

# Poplar School District

400 4th Ave West  
Poplar, MT 59255  
(406) 768-6600  
[www.poplarschools.com](http://www.poplarschools.com)

**Larae Crowley**  
*Chairman*

**Kenny Smoker, Jr.**  
*Vice Chairman*

**Robyn Baker**  
*Trustee*

**Marva Chapman**  
*Trustee*

**Lori Smoker**  
*Trustee*

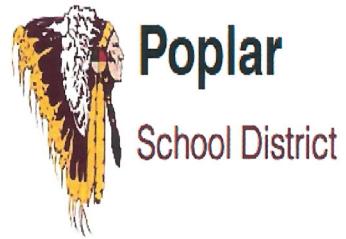
## AGENDA

**Regular Board Meeting**  
**Monday, May 12, 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: Coaching Update
  - 7.2: Wellness/safety update
  - 7.3: Legislative Update
8. Action Agenda
  - 8.1: Personnel Report
  - 8.2: Hires for 25/26
  - 8.3: CDL Proposal
  - 8.4: MTSBA Renewal
  - 8.5: Ratification of Classified Agreement
  - 8.6: Ratification of PEA MOU/Agreement
  - 8.7: Summer school hires
  - 8.8: Acclamation of Candidates
  - 8.9: Reorganization of the Board of Trustees
  - 8.10: Appointment of Clerk
9. Items of Interest
  - 9.1 Work Session Dates
  - 9.2 Special Meeting Dates
  - 9.3 Regular Meeting Dates
10. Adjournment

Please put all electronic devices on silent. Meetings are being recorded.



## **CONSENT AGENDA**

**Students First**



## Agenda Item Number 5

### POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: May 12, 2025

**SUMMARY:** Per Poplar School Board Policy 1420, a *Consent Agenda* is used to expedite 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 May 12, 2025:*

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



## **PREVIOUS BOARD MINUTES**

### **March/Special Meeting Minutes**

**Students First**

# **Regular Board Meeting**

## **April 14, 2025**

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

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

Kenneth Smoker Jr, Vice Chair  
Robyn Baker, Trustee

### **District Staff:**

Keith Erickson, Superintendent  
John Wetsit  
Patricia Black  
Frank Gourneau  
Brock Copenhaver  
Jessie Colon  
Vonda Bighorn  
Clint Linthicum  
Sheryl Kohl

Judy Linthicum, Clerk  
Greg Gourneau Jr.  
Lewis Reese  
Coy Weeks  
Katie Shelton  
Tiffany Darby  
Brandi Burschia  
Shannon Murphy  
Jake Riediger

### **Community Member**

Taylor Reese

### **Recognition of Guests: None**

### **Public Comment: None**

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

### **5.) Consent Agenda:**

- Minutes of Regular Board meeting March 10, 2025
- Warrants and Claims
- Budget vs Actual April 2025
- Investments Reports March 2025
- High School Activity Report

# **Regular Board Meeting**

## **April 14, 2025**

### **ACTION:**

Robyn Baker made a motion to approve Minutes of Regular Board meeting Monday March 10, 2025, Warrants and Claims, Budget Vs Actual April 2025, Investments Reports March 2025, and High School Activity Report.

Second by Lori Smoker

**Vote: 5-0 For**

### **6) Informational Items**

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

- ❖ Keith attended a meeting with the Tribal Executive Board on issues happening in the community, It was a productive meeting.
- ❖ School attorney Bea Kaleva has been keeping us informed with what is happening at the federal and state level, It is important to keep an eye on Indian Education For All.
- ❖ Negotiations will begin since we have received the SY 25-26 MUST rates.
- ❖ Poplar Schools rank #1 in regard to salaries and benefits in the state of Montana.

#### **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.

Patricia Black (Special Education Director), 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) and Brock Copenhaver (Athletic Director).

### **7.) Discussion Agenda**

#### **7.1) Sports complex update**

Keith, Brock, Morgan, John, and Frank had a meeting to update the sports complex.

Jared Petrino is expected to come sometime this month to look at landscape and possible have some answers to the drainage and space questions.

#### **7.2) Suicide Prevention Handbook**

In the board packet was a suicide prevention handbook. This is the first time the board has gone through the board. The Superintendent went over the protocol and crisis response.

## **Regular Board Meeting**

### **April 14, 2025**

#### **7.3) School Board election update**

Due to lack of candidates there is no election.

Kenny Smoker will be elected by acclamation for the one-year term.

Jeffery Berger Sr. will be elected by acclamation for the three-year term.

#### **7.4) Curriculum Updates**

Sheryl Kohl has been doing splendid work and making strides on curriculum mapping.

She took the initiative to get this done. She did an excellent job updating the board.

Moved to the bottom for compensation for Sheryl Kohl, for all her hard work.

### **8.) ACTION AGENDA**

#### **8.1) Personnel Report**

##### **Co- and Extracurricular Staff**

Brent Moore	Drivers Education	\$6,500
Morgan Norgaard	Middle School Track and Field	\$3,149

##### **Substitutes**

Jacey Chapman	Substitute	\$20.00
Jessica Sherlek	Substitute	\$20.00

##### **In-District Transfer**

Randie Belton Elementary Second Grade to High School ALC

##### **Resignations**

Ronald Shanks Assistant Clerk

#### **ACTION:**

Motion made by Robyn Baker to approve Co- Curricular and Substitutes  
Second by Kenny Smoker

**Vote: 5-0 For**

## **Regular Board Meeting**

### **April 14, 2025**

#### **8.2) Re-hires for SY 2025/2026**

Angela Charboneau	Annie Cuney	Annie Moran
Annika Dupree	Anthony Hamilton	Brandon Merculieff
Carla Daniels	Dakota Shelton	Dandy Vitor
DelRae Reddoor	Dorsey Young	Faith Two Hearts
Francesca Little Light	Greg Plante	Janice White Eagle
Jason Brock	Jessica Dionne	Jo'el Youngman
Jolene Chopper	Vivian Baker	Marxist Delim
Jolene Walles	Larina Scott	Leticia Dias Carvahlo
Mary Wetsit	Michael Kaschube	
Nelson Olney	Shari Ogle	
<b>Part-time</b>		

#### **ACTION:**

Motion made by Marva Chapman to approve Classified Re-Hires.  
Second by Kenny Smoker

**Vote: 5-0 For**

#### **Certified (new) for 25/26**

Dusti Marottek	Chelsie McKee
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#### **ACTION:**

Motion made by Robyn Baker to approve Dusti Marottek.  
Second by Lori Smoker

**Vote: 5-0 For**

#### **Administrative (new)**

Tommy Olsen	Middle School Principal
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#### **ACTION:**

Motion made by Marva Chapman to approve Tommy Olsen Middle School Principal.  
Second by Kenny Smoker.  
Marva Chapman and Kenny Smoker withdrew motion.  
The board would like it to be brought back to the next board meeting when Morgan Norgaard is present.



## Regular Board Meeting

### April 14, 2025

#### Co- and Extracurricular Staff SY 25/26

Jason Brock	High School Head Football Coach	\$5,847
Benjamin Lovan	High School Assistant Football Coach	\$4,048
Brent Moore	High School Assistant Football Coach	\$4,048
Andrew Azure Youpee	Jr. High Football Coach	\$3,149
Wilfred Lambert	Jr. High Football Coach	\$3,149
Jacob Berger	Jr. High Football Coach	\$3,149
Brock Copenhaver	High School Flag Football	\$5,847
John Wetsit	High School Cross Country	\$5,847
Andrew Moran	Jr High Cross Country	\$3,149
Marvin Youpee	Jr High Cross Country	\$3,149
Karolyn Kohl	Concessions Manager Fall/Winter	\$2,699
Jason Frederick	High School Head Wrestling Coach	\$5,847
Morgan Norgaard	High School Assistant Wrestling Coach	\$4,048
Tasha Fourstar	High School Assistant Wrestling Coach	\$4,048
Jason Brock	High School Weightlifting	\$2,699

#### Charted Clubs

Tara Zumbrun	High School Student Council	\$4,048
Teresa Turner	Business Professionals of America	\$4,048
Ted Fulgham	Future Farmers of America	\$4,048
Jeanine Granada	FCCLA	\$4,048
Kelly Haaland	High School Newspaper	\$1,349
Kelly Haaland	High School Annual	\$2,249
Senior Class Advisor	Karolyn Kohl	\$1,349
Jacob Turcotte	Middle School Indian Club	\$1,349

#### ACTION:

Motion made by Robyn Baker to approve the Co -Curricular for SY2025-2026  
Second, by Kenny Smoker.

#### Vote: 5-0 For

Kenny Smoker left at 6:30

## **Regular Board Meeting**

### **April 14, 2025**

#### **8.3) Calendar Adoption for SY 25/26**

The Calendar Committee and the PEA voted on it.

The calendar included in the packet is proposed for the SY 25/26 school year.

#### **ACTION:**

Motion made by Lori Smoker to approve the Calendar Adoption for SY 25/26 school year.

Second by Marva Chapman

#### **Vote: 4-0 For**

#### **8.4) Health Insurance Rates**

Health Insurance rates for SY 25/26 have come back for classified and certified groups.

Currently classified and certified have an increase of 9%.

All employees pay \$75.00 monthly for health insurance.

#### **ACTION:**

Motion made by Robyn Baker to approve the increase in health insurance rates for SY 25/26.

Second, by Lori Smoker.

#### **Vote: 4-0 For**

#### **8.5) Bids on Buses**

The School District had several bids on the buses that went up for sale, Superintendent, John Wetsit, Morgan Norgaard, Frank Gourneau, Jessie Murray, Katie Shelton, Holly Colgan and Judy Linthicum opened up the bids.

Bids are as follows:

Bus # 1 Greg Norgaard	\$2,050
Bus #16 Greg Norgaard	\$1,150
Bus # 17 Earl Price	\$1,005
Bus #18 Roy Clifton	\$4,000

#### **ACTION:**

Motion made by Marva Chapman to approve of accepting the highest bid on the buses that went up for bid

Second by Robyn Baker

#### **Vote: 4-0 For**

## **Regular Board Meeting**

### **April 14, 2025**

#### **8.6) Closing out of Student Accounts**

The High School Student Accounts have some Redbook accounts are inactive; at this time, we need approval from the board to close these accounts.

- #4 Drama
- #5 Industrial Arts
- #15 High School Indian
- #38 Middle School Art
- #54 Class of 2022
- #55 Class of 2023
- #56 Class of 2024

#### **ACTION:**

Motion made by Robyn Baker to close out the following Student Accounts, #4 Drama, #5 Industrial Arts, #15 High School Indian, #38 Middle School Art, #54 Class of 2022, #55 Class of 2023 and #56 Class of 2024.

Second by Lori Smoker

**Vote: 4-0 For**

#### **8.7) Compensation for Curriculum Work**

Compensation for Sheryl Kohl for working on curriculum mapping.

#### **ACTION:**

Motion made by Lori Smoker to have Superintendent Keith Erickson produce a figure for compensation for work done this year, for work that she will do this summer and for SY 25/26.

Second by Robyn Baker

**Vote: 4-0 For**

#### **9.) Items of Interest**

- 9.1) Work Session Date:
- 9.2) Special Meeting Date:
- 9.3) Next Regular Meeting: May 12 @ 5:15p.m.

#### **Adjourn**

**LaRae Crowley adjourned at 6:45 p.m. on April 14 , 2025.**

#### **ATTEST:**

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**Judy Linthicum, Board Clerk**

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**LaRae Crowley , Chair**



## **WARRANTS AND CLAIMS**

**Students First**

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
the Accounting Period

Page: 1 of 11  
Report ID: AP100

\* ... Over spent expenditure

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

Page: 2 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	MASBO	CC-13588 03/18/25 Summer conf registration	650.00	226	625				
				CC Accounting:	226-	16-100-2500-582			
11	CONOCO	CC-13588 04/01/25 Gas Conference Butte	43.38	126	625				
				CC Accounting:	126-	15-280-1000-582			
12	REYNOLDS SUPERMARKET	CC-13589 03/14/25 BLT donuts	39.92	226	625				
				CC Accounting:	226-	16-100-1000-610			
13	MISC VENDOR	CC-13589 03/24/25 Groceries HS tennis	79.83	226	625				
				CC Accounting:	226-	16-720-3511-582			
14	OLD TOWN GRILL	CC-13589 03/25/25 Meal HS tennis	129.60	226	625				
				CC Accounting:	226-	16-720-3511-582			
15	MISC VENDOR	CC-13590 03/14/25 Meal MS field trip	162.00	126	625				
				CC Accounting:	126-	50-710-2700-516			
16	CONOCO	CC-13590 03/14/25 Gas MS field trip	58.00	126	625				
				CC Accounting:	126-	50-710-2700-624			
17	AGLAND CO-OP	CC-13590 03/15/25 Gas MS field trip	17.00	126	625				
				CC Accounting:	126-	50-710-2700-624			
18	AGLAND CO-OP	CC-13590 03/15/25 Gas MS field trip	61.00	126	625				
				CC Accounting:	126-	50-710-2700-624			
19	CONOCO	CC-13590 03/15/25 Gas MS field trip	66.26	126	625				
				CC Accounting:	126-	50-710-2700-624			
20	MISC VENDOR	CC-13590 03/15/25 Meal MS field trip	155.25	126	625				
				CC Accounting:	126-	50-710-2700-516			
21	MISC VENDOR	CC-13590 03/15/25 Meal MS field trip	128.50	126	625				
				CC Accounting:	126-	50-710-2700-516			
22	FROSTEE'S	CC-13590 04/02/25 Meal Staff	62.04	126	625				
				CC Accounting:	126-	14-100-1000-610			
23	MENARDS	CC-13590 04/04/25 Statement fee	3.00	126	625				
				CC Accounting:	126-	50-100-1000-610			
24	WEBSTAURANT STORE	CC-13591 03/05/25 Supplies	552.89	226	625				
				CC Accounting:	226-	16-100-2600-615			
25	HARBOR FREIGHT	CC-13591 03/05/25 Housing parts	327.84	115	625				31
				CC Accounting:	115-	-100-2620-440-	31		
26	WEBSTAURANT STORE	CC-13591 03/12/25 Oscillating floor machine	1,858.40	126	625				
				CC Accounting:	126-	90-100-2600-730			
27	EXXON MOBILE	CC-13591 03/23/25 Maint supplies	199.58	126	625				
				CC Accounting:	126-	90-100-2600-615			
28	SUPPLYHOUSE.COM	CC-13591 03/26/25 Carpet Extractor&Floor Machi	4,789.69	126	625				
				CC Accounting:	126-	90-100-2600-730			
29	EXXON MOBILE	CC-13591 04/01/25 Maint supplies	176.09	226	625				
				CC Accounting:	226-	16-100-2600-615			
30	SUBWAY	CC-13592 03/06/25 Meal divisional bball	385.57	226	625				
				CC Accounting:	226-	16-720-3504-582			
31		CC-13592 03/06/25 Meal divisional bball	388.60	226	625				
				CC Accounting:	226-	16-720-3504-582			

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

Page: 3 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
32	MC DONALD'S	CC-13592 03/07/25 Meal divisional bball	236.86		226	625			
				CC Accounting:	226-	16-720-3504-582			
33	MISC VENDOR	CC-13592 03/07/25 Meal divisional bball	110.00		226	625			
				CC Accounting:	226-	16-720-3504-582			
34	MISC VENDOR	CC-13592 03/07/25 Meal divisional bball	234.00		226	625			
				CC Accounting:	226-	16-720-3504-582			
35	EXXON MOBILE	CC-13592 03/08/25 Meal divisional bball	261.46		226	625			
				CC Accounting:	226-	16-720-3504-582			
36	PIZZA HUT	CC-13592 03/08/25 Meal divisional bball	483.83		226	625			
				CC Accounting:	226-	16-720-3504-582			
37	MASBO	CC-13593 03/19/25 Summer conf registration	650.00		126	625			
				CC Accounting:	126-	90-100-2500-582			
38	MASBO	CC-13593 03/19/25 Summer conf registration	650.00		226	625			
				CC Accounting:	226-	16-100-2500-582			
39	FAMILY DOLLAR	CC-13593 03/28/25 Staff lunch	25.15		226	625			
				CC Accounting:	226-	16-100-2500-610			
40	FORT PECK VIDEO & MORE	CC-13594 03/11/25 PT conf class pizza party	80.00		126	625			
				CC Accounting:	126-	15-100-1000-610			
41	MAIN STREET GROCERY	CC-13595 03/17/25 MAST incentives	47.98		126	625			
				CC Accounting:	126-	50-100-1000-610			
42	FROSTEE'S	CC-13595 03/19/25 Attendance reward	64.80		126	625			
				CC Accounting:	126-	50-100-1000-610			
43	WALMART	CC-13595 03/24/25 Chili for game night	157.92		115	625			315
				CC Accounting:	115-	14-494-2115-610-315			
44	WALMART	CC-13595 03/24/25 Chili for game night	157.93		115	625			315
				CC Accounting:	115-	50-494-2115-610-315			
45	ALBERTSON'S	CC-13595 03/26/25 Lunch for BUP	281.56		126	625			
				CC Accounting:	126-	14-100-1000-610			
46	MAIN STREET GROCERY	CC-13595 03/26/25 Soda for game night	84.50		115	625			315
				CC Accounting:	115-	14-494-2115-610-315			
47	MAIN STREET GROCERY	CC-13595 03/26/25 Soda for game night	84.50		115	625			315
				CC Accounting:	115-	50-494-2115-610-315			
48	Trackwrestling.com	CC-13596 03/06/25 MS boys wrestling registrati	140.28		126	625			
				CC Accounting:	126-	50-720-3500-610			
49	Trackwrestling.com	CC-13596 03/06/25 MS girls wrestling registrat	17.54		126	625			
				CC Accounting:	126-	50-720-3500-610			
50	PIZZA HUT	CC-13596 03/07/25 MS wrestling meal	86.64		126	625			
				CC Accounting:	126-	50-720-3500-582			
51	MISC VENDOR	CC-13596 03/08/25 Gas ms wrestling	100.00		126	625			
				CC Accounting:	126-	50-720-3500-582			
52	SUBWAY	CC-13596 03/08/25 Meal ms wrestling	103.57		126	625			
				CC Accounting:	126-	50-720-3500-582			
53	HOMES TO SUITES	CC-13597 03/25/25 Room conference Helena	328.04		126	625			
				CC Accounting:	126-	14-100-2210-320			

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

Page: 4 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
54		CC-13598 03/06/25 Gas boys bball divisionals	77.50		226	625			
EXXON MOBILE				CC Accounting:	226-	16-720-3500-624			
55		CC-13598 03/06/25 Gas boys bball divisionals	80.01		226	625			
AGLAND CO-OP				CC Accounting:	226-	16-720-3500-624			
56		CC-13598 03/08/25 Gas boys bball divisionals	50.00		226	625			
CONOCO				CC Accounting:	226-	16-720-3500-624			
57		CC-13598 03/24/25 Route changer XL	558.82		110	625			
REFLECTIVE IMAGE MANUFACTURING CORP				CC Accounting:	110-	50-100-2700-440			
58		CC-13599 03/06/25 Fuel divisional bball	87.36		226	625			
MISC VENDOR				CC Accounting:	226-	16-720-3500-624			
59		CC-13599 03/08/25 Fuel divisional bball	82.71		226	625			
EXXON MOBILE				CC Accounting:	226-	16-720-3500-624			
60		CC-13599 04/02/25 Pizzas staff meeting	104.01		226	625			
BUCKHORN CAFE				CC Accounting:	226-	16-100-1000-610			
61		CC-13599 04/10/25 Sympathy flowers	55.00		226	625			
FRIESEN'S FLORAL				CC Accounting:	226-	16-100-1000-610			
62		CC-13600 03/07/25 Paper products for office	63.40		126	625			
ALBERTSON'S				CC Accounting:	126-	15-100-1000-610			
63		CC-13600 03/17/25 Sympathy flowers	158.00		126	625			
FRIESEN'S FLORAL				CC Accounting:	126-	15-100-1000-610			
64		CC-13600 03/27/25 PreK books	284.80		126	625			
MISC VENDOR				CC Accounting:	126-	15-100-1000-640			
65		CC-13600 03/27/25 PreK graduation supplies	497.70		126	625			
ORIENTAL TRADING				CC Accounting:	126-	15-100-1000-610			
66		CC-13600 03/31/25 Incentives	267.30		126	625			
FAMILY DOLLAR				CC Accounting:	126-	15-100-1000-610			
67		CC-13600 04/02/25 PreK graduation supplies	188.86		126	625			
JCPENNY.COM				CC Accounting:	126-	15-100-1000-610			
68		CC-13600 04/03/25 PreK graduation supplies	272.58		126	625			
ANDERSONS				CC Accounting:	126-	15-100-1000-610			
69		CC-13602 03/07/25 Bus Parts	267.86		110	625			
HARLOW'S BUS SALES, INC.				CC Accounting:	110-	14-100-2700-440			
70		CC-13602 03/11/25 LED light bulbs	19.98		110	625			
TANDE'S GROCERY				CC Accounting:	110-	14-100-2700-440			
71		CC-13602 03/11/25 Bus parts	341.98		110	625			
HARLOW'S BUS SALES, INC.				CC Accounting:	110-	50-100-2700-440			
72		CC-13602 03/12/25 Tow to Dakota Diesel	800.00		110	625			
MISC VENDOR				CC Accounting:	110-	15-100-2700-440			
73		CC-13602 03/12/25 Rooms Conference	827.61		110	625			
SLEEP INN & SUITES				CC Accounting:	110-	50-100-2700-582			
74		CC-13602 03/12/25 Rooms Conference	827.61		110	625			
SLEEP INN & SUITES				CC Accounting:	110-	15-100-2700-582			
75		CC-13602 03/12/25 Rooms Conference	827.61		110	625			
SLEEP INN & SUITES				CC Accounting:	110-	14-100-2700-582			

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

Page: 5 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
76		CC-13602 03/31/25 Bus repairs	2,964.42		110	625			
DAKOTA DIESEL USA, INC.				CC Accounting:	110-	14-100-2700-440			
77		CC-13602 04/01/25 Bus Parts	111.69		210	625			
HARLOW'S BUS SALES, INC.				CC Accounting:	210-	16-100-2700-440			
78		CC-13603 03/06/25 Tennis supplies	218.08		226	625			
AMAZON				CC Accounting:	226-	16-720-3511-610			
79		CC-13603 03/07/25 Rooms MS state wrestling	919.20		126	625			
SUPER 8 MOTEL				CC Accounting:	126-	50-720-3500-582			
80		CC-13603 03/09/25 Rooms divisional boys bball	5,387.40		226	625			
COMFORT INN				CC Accounting:	226-	16-720-3504-582			
81		CC-13603 03/10/25 Room BPA advisor	286.64		215	625			825
HAMPTON INN				CC Accounting:	215-	16-451-1170-582-825			
82		CC-13603 03/14/25 HS cross country	698.05		226	625			
COMPETITIVE TIMING				CC Accounting:	226-	16-720-3501-610			
83		CC-13603 03/21/25 Gas MS bball jamboree	55.90		126	625			
CONOCO				CC Accounting:	126-	50-720-3500-582			
84		CC-13603 03/22/25 Meal MS bball jamboree	103.12		126	625			
STRETCH'S PIZZA				CC Accounting:	126-	50-720-3500-582			
85		CC-13603 03/26/25 1000 points award	39.99		226	625			
ETSY				CC Accounting:	226-	16-720-3500-610			
86		CC-13603 03/26/25 Golf balls and tees	225.51		226	625			
WALMART				CC Accounting:	226-	16-720-3513-610			
87		CC-13603 03/26/25 Gas HS golf	42.44		226	625			
HOLIDAY STATIONS				CC Accounting:	226-	16-720-3500-624			
88		CC-13603 03/26/25 Meal HS golf	213.99		226	625			
THE DUCK INN				CC Accounting:	226-	16-720-3513-582			
89		CC-13603 03/27/25 Golf registration	163.00		226	625			
MARIAS VALLEY GOLF AND COUNTRY CLUB				CC Accounting:	226-	16-720-3513-610			
90		CC-13603 03/28/25 Meal HS golf	89.24		226	625			
SUBWAY				CC Accounting:	226-	16-720-3513-582			
91		CC-13603 03/28/25 Gas HS golf	40.00		226	625			
AGLAND CO-OP				CC Accounting:	226-	16-720-3500-624			
92		CC-13603 03/28/25 Meal HS golf	202.95		226	625			
MISC VENDOR				CC Accounting:	226-	16-720-3513-582			
93		CC-13603 03/28/25 Rooms HS golf	1,197.20		226	625			
COMFORT INN				CC Accounting:	226-	16-720-3513-582			
94		CC-13603 03/28/25 Gas HS golf	41.93		226	625			
EXXON MOBILE				CC Accounting:	226-	16-720-3500-624			
95		CC-13603 03/10/25 Golf simulator	129.95		226	625			
MISC VENDOR				CC Accounting:	226-	16-720-3513-610			
96		CC-13603 03/10/25 Golf simulator	220.00		226	625			
MISC VENDOR				CC Accounting:	226-	16-720-3513-610			
97		CC-13603 03/12/25 MS golf polos	1,101.69		126	625			
BSN SPORTS				CC Accounting:	126-	50-720-3500-610			

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

Page: 6 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
98		CC-13604 03/09/25 Gas State BPA	43.45		226	625			
Cenex				CC Accounting:	226-	16-720-3500-624			
99		CC-13604 03/11/25 Gas State BPA	60.35		226	625			
CONOCO				CC Accounting:	226-	16-720-3500-624			
100		CC-13604 03/11/25 Gas State BPA	54.30		226	625			
Cenex				CC Accounting:	226-	16-720-3500-624			
101		CC-13604 03/26/25 BLT Cake	46.99		226	625			
REYNOLDS SUPERMARKET				CC Accounting:	226-	16-100-1000-610			
102		CC-13605 03/05/25 Tennis balls for furniture	32.99		126	625			
AMAZON				CC Accounting:	126-	50-100-1000-610			
103		CC-13605 03/05/25 Tweens&Teens bundle	278.26		226	625			
SOCIAL THINKING				CC Accounting:	226-	16-280-1000-610			
104		CC-13605 03/06/25 Amazon gift card	50.00		115	625			315
AMAZON				CC Accounting:	115-	14-494-2115-610-315			
105		CC-13605 03/06/25 Amazon gift card	50.00		115	625			315
AMAZON				CC Accounting:	115-	50-494-2115-610-315			
106		CC-13605 03/10/25 Student incentives	597.43		115	625			315
AMAZON				CC Accounting:	115-	14-494-2115-610-315			
107		CC-13605 03/10/25 Student incentives	597.43		115	625			315
AMAZON				CC Accounting:	115-	50-494-2115-610-315			
108		CC-13605 03/10/25 Elem art supplies	1,955.64		115	625			700
AMAZON				CC Accounting:	115-	15-470-1000-610-700			
109		CC-13605 03/10/25 Twist Wobble Stool	153.87		126	625			
AMAZON				CC Accounting:	126-	15-100-1000-610			
110		CC-13605 03/10/25 4pk Mavalus Tape	29.88		126	625			
AMAZON				CC Accounting:	126-	15-100-1000-610			
111		CC-13605 03/11/25 Laptop charging cabinet	289.98		126	625			
AMAZON				CC Accounting:	126-	50-141-1000-610			
112		CC-13605 03/13/25 Student Incentives	441.01		126	625			
AMAZON				CC Accounting:	126-	15-100-1000-610			
113		CC-13605 03/14/25 Cutting board kits	799.89		226	625			
WOODCRAFT SUPPLY LLC				CC Accounting:	226-	16-100-1000-610			
114		CC-13605 03/15/25 Curl machine dumbbell grips	249.48		115	625			700
AMAZON				CC Accounting:	115-	50-470-1000-610-700			
115		CC-13605 03/17/25 HS Social Studies supplies	133.94		226	625			
AMAZON				CC Accounting:	226-	16-100-1000-610			
116		CC-13605 03/17/25 Bumper bubble soccer ball	477.09		115	625			315
AMAZON				CC Accounting:	115-	90-494-2115-610-315			
117		CC-13605 03/18/25 HS sped office supplies	259.79		226	625			
AMAZON				CC Accounting:	226-	16-280-1000-610			
118		CC-13605 03/18/25 Wee trapeze bar	87.78		226	625			
SOUTHPAW ENTERPRISES				CC Accounting:	226-	16-280-1000-610			
119		CC-13605 03/18/25 Rooms MS field trip	560.96		126	625			
HOLIDAY INN AND SUITES				CC Accounting:	126-	50-710-2700-516			

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

Page: 7 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
120		CC-13605 03/20/25 Tents	409.78	215	625				33
AMAZON				CC Accounting:	215-	16-390-1000-610-	33		
121		CC-13605 03/20/25 BPA advisor registration	639.00	215	625				825
NATIONAL BUSINESS ED ASSOCIATION				CC Accounting:	215-	16-451-1170-810-	825		
122		CC-13605 03/21/25 Marquee	51,329.44	226	625				
GOLDEN RULE SIGNS				CC Accounting:	226-	16-100-2600-725			
123		CC-13605 03/26/25 Professional monitor	159.94	126	625				
AMAZON				CC Accounting:	126-	15-141-1000-610			
124		CC-13605 03/27/25 RAM kit, ID badge holders	88.98	126	625				
AMAZON				CC Accounting:	126-	50-141-1000-610			
125		CC-13605 03/31/25 Student incentives	334.58	126	625				
AMAZON				CC Accounting:	126-	14-280-1000-610			
126		CC-13605 03/31/25 Speech supplies	59.19	126	625				
AMAZON				CC Accounting:	126-	15-280-1000-610			
127		CC-13605 04/01/25 Pre K supplies	1,044.67	115	625				700
AMAZON				CC Accounting:	115-	15-470-1000-610-700			
128		CC-13605 04/01/25 Nurse supplies	588.39	115	625				52
AMAZON				CC Accounting:	115-	15-100-2130-610-	52		
129		CC-13605 04/03/25 Hand Sanitizer	35.96	126	625				
AMAZON				CC Accounting:	126-	15-100-1000-610			
130		CC-13605 04/03/25 Award medals	119.34	126	625				
AMAZON				CC Accounting:	126-	15-100-1000-610			
131		CC-13605 04/03/25 Nurse Supplies	1,696.04	115	625				52
AMAZON				CC Accounting:	115-	15-100-2130-610-	52		
132		CC-13605 04/03/25 Speech supplies	185.28	126	625				
AMAZON				CC Accounting:	126-	15-280-1000-610			
133		CC-13605 04/03/25 Textured sensory stickers	29.99	115	625				315
AMAZON				CC Accounting:	115-	15-494-1000-610-315			
134		CC-13605 04/03/25 Wipes for electronics	208.50	126	625				
AMAZON				CC Accounting:	126-	15-100-1000-610			
135		CC-13605 04/03/25 25 Black Klansman books	263.00	226	625				
AMAZON				CC Accounting:	226-	16-100-1000-640			
136		CC-13605 03/19/25 BPA advisor NLC flight	390.91	215	625				825
UNITED AIRLINES				CC Accounting:	215-	16-451-1170-582-	825		
137		CC-13605 03/19/25 Student BPA flights NLC	1,274.30	115	625				700
UNITED AIRLINES				CC Accounting:	115-	90-470-1000-582-	700		

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

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
70413		25359 MARTHA WATTS	74.95						
1		03/19/25 Reimbursement CC did not work	74.95*		126	14	100-1000		610
70418		10069 MONTANA DAKOTA UTILITIES	21,315.69						
1		04/26/25 Admin building- Gas	95.50		126	90	100-2600		411
2		04/26/25 Admin building- Electric	154.76*		126	90	100-2600		412
3		04/26/25 Maint. Shop- Gas	144.03		126	90	100-2600		411
4		04/26/25 Maint. Shop- Electric	78.94*		126	90	100-2600		412
5		04/26/25 Bus Garage- Gas	131.89		110	15	100-2700		411
6		04/26/25 Bus Garage- Gas	131.90*		110	14	100-2700		411
7		04/26/25 Bus Garage- Gas	131.90*		110	50	100-2700		411
8		04/26/25 Bus Garage- Electric	85.63		110	15	100-2700		412
9		04/26/25 Bus Garage- Electric	85.63*		110	14	100-2700		412
10		04/26/25 Bus Garage- Electric	85.63*		110	50	100-2700		412
11		04/26/25 Middle&Grade School- Gas	2,722.73		126	90	100-2600		411
12		04/26/25 Middle&Grade School- Electric	8,504.07*		126	90	100-2600		412
13		04/26/25 High School- Gas	2,500.45*		226	16	100-2600		411
14		04/26/25 High School- Electric	4,410.99		226	16	100-2600		412
15		04/26/25 Football Field- Electric	27.78		226	16	100-2600		412
16		04/26/25 413 W HWY 2- Gas	59.65		126	90	100-2600		411
17		04/26/25 413 W HWY 2- Electric	66.90*		126	90	100-2600		412
18		04/26/25 407 4th Ave- Gas/Electric	158.35*		115		100-2620	410	31
19		04/26/25 317 W HWY 2- Gas/Electric	185.85*		115		100-2620	410	31
20		04/26/25 Apt 1A- Gas/Electric	78.70*		115		100-2620	410	31
21		04/26/25 Apt 1B-Gas/Electric	112.76*		115		100-2620	410	31
22		04/26/25 Apt 1C-Gas/Electric	125.82*		115		100-2620	410	31
23		04/26/25 Apt 2A- Gas/Electric	99.15*		115		100-2620	410	31
24		04/26/25 Apt 2B- Gas/Electric	150.34*		115		100-2620	410	31
25		04/26/25 Apt 2C- Gas/Electric	89.14*		115		100-2620	410	31
26		04/26/25 Apt 3A- Gas/Electric	146.59*		115		100-2620	410	31
27		04/26/25 Apt 3B- Gas/Electric	119.00*		115		100-2620	410	31
28		04/26/25 Apt 3C- Gas/Electric	132.30*		115		100-2620	410	31
29		04/26/25 Apt 4A- Gas/Electric	57.13*		115		100-2620	410	31
30		04/26/25 Apt 4B- Gas/Electric	140.11*		115		100-2620	410	31
31		04/26/25 Apt 4C- Gas/ Electric	6.37*		115		100-2620	410	31
32		04/26/25 Apt 5A- Gas/Electric	114.58*		115		100-2620	410	31
33		04/26/25 Apt 5B- Gas/Electric	80.40*		115		100-2620	410	31
34		04/26/25 Apt 5C- Gas/ Electric	100.72*		115		100-2620	410	31

04/25/25  
07:39:19

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 4/25

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
70412		20402 TIRE RAMA GLENDIVE	1,593.99				
1		903-14055 03/14/25 Bus tires	1,593.99	210 16	100-2700		440
70414		20737 TWILIA BEAR CUB	36.77				
1		04/10/25 Gas reimbursement	36.77*	126 14	280-1000		582
# of Claims		8	Total: 144,671.57	# of Vendors		8	

04/25/25  
07:39:26

POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 4/25

Page: 10 of 11  
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund 101	12,521.45
115 Elementary Miscellaneous Programs Fund 101	11,436.08
126 Elementary Impact Aid Fund 101	37,393.78
210 High School Transportation Fund 101	3,545.68
215 High School Miscellaneous Programs Fund 101	1,726.33
226 High School Impact Aid Fund 101	78,048.25
Total:	144,671.57

04/25/25  
07:39:26

POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 4 / 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:

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I hereby certify that the above is correct

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Business Manager/Clerk

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 1 of 10  
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
70424	1	25666 ABDO BOOKS 0066288 04/10/25 Library books	1,823.25	1,823.25	39131	126 15	100-2225	640	
70477	1	25582 ACELLUS EDUCATIONAL SERVICES LLC 103926 04/16/25 27 Student license	2,133.00	2,133.00*		115 14	494-1000	680	315
70479	1	25582 ACELLUS EDUCATIONAL SERVICES LLC 103826 04/16/25 53 Student license	4,187.00	4,187.00*		115 50	494-1000	680	315
70466	1	25862 ADVANCED SOLUTIONS LLC 3073 04/11/25 Pest elimination	650.00	650.00		226 16	100-2600	440	
70474	1	26047 BALFOUR 1503834 03/14/25 Graduation tassles	457.19	457.19		226 16	100-1000	610	
70459	1	20220 BIG VALLEY WATER 182945 04/04/25 HS water	491.00	153.00		226 16	100-1000	610	
	2	183308 04/14/25 Elementary water		144.00		126 15	100-1000	610	
	3	183309 04/14/25 Admin building water		32.00		126 90	100-2300	610	
	4	183307 04/14/25 HS water		81.00		226 16	100-1000	610	
	5	183528 04/28/25 HS water		81.00		226 16	100-1000	610	
70443	1	24666 BROCK COPENHAVER Cell phone service cost for the month of May 2025 05/04/25 Cell phone service cost	75.00	75.00		226 16	100-2600	531	
70467	1	10032 BRUCO, INC. 431251 04/17/25 Vac bag 20 pk	885.14	885.14		226 16	100-2600	615	
70469	1	10032 BRUCO, INC. 431163 04/01/25 Vac bags	75.29	75.29*		126 90	100-2600	615	
70472	1	10032 BRUCO, INC. 431604 04/24/25 Supplies	93.23	93.23*		126 90	100-2600	615	
70453	1	20184 BSN SPORTS 929345075 03/27/25 Golf Polos	1,291.40	1,291.40*		226 16	720-3513	610	

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 2 of 10  
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
70454		20184 BSN SPORTS	2,825.00						
1		929442604 04/03/25 Woven shorts	2,675.00*	39129	126	50	100-1000	610	
2		929442604 04/03/25 Shipping	150.00*	39129	126	50	100-1000	610	
70476		23538 CASCADE COUNTY REGIONAL YOUTH	620.00						
1		2025-04016 05/01/25 Tuition	620.00		213	16	100-1000	563	
70442		10748 CITY OF POPLAR	5,607.48						
Water charges for June 2024									
1		04/25/25 Admin building- water/sewer	95.63		126	90	100-2600	421	
2		04/25/25 #9 shop- water/sewer	61.35		126	90	100-2600	421	
3		04/25/25 Trnsprt&mntnc water/sewer	125.98		126	90	100-2600	421	
4		04/25/25 Bus Garage- water/sewer	172.32		110	15	100-2700	421	
5		04/25/25 Grade school- water/sewer	1,353.07		126	90	100-2600	421	
6		04/25/25 Middle school- water/sewer	861.11		126	90	100-2600	421	
7		04/25/25 High school- water/sewer	61.12		226	16	100-2600	421	
8		04/25/25 HS metal shop- water/sewer	1,929.01		226	16	100-2600	421	
9		04/25/25 Supt house- water/sewer	102.71*		115		100-2620	410	31
10		04/25/25 Townhouse #1- water/sewer	144.64*		115		100-2620	410	31
11		04/25/25 Townhouse #2- water/sewer	150.90*		115		100-2620	410	31
12		04/25/25 Townhouse #3- water/sewer	163.66*		115		100-2620	410	31
13		04/25/25 Townhouse #4-water/sewer	144.97*		115		100-2620	410	31
14		04/25/25 Townhouse #5- water/sewer	146.96*		115		100-2620	410	31
15		04/25/25 Prof Village- Garbage	94.05*		115		100-2620	410	31
70444		25304 CLINT LINTHICUM	75.00						
Monthly cell phone service cost of \$75.00 for the month of May 2025									
1		05/01/25 Cell phone service cost	75.00*		110	15	100-2700	531	
70419		26039 COVER ONE	534.60						
1		26650 04/07/25 500 adhesive glue strips	495.00	39135	126	15	100-2225	610	
2		26650 04/07/25 Shipping	39.60	39135	126	15	100-2225	610	
70420		26039 COVER ONE	1,074.00						
1		26649 04/07/25 Book repair machine	995.00*	39136	126	15	100-2225	660	
2		26649 04/07/25 Shipping	79.00*	39136	126	15	100-2225	660	

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 3 of 10  
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
70439		24979 COY WEEKS	75.00						
		Cell phone service for the month of May 2025							
1		05/12/25 Cell phone service cost	75.00		226	16	100-2600		531
70456		24934 CP SPEECH THERAPY	13,875.00						
		Speech Therapy Services for April 2025							
1		168 05/01/25 Speech Therapy services	2,775.00*		126	14	280-2160		320
2		168 05/01/25 Speech Therapy services	5,550.00*		126	15	280-2160		320
3		168 05/01/25 Speech Therapy services	2,775.00*		126	50	280-2160		320
4		168 05/01/25 Speech Therapy services	2,775.00*		226	16	280-2160		320
70465		26046 CRAIG'S SALE-SERVICE-RENTAL	322.31						
1		959002 04/30/25 Parts	322.31*		126	90	100-2600		615
70432		21755 CRIMINAL RECORDS IDENTIFICATION	30.00						
1		2552 03/31/25 Background check	21.00		126	90	100-2305		340
2		2552 03/31/25 Background check	9.00		226	16	100-2305		340
70461		10044 DACOTAH PAPER CO.	1,915.16						
1		21353 04/14/25 Paper & Disposables	1,128.14		212	90	910-3100		570
2		21352 04/14/25 Paper & Disposables	47.31		212	90	910-3100		570
3		29386 04/28/25 Paper & Disposables	291.99		212	90	910-3100		570
4		30215 04/28/25 Paper & Disposables	229.40		212	90	910-3100		570
5		30216 04/28/25 Paper & Disposables	218.32		212	90	910-3100		570
70427		10589 DEMCO INC	547.89						
1		7635112 04/19/25 Library Supplies	547.89	39132	126	15	100-2225		610
70473		10189 ECKROTH MUSIC CO.	540.00						
1		5287011 02/24/25 French Horn repairs	270.00*		126	14	100-1000		610
2		5287011 02/24/25 French Horn repairs	270.00*		126	50	100-1000		610
70455		23606 ELIZABETH A. SHIPSTEAD	3,984.39						
1		000077 05/05/25 OT April 2025	796.87*		126	14	280-2160		320
2		000077 05/05/25 OT April 2025	1,593.76*		126	15	280-2160		320
3		000077 05/05/25 OT April 2025	796.88*		126	50	280-2160		320
4		000077 05/05/25 OT April 2025	796.88*		226	16	280-2160		320

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 4 of 10  
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
70445		24787 FORT PECK JOURNAL. LLC	1,968.00						
1		3396 04/24/25 Advertising	1,377.60*		126	90	100-2300	540	
2		3396 04/24/25 Advertising	590.40*		226	16	100-2300	540	
70436		22225 FRANK GOURNEAU	75.00						
		Cell phone service for the month of May 2025							
1		05/12/25 Cell phone service cost	75.00		226	16	100-2600	531	
70470		19674 GARY BRINK, INC.	1,870.63						
1		FD699828 04/10/25 Repairs on Hobart Pulper	1,870.63		126	90	100-2600	440	
70441		25502 GREG GOURNEAU	75.00						
		Cell phone service charge for the month of May 2025							
1		05/12/25 Monthly service charge	75.00		126	90	100-2600	531	
70460		14345 J & M DISTRIBUTING	5,717.70						
1		77817 04/01/25 Milk for cafeteria	762.50		212	90	910-3100	570	
2		77848 04/04/25 Milk for cafeteria	654.50		212	90	910-3100	570	
3		76424 04/08/25 Milk for cafeteria	762.50		212	90	910-3100	570	
4		76953 04/11/25 Milk for cafeteria	654.50		212	90	910-3100	570	
5		76485 04/15/25 Milk for cafeteria	762.50		212	90	910-3100	570	
6		76480 04/22/25 Milk for cafeteria	870.50		212	90	910-3100	570	
7		77185 04/25/25 Milk for cafeteria	265.70		212	90	910-3100	570	
8		77225 04/28/25 Milk for cafeteria	330.50		212	90	910-3100	570	
9		77247 04/29/25 Milk for cafeteria	654.50		212	90	910-3100	570	
70475		14345 J & M DISTRIBUTING	102.08						
1		2218281 05/01/25 Popcorn HS carnival	102.08		115	90	494-2115	610	315
70425		13164 J.W. PEPPER & SON, INC.	75.98						
1		367455471 04/03/25 Dances Score	33.99	39137	226	16	100-1000	610	
2		367456113 04/03/25 Courage full score	41.99	39137	226	16	100-1000	610	
70437		25360 JOHN WETSIT	75.00						
		Cellphone service for the month of May 2025							
1		05/12/25 Cell phone service cost	75.00		126	90	100-2600	531	

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 5 of 10  
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
70438		24786 LEWIS REESE	75.00						
		Cell phone service for the month of May 2025							
1		05/12/25 Cell phone service cost	75.00		126	90	100-2600	531	
70429		14492 LINDE GAS AND EQUIPMENT INC.	375.27						
1		42662545 Cylinder lease	375.27		226	16	390-1000	610	
70457		14492 LINDE GAS AND EQUIPMENT INC.	374.02						
1		49552225 04/30/25 Cylinder lease	374.02		226	16	390-1000	610	
70450		24921 LORRI COULTER, MS, PS, BCBA	8,340.00						
		School Psychologist hours for April 2025							
1		1042 04/30/25 Psychologist April 2025	1,668.00*		126	14	280-2140	320	
2		1042 04/30/25 Psychologist April 2025	3,336.00*		126	15	280-2140	320	
3		1042 04/30/25 Psychologist April 2025	1,668.00*		126	50	280-2140	320	
4		1042 04/30/25 Psychologist April 2025	1,668.00		226	16	280-2140	320	
70446		25209 MARCO TECHNOLOGIES LLC	12,034.79						
1		553883752 04/21/25 Copier Contract payment	1,504.34*		126	14	100-1000	610	
2		553883752 04/21/25 Copier Contract payment	1,504.35*		126	14	280-1000	610	
3		553883752 04/21/25 Copier Contract payment	1,504.35		126	15	100-1000	610	
4		553883752 04/21/25 Copier Contract payment	1,504.35*		126	15	280-1000	610	
5		553883752 04/21/25 Copier Contract payment	1,504.35*		126	50	100-1000	610	
6		553883752 04/21/25 Copier Contract payment	1,504.35*		126	50	280-1000	610	
7		553883752 04/21/25 Copier Contract payment	1,504.35		226	16	100-1000	610	
8		553883752 04/21/25 Copier Contract payment	1,504.35		226	16	280-1000	610	
70468		24040 MID-AMERICAN RESEARCH CHEMICAL	6,332.37						
1		0845674-IN 04/04/25 Janitor supplies	4,000.00*		126	90	100-2600	615	
2		0845674-IN 04/04/25 Janitor supplies	2,332.37		226	16	100-2600	615	
70435		21147 MORGAN NORGAARD	75.00						
		Cell phone service for the month of May 2025							
1		05/12/25 Cell phone service cost	75.00		126	90	100-2600	531	
70447		25132 NORTHERN PLAINS INDEPENDENT	3,017.52						
1		ci-6299 03/31/25 Advertising	2,112.26*		126	90	100-2300	540	
2		ci-6299 03/31/25 Advertising	905.26*		226	16	100-2300	540	

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 6 of 10  
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
70448		25132 NORTHERN PLAINS INDEPENDENT	4,713.01						
		Past due invoices, did not receive in mail.							
1		ci-5998 12/31/24 Advertising	912.64*		126	90	100-2300	540	
2		ci-5998 12/31/24 Advertising	391.13*		226	16	100-2300	540	
3		ci-5893 11/30/24 Advertising	1,356.17*		126	90	100-2300	540	
4		ci-5893 11/30/24 Advertising	581.22*		226	16	100-2300	540	
5		ci-5273 07/20/24 Advertising	642.95*		126	90	100-2300	540	
6		ci-5273 07/20/24 Advertising	275.55*		226	16	100-2300	540	
7		ci-4995 Advertising	387.34*		126	90	100-2300	540	
8		ci-4995 Advertising	166.01*		226	16	100-2300	540	
70449		26045 OROZCO DIESEL	409.50						
		Repairs on 2014 Blue Bird Bus							
1		2296 04/21/25 Repairs 2014 bus	409.50		110	15	100-2700	440	
70464		26041 OWEN & MIRANDA GRAMLING	560.00						
1		0024 04/28/25 Pre K t shirts	560.00		126	15	100-1000	610	
70440		24767 PATTI JO BLACK	75.00						
		Cell phone services for the month of May 2025							
1		05/12/25 Cell phone service cost	75.00		226	16	100-2600	531	
70422		26038 QUILL, LLC	166.64						
1		43581058 04/03/25 Packing tape	106.66	39133	126	15	100-2225	610	
2		43581249 04/03/25 Scotch packing tape	59.98	39133	126	15	100-2225	610	
70458		19919 REALLY GOOD STUFF, LLC	579.49						
1		8851020 05/02/25 Kinder supplies	286.76	39140	126	15	100-1000	610	
2		8850103 05/01/25 Kinder Supplies	292.73	39140	126	15	100-1000	610	
70433		26016 REDWOOD TOXICOLOGY LABORTORY, INC	147.25						
1		3100702025 03/31/25 Drug tests	147.25		226	16	100-2305	340	
70430		10170 SAFEGUARD BUSINESS SYSTEMS	333.46						
1		7638825 04/22/25 Claim warrants 1bx	333.46*		226	16	100-2500	610	

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 7 of 10  
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
70423		10079 SCHOOL SPECIALTY, LLC	74.89						
1		35540078 04/09/25 Scotch 893 Prem. HD	17.99	39134	126	15	100-2225	610	
2		35540078 04/19/25 Hygloss blank bookmarks	56.90	39134	126	15	100-2225	610	
70428		10079 SCHOOL SPECIALTY, LLC	454.07						
1		4689321 04/21/25 Title 1 classroom supplies	454.07	39138	126	15	100-1000	610	
70452		24038 SHEILA FLADAGER	6,125.00						
Speech Therapy services for April 2025									
1		05/01/25 Speech therapy services	2,143.75		126	14	280-2150	320	
2		05/01/25 Speech therapy services	3,675.00		126	15	280-2150	320	
3		05/01/25 Speech therapy services	306.25		126	50	280-2150	320	
70463		12492 SYSCO MONTANA INC.	54,075.15						
1		543474916 04/01/25 Dairy, meats, frozen	8,132.32		212	90	910-3100	570	
2		14356661P 04/03/25 Credit	-87.10		212	90	910-3100	570	
3		543479999 04/04/25 Dairy, meats, canned	4,230.66		212	90	910-3100	570	
4		543480002 04/04/25 MS staff lounge	242.59*		126	50	100-1000	610	
5		543480002 04/04/25 MS staff lounge	242.60*		126	14	100-1000	610	
6		543480000 04/04/25 5-6 Fruits/ veggies	240.45*		212	90	910-3100	573	
7		543480001 04/04/25 K-4 fruits/veggies	480.90*		212	90	910-3100	572	
8		543483428 04/07/25 Lunch meat	463.56		212	90	910-3100	570	
9		543485707 04/08/25 Dairy, Meats, Frozen	5,403.11		212	90	910-3100	570	
10		543485707 04/08/25 Paper & disposables	731.25		212	90	910-3100	610	
11		543490467 04/11/25 Canned, frozen, produce	3,176.06		212	90	910-3100	570	
12		543490467 04/11/25 Paper & disposables	753.85		212	90	910-3100	610	
13		543495803 04/15/25 Frozen, canned, dairy	4,456.85		212	90	910-3100	570	
14		543495803 04/15/25 Paper & disposables	238.68		212	90	910-3100	610	
15		543495804 04/15/25 K-4 Fruits/vegetables	314.35*		212	90	910-3100	572	
16		543495805 04/15/25 5-6 fruits/vegetables	202.15*		212	90	910-3100	573	
17		543506214 04/22/25 Dairy, frozen,produce	3,963.34		212	90	910-3100	570	
18		543506215 04/22/25 k-4 fruits/vegetables	292.65*		212	90	910-3100	572	
19		543506216 04/22/25 5-6 fruits/vegetables	231.00*		212	90	910-3100	573	
20		543506217 04/22/25 MS student snacks	423.80*		126	50	100-1000	610	
21		543507672 04/23/25 Meats, frozen, produce	1,461.48		212	90	910-3100	570	
22		543506218 04/22/25 juice elem science fair	979.89		115	15	494-2115	610	315
23		543511029 04/25/25 Meats, canned, produce	6,029.60		212	90	910-3100	570	
24		543511029 04/25/25 Paper & disposables	840.46		212	90	910-3100	610	
25		543516481 04/29/25 Dairy, frozen,produce	8,332.57		212	90	910-3100	570	
26		543516478 04/29/25 K-4 fruits/vegetables	1,261.33*		212	90	910-3100	572	
27		543516479 04/29/25 5-6 fruits/vegetables	340.20*		212	90	910-3100	573	
28		543516480 04/29/25 5-6 fruits/vegetables	200.37*		212	90	910-3100	573	

05/06/25  
10:57:29

POPLAR SCHOOLS  
Claim Approval List  
For the Accounting Period: 5/25

Page: 8 of 10  
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
29		543516482 04/29/25 MS staff lounge	99.90*		126	50	100-1000	610	
30		543488173 04/10/25 Cereal	189.98		212	90	910-3100	570	
31		543516483 04/29/25 Water HS carnival	206.30		115	90	494-2115	610	315
70426		25383 THE AFTERMARKET PARTS COMPANY, LLC	2,786.27						
1		83631546 01/28/25 2 windshields	1,190.32*		110	14	100-2700	440	
2		83673230 03/07/25 Fender LH Front	1,582.94		110	15	100-2700	440	
3		83699989 03/25/25 Extrusion- rubber cut	13.01		110	50	100-2700	440	
70462		13395 U.S. FOOD SERVICE, INC.	6,760.82						
1		4691120 04/07/25 Produce, dairy, meats	2,929.69		212	90	910-3100	570	
2		4800339 04/10/25 Dry groc, poultry, frozen	1,703.04		212	90	910-3100	570	
3		4882344 04/14/25 Frozen, meats	951.04		212	90	910-3100	570	
4		5183438 04/24/25 Produce, dairy, pork/beef	816.80		212	90	910-3100	570	
5		4882343 04/14/25 Eggs	360.25		212	90	910-3100	570	
70451		22443 ULINE SHIPPING SUPPLIES	1,703.10						
1		189642257 02/25/25 Janitor supplies	1,200.00*		126	90	100-2600	615	
2		189642257 02/25/25 Janitor supplies	503.10		226	16	100-2600	615	
70471		22443 ULINE SHIPPING SUPPLIES	188.97						
1		192009662 04/23/25 Janitor supplies	188.97*		126	90	100-2600	615	
70421		20976 WOLFTRAX BROADCASTING, LLC	401.31						
1		25030189 03/31/25 FM bulk package	234.94*		226	16	100-2300	540	
2		25030190 03/31/25 AM bulk package	58.74*		126	90	100-2300	540	
3		25030191 03/31/25 Sports booster sponsor	107.63*		126	90	100-2300	540	

# of Claims 58      Total: 164,324.62      # of Vendors 48

05/06/25  
10:57:30

POPLAR SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 5/25

Page: 9 of 10  
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund 101	3,443.09
115 Elementary Miscellaneous Programs Fund 101	8,556.16
126 Elementary Impact Aid Fund 101	63,999.22
212 High School Food Service Fund 101	66,273.75
213 High School Tuition Fund 101	620.00
226 High School Impact Aid Fund 101	21,432.40
Total:	164,324.62

05/06/25  
10:57:30

POPLAR SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 5 / 25

Page: 10 of 10  
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:

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I hereby certify that the above is correct

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Business Manager/Clerk



## **BUDGET v. ACTUAL INVESTMENT**

**Students First**

04/30/25  
12:24:11

POPLAR SCHOOLS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 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	393,629.57	3,403,164.44	4,406,015.08	4,406,015.08	1,002,850.64	77%
110 Elementary Transportation Fund	39,100.89	306,971.99	480,700.00	480,700.00	173,728.01	64%
111 Elementary Bus Depreciation Fund	-85,900.00	11,232.00	1,146,755.99	1,146,755.99	1,135,523.99	1%
113 Elementary Tuition Fund	0.00	0.00	126.21	126.21	126.21	0%
114 Elementary Retirement Fund	99,685.38	852,430.05	1,350,000.00	1,350,000.00	497,569.95	63%
115 Elementary Miscellaneous Programs	135,772.37	1,479,950.62	2,753,364.25	2,745,454.25	1,265,503.63	54%
126 Elementary Impact Aid Fund	676,280.60	4,745,185.14	7,901,221.02	7,901,221.02	3,156,035.88	60%
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	191,224.94	1,651,901.62	2,444,374.97	2,444,374.97	792,473.35	68%
210 High School Transportation Fund	8,125.94	55,906.40	195,200.00	195,200.00	139,293.60	29%
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	63,218.81	655,869.99	940,311.00	940,311.00	284,441.01	70%
213 High School Tuition Fund	2,185.70	11,459.80	39,489.32	39,489.32	28,029.52	29%
214 High School Retirement Fund	35,414.40	323,545.44	753,420.00	753,420.00	429,874.56	43%
215 High School Miscellaneous Programs	1,726.33	87,637.86	271,512.30	271,512.30	183,874.44	32%
218 High School Traffic Education Fund	0.00	0.00	861.28	861.28	861.28	0%
226 High School Impact Aid Fund	181,362.10	1,501,568.41	2,856,022.71	2,856,022.71	1,354,454.30	53%
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:	1,741,827.03	15,179,643.58	27,935,131.42	27,927,221.42	12,747,577.84	54%



## **INVESTMENT REPORT**

**Students First**

April 25,2025

Betty Romo, County Treasurer  
 400 2nd Avenue South  
 Wolf Point, Mt 59201

Please invest with STIP		\$14,836,300 as follows:		
ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	\$0	\$0	\$0
110	TRANSPORTATION	\$145,250	-\$40,250	\$105,000
111	BUS DEPRECIATION	\$1,065,000	\$91,500	\$1,156,500
113	TUITION	\$0	\$0	\$0
114	RETIREMENT	\$385,000	-\$385,000	\$0
115	MISC FUNDS	\$0	\$0	\$0
121	SICK LEAVE	\$22,510	\$1,290	\$23,800
126	IMPACT AID	\$6,650,700	\$349,300	\$7,000,000
128	TECHNOLOGY	\$15,000	\$1,000	\$16,000
129	FLEX FUND	\$525,000	\$0	\$525,000
160	BUILDING	\$160,000	\$5,000	\$165,000
161	BUILDING RESERVE	\$465,000	\$5,000	\$470,000
<b>ELEMENTARY TOTALS</b>		<b>\$9,433,460</b>	<b>\$27,840</b>	<b>\$9,461,300</b>
<b>HIGH SCHOOL</b>				
201	GENERAL	\$75,000	-\$75,000	\$0
210	TRANSPORTATION	\$138,000	-\$8,000	\$130,000
211	BUS DEPRECIATION	\$635,000	\$10,000	\$645,000
212	HOT LUNCH	\$0	\$0	\$0
213	TUITION	\$0	\$0	\$0
214	RETIREMENT	\$165,000	-\$165,000	\$0
215	MISC FUNDS	\$0	\$0	\$0
218	TRAFFIC EDUCATION	\$4,500	\$0	\$4,500
221	SICK LEAVE	\$18,500	\$0	\$18,500
226	IMPACT AID	\$4,200,850	-\$200,850	\$4,000,000
228	TECHNOLOGY	\$0	\$7,000	\$7,000
229	FLEX FUND	\$330,000	\$0	\$330,000
260	BUILDING	\$0	\$0	\$0
261	BUILDING RESERVE	\$240,000	\$0	\$240,000
<b>HIGH SCHOOL TOTALS</b>		<b>\$5,806,850</b>	<b>-\$431,850</b>	<b>\$5,375,000</b>
<b>TOTAL INVESTMENTS</b>		<b>\$15,240,310</b>	<b>-\$404,010</b>	<b>\$14,836,300</b>

Sincerely,

*Judy Linticum*  
 Business Manager



## HS ACTIVTY FUND

**Students First**

Account	Opening Balance	Receipts (+)	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
1 HIGH SCHOOL STUDENT COUNCIL	10592.06	760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9832.06
6 ATHLETICS	7176.50	2703.00	0.00	0.00	4570.35	0.00	0.00	0.00	0.00	9043.85
7 ANNUAL	2888.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2888.90
8 7-8 MS STUDENT COUNCIL	149.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.12
10 MUSIC	7383.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7383.81
11 FCCLA	4056.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4056.41
12 NATIONAL HONOR SOCIETY	661.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	661.82
13 PEP CLUB	1912.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1912.74
16 INDEPENDENCE BANK CARD DONATION	41840.33	41840.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17 DISTRICT MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 VENDING-ACCOUNT	2577.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2577.17
22 BPA	2437.80	4399.06	0.00	0.00	3060.00	0.00	0.00	0.00	0.00	1098.74
23 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39 MCA MT CAREER ASSOC (JMIG)	2199.54	828.86	0.00	0.00	1184.85	0.00	0.00	0.00	0.00	2555.53
48 HISTORY CLUB	6721.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6721.84
50 CLASS OF 2028	1006.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1006.91
57 CLASS OF 2025	6070.50	1081.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4989.12
58 CLASS OF 2026	12743.50	7798.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4944.82
59 CLASS OF 2027	4621.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4621.75
60 MS INDIAN CLUB	2696.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2696.58
61 FUTURE FARMERS OF AMERICAN	482.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.75
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
899 MISC CHARGES	0.00	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>116220.03</b>	<b>59411.31</b>					<b>8815.20</b>			<b>67623.92</b>

LaRae Crowley, Chair

Judy Linticum, School Clerk



## **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: May 12, 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 Board Report



### **Superintendent Report for the month of April/May**

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. Update on positions that need to be filled: Elementary School needs: a Kindergarten and 3<sup>rd</sup> grade teacher; Middle School needs: 5<sup>th</sup> grade, Counselor, Assistant Principal; High School needs: Counselor and Social Studies. We are also looking for music teachers in the HS and ES but no luck.
2. I talked with the Tiny Eyes proposal that Morgan brought at last month's meeting. They will provide us with 1000 hours of counseling services for \$100.00 per hour. These counseling services are delivered telehealth method. These hours do carry over into the next year in case we do not use them.
3. Celebrations:

- a. We negotiated both the teachers and classified agreements. Larae and Kenny did a great job and I would like to applaud all those involved in keeping the process positive and in the end it went well.
- b. It is always a celebration when your turnover for teachers is low. Here is the turnover for the past 4 years for teachers: 2022 (11), 2023 (10), 2024 (9) and 2025 (4). Having only 4 teachers (so far) is really something to celebrate.

4. Concerns:

- a. The air conditioning project in the high school is still not up and running. We are still holding payment to McKinstry until we are completely satisfied.
- b. Enrollment numbers at the kindergarten level. We now have had 2 years of low numbers in kindergarten. If we have 3 consecutive years of low numbers in kindergarten that could really cause a funding problem. Definitely something to keep an eye on.

5. Night security applicants: We have had 21...yes 21 applications for night security. We will be screening these and interviewing shortly.

6. We interviewed and selected an assistant clerk, but the applicant chose not to take the job simply because the pay was not enough. We will readvertise.

7. Enrollment numbers: 824 students as of 5/6/25.

8. Bullseye walkthroughs for the year: Elementary School had 188 walkthroughs; Middle School had 128 walkthroughs. High School had 171 walkthroughs. This will be one of our admin goals for next year.

9. Teacher leave is in the principal's reports. Admin were gone for 112 hours.

10. Poplar Schools has assumed supervision of the teacher/educational program at JDC. The memo included is from the head of law and justice Lewis Matthews. Mr. Gourneau and myself toured JDC. We are working on some logistical things to help with the education of JDC students.

11. Summer School: The ES and HS will be having summer school. Those recommendations for hires are in the packet.

12. Attendance for the month of April was at 84.08%. It is up from the previous couple months but needs to be a bit higher.

13. All handbooks will be coming forth to the Board at the June meeting.

14. I included a chart on the breakdown of expenditures for the district. I will explain.

15. I included numbers for health insurance breakdown by group.

**0857 Poplar Public Schools District**

Box 458, Poplar, MT 59255

Generated on 05/06/2025 02:45:54 PM Page 1 of 1

**Student Enrollment Summary Report**

Effective Date: 05/06/2025 Enrollment Types: P, S, N

Total Race/Ethnicities: 5 of 7 Total Schools: 5

Race/Ethnicity Source: Federal Male/Female/Total: 415/409/824

**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	-	27/30/57	-	-	-	0/2/2	3/0/3	30/32/62
06	0/1/1	35/25/60	-	-	-	1/0/1	-	36/26/62
All Grades	0/1/1	62/55/117	-	-	-	1/2/3	3/0/3	66/58/124

**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	29/31/60	-	-	-	-	0/1/1	31/32/63
08	-	30/26/56	-	-	-	-	-	30/26/56
All Grades	2/0/2	59/57/116	-	-	-	-	0/1/1	61/58/119

**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	2/0/2	28/33/61	-	-	-	-	0/1/1	30/34/64
10	-	33/37/70	-	-	-	-	-	33/37/70
11	-	30/29/59	-	-	-	0/1/1	0/1/1	30/31/61
12	0/1/1	25/29/54	-	-	-	-	-	25/30/55
All Grades	2/1/3	116/128/244	-	-	-	0/1/1	0/2/2	118/132/250

**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	-	23/21/44	-	-	-	0/1/1	-	23/22/45
02	-	25/37/62	-	-	-	1/1/2	1/0/1	27/38/65
03	-	39/36/75	1/0/1	-	-	0/1/1	2/0/2	42/37/79
04	-	40/27/67	-	-	-	0/1/1	0/1/1	40/29/69
KF	-	20/22/42	-	-	-	0/1/1	1/1/2	21/24/45
PK	-	16/11/27	-	-	-	1/0/1	-	17/11/28
All Grades	-	163/154/317	1/0/1	-	-	2/5/7	4/2/6	170/161/331

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

School	Total	Percentage
District Level - EL	0	0
Poplar 5-6 School	121	97.58%
Poplar 7-8	119	100.00%
Poplar High School	249	99.60%
Poplar School	324	97.89%
Total	813	98.67%

**0857 Poplar Public Schools District**

Box 458, Poplar, MT 59255

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**Attendance/Membership Report**

Start/End Date: 04/01/2025 - 04/30/2025 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 Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
05	62	1240	224.64	1015.36	62.00	50.76	190.54	9.53	81.88%	
06	62	1240	131.11	1108.89	62.00	55.46	90.58	4.53	89.43%	
07	63	1260	228.40	1031.60	63.00	51.60	120.94	6.06	81.87%	
08	58	1148	247.29	900.71	57.40	45.07	192.21	9.61	78.46%	
09	63	1246	179.00	1067.00	62.30	53.38	164.25	8.20	85.63%	
10	74	1474	301.31	1172.69	73.70	58.66	282.38	14.12	79.56%	
11	62	1225	248.69	976.31	61.25	48.82	238.64	11.94	79.70%	
12	57	1125	249.63	875.37	56.25	43.79	234.94	11.77	77.81%	
PK	20	400	28.34	371.66	20.00	18.61	22.56	1.12	92.91%	
KF	45	900	100.39	799.61	45.00	39.97	85.58	4.29	88.85%	
01	46	917	151.15	765.85	45.85	38.29	130.46	6.52	83.52%	
02	65	1287	164.76	1122.24	64.35	56.10	137.47	6.88	87.20%	
03	79	1576	172.85	1403.15	78.80	70.14	123.64	6.19	89.03%	
04	70	1400	196.06	1203.94	70.00	60.19	158.76	7.97	86.00%	
<b>Total</b>	<b>14</b>	<b>826</b>	<b>16438</b>	<b>2623.62</b>	<b>13814.38</b>	<b>821.90</b>	<b>690.84</b>	<b>2172.95</b>	<b>108.73</b>	<b>84.04%</b>

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

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
05	62	1240	224.64	1015.36	62.00	50.76	190.54	9.53	81.88%	
06	62	1240	131.11	1108.89	62.00	55.46	90.58	4.53	89.43%	
<b>Total</b>	<b>2</b>	<b>124</b>	<b>2480</b>	<b>355.75</b>	<b>2124.25</b>	<b>124.00</b>	<b>106.22</b>	<b>281.12</b>	<b>14.06</b>	<b>85.66%</b>

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

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
07	63	1260	228.40	1031.60	63.00	51.60	120.94	6.06	81.87%	
08	58	1148	247.29	900.71	57.40	45.07	192.21	9.61	78.46%	
<b>Total</b>	<b>2</b>	<b>121</b>	<b>2408</b>	<b>475.69</b>	<b>1932.31</b>	<b>120.40</b>	<b>96.67</b>	<b>313.15</b>	<b>15.67</b>	<b>80.25%</b>

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

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
09	63	1246	179.00	1067.00	62.30	53.38	164.25	8.20	85.63%	
10	74	1474	301.31	1172.69	73.70	58.66	282.38	14.12	79.56%	
11	62	1225	248.69	976.31	61.25	48.82	238.64	11.94	79.70%	
12	57	1125	249.63	875.37	56.25	43.79	234.94	11.77	77.81%	
<b>Total</b>	<b>4</b>	<b>256</b>	<b>5070</b>	<b>978.63</b>	<b>4091.37</b>	<b>253.50</b>	<b>204.65</b>	<b>920.21</b>	<b>46.03</b>	<b>80.70%</b>

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

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
PK	20	400	28.34	371.66	20.00	18.61	22.56	1.12	92.91%	
KF	45	900	100.39	799.61	45.00	39.97	85.58	4.29	88.85%	
01	46	917	151.15	765.85	45.85	38.29	130.46	6.52	83.52%	
02	65	1287	164.76	1122.24	64.35	56.10	137.47	6.88	87.20%	
03	79	1576	172.85	1403.15	78.80	70.14	123.64	6.19	89.03%	
04	70	1400	196.06	1203.94	70.00	60.19	158.76	7.97	86.00%	
<b>Total</b>	<b>6</b>	<b>325</b>	<b>6480</b>	<b>813.55</b>	<b>5666.45</b>	<b>324.00</b>	<b>283.30</b>	<b>658.47</b>	<b>32.97</b>	<b>87.45%</b>

# FORT PECK ASSINIBOINE & SIOUX TRIBES

## Department Of Law and Justice

April 22, 2025

TO: POPLAR SCHOOL

FRANK GOURNEAU III

FROM: LEWIS MATTHEWS

CHIEF OF LAW ENFORCEMENT (CLE)

RE: JDC TEACHER GLENNA REDEAGLE

This is to inform the Poplar Schools that Frank Gourneau III (Bosh) will be the direct supervisor of the Teacher position in the Juvenile Detention Center (JDC) as agreed earlier this year passing at school board and tribal council. There is a standing MOU, to improve education for the students assigned to JDC. Resolution # 32-2024-12

This will also give the schools permission to access the building to assist and oversee the teaching program at JDC. Mr. Gourneau III and CLE Matthews have a disciplinary process in place, if any actions need to be taken.

If any question please reach out to me (406)768-8004.

Thank you,

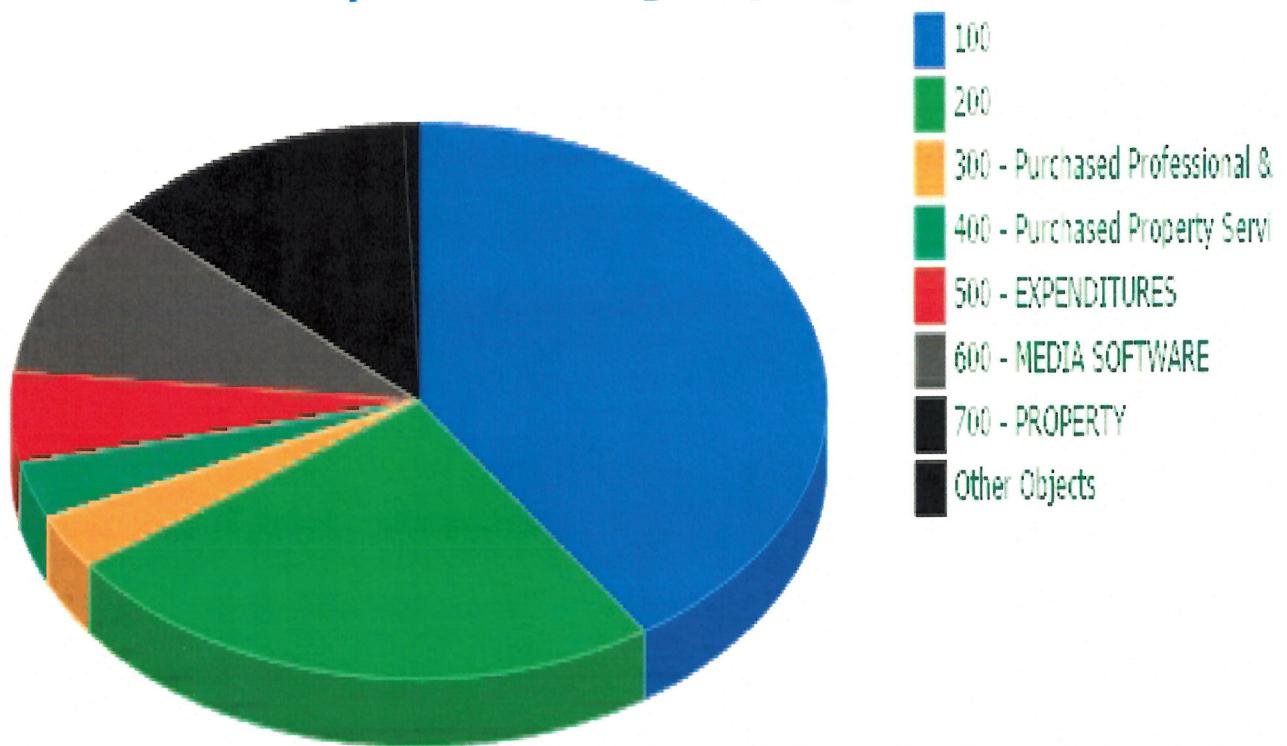


Lewis Matthews

100 SALARIES

200 FRINGE BENEFITS

### *Expenditure Budget by Object*



**Must by category**

**SY 26**

**Current**

**Certified Plan**

<b>Family</b>	32
<b>Employee &amp; Spouse</b>	15
<b>Employee &amp; Child</b>	11
<b>Single</b>	39
<b>Total</b>	<b>97</b>

**Classified**

<b>Family</b>	5
<b>Employee &amp; Spouse</b>	11
<b>Employee &amp; Child</b>	15
<b>Single</b>	22
<b>Total</b>	<b>53</b>

<b>Total Insured</b>	<b>150</b>
<b>HRA</b>	<b>157</b>

## **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.*

**May 6<sup>th</sup>, 2025**

**Teacher Parent Contacts: 397**

**Teacher Leave: 561 Hours**

**Admin Walk Throughs: 8 Classroom Walk Throughs**

**Currently:**

Book Vending Machine is up and running!! Every student will have a chance to utilize it before the end of the year.

Track Day will be May 7<sup>th</sup> & 8<sup>th</sup>

The end of the school year is rapidly approaching with many events taking place. It has been another tremendous school year here at the Poplar Elementary School!!

**Upcoming:**

**Kinder Field Trip May 20<sup>th</sup>**

**1<sup>st</sup> Grade Field Trip May 19<sup>th</sup>**

**2<sup>nd</sup> Grade Field Trip May 20<sup>th</sup> & 21<sup>st</sup>**

**3<sup>rd</sup> Grade Field Trip May 15<sup>th</sup>**

**4<sup>th</sup> Grade May 16<sup>th</sup>**

**Pre K Graduation: May 19<sup>th</sup>**

**John Wetsit  
Elementary Principal**

Quality Teachers – Quality Students

**Enrollment**

256 Students enrolled

**Attendance**

83.49% attendance for grades 5-8.

**Middle School Positions still available**

5-8 Middle School Counselor

6<sup>th</sup> grade Science

Assistant Principal

**Big Purchases on the Horizon**

5-8 ELA Curriculum

Grade 5 Social Studies

**Teacher Leave for March**

287 hours

**Walkthrough's Completed in April**

16

**Number of Students who are enrolled in Homebound**

6

**Parent Contacts**

131 parent contacts and 65 news letters sent home

**Middle School News:**

- Middle School Fashion show was a hit. We defiantly want to build upon it for next year and continue to grow it. We had over 120 people in attendance for the Next Generations Fashion Show.
- Window #3 of MAST testing is complete, Montana Science Assessment is complete, we now only have the Math and ELA anchor tests for MAST to complete before now and the end of the school year.
- We have a Middle School Band concert scheduled for May 15<sup>th</sup> at 2:00pm in the Middle School Gym.

## April Board Report

- BLT and I are looking at changing our bell schedule around for next year to accommodate more time on task, and to limit the disruptions during the day.

## **HIGH SCHOOL PRINCIPAL REPORT**

### **May Board Meeting**

#### **Principal Report**

- Current Student Enrollment: 250 students
- Open positions: Counselor (1)
- Total parent contacts for the month of March: 330
- Walkthroughs for High School in April: 18
- Walkthroughs for the High School for the school year: 171
- Teacher Leave for March:
  - 375 Hours
- ACT was completed on April 29<sup>th</sup> with 45 students at FPCC
- Important Dates
  - May 12th Assembly
  - May 14th Retirement Dinner
  - May 18<sup>th</sup> HS Graduation
  - May 19th Athletic Banquet
- We have continued to have recruiters of both college and military visit with students for the last few months
- Dual Credit Courses
  - Public Speaking: 14 students (fall)
  - Biology Living Systems: 8 students (fall)
  - College Drawing: 10 students (fall)
  - College Writing: 12 students (spring)
  - College Algebra: 5 students (spring)
  - College Painting: 11 students (spring)
    - Looking at possibly adding a few more courses with other colleges

## **Special Education Board Report, May 12**

- We have completed testing for the year. It is scheduled to start back up the week of August 11-15.
- Progress Reports are being completed and will be sent out at the end of the school year.
- The entire SPED Staff are returning for the school year of 25-26!!

### **3<sup>rd</sup> Grade News**

- Mrs. Moran and Mrs. Vitor's classroom-We have had two top readers for the third grade. Most of our students have all made gains and moved their reading levels up throughout the year. We have had good behaviors so far this year as well.
- Mrs. Smith's classroom grades 5-8: The kids earned their trip to Frostees and they did well in the restaurant. They are working for the Perkulator for drinks on the 19<sup>th</sup> for the end of the year celebration. All my 8th graders will be walking at promotion and are doing well in their classes.

### **Mrs. Tapalla's Classroom**

- Notable progress has been observed across the 6th-grade special education class. Approximately 70% of the students have successfully achieved the goals outlined in their previous Individualized Education Programs (IEPs).
- Two students have shown exceptional growth in reading and will be transitioning out of the special education setting into general education classes for reading instruction in the upcoming school year.
- Most students have shown improved performance in their MAP (Measures of Academic Progress) testing, with increased scores compared to their previous assessments.
- In mathematics, students are diligently applying previously learned concepts in basic operations and are now focusing on solving word problems, a skill that requires higher-order thinking and comprehension. Their persistence and engagement in this area are commendable.

### **6.3 Directors Reports**

**Food Service-Mary Plante**

**Maintenance-Mike Gorder**

**Transportation-Clint Linthicum**

**Jake Riediger-Technology**

**Athletic Director-Brock Copenhaver**

## April 2025 Kitchen Report by Mary Plante

Well April was a little bit of a tense Month. But we made it through. Well, the month of May is here, and we will start preparing for a lot of activities. The month will fly by.

1. I am recommending Samantha Savior Longee for a full contract for the 2025-2026 school year. She was left off the last kitchen workers list, so I put her on this month.

In the month of April, we served this number of meals:

Pre-k – 4 <sup>th</sup> grade:	Breakfast: 3838	Lunch: 5405
5 <sup>th</sup> -6 <sup>th</sup> grade:	Breakfast: 1321	Lunch: 2055
7 <sup>th</sup> -8 <sup>th</sup> grade:	Breakfast: 1213	Lunch: 2023
9 <sup>th</sup> -12 <sup>th</sup> grade:	Breakfast: 3451	Lunch: 1729
Totals:	Breakfast: 9823	Lunch: 11212
Adults:		Lunch: 1365

FFVP (Fresh Fruit & Vegetable Program) we claimed 9 days:

K-4<sup>th</sup> grade: \$2484.23

5<sup>th</sup> & 6<sup>th</sup> grade: \$1297.67

Totals: \$3781.90

I applied and we were approved for the Summer Feeding Program for 2025.

### **"This Institution is an equal opportunity provider"**

This phrase must accompany or be posted, any time you advertised the Summer Food Service Program.

We will begin feeding on June 2<sup>nd</sup>, 2025, through July 31<sup>st</sup>, 2025. Anybody 18 years and under can participate in free meals. Breakfast will be 8:00 a.m. – 9:00 a.m. and lunch will be from 11:00 a.m. to 1:00 p.m.

We need to get the word out about the times and dates meals will be served.

Any questions please feel free to talk to me. (406) 768-6654 or (406) 650-4694 or visit the kitchen. I wanted to say thank you Marva for coming to eat with the students.



Outlook

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## report

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

**Date** Tue 5/6/2025 12:32 PM

**To** Keith Erickson <Keith.Erickson@poplarschools.com>; Jessie Murray <Jessie.Murray@poplarschools.com>

### Maintenance Report

May 2025

Things have been going pretty good this spring a lot of end of the year activities going on

Hope to have all outside water on this week, have quite a bit of over seeding to do this spring

First round of spraying in want to stay ahead of the weeds

First round of power raking done at the school and Donny finished all the yards on the housing

Donny was looking to get water on the yards this week

My summer help is excited to get back to work have seven returning from last year

River Olson, Ryder Olson, Garret Dehner, Haley Grey Hawk, Blake Follet, Jada Falcon, Keli Youpee

Thank you

Mike Gorder

5/6/2025

## Transportation Report

The reupholstery for the bus is going to be started on Friday, they plan on being done with the process on the 15<sup>th</sup>.

Greg Norgaard has stepped up and helped with routes due to the shortage of bus drivers.

The end of the year field trips has started, we've taken some to the wellness center, roller rink, and the show hall in town.

I am making plans for repairs on all the buses for the next school year.

Keith is planning a meeting on May 8<sup>th</sup> for those interested in getting their bus endorsement.

Everything considered, we have had a great school year!

Clint Linthicum



Transportation Director

# *Poplar School District*

**Superintendent**

**Phone:** 406-768-6600

**Fax:** 406-768-6800

**High School Principal**

Phone: 406-768-6830

*PO Box 458, Poplar, Montana 59255*

*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.*

**Elementary Principal**

Phone: 406-768-6630

**Middle School Principal**

Phone: 406-768-6730

## Technology Report

Tech department responded to approximately 159 tasks in April

Installed a new smarboard in the elem to replace an older model from 2015 where the touch quit working

Sent in one clock display where the backlight went out, they usually send a new one within 2 weeks

Replaced charging cables in carts that have been broken or damaged

Currently making a list of summer projects

Jake Riediger

Technology Director

## **ATHLETIC DIRECTOR REPORT**

### **MAY 14<sup>TH</sup> BOARD MEETING**

- **Update on PHS Track & Field Complex**
  - Jared Petrino was here May 8<sup>th</sup>
- **MHSA Spring Meeting-April 28-29**
  - Attached Letter
- **Future Events**
  - Divisional Golf-Shelby- May 5-6
    - Kaniel Ricker-3<sup>rd</sup> Place 79
    - Boys Team 4<sup>th</sup>-Headed to State
  - State Golf-Shelby-May 12-14
  - Divisional Tennis-Glendive-May 16-17
  - Winter/Spring Athletic Banquet-May 19<sup>th</sup>
  - State Tennis-Missoula-May 22-24
  - District Track-Glasgow-May 10
  - Divisional Track-Great Falls-May 16-17
  - State Track-Missoula-23-24
  - Summer Class B Meetings-Glasgow-June 8-10

Brock Copenhaver

Career Pathways/Athletic Director



# MONTANA HIGH SCHOOL ASSOCIATION

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE  
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921.

April 30, 2025

**TO:** MHSA MEMBER SCHOOLS  
**FROM:** BRIAN MICHELOTTI, EXECUTIVE DIRECTOR  
**RE:** APRIL EXECUTIVE BOARD ACTION

The Montana High School Association Executive Board conducted a regularly scheduled meeting on April 28-29, 2025, and the following action was taken:

1. The Board recently reviewed reports on the successful state tournaments for Speech and Drama, Wrestling, Basketball, and Swimming. The Executive Board and MHSA staff extend their heartfelt appreciation to the tournament managers and venue personnel who made these events possible. Their hard work and dedication contributed significantly to the success of each tournament.
2. The Board is excited to welcome the addition of Dee Pretty On Top as the inaugural American Indian Representative on the MHSA Executive Board. This historic milestone marks a significant step in our membership, and we look forward to the perspectives and insights Dee will bring to the MHSA.
3. The Board re-elected John Fitzgerald, Superintendent at Red Lodge Public Schools and the Class B Representative to the Board, as the new Board President and Aric Harris, the Activities Director at Whitefish High School and Class A Representative, as the new Vice-President.
4. The Board awarded the 2026-27 Annual Meeting to the Holiday Inn Missoula Downtown.
5. The Board reviewed and approved the 2023-24 Audit Report.
6. The Board received updates on the progress of the MHSA Emerging Sports: Girls' Flag Football and E-sports. Girls' Flag Football is thriving, with an impressive 28 teams expected to join next fall. Meanwhile, E-sports remains in a holding pattern, but the Board plans to conduct further research next year to explore its potential as a viable activity in our schools.

**The following information is being sent to member schools for a two-week notice period.**

## **Baseball**

7. The Board approved a change to the postseason procedures in baseball. Beginning at the 2025 MHSA State Baseball Tournament in Hamilton, if the host school or a school from the host site city is the number one seed from their division, the state baseball bracket will be switched so that the host school/city school plays the last game of the first day of the tournament. All matchups and future matchups will remain the same.



# MONTANA HIGH SCHOOL ASSOCIATION

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## Basketball

8. The Board approved requests from Districts 1B, 2B, 3B, and 4B (5B was approved previously) to move district basketball tournaments a week later to avoid a conflict with the State Wrestling Tournament.

## Softball

9. The Board approved an updated bracket and rotation for Class A State Softball. [Click here to view the information.](#)

## Speech, Drama & Debate

10. Montana Forensic Educators Association Proposal Items
  - A. Online Scrimmage Participation - The MHSA Executive Board approved students to participate in online competition. Online competitions would not count towards the student allotted number of competitions during the regular season. Any cost incurred due to participation in these events will be the responsibility of the individual competitor.
  - B. The MHSA Executive Board approved all the 2025-26 MFEA proposal items. Visit the MHSA website to view all MFEA approved items. [Click here to view the information](#)

## Tennis

11. The Board approved a recommendation from the B/C State Tennis committee for the following qualifying numbers for the State B/C Tennis Tournament, starting in 2025-26:
  - Girls' singles - 32 participants
  - Girls' doubles - 24 participants
  - Boys' singles - 16 participants
  - Boys' doubles - 12 participants
12. The Board approved a proposal for Class B/C to use the 10-point tiebreaker in lieu of a full third set for all postseason matches, beginning with the 2025 postseason.

## Wrestling

13. The Board approved the following proposals for wrestling.
  - A. The growth allowance will change to 2 lbs. on January 1st with no growth allowance in February. A weigh-in cannot exceed +4 lbs from scratch weight.
  - B. A change will occur for girls' placing from the current six (6) placers at state to top eight (8) placers at state girls' tournament.
  - C. All boys' and girls' classifications give max points when 2 wrestlers from the same school wrestle in the postseason. Max points are defined as advancement points (two points for the championship bracket or one point for the consolation bracket), place points and two match points.

## General



# MONTANA HIGH SCHOOL ASSOCIATION

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE  
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921.

14. The Board approved an extension to the agreement the MHSA has with our Digital Ticketing partner GoFan. GoFan will continue to be optional for all MHSA schools and we encourage schools to consider this option for regular season contests.
15. The Board approved a bid from 5518 Designs from Butte to rebrand the MHSA and MOA logos to ensure for future copyright and trademark compliance in the future.
16. The Board has approved the removal of the 5-year requirement for the NFHS Fundamentals of Coaching. New coaches now need to complete this course only once in their coaching career. Instead, an annual online continuing education requirement will be added, covering topics like Mental Health, Sportsmanship, and Bullying. This initiative aims to enhance the professional development of coaches and foster a positive environment in sports.
17. The Board approved a change to the NFHS Network regular season streaming policy for Softball, Baseball and Soccer events. Beginning immediately the following changes in bold below will change:
  - o All video streaming of regular season **home** events must be approved by the MHSA Executive Director. The NFHS Network is the preferred service of the MHSA. If a school uses a different commercial company for streaming their regular events, these events must also be live parallel streamed on the NFHS Network. ***There is now exceptions for soccer, softball, and baseball. These state if the host site does not have a Pixelott camera available, school(s) can request streaming with a different commercial company without the NFHS Network parallel streaming requirement.***

**Other items for your information:**

The MHSA Executive Board placed the [state events for 2026-27](#) and the remaining [state events for 2025-26](#). [Click on this link to access the CALENDAR page of the MHSA website](#)



## **DISCUSSION AGENDA**

**Students First**

**Agenda Number 7 Discussion Agenda**

**POPLAR PUBLIC SCHOOLS 9&9B**

**BOARD AGENDA FACT SHEET**

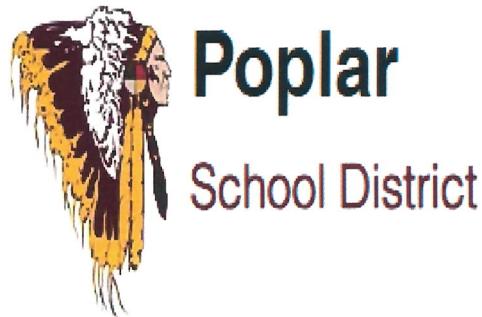
**MEETING DATE: May 12, 2025**

**SUMMARY:**

**7.1** Coaching updates: As I stated previously I will continue to update the Board of Trustees on coaching hires.

**7.2** Patti Black met with her wellness/safety committee and I will be sharing those concerns with the Board of Trustees. Some of these are minor and easy fixes and others are major.

**7.3** Legislative Update: The Montana Legislative session has commenced. The major bill that passed is the STARS Act. I included an article in the packet on the STARS Act.



## **Poplar School District has the following athletic/coaching positions available for 25/26.**

Please contact Brock Copenhaver at (406) 768-6816 for questions. Applications can be picked up at the Poplar School District Central Office. Please see Jessie Murray for applications/questions on the hiring process. She can be reached at (406) 768-6601.

High School Football Assistant Coach  
Junior High Football Coach

~~High School Girls Basketball Head Coach~~  
High School Girls Basketball JV Coach  
High School Girls Basketball C Coach

High School Girls Flag Football Assistant

Junior High Boys Basketball Coach  
Junior High Girls Basketball Coach  
Junior High Girls Basketball Coach

~~High School Volleyball Head Coach~~  
High School Volleyball JV Coach  
High School Volleyball C Coach

Junior High Volleyball Coach  
Junior High Volleyball Coach

Junior High Wrestling Coach  
Junior High Wrestling Coach  
Junior High Wrestling Coach

High School Cross Country Assistant Coach  
High School Cross Country Assistant Coach

High School Winter Weightlifting Coach

High School Cheerleading Head Coach  
High School Cheerleading Assistant Coach

High School Head Boys Basketball Coach  
High School Boys JV Coach  
High School Boys C Coach

## **District Safety/Wellness Report**

### **Safety Concerns:**

**ADA Compliance for all buildings and outdoor facilities**

**Radar Speed Sign for entering town on Highway 2**

**Mice/Cockroach concerns**

**Rules/Consequences posted on bus and sent home to parents**

**Display windows in high school-safety concern**

**The bottom of the ramp leading out of the side door of the elementary that's closest to the missed school side door has quite a rut at the bottom, making it hard to get a wheelchair through it.**

**Too many random strangers and stray dogs on school property, they use the playground as a place to walk through during school days.**

**Walking from the middle school to the cafeteria during snowy/icy conditions can be dangerous at times.**

**Ice is an issue on the walkways in the winter.**

**Make sure messages come across Clock Display when school is on a hold, secure, etc.**

**There is mold in the middle school gym.**

**Dropping Ceiling Tiles in the 6<sup>th</sup> grade hall.**

**Leaking roof through the MS-Mold from leaks.**

### **Wellness Ideas**

**Special Days for Staff to receive massages/pedicures/manicures**

**Random gift drawings to all staff to show appreciation**

**Exercise Groups**

**Intramurals**

2025 LEGISLATURE

# Montana Legislature passes \$100 million bill to raise starting teacher pay

The high-profile STARS Act cleared its final vote in the Senate, sending a top bipartisan education priority to Gianforte's desk.

by Alex Sakariassen  
04.22.2025



*Credit: Adobe stock. May not be republished without license.*

The Legislature's high-profile STARS Act cleared its final vote in the Senate on Tuesday afternoon, with a bipartisan bloc of 43 lawmakers approving the proposal that would direct \$100 million toward raising starting teacher pay in Montana's K-12 schools.

The STARS Act — also known as [House Bill 252](#) — quickly emerged as a top policy priority this session for a broad coalition of Republicans, Democrats, public education advocates and

Donate

Republican Gov. Greg Gianforte, who has promoted it repeatedly in public appearances and speeches this spring and included the \$100 million request in his proposed budget.

The bill's key feature is a significant increase in state funding for districts that raise beginning teacher salaries to better align with their average teacher pay. But as proponents have routinely pointed out, HB 252 includes a slate of other provisions providing additional financial support for trades-based credentialing and dual-credit opportunities for students, and would allow districts in areas with high housing costs to raise more local money for teacher housing.

"It's just a real strong vote in favor of our public schools and of recruitment and retention of quality staff, and ultimately for kids," Montana School Boards Association Executive Director Lance Melton told Montana Free Press in an interview following the Senate's action Tuesday. "This whole lift here is going to put us up the ladder in terms of the national rankings on base teacher pay, it's going to help us get closer back to the inflation that we lost over the four-year period after and in the midst of COVID-19, and it's just coming at the right time for school districts. They sorely need it."

Melton credited much of the STARS Act's success to the work of its sponsor, House Appropriations Chair [Llew Jones, R-Conrad](#), whom Melton helped to craft the bill based on discussions last interim about the financial challenges facing K-12 schools across Montana.

Though the STARS Act has attracted opposition votes from several Republican lawmakers critical of Montana's public school system, verbal debate against it was virtually non-existent in the lead-up to its passage. Prior to its final appearance on the Senate floor, the bill cleared the chamber's Finance and Claims Committee on a unanimous vote April 18, with supporters including Republican state Superintendent Susie Hedalen touting it as a crucial step in addressing the state's ongoing teacher shortage. The bill now goes to Gianforte for his signature.

HB 252 wasn't the only [proposed change to state education funding](#) to advance in recent weeks. Several bills have already passed both chambers and made it to Gianforte's desk, among them a measure from [Rep. David Bedey, R-Hamilton](#), that would [replace district-specific levies](#) that generate the local share of funding for schools with countywide levies — a move Bedey says will distribute financial pressure more evenly among property tax payers.

Also awaiting the governor's signature is [House Bill 567](#), a measure from [Republican Rep. Brad Barker of Red Lodge](#) to allow districts within the same county to share the costs of certain educational equipment and resources, while a push by [Rep. Eric Tilleman, R-Cascade](#), to

enhance federal funding for career and technical education in Montana middle schools has [already been signed into law](#).

A smattering of Democratic-led proposals have also made it to Gianforte's desk. One of those, [House Bill 509](#) from [Whitefish Rep. Debo Powers](#), would expand state loan assistance eligibility for public school teachers. Another, [House Bill 266](#) from [Helena Rep. Luke Muszkiewicz](#), seeks to resolve a longstanding dispute over inflationary increases to education funding by creating a process for state lawmakers and the Office of Public Instruction to adjust those increases above a 3% cap in state law when needed.

And in a surprise twist April 17, the Senate revived a handful of proposed public education policies that appeared stalled out in the chamber's education committee. The bills tackled a range of state funding increases for [school meals](#), [school building maintenance](#) and [special education programs](#) for preschool-aged children with disabilities. One by one, a bipartisan majority of senators approved bypassing the committee's votes that previously tabled the measures, blasting them to the Senate floor for consideration. The committee's chair, [Sen. John Fuller, R-Kalispell](#), grew visibly frustrated with the development, echoing concerns raised by other Republicans about the increased state costs associated with the proposals and criticizing the treatment of his committee's decisions.

"I take offense to these motions that have wasted our time that we worked so hard on the other night," Fuller told fellow senators. "I ask a rhetorical question: Why do we even have committees if this is what's going to result?"



Four of those bills passed additional votes by the full Senate on Tuesday, with one moving back to the House with an amendment and the other three advancing to the governor. In defense of the Senate's revival of the measures last week, [Sen. Sara Novak, D-Anaconda](#), said in a press statement on behalf of her caucus that Montanans "expect their leaders to prioritize our kids, our schools, and our future."

Tuesday's Senate floor session also saw the deciding vote to forward [House Bill 483](#) to Gianforte's desk. The measure, sponsored by [Rep. Courtenay Sprunger, R-Kalispell](#), redirects surplus funds from the so-called 95 mills — a revenue stream designed to equalize state funding between tax-base-rich and tax-base-poor districts — to reduce local levies for teacher retirement and school transportation. In a press release announcing the bill's passage, Sprunger said the "Right Back Act" is projected to deliver as much as \$60 million in local property tax relief in its first year.

"Montanans have been asking for more than a one-time fix — they want a property tax system that's fair and built to keep up with the times," Sprunger wrote. "The Right Back Act is the first bill this session that not only reforms the system, but also starts pushing money back to the people. It's a smart, lasting step forward for Montana homeowners."

At least one prominent proposal centered on school funding has so far been left tabled in the Senate's education committee: [House Bill 339](#), sponsored by [Rep. Melissa Romano, D-Helena](#). The bill aimed to elevate per-student state funding for sixth graders in middle school settings to

match the funding level for seventh and eighth graders. Supporters argued the current mismatch, with sixth graders funded at the same level as elementary school students, fails to factor in the added costs associated with middle-school-style instruction. But the projected increase of roughly \$17 million in state spending associated with the request drew opposition from some Republicans, and as of Tuesday afternoon, no attempt had been launched to revive the bill.

Speaking to this week's passage of the STARS Act and other prominent school funding bills, Melton told MTFP the 2025 Legislature is shaping up to be the most significant session in at least three decades when it comes to changes to state support for public education. He added the spirited debates and bipartisan work that have characterized the advancement of those policies this spring may well set the tone for Montana's upcoming decennial study, a mandated 10-year review of the state's education funding formula set to kick off shortly after the Legislature concludes.

"We got ready for the final without pulling an all-nighter," Melton said.

## LATEST STORIES

### **Voters deliver mixed outcomes to levy requests from some of the state's largest school districts**

School districts in Missoula, Bozeman, Helena and Kalispell all won voter approval for modest to sizable increases to their schools' general operating funds. But in Belgrade, similar bids for additional support at the elementary and high school levels failed, as did the Helena schools' requested increases for technology funding.

by [JoVonne Wagner](#), [Katie Fairbanks](#) and [Alex Sakariassen](#) 05.07.2025

### **Secretary of Homeland Security says Real ID not necessary to fly**

A day before the implementation of Real ID, Secretary of Homeland Security Kristi Noem in testimony before the U.S. House Appropriations Homeland Security Subcommittee said that a Real ID will not be required to fly on commercial airlines. Noem said that the Transportation Security Administration may divert those who are not Real ID-compliant to a different security line for "an extra step." Noem also confirmed that passports and tribal IDs would be accepted in lieu of Real IDs.

by [Zeke Lloyd](#) 05.06.2025

### **Trump budget proposal portends deep cuts to public lands**

Taking aim at "climate ideologies antithetical to the American way of life," President Donald Trump's proposed 2026 federal budget would reduce spending on public lands, shift some national park facilities and forest management to states, and consolidate federal wildland firefighting into a new service inside the Department of the Interior.



## Action Agenda

Students First



### **Action Items 8.1-8.3**

**8.1 Personnel Report**

**8.2 Hires for 25/26**

**8.3 CDL Proposal**

**8.4 MTSBA Renewal**

**8.5 Ratification of Classified Agreement**

**8.6 Ratification of PEA MOU/Agreement**

**8.7 Summer School Hires**

**8.8 Acclamation of Candidates**

**8.9 Reorganization of the Board of Trustee**

**8.10 Appointment of the Clerk**

## **Agenda Number 8.1: Personnel Report**

### **POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: May 12, 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 sections, 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 accept the Personnel Report for May 12, 2025 as presented.*

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

## ACTION: Personnel Report

CERTIFIED STAFF					
NAME	FTE	SALARY	POSITION	SUPERVISOR	EFFECTIVE DATE

Administration					
NAME	FTE	POSITION		SUPERVISOR	EFFECTIVE DATE
Tommy Olsen	1	MS Assistant Principal		Morgan Norgaard	25/26

CLASSIFIED						
NAME	FTE	HOURLY WAGE	Salary	POSITION	SUPERVISOR	EFFECTIVE DATE

CO- AND EXTRACURRICULAR STAFF				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Dusti Marottek	\$5,847	HS Girls Volleyball Head Coach	Brock Copenhaver	25/26
Jessie Colon	\$5,847	Winter Girls Head Cheer Coach	Brock Copenhaver	25/26
Demiree Whitehead	\$4,048	Pep Club	Brock Copenhaver	25/26
Jacob Turcotte	\$1,349	HS Indian Club	Brock Copenhaver	25/26

Substitute				
NAME	POSITION	Rate	Supervisor	Effective Date

Janitorial				
NAME	POSITION	Rate	Supervisor	Effective Date

HS Workers				
NAME	POSITION	Rate	Supervisor	Effective Date

\* 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>
Jacob Kunkel	HS Social Studies	Frank Gourneau

**Agenda Number 8.2: Hires for 25/26**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: May 12, 2025**

SUMMARY: Third round of re-hires for school year 2025-2026.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to accept the list of re-hires for the 2025-2026 school year.*

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



Rehires for 25/26

Classified

Sam Savior Longee-Cafeteria

Annie Cuny-Paraprofessional

Becky Stensland-ES Homeschool Coordinator

Receiving Tenure Teacher

Adrian Spotted Bird-ES

Certified Teacher

Jonathan Brooks (tenure)-HS

Other

Alberta Morales-Health coordinator

Donnie Moran-Teacher Housing Maintenance

Substitutes

Shanae Burshia

Kaleigh Cain

Jacey Chapman

Lafon Copenhaver

Jay Feuerherm

Mauri Granchamp

Finesse Headdress

Kenadra Martell

Geordy Medicine Cloud

Alyssa Rankin

Katie Reynen

Manuel Trueblood

Sasha Youngman

### **Agenda Number 8.3: CDL Proposal**

#### **POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: May 12, 2025**

**SUMMARY:** A proposal to pay Levi Humphreys to help with our CDL trainings.

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

Additional Information attached –  
Estimated Cost – \$4,000

**SAMPLE MOTION:** *I move to accept the proposal for the CDL training as presented.*

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

## **CDL Proposal**

I talked with Levi Humphreys about contracting him to do our bus driver endorsement training. He is willing to help. We discussed pay so forth. The district will cover the cost of the physical and any classroom hours.

The training will begin on June 2<sup>nd</sup> and will continue as long we need to get it done. Levi will get paid \$30.00 per hour for his time. I do not anticipate this being more than a \$3,000-4,000 expense...and hopefully we get a few (or more) certified bus drivers.

**Agenda Number 8.4: MTSBA Renewal**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: May 12, 2025**

SUMMARY: Montana School Board Association Renewal for 25/26.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached –

Estimated Cost –

SAMPLE MOTION: *I move to approve the MTSBA renewal for 25/26.*

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



**Montana School Boards Association**  
863 Great Northern Blvd Ste 301  
Helena, MT 59601 United States  
Phone: (406) 442-2180  
[www.mtsba.org](http://www.mtsba.org)

## INVOICE

Invoice Number	0017203
Invoice Date	6/1/2025
Invoice Term	30
Due Date	7/1/2025

Poplar Public Schools  
Judy Linthicum  
Box 458  
Poplar, MT 59255  
United States

### Memberships

Membership Renew for  
Membership Type: Public School District Boards of Trustees  
Membership Term: 7/1/2025 - 6/30/2026

Item	Quantity	Price	Total
Public School District Board of Trustees	1	\$9,746.00	\$9,746.00
<b>Total:</b>		\$9,746.00	
<b>Tax Total:</b>		\$0.00	
<b>Shipping Total:</b>		\$0.00	
<b>Grand Total:</b>		<b>\$9,746.00</b>	
<b>Payment:</b>		\$0.00	
<b>Balance:</b>		<b>\$9,746.00</b>	

**Thank you for your business!**

Please detach the portion below and return it with your payment.

### REMITTANCE

Please make checks payable to:  
**Montana School Boards Association**

863 Great Northern Blvd Ste 301  
Helena, MT 59601 United States  
(406) 442-2180

Invoice Number	Order 0017203
Name	
Due Date	7/1/2025
Balance	\$9,746.00
Amount Enclosed	\$

**Agenda Number 8.5: Ratification of classified agreement**

**POPLAR PUBLIC SCHOOLS 9&9B**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: May 12, 2025**

**SUMMARY:** A negotiated two year agreement with the classified group.

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

Additional Information attached –

Estimated Cost –

**SAMPLE MOTION:** *I move to accept the ratification of the classified agreement as presented.*

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

## Poplar Support Personnel Tentative Agreement

Date:

Time:

Union Bargaining Team: Vonda Bighorn, Melissa Mathews, Isiah Drags Wolf, Jonathon Thompson

- \*Poplar Support Personnel is proposing a two-year contract agreement
- \*Removal of language is denoted by strikethrough, changes or additions denoted by **bold and underline**.
- \*The union reserves the right to add, subtract, or otherwise change proposals at any time.
- \*Any increases in pay will be retroactive to July 1, 2025 if applicable.

### ARTICLE VII – LEAVE AND ABSENCES

#### Union Proposal 1: Personal Day Accrual

T/A 4.28.25

##### 7.9 Personal Leave

All employees are entitled to personal leave based on the following schedule:

~~1-5 years: 1 day~~

~~6-10 years: 2 days~~

~~11-15 years: 3 days~~

~~16-20 years: 4 days~~

~~21+ years: 5 days~~

**1-3 years: 1 day**

**4-6 years: 2 days**

**7-9 years: 3 days**

**10-12 years: 4 days**

**13+ years: 5 days**

#### Union Proposal 2: Personal Day Rollover

Modified 4.28.25

T/A 4.29.25

**Unused Personal Day's accrued will roll into the employee's sick leave bank for next school year.**

#### Union Proposal 3: School Cancellation

Modified 4.28.25

T/A 4.29.25

**7.10 School Cancellation: During a regular school calendar day, if school is cancelled for any reason, employees will be allowed to use benefited leave time.**

## ARTICLE VIII – COMPENSATION AND FRINGE BENEFITS

### Union Proposal 4: Initial Step Placement

**T/A – 4.28.25**

#### 8.1 Wages

Employees shall be paid according to the appropriate wage scale attached hereto as Exhibit A. New positions not currently recognized or placed in a current employee group shall be reviewed by the District before posting to determine the appropriate employee group to assign the new position. An employee assigned as a substitute to a higher classification for a shift of at least 3 hours shall be paid the starting wage of that position or the employee's current wage, whichever is greater. In the event of a classified staff member being assigned as a substitute teacher that classified staff member will be paid at the substitute teacher wage or the employee's current wage, whichever is greater.

Credit for years of prior relevant work experience in the position for which the employee is being hired may be granted by the Superintendent for initial placement on the salary schedule. **Employees will not be placed higher than Step 4 on the salary schedule.** The Superintendent's decision is not subject to the grievance procedure. Employees shall advance one step on the salary schedule annually on July 1.

### Union Proposal 5: Longevity

**Union Modified – 4.28.25**

**T/A – 4.28.25**

**Employees at Step 30 on the pay scale will receive 2% above their contract wage.**

### Union Proposal 6: Insurance

**T/A – 4.25.28**

#### 8.4 Insurance

(3) The District will provide a comprehensive major medical insurance program (HDHP \$5000/\$10,000) for eligible employees and their dependents, and will pay an amount toward the premium such that the out of pocket cost for the employee does not exceed ~~\$100~~ **\$75** per month. In addition, the District shall contribute \$6100 in to a Health Reimbursement Account on behalf of each full time eligible employee.

**\*Additional language remains unchanged\***

**Union Proposal 7 : Wages****Union Modified – 4.28.25****T/A – 4.28.25****Year 1: Increase of \$1.00 on each cell****Year 2: Increase of \$0.75 on each cell****Move Assistant Business Clerk to Lane E**

Positions A	Positions B	Positions C	Positions D	Positions E	Positions F
Para w/<60 CEC	Paras w/>60<120 CEC	Paras w/120+CEC	Office Manager/Sec	Technology Assistant	Career Pathways Counselor
Central Copy	Assistant Cook	Title I Tutors	Spec Programs/Sec	Student Info Specialist	
Food Service			Trans/Maint Secretary	Payroll Clerk	
			FHSS (Home-School)	A/P Clerk	
			ISS Proctor	<u>Asst. Business Clerk</u>	

\*All staff hired as special education paraprofessionals receive \$1.00 more



## POPLAR SCHOOL DISTRICT BOARD OF TRUSTEES AND POPLAR SUPPORT PERSONNEL

This Agreement is entered into by and between the Board of Trustees, Poplar School Districts 9 and 9B, Roosevelt County, Poplar, Montana, hereinafter called the "Board" or "District", and the Poplar Support Personnel (PSP), affiliated with the Montana Federation of Public Employees, hereinafter called the "Association" or "Union".

### **ARTICLE I – RECOGNITION**

#### **1.1 Organization Recognition**

The Board hereby recognizes the Poplar Support Personnel (PSP) as the exclusive representative of the employees for the purpose of collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment.

#### **1.2 Board Recognition**

The Association hereby recognizes that nothing in this Agreement shall be construed to prohibit the District from exercising all management rights and prerogatives except those expressly waived in this Agreement. The Board has all rights to manage the District except those expressly waived by this Agreement or limited by law.

### **ARTICLE II – DEFINITIONS**

#### **2.1 Appropriate Unit**

The appropriate unit shall include hourly classified staff employed by the District but shall exclude any position regularly scheduled to work less than 15 (fifteen hours per week) custodians, security staff, transportation, supervisory employees, Superintendent's administrative assistant, confidential employees, substitute employees (those employed less than sixty (60) days in the same position), those excluded by Section 39-31-103(2)(b) MCA and excluding all other employees.

#### **2.2 Employee**

Unless otherwise indicated, the term "employee", as used in this agreement, shall mean employees who are members, or employees who are eligible for membership, in the appropriate unit as defined above.

#### **2.3 Board or District**

The Board or District is the Board of Trustees of the Poplar School Districts 9 and 9B and its agents or representatives.

#### **2.4 Association**

The Association or Union is Poplar Support Personnel (PSP), a unit of the Montana Federation of Public Employees and its officers, agents, and representatives.

#### **2.5 Probationary Employees**

All new and rehired employees work on a probationary basis for the one hundred and eighty (180) calendar days excluding Saturdays and Sundays after the date of hire. Upon completion of the probationary period or at the end of 180 days of employment, the employee will be assigned to "regular" employment classification. If the employee is hired prior to July 1 and has his/her employment interrupted by a summer recess, he/she will not start the probationary period over as all days worked prior to the summer recess will count toward the 180-day probationary period.

## **ARTICLE III – RIGHTS OF THE PARTIES**

### **3.1**

#### **Rights of the Board**

It is recognized that, except as expressly provided in this Agreement, the District shall retain whatever management rights and authority are necessary for it to operate and direct affairs of the District in all of its various aspects, including but not limited to the right to direct the working forces; to plan, direct and control operations and services of the District; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, suspend, discipline, or discharge; to make and enforce rules and regulations; and to change or eliminate existing methods, equipment or facilities.

### **3.2**

#### **Right of the Association**

It is recognized that the rights and privileges of negotiating wages, hours, fringe benefits, other conditions of employment and processing grievances are exclusively those of the Association and the Board will not bargain wages, hours, working conditions, other fringe benefits and processing grievances with a competing labor organization until such time as an election is conducted. The Board and the Association agree that the employees have the full freedom of association, self-organization and designation of representative of their own choosing to negotiate terms and conditions of their employment and to engage in other concerted activities for the purposes of collective bargaining or mutual aid and protection and/or the right to refrain from any and all such activities free from interference, restraint or coercion.

### **3.3**

#### **Information**

The School District agrees to furnish the Association with information to the extent required by law as a collective bargaining agent. This information will be provided electronically when available. The District may charge a reasonable fee for photocopying, labor and other expenses associated in producing such information when the cost exceeds \$100.00 in any fiscal year.

### **3.4**

#### **Association Business and Communication**

- (1) The Association and its representatives may be permitted to conduct Association business on school property provided that such activities do not interfere with job performance and the orderly operation of the school.
- (2) The Association may use school facilities for its meetings provided they secure the Principal's permission and the facilities are not otherwise being used. The meetings shall be outside the participating employees' workday.
- (3) The Association may post notices on staff bulletin boards and/or use employee mailboxes, provided such notices and/or mail is of a non-political nature.
- (4) Employee(s) may be given release time to attend Association meetings provided they secure the supervisor's permission first. This release time must be taken without pay.

### **3.5**

#### **Association Leave**

Association members who are officers or designated representatives of the Union may take leave without loss of pay for Union business. The Association president or designee shall notify the Superintendent at least five (5) working days in advance of the time to be taken. The Association

leave bank will be limited to fifty-six (56) hours annually and may be taken in half-hour increments.

## **ARTICLE IV – DUES, FEES AND PAYROLL DEDUCTIONS**

**4.1**

### **Dues Deduction Authorized**

The Board agrees to deduct in equal installments from the salary of each Association member who has given the Board written authorization the amount of annual membership dues, fees, and other moneys and will remit same to the treasurer of the Association following the deduction. The Association's membership application form will serve as the recognized authorization form. The Association shall certify to the Board the amount of the annual dues and related moneys to be deducted. Dues deduction authorizations received by the Board during the school year will be prorated over the remaining payments of the employee's current salary.

**4.2**

### **Association Membership**

The Association as exclusive representative of all employees will represent such people fairly, whether members or not. Membership shall be made available to all who apply, consistent with the Association Constitution.

**4.3**

### **Other Deductions**

Upon written authorization from the employee, the Board may agree to make other deductions for such things as tax sheltered annuities.

## **ARTICLE V – EMPLOYEE RIGHTS**

**5.1**

### **Appearances Before the Employer**

An employee, at the employee's request, is entitled to have an Association representative present during any investigation meeting which the employee could reasonably believe could result in disciplinary action. The Board or its agents will give the employee prior written notice of the reason for such a meeting.

**5.2**

### **Good Cause**

An employee who has completed the probationary period shall not be terminated without good cause. Good cause means any reasonable job-related grounds for an employee's dismissal based on:

- (a) the employee's failure to satisfactorily perform job duties;
- (b) the employee's disruption of the employer's operation;
- (c) the employee's material or repeated violation of an express provision of the employer's written policies; or
- (d) other legitimate business reasons determined by the employer while exercising the employer's reasonable business judgment.

**5.3**

### **Personnel Files**

An employee may review and, at the employee's expense, photocopy the contents of their personnel file. All records regarding an employee shall be maintained in a single personnel file. No derogatory materials shall be placed in the employee's personnel file without the employee's prior knowledge.

**5.4**

### **Personal Life**

The personal life of any employee is not an appropriate concern of the Board or its agents unless it interferes with the efficient operations of the District.

## **5.5 Uniform Application**

The Board shall apply this Agreement and all rules and policies governing employee activities and conduct uniformly throughout the school district.

## **ARTICLE VI – HOURS AND WORKING CONDITIONS**

### **6.1**

#### **Orientation (Training)**

- (1) The District will provide training for the employees as necessary. The District will pay the employees their regular hourly wage for time spent at Board directed training.
- (2) The District will pay registration fees for classes and workshops that an employee completes outside of work hours that would increase the employee's skills on the job. Prior approval by the Superintendent in writing is necessary before the class or workshop begins. The employee will be reimbursed for the registration fee upon presenting evidence of successful completion of the class or workshop.
- (3) Upon hire, the district will notify the employee of his/her immediate supervisor, job duties, hourly pay rate and normal work year, workday and work year.

### **6.2**

#### **Physical Exams**

The District will pay the cost of a physical exam when it is required as part of the employee's job.

### **6.3**

#### **Assignments, Transfer and Vacancies**

The District will make all assignments and/or transfers. The District will consider the qualifications, seniority, and desire of the employee before making any assignments and/or transfers of current employees. The District will provide training to any staff member who is transferred to a position for which the employee is unqualified. In the event an employee transfers to another position in the bargaining unit, he/she will not be required to complete another probationary period.

During the school year, all bargaining unit vacancies shall be emailed to the Association President prior to the application deadline, except in cases of urgency as determined by the Superintendent. Current employee(s) who make application will be considered along with all other applications for the vacancies.

### **6.4**

#### **Work Day – Work Year – Work Week**

The District will assign hours of work, number of days of work, length of work, job responsibility, and/or duties. The hours of work, number of days of work, the length of work, job responsibility, and/or duties may be changed by the District.

### **6.5**

#### **Lunch**

No employee shall be required to work more than five (5) consecutive hours without being allowed an unpaid meal break. No unpaid meal break shall be for less than one-half (1/2) hour duty free. If the assigned meal break is less than one-half hour duty free, the meal break shall be paid. Meals shall be taken as assigned and directed by the employer.

### **6.6**

#### **Use of Tobacco**

It is the policy of the District that all school facilities, vehicles and grounds are to be totally tobacco free.

## **6.7 Drug Testing**

The purpose of drug testing is to establish and maintain a safe, healthy working environment for all employees and students; to reduce substance abuse related accidental injuries to persons and property; to reduce substance abuse related absenteeism and tardiness and to provide rehabilitation assistance to employees who seek help. Drug or alcohol testing will only be conducted if management determines reasonable cause exists. Reasonable cause means any set of particularized suspicion such as slurred speech, inability to walk straight, erratic behavior, body odor or other visual signs that would lead a reasonable person to believe an employee's work is being affected by being under the influence. The District will NOT conduct random drug or alcohol testing on employees except as already established for bus drivers. An individual has the right to have a second test done by a different agency using the same samples if desired. It is understood that testing, if necessary, should be done only to show on the job usage or impairment. The District will respect the employee's right to confidentiality, representation, privacy and individual dignity throughout the process.

# **ARTICLE VII – LEAVE AND ABSENCES**

## **7.1 Sick Leave**

- (1) Each permanent full-time employee shall earn sick leave credits from the first day of employment to cover documented medical appointments, personal illness, injury, quarantine, maternity, or illness in the immediate family. Immediate family is defined as spouse and children residing in the home. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days.
- (2) An employee may not accrue sick leave while in a leave-without-pay status.
- (3) Permanent part-time employees are entitled to prorated leave benefits if they have worked the qualifying period.
- (4) Full-time temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.
- (5) An employee who terminates employment with the District is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's salary or wage at the time he terminates his employment with the District.
- (6) Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in this section.

## **7.2 Sick Leave Bank**

Any bargaining unit member may contribute up to three (3) days of the member's accumulated sick leave annually on or before October 1. In the case of a new hire, the employee will be allowed to donate to the bank once the employee has satisfied the probationary period. The Association will create criteria for use of the sick leave bank and submit the criteria to the Superintendent, who will confirm legality with the District's legal counsel.

## **7.3 Military Leave**

The District will grant military leave with or without benefits to the extent required by law.

### **7.3 Civic Leave**

Employees who are summoned for jury duty or under subpoena to serve as a witness shall notify their supervisor immediately. Employees shall collect all fees and allowances payable as a result of the service and forward the fees to the business office within three (3) days of receipt.

However, if employees elect to charge their juror or witness time off against their annual leave, they shall not be required to remit the fees to the business office.

### **7.4 Public Office Leave**

- (1) Employees shall be entitled to a leave of absence without pay, not to exceed 180 days per year, while they are performing public service.
- (2) Employees granted a leave shall make arrangements to return to work within 10 days following the completion of the service for which the leave was granted unless they are unable to do so because of illness or disabling injury certified to by a licensed physician.

### **7.5 Family Medical Leave**

- (1) Eligible employees may take Family Medical Leave as provided by law. During such leave, the District shall continue to pay the District contribution to health insurance on behalf of insured employees.
- (2) Any leave an employee may be eligible for pursuant to the Family Medical Leave Act shall run concurrently with leaves granted pursuant to this Agreement.

### **7.6 Annual or Vacation Leave**

- (1) Each permanent full-time employee shall earn annual vacation leave credits from the first day of employment. Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of 6 calendar months.
- (2) Seasonal employees shall earn vacation credits. However, such persons must be employed 6 qualifying months before they may use the vacation credits. In order to qualify, such employees must immediately report back for work when operations resume in order to avoid a break in service.
- (3) Permanent part-time employees are entitled to prorated annual vacation benefits if they have worked the qualifying period.
- (4) An employee may not accrue annual vacation leave credits while in a leave-without-pay status.
- (5) Temporary employees do not earn vacation leave credits except that a temporary employee who is subsequently hired into a permanent position within the same jurisdiction without a break in service and temporary employees who are employed continuously longer than 6 months may count as earned leave credits for the immediate term of temporary employment.
- (6) Vacation days for the school year must be approved five (5) days in advance by the immediate supervisor with only day-of-leave notice for emergencies.

(7) Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule, which applies to the total years of an employee's employment with any agency whether the employment is continuous or not:

Years of Employment	Working Days	Seasonal/Part time Credit
1 day through 10 years	15	.058 x no. hrs.
10 - 15 years	18	.069 x no. hrs.
15 - 20 years	21	.081 x no. hrs.
20 years on	24	.092 x no. hrs.

(8) The dates when employees' annual vacation leaves shall be granted shall be determined by agreement between each employee and his immediate supervisor with regard to the best interest of the District, and the best interest of the employee.

(9) Annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken with 90 calendar days from the last day of the calendar year in which the excess was accrued. An employee who terminates his employment for reason not reflecting discredit on himself shall be entitled upon the date of such termination to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying period.

#### **7.7 Bereavement and Other Leaves**

An employee who suffers a death in the family (spouse, child, parent/guardian, sibling, grandparent, and the corresponding relations of a spouse) is eligible for up to five (5) days of paid bereavement leave, which the Superintendent has the authority to approve. Employees seeking more than five (5) days must apply for that leave through the Board. Any additional grant of leave shall be unpaid.

The District may, at the District's sole discretion and without setting a precedent, grant other leave without pay or benefits.

#### **7.8 Holidays**

(1) The District will pay the holidays as required by 20-1-305(8), MCA.

- (a) New Year's Day (January 1);
- (b) Memorial Day (last Monday in May);
- (c) Independence Day (July 4);
- (d) Labor Day (first Monday in September);
- (e) Thanksgiving Day (fourth Thursday in November);
- (f) Christmas Day (December 25);
- (g) State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process at the polling place.

(2) If any of the foregoing holidays falls on a Saturday or Sunday, the preceding Friday or succeeding Monday shall not be a holiday.

- (3) Employees will have the Friday after Thanksgiving, Christmas Eve and Good Friday as additional paid holidays.
- (4) **Additional Paid Days**
  - 1. The day after Thanksgiving Day shall be a paid day off
  - 2. Good Friday shall be a paid day off
  - 3. President's Day shall be a paid day off
  - 4. Martin Luther King Day shall be a paid day off
  - 5. Employees required to work any of the above days shall be paid for all hours worked at time and a half. If the District schedules pupil instruction on either President's Day or Martin Luther King Day, the District will offer floating holidays for those employees required to work on either day.

#### **7.9 Personal Leave**

All employees are entitled to personal leave based on the following schedule:

- 1-3 years: 1 day
- 4-6 years: 2 days
- 7-9 years: 3 days
- 10-12 years: 4 days
- 13+ years: 5 days

Unused Personal Days accrued will roll into the employee's sick leave bank for next school year.

#### **7.10 School Cancellation**

During a regular school calendar day, if school is cancelled for any reason, employees will be allowed to use benefited leave time.

### **ARTICLE VIII – COMPENSATION AND FRINGE BENEFITS**

#### **8.1 Wages**

- (1) Employees shall be paid according to the appropriate wage scale attached hereto as Exhibit A. New positions not currently recognized or placed in a current employee group shall be reviewed by the District before posting to determine the appropriate employee group to assign the new position. An employee assigned as a substitute to a higher classification for a shift of at least 3 hours shall be paid the starting wage of that position or the employee's current wage, whichever is greater. In the event of a classified staff member being assigned as a substitute teacher that classified staff member will be paid at the substitute teacher wage or the employee's current wage, whichever is greater.

Credit for years of prior relevant work experience in the position for which the employee is being hired may be granted by the Superintendent for initial placement on the salary schedule. Employees will not be placed higher than Step 4 on the salary schedule. The Superintendent's decision is not subject to the grievance procedure. Employees shall advance one step on the salary schedule annually on July 1.

- (2) Longevity: Employees at Step 30 on the pay scale will receive 2% above their contract wage.

#### **8.2 Overtime**

Any work performed in excess of forty hours in a work week shall be compensated at the rate of one and one-half times the employee's regular hourly wage rate. For the purposes of determining

overtime/comp time, a work week for the employees covered by this collective bargaining agreement shall start at 12:01 a.m. Sunday and shall continue for the next seven days (24 hours x 7 days = 168 hrs.). By mutual agreement between the District and the employee, the employee may earn and use comp time as prescribed by the Fair Labor Standard Act (FLSA).

#### **8.3 Workers' Compensation**

All employees must immediately inform their supervisor if the employee is injured on the job.

#### **8.4 Insurance**

- (1) Employees working 30 hours or more per week are considered full time employees for the purpose of health insurance and shall be eligible to participate in the District health insurance or employer paid cafeteria plan. Employees will not be penalized for total hours not worked due to holidays and those days students are not in attendance during the school year.
- (2) It is understood that the District's only obligation is to pay such amounts as agreed to herein and no claim shall be made against the District as a result of a denial of insurance benefits or coverage by an insurance carrier, plan, policy or administrator.
- (3) The District will provide a comprehensive major medical insurance program (HDHP \$5000/\$10,000) for eligible employees and their dependents, and will pay an amount toward the premium such that the out of pocket cost for the employee does not exceed \$75 per month. In addition, the District shall contribute \$6100 in to a Health Reimbursement Account on behalf of each full-time eligible employees.

The District will contribute to only one policy in situations where one employee is entitled to coverage under the terms of a policy issued to another employee. The Board must notify the Association in writing of any carrier or plan change prior to the change occurring. With the written notification, the Board will include a copy of the proposed changes.

#### **8.5 Use of Private Vehicle**

Employees required by the District in the course of their work to drive personal vehicles shall be paid a mileage allotment equal to the State of Montana rate, and will be required to show proof of insurance.

#### **8.6 Retirement**

The District will make appropriate contributions to the Montana Public Employees Retirement System (PERS), or to the Teachers Retirement System (TRS) or other appropriate Montana retirement systems as provided by law. Any disagreement or dispute as to the amount of contributions, the application of rules, statutes or benefits shall be the jurisdiction of the retirement system and the courts.

### **ARTICLE IX – JOB CLASSES**

#### **9.1 Job Categories**

The Board hires full-time (regularly scheduled to work 30 or more hours per week), part-time (regularly scheduled to work more than 15 but less than 30 hours per week), and temporary/substitute (non-regular, as needed) employees.

## **9.2 Job Description**

Each employee's duties shall be outlined in a job description which may be modified by the supervisor and/or the building principal acting through the authority of the Superintendent and the Board. The District shall seek the input of the Association President and the impacted employee before modifying a job description or before setting the grade level of a modified job description.

## **9.3 Layoff**

The Board has the exclusive authority to determine the appropriate number of employees. The Board will consider performance evaluations, staff needs and other reasons, including seniority, it deems relevant in determining order of dismissal when it reduces the number of employees or hours for individual employees.

# **ARTICLE X – GRIEVANCE PROCEDURE**

## **10.1 Definitions**

- (1) A grievance is a claim by a grievant that there has been a specific violation, misapplication or misinterpretation of the terms of the Agreement.
- (2) A grievant is an employee, group of employees or the Association.
- (3) Days shall mean workdays, except as otherwise indicated. Grievances filed in the summer shall be processed using calendar days.
- (4) Nothing herein contained will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without intervention by the Association, provided that adjustment is not inconsistent with the terms of this contract.

## **10.2 Grievance Procedure**

### **Step I.        Immediate Supervisor**

The grievant shall, within twenty-one (21) days of the occurrence or when the grievant could reasonably have been aware of the act or condition which is the basis of the complaint, present the grievance in writing, to the immediately involved supervisor.

The grievance shall be written on the appropriate grievance form and shall include a statement of the grievance, which article(s) are in dispute, and the requested remedy.

The immediate supervisor will arrange for meeting with the grievant to take place within ten working days after receipt of the grievance. The supervisor shall provide the grievant and the Association with a written answer to the grievance within ten (10) working days after the meeting.

### **Step II.       Superintendent**

If the grievant or the Association is not satisfied with the decision at Step 1, or if no decision has been rendered within ten (10) working days after presentation of the grievance, then the grievance may be referred to the Superintendent within ten (10) working days. The Superintendent shall arrange for meeting with the grievant to take place within ten (10) working days after receipt of the appeal. Upon conclusion of the meeting, the Superintendent will have ten (10) working days to provide the grievant and the Association with a written decision. If the Superintendent hires an outside investigator to investigate the complaint, the ten (10) day deadline may be extended an additional ten (10) days.

### **Step III. School Board**

If the grievant or the Association is not satisfied with the decision at Step II, or if no decision has been rendered within ten (10) working days after presentation of the grievance, then the grievance may be referred to the Board of Trustees within ten (10) working days. The Chairman of the Board shall arrange for a hearing with the grievant to take place within twenty (20) working days. Upon conclusion of the hearing, the Board will have fourteen (14) calendar days to provide the grievant and the Association with a written decision.

### **Step IV. Appeals**

If the grievant or Association is not satisfied with the disposition of the grievance by the Board or if no disposition has been made within the period above provided, the grievance may be submitted to final and binding arbitration within twenty (20) working days of the rendering of a decision at Level III. If any questions arise as to arbitrability, such questions will first be ruled upon by the arbitrator selected to hear the dispute. The Association shall request for a list of arbitrators from the Board of Personnel Appeals, and the parties will strike names in alternating turns until one name is left. The arbitrator selected will confer with the representative of the Board and exclusive representative and hold hearings promptly and will issue his decision not later than thirty (30) calendar days from the date of the submission of the final statements. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator will be submitted to the Board and the exclusive representative and will be final and binding upon the parties.

**Arbitration Costs:** Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties.

**Jurisdiction of the Arbitrator:** The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator shall decide all substantive and procedural arbitrability issues. The arbitrator's decision shall be based upon the specific provisions of this Agreement. This arbitration provision shall be for grievances only. There shall be no interest arbitration.

#### **10.3 Exceptions to Time Limits**

The time limits set forth in this Article may be changed by written agreement.

#### **10.4 No Reprisals**

No reprisals of any kind will be taken by the Board, the school administration, the Association or the employee against any person because of participation in this grievance procedure.

#### **10.5 Cooperation of Parties**

The Board, the Administration, the Association and the employee will cooperate with the other in its investigation of any grievance, and further will furnish the other such information as is requested for processing of any grievance.

#### **10.6 Personnel Files**

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

## **ARTICLE XI – EMPLOYEE EVALUATION**

### **11.1 Evaluation**

- (1) Instrument: The District shall develop an evaluation instrument or a different evaluation instrument for different activities of the employees in this bargaining unit. The District will seek input from the Association and Supervisor affected by an evaluation instrument before implementing or changing the evaluation tool.
- (2) The employee will be aware of the evaluation instrument to be used prior to the evaluation.
- (3) Any judgments or statements contained in any or all evaluation instruments of an employee are not subject to the grievance procedure. The process of evaluation is subject to the grievance procedure.

### **11.2 Reports**

Two copies of the evaluation report shall be prepared by the evaluator; one copy to be provided to the employee and one copy signed by the employee to signify that the employee has seen the evaluation and report to be placed in the employee's personnel file.

### **11.3 Rebuttal**

- (1) After receiving an evaluation report, the employee may submit timely signed comments regarding the evaluation which shall be considered with the evaluation. Except as stated below, any complaint regarding an employee made by any person which may be used in any manner in evaluating an employee shall be investigated and called to the attention of the employee and the employee shall be given an opportunity to respond to and/or rebut such complaint.
- (2) Nothing in this section shall stop the District from first reporting the complaint to the sheriff's office, the county attorney's office and/or the (child) welfare office and following the direction of the office(s).

## **ARTICLE XII – EFFECT OF AGREEMENT**

### **12.1 Changes in Agreement**

No change shall be made in any provision of this agreement unless by mutual consent of the parties.

### **12.2 Savings Clause**

If any provision of this Agreement or any application thereof to any employees is finally held to be contrary to law, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. At the request of either party, negotiations shall immediately begin in order to modify or replace the invalid provisions.

### **12.3 Letter of Intent**

Annually, prior to June 1, the District will issue letters of intent to those employees the District plans to re-employ the next school year.

**12.4 Duplication and Distribution**

Copies of this Agreement shall be printed by the Board within 30 days after the Agreement is signed. Copies shall be presented to all employees now employed or hereafter employed. The Association shall be provided 5 copies of this Agreement.

**12.5 Effect of Agreement**

This Agreement constitutes complete agreement between the Board and the Association. This Agreement supersedes any prior agreement, rules or practices concerning the terms and conditions of employment.

**12.5 Effect of Agreement**

This Agreement constitutes complete agreement between the Board and the Association. This Agreement supersedes any prior agreement, rules or practices concerning the terms and conditions of employment.

## ARTICLE XIII – DURATION

### 13.1 Duration

This contract becomes effective July 1, 2025, and shall continue in full force and effect until June 30, 2027. If the exclusive representative or the Board of Trustees desires to modify or amend this Agreement, either the Board or the exclusive representative shall give notice to the other party, during the month of March of the anniversary year, of its desire to negotiate. The exception being the health coverage premiums, which may be negotiated yearly.

## ARTICLE XIV – SIGNATURES

### Poplar Support Personnel

Name and Title	Date
----------------	------

Name and Title	Date
----------------	------

Name and Title	Date
----------------	------

Name and Title	Date
----------------	------

### Poplar School District Nos. 9 & 9B Board of Trustees

Chairperson	Date
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Trustee	Date
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Trustee	Date
---------	------

Trustee	Date
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Trustee	Date
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**Poplar Public Schools – Letter of Intent**

**Employee Name:**

**Position:**

**Original Hire Date:**

**2025-2026 Salary:**

**Position:** \_\_\_\_\_ **Step:** \_\_\_\_\_

Date letter received by employee: \_\_\_\_\_

Date employee returned the letter to the District Office: \_\_\_\_\_

Be advised that you have 30 calendar days from the date you receive this letter to return it with your signature to the District Office.

Your signature below indicates you intend to return to the District's employ in the coming school year.

**If you fail to return this signed letter to the District office within 30 calendar days from the date you signed as having received it (below) it will be considered your voluntary, irrevocable resignation from the District.**

All other terms and conditions of employment are controlled by the labor agreement existing between the Poplar Board of Trustees and the Poplar Support Staff.

**Employee Signature:** \_\_\_\_\_

CLASSIFIED SALARY SCHEDULE 25-26						
BASE	Step 0	Positions A	Positions B	Positions C	Positions D	Positions E
\$13.95		\$15.70	\$16.45	\$17.20	\$17.95	\$19.95
1		\$16.00	\$16.75	\$17.50	\$18.25	\$20.25
2		\$16.30	\$17.05	\$17.80	\$18.55	\$20.55
3		\$16.60	\$17.35	\$18.10	\$18.85	\$20.85
4		\$16.90	\$17.65	\$18.40	\$19.15	\$21.15
5		\$17.20	\$17.95	\$18.70	\$19.45	\$21.45
6		\$17.50	\$18.25	\$19.00	\$19.75	\$21.75
7		\$17.80	\$18.55	\$19.30	\$20.05	\$22.05
8		\$18.10	\$18.85	\$19.60	\$20.35	\$22.35
9		\$18.40	\$19.15	\$19.90	\$20.65	\$22.65
10		\$18.70	\$19.45	\$20.20	\$20.95	\$22.95
11		\$19.00	\$19.75	\$20.50	\$21.25	\$23.25
12		\$19.30	\$20.05	\$20.80	\$21.55	\$23.55
13		\$19.60	\$20.35	\$21.10	\$21.85	\$23.85
14		\$19.90	\$20.65	\$21.40	\$22.15	\$24.15
15		\$20.20	\$20.95	\$21.70	\$22.45	\$24.45
16		\$20.50	\$21.25	\$22.00	\$22.75	\$24.75
17		\$20.80	\$21.55	\$22.30	\$23.05	\$25.05
18		\$21.10	\$21.85	\$22.60	\$23.35	\$25.35
19		\$21.40	\$22.15	\$22.90	\$23.65	\$25.65
20		\$21.70	\$22.45	\$23.20	\$23.95	\$25.95
21		\$22.00	\$22.75	\$23.50	\$24.25	\$26.25
22		\$22.30	\$23.05	\$23.80	\$24.55	\$26.55
23		\$22.60	\$23.35	\$24.10	\$24.85	\$26.85
24		\$22.90	\$23.65	\$24.40	\$25.15	\$27.15
25		\$23.20	\$23.95	\$24.70	\$25.45	\$27.45
26		\$23.50	\$24.25	\$25.00	\$25.75	\$27.75
27		\$23.80	\$24.55	\$25.30	\$26.05	\$28.05
28		\$24.10	\$24.85	\$25.60	\$26.35	\$28.35
29		\$24.40	\$25.15	\$25.90	\$26.65	\$28.65
30		\$24.70	\$25.45	\$26.20	\$26.95	\$28.95
Positions A		Positions B		Positions C		Positions D
Para w/<60 CEC	Paras w/60-120 CEC	Paras w/120+ CEC	Paras w/120+ CEC	Office Manager/Sec	Technology Assistant	Positions E
Central Copy	Assistant Cook	Title I Tutors	Spec Programs/Sec	Student Info Specialist	Career Pathways Counselor	Positions F
Food Service				Trans/Maint Secretary	Payroll Clerk	
				FHSS (Home-School)	A/P Clerk	
				ISS Proctor	Ast. Business Clerk	

\*All staff hired as special education paraprofessionals receive \$1.00 more

CLASSIFIED SALARY SCHEDULE 26-27											
BASE	\$13.95	Positions A	Positions B	Positions C	Positions D	Positions E					
Step 0	\$16.45	\$17.20	\$17.95	\$18.70	\$20.70	\$30.70					
1	\$16.75	\$17.50	\$18.25	\$19.00	\$21.00	\$31.00					
2	\$17.05	\$17.80	\$18.55	\$19.30	\$21.30	\$31.30					
3	\$17.35	\$18.10	\$18.85	\$19.60	\$21.60	\$31.60					
4	\$17.65	\$18.40	\$19.15	\$19.90	\$21.90	\$31.90					
5	\$17.95	\$18.70	\$19.45	\$20.20	\$22.20	\$32.20					
6	\$18.25	\$19.00	\$19.75	\$20.50	\$22.50	\$32.50					
7	\$18.55	\$19.30	\$20.05	\$20.80	\$22.80	\$32.80					
8	\$18.85	\$19.60	\$20.35	\$21.10	\$23.10	\$33.10					
9	\$19.15	\$19.90	\$20.65	\$21.40	\$23.40	\$33.40					
10	\$19.45	\$20.20	\$20.95	\$21.70	\$23.70	\$33.70					
11	\$19.75	\$20.50	\$21.25	\$22.00	\$24.00	\$34.00					
12	\$20.05	\$20.80	\$21.55	\$22.30	\$24.30	\$34.30					
13	\$20.35	\$21.10	\$21.85	\$22.60	\$24.60	\$34.60					
14	\$20.65	\$21.40	\$22.15	\$22.90	\$24.90	\$34.90					
15	\$20.95	\$21.70	\$22.45	\$23.20	\$25.20	\$35.20					
16	\$21.25	\$22.00	\$22.75	\$23.50	\$25.50	\$35.50					
17	\$21.55	\$22.30	\$23.05	\$23.80	\$25.80	\$35.80					
18	\$21.85	\$22.60	\$23.35	\$24.10	\$26.10	\$36.10					
19	\$22.15	\$22.90	\$23.65	\$24.40	\$26.40	\$36.40					
20	\$22.45	\$23.20	\$23.95	\$24.70	\$26.70	\$36.70					
21	\$22.75	\$23.50	\$24.25	\$25.00	\$27.00	\$37.00					
22	\$23.05	\$23.80	\$24.55	\$25.30	\$27.30	\$37.30					
23	\$23.35	\$24.10	\$24.85	\$25.60	\$27.60	\$37.60					
24	\$23.65	\$24.40	\$25.15	\$25.90	\$27.90	\$37.90					
25	\$23.95	\$24.70	\$25.45	\$26.20	\$28.20	\$38.20					
26	\$24.25	\$25.00	\$25.75	\$26.50	\$28.50	\$38.50					
27	\$24.55	\$25.30	\$26.05	\$26.80	\$28.80	\$38.80					
28	\$24.85	\$25.60	\$26.35	\$27.10	\$29.10	\$39.10					
29	\$25.15	\$25.90	\$26.65	\$27.40	\$29.40	\$39.40					
30	\$25.45	\$26.20	\$26.95	\$27.70	\$29.70	\$39.70					
Positions A		Positions B		Positions C		Positions D		Positions E		Positions F	
Para w/ <60 CEC	Paras w/ >60-120 CEC	Paras w/ 120+ CEC	Title I Tutors	Office Manager/Sec	Technology Assistant	Career Pathways Counselor					
Central Copy	Assistant Cook		Spec Programs/Sec	Student Info Specialist		Asst. Business Clerk					
Food Service			Trans/Maint Secretary	Payroll Clerk							
			FHSS (Home-School)	A/P Clerk							
			ISS Proctor	Asst. Business Clerk							

\*All staff hired as special education paraprofessionals receive \$1.00 more

**Agenda Number 8.6: Ratification of PEA MOU/Agreement**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: May 12, 2025**

**SUMMARY:** The district and the PEA (teacher union) agreed on the attached MOU/Agreement. The health insurance was a carryover from last year's negotiations.

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

Additional Information attached –  
Estimated Cost –

**SAMPLE MOTION:** *I move to accept the ratification of the PEA MOU/Agreement as presented.*

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

**MEMORANDUM OF UNDERSTANDING TO CERTIFIED BARGAINING AGREEMENT EFFECTIVE**

**2024-2027**

**By and between**

**Poplar School District 9 and 9B**

**And**

**Poplar Education Association, Local No. 7655**

This Memorandum of Understanding (MOU) is entered into this \_\_\_\_\_ by and between the Poplar School District ("The District") and the Poplar Education Association ("Union").

The District and the Union agree to the following terms of insurance coverage for certified staff for the 2025-2026 school year.

**1. Term of Agreement:** This MOU will take effect upon the conclusion of negotiations, and shall remain in effect until June 30, 2026, unless revoked earlier by joint written agreement of the parties.

**2. Effect on CBA and Conditions of Employment:** During the term of this MOA, this MOA supplements the CBA only as provided for herein. All provisions of the CBA not modified herein shall remain in full force and effect.

**3. New Language:**

**13.1.2:**

For the 2025 - 2026 school year the District shall contribute towards the HDHP \$5,000/\$10,000 composite rate an amount that results in an out-of-pocket contribution of \$75 per month for the employee. Employees shall not pay any more than \$75 per month until the parties bargain a different rate. Annually for qualified employees, the District shall contribute into a Health Reimbursement Account \$6100. (2026-2027 will be reopened for negotiations)

**For the PSD Board of Trustees:**

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President

**For the Poplar Education Association:**

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President

**Agenda Number 8.7: Summer School Hires**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: May 12, 2025**

**SUMMARY:** The following is a list of summer school hires for the summer of 2025.

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

Additional Information attached –  
Estimated Cost –

**SAMPLE MOTION:** *I move to accept the recommendation for all summer school hires for the summer of 2025.*

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



## Summer School/Summer Help Hires

### Summer Maintenance hires (Mike Gorder)

\*These will be all summer employees

River Olson

Ryder Olson

Garret Dehner

Haley Grey Hawk

Blake Follet

Jada Falcon

Keli Youpee

### Teachers for elementary

\*June 2-June 20

Teresa Murray

Olivia Headdress

Lana Sherman

Shari Daniels

Eden Vitor

Shannon Murphy

Amy Benson

Kevin Kennaugh

Kenda Steuhm (PE)

### Paras for elementary

\*June 2-June 20

Dakota Shelton

Annie Moran

Julia Carpenter

Vivian Baker

Jessica Dionne

Jolene Chopper

Shaira Delim

Delrae Red Door

Marilee Buckles

Office staff for elementary

\*June 2-June 20

Becky Stensland (Secretary)

Janice White Eagle (Timeout)

Diane Laroche (Copies/Office)

John Wetsit (Admin)

High School

\*Through July 31

High school summer school is credit recovery. The Fort Peck Tribes Education Department is covering the cost. Only 1 administrator will be present at a time.

Frank Gourneau

Coy Weeks

Randie Belton

Vonda Bighorn

**Agenda Number 8.8: Acclamation of Candidates**

**POPLAR PUBLIC SCHOOLS 9&9B  
BOARD AGENDA FACT SHEET  
MEETING DATE: May 12, 2025**

**SUMMARY:** Candidates for the Poplar School District 9&9B ran unopposed. Therefore, the following terms apply to the candidates:

- Kenny Smoker, Jr.-1 year term: 2025-2026
- Jeff Berger-3 year term: 2025-2027

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

Additional Information attached –

Estimated Cost –

**SAMPLE MOTION:** *I move to approve the appointment of candidates by acclamation and the terms of service as presented.*

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

**Agenda Number 8.9: Reorganization of the Board of Trustees**

**POPLAR PUBLIC SCHOOLS 9&9B**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: May 12, 2025**

**SUMMARY:** After each year's election and the Trustees have been sworn in, the Board of Trustees must organize itself to conduct business under Montana Law. The Board of Trustees must nominate and elect a new Chairman and Vice Chairman.

Nominations/voting for Chairman will be first and nominations/voting for Vice Chairman will follow. Potential nominees can either accept or decline the nomination.

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

Additional Information attached –

Estimated Cost –

**SAMPLE MOTION:** *I move to approve \_\_\_\_\_ as Chairman of the Poplar School Board; I move to approve \_\_\_\_\_ as Vice Chairman of the Poplar School Board.*

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

## **Agenda Number 8.10: Appointment of Clerk**

### **POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: May 12, 2025**

**SUMMARY:** After the Board reorganizes the Trustees must appoint a Clerk of the Board. That position is traditionally held by the district business manager.

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

Additional Information attached –

Estimated Cost –

**SAMPLE MOTION:** *I move to approve the appointment of Judy Linthicum as Clerk.*

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

## **Items of Interest**

### **9.1**

Work Session Dates: None

### **9.2**

Special Meeting Dates: None

### **9.3**

Regular Meeting Date: June 9, 2025



### **Agenda Number 10: Adjournment**

#### **POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: May 12, 2025**

SUMMARY: Adjournment for the May 12, 2025 meeting.

SUPERINTENDENT'S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to adjourn the May 12, 2025 regular school board meeting.*

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