited or unlawful for any school-aged student under state or federal law or the policies of the MHSA or the MHSA member school.**
    - iv. **Gambling of any kind, including sports betting, lottery, or other, even if the entity for whom the student has agreed to engage in NIL activities has the appropriate permits or licenses as required by law.**

- b. Violation of by-law 16.2 may result in a determination by the member school and the MHSA of the student's ineligibility for activity participation. Compliance with these rules does not guarantee the student's NIL activity or activities comply with other laws or rules which may affect the student, such as rules established by the NCAA, NAIA, or NJCAA. Students and their parents or guardians are strongly encouraged to contact any such organization which may have separate rules and to consult with their own legal counsel regarding any compliance questions or concerns, including review of any contracts or agreements related to NIL activities of any kind. The MHSA and its staff will consult with MHSA member schools, parents/guardians, and/or students who have questions about the MHSA-specific NIL rules but will not offer advisory opinions that are binding on the MHSA, its staff, or its Board of Directors, and will not review contracts or agreements relating to NIL activities.*

**16.3** *Accepting a nominal standards fee or salary for instructing, supervising or officiating in an organized youth sports program or recreation or playground activities shall not jeopardize amateur standards.*

**16.4** *A student may be reinstated as an amateur by the Executive Board after not less than one calendar year has elapsed since the date he/she was declared a professional, provided his/her high school principal requests in writing the reinstatement as an amateur and certifies that the student has not, during that one year period, violated the rules of amateurism, and that the student is not now under contract to, or owned by, any professional athletic organization.*

Interpretations

**A student athlete may:**

- 1. Work in camps where he/she is not participating as a "camper", fulfilling duties that include some officiating, coaching and instructing.*
- 2. Be employed in the intramural sports program of his/her school in which duties include officiating intramural contests for the going rate for such employment.*
- 3. Participate as an individual or as a member of a team against professional athletes, but the student athlete may not participate on a professional team.*
- 4. Participate and/or work in summer athletic camps, but any awards accepted must not be in conflict with the awards rule.*
- 5. Participate in sports during the summer or during a season when the player is not a member of a regular high school team, providing monetary compensation is not received for services.*

Rationale:

The MHSA Executive Board is proposing the addition of NIL in high school in Montana. This rule is pending approval from the 2025 Montana Legislative session for our state law to allow. Currently 38 of 50 states allow NIL for high school athletes and this proposal is consistent with other surrounding state policies that have been implemented. This rule allows for a student athlete to profit on his/her NIL, but in no way can it be tied to his/her school.

Fiscal Note:

None

#### **5. Proposal to Amend Penalties By-Law, Add General Penalties, Section 2.8.2**

The following amendment is proposed to By-Laws, Article VIII, Section (2) on page 19 and 20 of the current MHSA Handbook:

**Section 2 - General Penalties, Section 2.8.2 (added at the end):**

***Any attendee ejected by mutual agreement of the Official and Administration from a regular season or MHSА tournament contest will incur a minimum three (3) game/event suspension from that team's games/events and all other MHSА games/events in the interim at any level of competition.***

***If the ejection occurs with fewer than three (3) games/events remaining in the team's season, the suspension will carry over to the school's sports season which immediately follows.***

***An attendee ejected for a second time during a school year shall be suspended for a minimum of one (1) calendar year from all MHSА regular and postseason events. MHSА member schools may increase these minimum penalties at their discretion.***

Rationale:

Rationale:

Montana needs a consistent policy for fan ejections across the state. This will serve as a deterrent for fans and will promote better sportsmanship for MHSА spectators.

Fiscal Note:

N/A.

**6. Proposal to Amend Requirements for Eligibility for Participation in an Association Contest By-Law – Physical Exam**

The following amendment is proposed to By-Laws, Article II, Section (3) on page 12 of the current MHSА Handbook:

**Article II, Section 3:**

**Section (3) PHYSICAL EXAM**

- 3.1 A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. ~~This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year.~~ ***Physical examinations conducted May 1 and thereafter are valid for the following two school years; Physical examinations conducted prior to May 1 are valid only for the remainder of that school year and the following school year.*** The physical examination form developed by the MHSА Sports Medicine Advisory Committee and approved by the MHSА Executive Board must be used. A current form may be obtained from the Montana High School Association. ***An interim history form is required during the off years when no physical examination is conducted and must be submitted to the school prior to the first practice.***

NOTE: Whenever the Association's Rules and Regulations specify that physical examinations shall be required or that doctors shall be present at certain events or that reports or physical examinations or certificates of physical fitness shall be furnished to an official of the Association, the rules and regulations shall be deemed complied with if the services are performed within the scope and limitations of his/her practice. This complies with Section 33-22-111 of the Laws of Montana which provide for freedom of choice of practitioners.

### **Rationale**

1. The timing of a comprehensive physical exam occurring between 1-3 years is supported by the AAP, AAFP and sports medicine organizations such as the ACSM, AMSSM, AOSSM and AOASM.
2. A two-year physical exam would help alleviate the strain on medical providers, particularly in rural areas, that typically need to perform a high volume of pre-participation physical exams (PPEs) in a short amount of time.
3. The SMAC believes the PPE is best used in conjunction with an athlete's medical home/primary care provider incorporated into routine health-care supervision. The goal of this change is to encourage families to have the PPE performed as part of routine well-child checks.
4. The SMAC also believes the two-year PPE would facilitate a move away from mass physicals which are strongly discouraged by the NFHS and to the medical home/ primary care provider's office where the provider is familiar with the athlete's medical history. (NFHS article on PPEs)
5. Following NFHS recommendations, encouraging the PPE to occur at the medical home/primary care provider's office increases the effectiveness, safety and completeness of the examination and is considered best practice. Athletes are more willing to discuss sensitive subjects, including mental health, with a familiar physician ensuring an accurate evaluation. (NFHS article on value, timing of PPEs)

### **Fiscal Note** (if any)

1. PPEs are covered by insurance when performed as part of routine medical care.
2. There would be no cost to the schools.

# Poplar High School District #9B - 361031

REQUEST PAYMENT BLOCK

[← GO BACK](#)

**Amount Paid: \$1,057,347.00**

<b>7003(b) Payment Proration</b>	50%	<b>Attendance Ratio</b>	0.94361	<b>Payment Date</b>	12/16/2024
<b>Fiscal Year</b>	2025	<b>Local Contribution Rate (LCR)</b>	\$8,262.00	<b>FY 2025 Paid to Date</b>	\$1,057,347.00
<b>Application Number</b>	<u>21828</u>	<b>Learning Opportunity Threshold (LOT)</b>	100	<b>Application Type</b>	7003(b)
				<b>Payment Type</b>	Initial Payment

## Section 7003(b) Payment Calculation

Category	Federally Connected Membership ?	Average Daily Attendance (ADA) ?	Weight ?	Weighted Student Units (WSU) ?	Maximum Basic Support Payment ?	LOT Payment ?	Prorated Payment ?
C Indian Lands ?	217	204.763	1.25	255.954	\$2,114,693.70	\$2,114,693.70	\$1,057,346.85
<b>Totals</b>	<b>217</b>	<b>204.7634</b>		<b>255.9542</b>	<b>\$2,114,693.70</b>	<b>\$2,114,693.70</b>	<b>\$1,057,347.00</b>

SEC. 7010. FEDERAL ADMINISTRATION. (20 U.S.C. 7710) (a) PAYMENTS IN WHOLE DOLLAR AMOUNTS. The Secretary shall round any payments under this title to the nearest whole dollar amount.

## > Additional Information

## > Application Version 1 Payments

This payment action is authorized by the Impact Aid law (Title VII of the Elementary and Secondary Education Act), and the applicable appropriations law. Impact Aid regulations implementing that law are found at 34 CFR Part 222. Payments are made to eligible applicants that file timely and complete applications. Payments are based in part upon information contained in the application or otherwise submitted by the applicant, and may be made in installments, which later may be adjusted upward or downward.

## Overpayments

An overpayment occurs when an applicant's payment is adjusted downward. If the applicant is not eligible for further Impact Aid payments, the district must promptly refund the overpayment amount to the Impact Aid Program. If the applicant is eligible for further Impact Aid payments, the overpayment will remain in the Impact Aid Program payment system for a certain period of time for possible collection by administrative offset against following Impact Aid payments due to the applicant.

If an overpayment amount has not been liquidated by the end of that period, the Impact Aid Program transfers the remaining balance as an account receivable to the Department's Debt & Payment Management Group (DPMG) for collection through the Department's normal debt collection process. You will receive written notification of this transfer to DPMG, and instructions regarding repayment of the outstanding balance. After transfer of the debt of DPMG, the debt no longer may be offset automatically against following Impact Aid payments unless the applicant makes special arrangements with DPMG.

## Forgiveness, Reconsideration, and Administrative Hearings

### Forgiveness Requests

Some types of overpayments may qualify for forgiveness in whole or in part if a district can demonstrate that it meets certain criteria showing that repayment would result in an undue financial hardship on the district and seriously harm the district's educational programs. The applicable regulations and specific forgiveness request requirements are found at 34 CFR §§ 222.12 – 222.18. To request forgiveness of an overpayment, you must submit to the Director of the Impact Aid Program, within 30 calendar days from the date that you receive this voucher, a written request for forgiveness accompanied by the information and documentation specified in 34 CFR § 222.16. A forgiveness request does not extend the time by which an applicant must file a request for an administrative hearing.

### Reconsideration Requests

An applicant may request reconsideration of any of the determinations upon which the payment amounts in this voucher are based, either in addition to or instead of requesting forgiveness or an administrative hearing. To request reconsideration, you must submit to the Director of the Impact Aid Program a written request for reconsideration. A reconsideration request does not extend the time within which an applicant must file a request for forgiveness or an administrative hearing.

### Administrative Hearing Requests

An applicant may request an administrative hearing about any determination upon which the payment amount in this voucher is based if this voucher is the initial notification of a determination that adversely affects the district. To request an administrative hearing, you must submit to the Secretary, c/o Director, Impact Aid

# Poplar Elementary School District #9 - 361030

REQUEST PAYMENT BLOCK

← GO BACK

**Amount Paid: \$2,304,724.00**

7003(b) Payment Proration 50%

Attendance Ratio 0.94361

Payment Date 12/28/2024

Fiscal Year 2025

Local Contribution Rate (LCR) \$8,262.00

FY 2025 Paid to Date \$2,304,724.00

Application Number 21827

Learning Opportunity Threshold (LOT) 100

Application Type 7003(b)

Payment Type Initial Payment

## Section 7003(b) Payment Calculation

Category	Federally Connected Membership	Average Daily Attendance (ADA)	Weight	Weighted Student Units (WSU)	Maximum Basic Support Payment	LOT Payment	Prorated Payment
C Indian Lands	473	446.328	1.25	557.909	\$4,609,447.57	\$4,609,447.57	\$2,304,723.78
<b>Totals</b>	<b>473</b>	<b>446.3275</b>		<b>557.9094</b>	<b>\$4,609,447.57</b>	<b>\$4,609,447.57</b>	<b>\$2,304,724.00</b>

SEC. 7010. FEDERAL ADMINISTRATION. (20 U.S.C. 7710) (a) PAYMENTS IN WHOLE DOLLAR AMOUNTS. The Secretary shall round any payments under this title to the nearest whole dollar amount.

## > Additional Information

### > Application Version 1

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**Poplar**

School District

# **Action Agenda**

**Students First**





**Poplar**

School District

**Action Items 8.1-8.3**

**8.1 Personnel Report**

**8.2 Calendar Change 2024-2025**

**8.3 Superintendent Evaluation/Contract**

**Agenda Number 8.1 Personnel Report**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: January 13, 2025**

SUMMARY: The Personnel Report is a concise reporting method for all personnel actions in the district for the month. The Personnel Report has two section, one for Action and one is Informational. A motion can be made to accept the entire report or names can be removed for individual actions.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -  
Fund -  
Estimated Cost –

SAMPLE MOTION: *I move to approve the Personnel Report as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
K. Smoker						
Chapman						
Baker						
L. Smoker						

**ACTION: Personnel Report**

<b>CERTIFIED STAFF</b>					
NAME	FTE	SALARY	POSITION	SUPERVISOR	EFFECTIVE DATE

<b>BUS DRIVERS</b>					
NAME	FTE	HOURLY WAGE	POSITION	SUPERVISOR	EFFECTIVE DATE

<b>CLASSIFIED</b>						
NAME	FTE	HOURLY WAGE	Salary	POSITION	SUPERVISOR	EFFECTIVE DATE

<b>CO- AND EXTRACURRICULAR STAFF</b>				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Coy Weeks	\$2699.00	7/8 Boys Basketball	B. Copenhaver	SY25
Amanda Simonson	\$750.00	ES Basketball (JOM)	B. Copenhaver	SY25
Buck Turcotte	\$1349.00	Indian Club	B. Copenhaver	SY25
Frank Gourneau	\$4048.00	HS Golf Assistant	B. Copenhaver	SY25
Chad Strissel	\$3149.00	MS Golf	B. Copenhaver	SY25
Rolfe Schwartzkopf	\$750.00	ES Basketball	B. Copenhaver	SY25

<b>Substitute</b>				
NAME	POSITION	Rate	Supervisor	Effective Date
*Willie Yellow Owl	Substitute-Bus	\$26.01	Clint Linthicum	SY25
*Dandy Vitor	Substitute-Janitorial	\$15.60	Mike Gorder	SY25
*Marxist Delim	Substitute-Janitorial	\$15.60	Mike Gorder	SY25

<b>Janitorial</b>				
NAME	POSITION	Rate	Supervisor	Effective Date
Taylor Buckles	Custodian	\$15.60	Mike Gorder	SY25

\* Denotes a Contingent Hiring as outlined in BP 5122.

**INFORMATION**

<b><i>IN-DISTRICT TRANSFER</i></b>			
<b>Name</b>	<b>Position (from-to)</b>	<b>Supervisor</b>	<b>Effective Date</b>

<b><i>RESIGNATIONS</i></b>		
<b>Name</b>	<b>Position</b>	<b>Supervisor</b>
Patricia Lanham Nichols	1 <sup>st</sup> Grade	John Wetsit
Carri Sifford	Home School Coordinator	John Wetsit
Wilfred Lambert	MS Boys Basketball	Brock Copenhaver

**Agenda Number 8.2**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: January 13, 2025**

**SUMMARY:**

The district approached the PEA on a calendar change. The PEA voted on the parent-teacher conference scheduled for January 21, 2025 from 12-6 will be moved to February 18, 2025 from 12-6.

**SUPERINTENDENT’S ADVICE:** I recommend the sample motion.

Additional Information attached -  
Fund -  
Estimated Cost –

**SAMPLE MOTION:** *I make a motion to accept the calendar change moving parent-teacher conferences from January 21, 2025 to February 18, 2025 from 12-6.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
K.Smoker						
Chapman						
Baker						
L. Smoker						

Contact Information

Elementary: 768-6630  
 Mid School: 768-6730  
 High School: 768-6830

school website:  
[poplarschools.com](http://poplarschools.com)

# Poplar Public Schools



2024-2025 Calendar

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 24						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

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

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

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

Important Dates	
Aug 21	First Student Day
Sept 2	Labor Day
Oct 17-18	MEA-MFT
Nov 1	PIR Day
Nov 28-Dec 1	Thanksgiving
December 21 - January 2	Christmas Break
Jan 20	MLK Jr Day
Jan 21	PT Conferences 12-6 pm (no school)
Mar 20-24	Spring Break
April 18-21	Easter
May 22	Last Student Day End of 2nd Semester
May 22	2-Hour PIR with 4-Hour PIR on May 23

Grading Periods	
PIR New Teachers	End of Grading Periods

137 Regular Days    29 Fridays    9 Early Dismissals    175 Total

**Agenda Number 8.3**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: January 13, 2025**

SUMMARY: Superintendent contract/evaluation: The salary and benefits for the superintendent are be negotiated for 25/26.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached –  
Estimated Cost –

SAMPLE MOTION: *I make a motion to approve the superintendent contract as agreed upon between the Board of Trustees and Superintendent Keith Erickson.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
K. Smoker						
Chapman						
Baker						
L. Smoker						

# Montana Code Annotated 2023

## TITLE 20. EDUCATION

### CHAPTER 4. TEACHERS, SUPERINTENDENTS, AND PRINCIPALS

#### Part 4. District Superintendent and Principal

## Appointment And Dismissal Of District Superintendent Or County High School Principal

### **20-4-401. Appointment and dismissal of district superintendent or county high school principal. (1)**

The trustees of any high school district, except a county high school or other high school district that operates under a separate board of trustees due to alternative methods of electing the members of the high school board of trustees as provided in **20-3-352(3)**, and the trustees of the elementary district where its high school building is located shall jointly employ and appoint a district superintendent. The trustees of a county high school or other high school district that operates under a separate board of trustees due to alternative methods of electing the members of the high school board of trustees as provided in **20-3-352(3)** shall employ and appoint a district superintendent, except that the trustees of a county high school district may employ and appoint a holder of a class 3 teacher certificate with a district superintendent endorsement as the county high school principal in lieu of a district superintendent. The trustees of any other district may employ and appoint a district superintendent.

(2) Whenever a joint board of trustees has been formed by a county high school and the elementary district where the county high school is located, the joint board shall jointly employ and appoint a district superintendent. During the term of contract of the jointly appointed district superintendent, neither district may separately employ and appoint a district superintendent or county high school principal.

(3) School districts other than those provided in subsection (2) that form a joint board of trustees or the boards of trustees of two or more districts may jointly employ and appoint a district superintendent, as allowed in **20-3-362**, or may enter into an interlocal agreement pursuant to Title 7, chapter 11, part 1, to cooperatively share the employment of a district superintendent.

(4) The written contract of employment of a district superintendent or a county high school principal must be authorized by the proper resolution of the trustees of the district or the joint board of trustees and executed in duplicate by the presiding officer of the trustees or joint board of trustees and the clerks of the districts in the name of the districts and by the district superintendent or the county high school principal. The contract must be for a term of not more than 3 years, and after the second successive contract, the contract is considered to be renewed for a further term of 1 year from year to year unless the trustees, by resolution passed by a majority vote of its membership, resolve to terminate the services of the district superintendent or the county high school principal at the expiration of the existing contract. The trustees shall take the termination action and notify the district superintendent or the county high school principal in writing of their intent to terminate the superintendent's or principal's services at the expiration of the superintendent's or principal's current contract not later than February 1 of the last year of the contract.

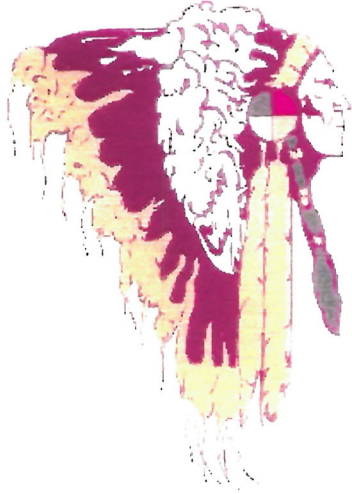
(5) Whenever a joint board of trustees or the boards of trustees of two or more districts employs a person as the district superintendent under subsection (2) or (3), the districts shall prorate the compensation provided by the contract of employment on the basis of the number of teachers employed by each district.



(6) At any time the class 3 teacher certification or the endorsement of the certificate of a district superintendent or a county high school principal that qualifies the person to hold the position becomes invalid, the trustees of the district or the joint board of trustees shall discharge the person as the district superintendent or county high school principal regardless of the unexpired term of the contract. The trustees may not compensate the superintendent or principal under the terms of the contract for any services rendered subsequent to the date of the invalidation of the teacher certificate.

(7) A district superintendent or county high school principal may not engage in any work or activity that the trustees consider to be in conflict with the duties and employment as the district superintendent or county high school principal.

**History:** En. 75-6112 by Sec. 93, Ch. 5, L. 1971; amd. Sec. 1, Ch. 105, L. 1973; R.C.M. 1947, 75-6112; amd. Sec. 4, Ch. 308, L. 1987; amd. Sec. 28, Ch. 83, L. 1989; amd. Sec. 4, Ch. 318, L. 2001; amd. Sec. 1, Ch. 144, L. 2009.



# Superintendent Evaluation Tool #1

## SUPERINTENDENT EVALUATION (Example #2)

This evaluation checklist may prompt areas of discussion which can be of mutual benefit to the board of trustees and the superintendent in understanding their respective roles and performance. Feel free to make narrative comments that might foster such discussion.

### Rating System:

5 – Almost Always; 4 – Usually; 3 – Sometimes; 2 – Not Often; 1 – Never; 0 – Do Not Know/Not Applicable

### OVERALL MANAGEMENT AND OPERATIONS OF THE DISTRICT

#### The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Directs and assigns administrators, teachers, and other employees of the district effectively.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Organizes (reorganizes) and arranges the administrative and supervisory staff to effectively serve district needs, subject to the approval of the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Oversees the selection of all personnel, subject to the approval of the board of trustees.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Develops and recommends courses of instruction to the board of trustees for their consideration and approval.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Oversees the fiscal management of the district in conjunction with the district clerk.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Implements and administers the policies of the board of trustees.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Suggests policies and regulations for consideration by the board of trustees.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Institutes rules and procedures deemed necessary for the efficient and good order of the school district.  | 5 | 4 | 3 | 2 | 1 | 0 |

**OVERALL MANAGEMENT AND OPERATIONS OF THE DISTRICT  
(cont'd)**

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 9. In general, performs all duties incident to the office of the superintendent as prescribed by law. | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. In general, performs other duties as may be prescribed by the board of trustees.                  | 5 | 4 | 3 | 2 | 1 | 0 |

**Narrative Comments:**

SECTION SCORE            5   4   3   2   1   0

**LONG-RANGE PLANNING**

The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Provides support to the trustees for long-range planning.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Supports the trustees in short-range planning, as through the development of appropriate board agenda items. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Provides leadership to both the process and outcome of planning, especially to the trustees and the cabinet. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Offers constructive, well-considered ideas.  | 5 | 4 | 3 | 2 | 1 | 0 |

**Narrative Comments:**

SECTION SCORE	5	4	3	2	1	0
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**MANAGEMENT STYLE**

The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Delegates authority to operate various segments of the school district appropriately.              | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Takes responsibility for the actions of subordinates and/or the results produced.                  | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Fosters a working climate in which staff members can carry out their responsibilities effectively. | 5 | 4 | 3 | 2 | 1 | 0 |

**MANAGEMENT STYLE (cont'd)**

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 4. Seeks input from those most directly affected by executive decisions.                     | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Considers the counsel of various individuals and groups.                                  | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Includes staff in operational decisions appropriately.                                    | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Gives recognition to staff for specific as well as overall accomplishments.               | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Mediates and resolves conflicts when necessary.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. Interacts positively with individuals on the administrative, teaching and support staffs. | 5 | 4 | 3 | 2 | 1 | 0 |

**Narrative Comments:**

SECTION SCORE	5	4	3	2	1	0
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## HUMAN RESOURCES MANAGEMENT

### The Superintendent:

- |     |  |   |   |   |   |   |   |
|-----|--|---|---|---|---|---|---|
| 1.  | Prepares or amends job descriptions when necessary and guides the search and selection process for high quality employees.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 2.  | Assists the trustees in managing contract negotiations.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 3.  | Helps the trustees to effectively manage its labor contracts in accordance with the District Labor Relations Mission Statement.                                    | 5 | 4 | 3 | 2 | 1 | 0 |
| 4.  | Keeps the board of trustees informed of appropriate state and federal regulations under which the district is legally bound.                                       | 5 | 4 | 3 | 2 | 1 | 0 |
| 5.  | Recommends personnel policies necessary and beneficial for the efficient functioning of the school district staff for consideration of the board of trustees.      | 5 | 4 | 3 | 2 | 1 | 0 |
| 6.  | Manages the personnel budgets and reports all personnel actions to the trustees.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 7.  | Reports on the number of employees by category monthly and oversees the preparation of a personnel action report.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 8.  | Formulates and administers a program of supervision for the district's employees.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 9.  | Recommends a schedule of salaries to the trustees for its consideration.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. | Oversees the assignment, transfer or reassignment of personnel in a way that helps secure the highest efficiency of the staff (in accord with existing contracts). | 5 | 4 | 3 | 2 | 1 | 0 |
| 11. | Responds to both state and federal, as well as Educational Research Service (ERS), reporting needs in the area of personnel.                                       | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. | Recommends termination of personnel as may be necessary for financial or other reasons, in accordance with statute.  | 5 | 4 | 3 | 2 | 1 | 0 |

## HUMAN RESOURCES MANAGEMENT (cont'd)

### Narrative Comments:

SECTION SCORE      5    4    3    2    1    0

## MANAGEMENT OF CURRICULUM INSTRUCTION

### The Superintendent:

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Proposes a school calendar to the trustees for the coming year.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Focuses on instructional improvement as a high priority in the district.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Provides professional leadership for the educational programs of the schools.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Assesses necessary changes in educational policies, presenting such changes to the board of trustees for its consideration. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Develops a system for regularly reporting to and informing the trustees about the district's educational programs.          | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Oversees the curriculum development cycle, subject to the trustees' approval.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Oversees the staff development programs and budgets of the district, subject to the trustees' approval.                     | 5 | 4 | 3 | 2 | 1 | 0 |



**MANAGEMENT OF CURRICULUM INSTRUCTION (cont'd)**

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 8. Defines the attendance areas for the various buildings in the district, subject to approval of the trustees.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. Oversees compliance with Board of Public Education Accreditation Standards and, for high schools, requirements of the Northwest Association of Schools and Colleges. | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. Responds to required state reporting needs.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 11. Formulates and administers a program of instructional supervision within the schools.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. Articulates standards that provide the trustees a basis for measuring the district's effectiveness in each program area.  | 5 | 4 | 3 | 2 | 1 | 0 |

**Narrative Comments:**

SECTION SCORE	5	4	3	2	1	0
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## BUSINESS AND FISCAL MANAGEMENT

### The Superintendent:

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Prepares and submits to the board of trustees a preliminary budget for the coming fiscal year.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Works effectively with the trustees to allocate district resources (human and financial) to instructional and operational priorities of the district.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Reports on attendance and takes action on truancies.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Seeks to assure financial stability for the district.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Administers the district's budgets, within the broad appropriations areas approved by the board of trustees.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Accords with laws governing budgets, purchases, and expenditures.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Develops and oversees a plan for maintenance and improvement of buildings and site facilities as may be needed to properly provide for an adequate educational program, subject to the approval of the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Assures that an annual report on the fiscal management of the school system, including an annual audit, is reported to the board of trustees, submitted on a reasonable timetable that is understood by the trustee.      | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. Accounts for all property and other fixed assets in accordance with generally accepted accounting procedures.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. Assures a safe and orderly environment conducive to learning for students and staff.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 11. Responds to state, federal, and Educational Research Service (ERS) reporting needs in the area of budgets.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. Ascertains that the district and its agents act in accordance with all contracts entered into by the district.   | 5 | 4 | 3 | 2 | 1 | 0 |

## BUSINESS AND FISCAL MANAGEMENT (Cont'd)

### Narrative Comments:

SECTION SCORE            5   4   3   2   1   0

## GENERAL ADMINISTRATION

### The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Takes appropriate action (and reports such action to the board) in matters not specifically covered by board policies. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Generally attends to the prioritization and meeting of needs within the district, informing the board appropriately.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Anticipates needs in the district.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Displays initiative in assessing and guiding appropriate change.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Demonstrates personal effectiveness in planning and organization.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Elicits an optimum effort from most people in pursuit of quality education.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Maintains an accountable management system that assures that duties which are delegated are performed properly.        | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Responds effectively to critical issues faced by the trustees and the district.  | 5 | 4 | 3 | 2 | 1 | 0 |

## GENERAL ADMINISTRATION (cont'd)

### Narrative Comments:

SECTION SCORE            5   4   3   2   1   0

## RELATIONS WITH THE TRUSTEES

### The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Works effectively with the chairperson and vice chairperson.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Plans effectively for trustee meetings.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Allows for trustee input concerning the agenda and timely information necessary for trustee decisions.                                       | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Offers recommendations for trustee action on agenda items based on thoughtful study and analysis, serving in an advisory capacity.           | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Is responsive to trustee requests for information and directives.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Proposes new policies to the trustees for study and adoption as the necessity for such arises.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Provides rules, instructions, and follow-up for employees in such a way as to oversee the board of trustees' implementation of the policies. | 5 | 4 | 3 | 2 | 1 | 0 |

**RELATIONS WITH THE TRUSTEES (cont'd)**

- |  |             |
|--|-------------|
| 8. Assists the trustees to operate within a framework of all applicable legal statutes and requirements of the State of Montana. | 5 4 3 2 1 0 |
| 9. Helps the board periodically review and update its policies.  | 5 4 3 2 1 0 |
| 10. Keeps the board informed of district programs, operations, and issues/problems.  | 5 4 3 2 1 0 |
| 11. Keeps the board informed regarding pertinent external matters.   | 5 4 3 2 1 0 |
| 12. Facilitates board training and board development in a variety of ways.   | 5 4 3 2 1 0 |
| 13. Brings special issues to the attention of the board in a timely fashion.   | 5 4 3 2 1 0 |

**Narrative Comments:**

SECTION SCORE	5 4 3 2 1 0
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## COMMUNITY/SCHOOL RELATIONS

The Superintendent:

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Helps the board articulate a vision of education within the broader community.                                | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Serves as a clear and able advocate for the board and district.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Visits schools and school events regularly.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Is active in community affairs.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Offers guidance and information to community members and groups interested in the schools.                    | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Supports parental involvement in and partnership with the schools.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Possesses interpersonal skills which fosters collaboration from and within various segments of the community. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Maintains a positive image in the community and is respected as a professional in the district and community. | 5 | 4 | 3 | 2 | 1 | 0 |

**Narrative Comments:**

SECTION SCORE	5	4	3	2	1	0
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## MANAGEMENT OF PUBLIC RELATIONS

### The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Disseminates positive and timely publicity and information about the district.             | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Is accessible to the media and is responsive to the news media's requests for information. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Is candid and honest with media representatives.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Is professional and pleasant with media representatives.                                   | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Helps build effective and lasting media relations.   | 5 | 4 | 3 | 2 | 1 | 0 |

### Narrative Comments:

SECTION SCORE                      5   4   3   2   1   0

## PERSONAL AND PROFESSIONAL QUALITIES

### The Superintendent:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Communicates clearly in both prepared and extemporaneous settings.                               | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Demonstrates effective written communication skills.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Speaks articulately and clearly.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Is an effective facilitator in group process.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Displays courage of his/her own convictions to be decisive.                                      | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Seeks appropriate feedback.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Accepts and makes use of constructive criticism.   | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Displays a desire to improve his/her professional skills.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. Enlists the trusts of others.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. Is an active listener.  | 5 | 4 | 3 | 2 | 1 | 0 |
| 11. Possesses leadership skills commensurate with top-level management.                             | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. Presents a demeanor of which the board can be proud and to which others can respond positively. | 5 | 4 | 3 | 2 | 1 | 0 |



**PERSONAL AND PROFESSIONAL QUALITIES (cont'd)**

**Narrative Comments:**

SECTION SCORE            5   4   3   2   1   0

**OVERALL ASSESSMENT**

In narrative form, please offer suggestions that might be of constructive assistance to the superintendent and, as it pertains to his/her performance, to the district.

**Poplar School District Superintendent  
EMPLOYMENT CONTRACT  
2024-2026**

This Employment Contract, made and entered into this 12<sup>th</sup> day of March, 2024, by and between the Governing Board of the Poplar School District of Poplar, Montana, hereinafter referred to as DISTRICT, and **Keith Erickson**, hereinafter referred to as SUPERINTENDENT.

WHEREAS, DISTRICT desires to provide SUPERINTENDENT with a written employment contract in order to enhance administrative stability and continuity within the schools which DISTRICT believes generally improves the quality of its overall educational program; and

WHEREAS, DISTRICT and SUPERINTENDENT, believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the school.

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

1. **TERM:** DISTRICT, in consideration of the promises of SUPERINTENDENT herein contained, hereby employs and SUPERINTENDENT hereby accepts employment as Superintendent of Schools for a term commencing on July 1, 2024, and ending June 30, 2026. DISTRICT may, by specific action and with the consent of the SUPERINTENDENT, extend the termination date of the existing contract to the full extent permitted by state law.
  
2. **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF SUPERINTENDENT:**
  - A. **Certification:** SUPERINTENDENT shall provide the necessary certification and experience records and other records required for personnel files or for payroll purposes. Any misrepresentation may be grounds for dismissal. ✓
  
  - B. **Duties:** SUPERINTENDENT shall have charge of the administration of the schools under the direction of the Board. He shall be the Chief executive officer of the Board; shall direct and assign teachers and other employees of the schools under his supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the DISTRICT subject to approval of the Board; shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district, and in general, perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The current job description is attached as Exhibit A.
  
  - C. **Outside Activities:** SUPERINTENDENT shall devote his time, attention and energy to the business of the school district. However, with agreement of the Board, he may serve as consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities that are of a short-term duration. SUPERINTENDENT may, at his option, and with the approval

 **SCANNED**  
3/19/24

of the Board of Trustees, continue to draw a salary while engaged in outside activity as described above. In such cases, honoraria paid SUPERINTENDENT in connection with these activities shall be transferred to the DISTRICT. If SUPERINTENDENT chooses to use vacation leave to perform outside activities, he shall retain any honoraria paid. In no case will DISTRICT be responsible for any expenses to the performance of such outside activities.

3. **PROFESSIONAL GROWTH OF SUPERINTENDENT:** DISTRICT encourages the continuing professional growth of SUPERINTENDENT through his participation in:
  - A. The operations, programs, and other activities conducted or sponsored by local, state, and national school administrators and school board associations;
  - B. Seminars and courses offered by public or private educational institutions; and,
  - C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of SUPERINTENDENT to perform his professional responsibilities for DISTRICT.
4. **COMPENSATION:** DISTRICT shall pay SUPERINTENDENT at an annual salary of **One Hundred Forty Thousand Dollars (\$140,000.00)** for the 2024-2025 school year. The salary referenced in this section shall be paid on the basis of a two hundred and sixty (260) day Contract, with a corresponding daily rate of pay of \$538.46. **The parties agree to negotiate any increase for the 2025-2026 contract year.**

5. **VACATION AND OTHER BENEFITS:** SUPERINTENDENT shall accrue vacation as prescribed in Section 2-18-612, MCA, exclusive of legal holidays. SUPERINTENDENT shall be entitled to receive cash compensation for unused vacation pursuant to Board policy. Additionally, ten (10) days of personal leave shall be granted each year. Personal leave days shall not accumulate or carryover, nor shall they be subject to cash payout upon retirement, resignation, or Contract termination. SUPERINTENDENT shall be entitled to annual sick leave of one day per month as prescribed in Section 2-18-618, MCA, and holiday pay in conformance with § 20-1-305, MCA, and Board policy. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond three (3) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Contract.

DISTRICT shall pay the premium for medical insurance coverage for SUPERINTENDENT pursuant to the group health care plan provided by the District for its administrative and certified staff.

DISTRICT shall reimburse SUPERINTENDENT for use of his automobile in conducting business on behalf of the District in accordance with Section 2-18-503, MCA.

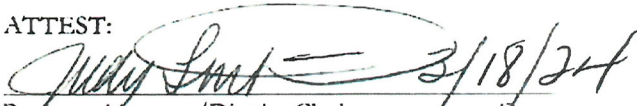
6. **EVALUATION:** DISTRICT shall evaluate and assess, in writing, the performance of SUPERINTENDENT at least once a year during the term of this agreement using the agreed upon evaluation instrument. This evaluation and assessment shall be reasonably related to the position description of SUPERINTENDENT and the goals and objectives of the DISTRICT for the year in question.
7. **PROFESSIONAL DUES.** DISTRICT shall pay the Association dues of the Superintendent for the American Association of School Administrators, the School Administrators of Montana, and the SAM region in which the School District is located, as well as other appropriate affiliations, and civic and social

memberships approved by the Board.

8. **PROFESSIONAL LIABILITY.** DISTRICT shall provide for the indemnification, defense and immunization of SUPERINTENDENT as provided in Section 2-9-305, MCA.
9. **TERMINATION OF EMPLOYMENT CONTRACT:** This employment contract may be terminated by:
  - a. Mutual agreement of the Board of Trustees and the SUPERINTENDENT: When the contract has been terminated by mutual agreement, the DISTRICT shall be obligated to pay that portion of the salary that has been earned up to and including the last day of service.
  - b. Notice of Retirement: SUPERINTENDENT may retire at the end of any school year provided notice is given at the regular January Board meeting of the school year.
  - c. Disability of the Superintendent: DISTRICT may terminate this contract by written notice of SUPERINTENDENT at any time after SUPERINTENDENT has exhausted any accumulated sick leave and he remains unable to return to his duties. If a question exists concerning the capacity of SUPERINTENDENT to return to his duties, DISTRICT may require SUPERINTENDENT to submit to a medical examination, to be performed by a doctor licensed to practice medicine. DISTRICT and SUPERINTENDENT shall mutually agree upon the physician who shall conduct the examination. The examination shall be limited to the issue of whether the SUPERINTENDENT has a continuing disability, which prohibits him from performing his duties.
  - d. Discharge for Cause: DISTRICT may dismiss SUPERINTENDENT during the term of this Contract for good cause as that term is defined in the Wrongful Discharge Act.
10. **SAVINGS CLAUSE:** If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.
11. **CONTROLLING LAW.** This Contract will be governed by the laws of the State of Montana. Venue shall be in the 15<sup>th</sup> Judicial District, Roosevelt County, Montana.
12. **COMPLETE AGREEMENT.** This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

DATED this 16<sup>th</sup> day of March, 2024.

 3/13/24       3/18/24  
Superintendent                      Date      Vice Chair, Board of Trustees                      Date  
Poplar School District, Poplar, MT

ATTEST:  
 3/18/24  
Business Manager/District Clerk                      Date

## Items of Interest

### **9.1**

Work Session Dates: None

### **9.2**

Special Meeting Dates: None

### **9.3**

Regular Meeting Date: February 10, 2025 @ 5:15



**Poplar**  
School District

**Agenda Number 10: Adjournment**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: January 13, 2025**

SUMMARY: Adjournment for the January 13, 2025 meeting.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -  
Fund -  
Estimated Cost –

SAMPLE MOTION: *I move to adjourn the January 13, 2025 regular school board meeting.*

	Motion	Second	Aye	Nay	Abstain	Other
Crowley						
K. Smoker						
Chapman						
Baker						
L.Smoker						