



Shelby Public School District #14



1010 Oilfield Ave ~ Shelby, MT 59474
www.ShelbyPublicSchools.org
Phone: (406) 424-8910 ~ Fax: (406) 434-2959

SHELBY SCHOOL BOARD MEETING AGENDA

Location: Shelby Board Room, District Office

Date: Tuesday, June 12, 2018

Time: 7:00 PM

- | | |
|---|--------------|
| 1. Call To Order | Mr. Aklestad |
| 2. Pledge Allegiance | Mr. Aklestad |
| 3. Review and Approval of Minutes | Mr. Aklestad |
| 4. Review and Approval of Claims and Voided Checks | Ms. Flynn |
| 5. Public Comment | Mr. Aklestad |
| 6. Reports | Mr. Crump |
| a. Superintendent Schedule | |
| 7. Action Items | Mr. Crump |
| a. Property Insurance Renewal | |
| b. Resignation/Retirement | |
| c. Hiring | |
| i. Elementary Teacher - TBD | |
| ii. Counselor - Anthony Heaton | |
| iii. Summer School Teachers - Kathje Griffis, Robyn Skillman | |
| iv. HS/JH Assistant Cross Country - Merle Raph | |
| v. Speech and Drama - Jodi Aklestad | |
| vi. Cheerleading Coaches - Jessica Buck and Darcy White | |
| vii. JH Head Football - Bill Hansell | |
| viii. JH Assistant Football - Eric Tokerud, Tom Reynolds | |
| ix. JH Head Wrestling - Thad White | |
| x. HS Girls Basketball Coach - Mac McDermott | |
| xi. HS Assistant Football - Logan Erickson | |
| xii. Summer Maintenance - Brittany Brusven, Karen Watson and Dallas Stirling | |
| d. Classified Staff Wage Increases | |
| e. Administrative Contracts | |
| f. JPT Insurance Rates | |
| g. Year-end Spending (See Attachment) | |
| h. Board Policy Updates (First Reading) | |
| i. 1401 - Records Available to Public | |
| ii. 1420 - School Board Meeting Procedure | |
| iii. 3141 - Discretionary Nonresident Student Attendance | |
| iv. 4330F - School Facilities and Grounds Use and Liability Release Agreement | |



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- v. 5002 - Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973
- vi. 5500 - Payment of Wages Upon Termination
- vii. 6110P - Superintendent - Board Job Responsibilities
- viii. 7260 - Endowments, Gifts, and Investments
- ix. 7320 - Purchasing
- x. 7332 - Advertising in Schools - Revenue Enhancement
- xi. 7530 - Procurement of Supplies or Services
- xii. 8124 - Student Conduct on Buses
- xiii. 5000 - Personnel Goals (Deletion)
- i. Attendance/Transportation Agreements
- 8. Discussion Items Mr. Crump
 - a. Special Education Co-op Update
- 9. Correspondence Mr. Crump
- 10. Next Meeting of the Board - Tuesday, July 10, 2018 Mr. Aklestad
- 11. Adjournment Mr. Aklestad

MINUTES
May 10, 2018

CALL TO ORDER

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 7:02 p.m. by Vice-Chairperson Rikki James.

Members present were: Rikki James, Jay Hould, Dan Leck, Anna Fretheim and Richard Jorata. Member(s)absent: Brian Aklestad and Krista Mellinger. The superintendent, clerk, high school and elementary principal were also present. Visitors present were Suzanne Hough, John Hough, Jennifer Mosley, Ron Gruber, Janelle Koschmeder, Sara Kincaid, Kyle Fisher, Alyssa Finch, Philip Kleinsasser, Jarod Anderson, Maddy Hellinger, Cassidy Cassel and Curtis Conant.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the April 10, 2018 regular board meeting.

Motion: Richard Jorata

Second: Anna Fretheim- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 69328 through 69390. The student activity checks for this month were numbered 14493 through 14542. The claims approval list may be referenced in the claims approval file in the Administration office and the Student Activities accounts may be referenced in the Student Activities file in the administration office.

Motion: Richard Jorata

Second: Dan Leck- passed unanimously.

Public Comment

Erica Allen congratulated the band and choir team for a job well done during the State Music Festival. Rikki James congratulated the boys and girls golf team and wished them good luck to state tournament.

Reports

Dual Credit Update

High School Guidance Counselor, Carol Perisho explained to the Board on how dual credits work. She explained that it is important for her to meet with the parents so they will also understand how dual credits work and how it will help their students when they go to college.

Elementary Report

Principal Erica Allen shared her written report with the Board. She told the Board that the elementary students went to Helena and met with Governor Bullock. She added that there were 29 kids that attended the kindergarten screening and she thanked Miss Edwards for planning the event so smoothly.

Junior/High School Report

Principal Philip French presented his written report to the Board. Mr. French added that the spring sports started kind of slow because of the weather.

Superintendent's Schedule

Mr. Crump told the Board that the High School Graduation is on May 27th at 3:00 p.m. and the 8th Grade Celebration is on May 30th at 7:00 p.m.

ACTION ITEMS

Graduation Cap Decoration

The Shelby High School Class of 2018 presented two proposal options to the Board to allow them to decorate their graduation caps. After a long discussion, Anna Fretheim made a motion to approve the proposal but nobody made the second motion so the motion was dead.

Elementary Sign Purchase

A motion was made to approve the purchase of elementary sign by the Elementary Student Council.
Motion: Jay Hould Second: Dan Leck- passed unanimously.

Hiring

Mr. Crump made recommendations to the Board to hire the following personnel for the 2018-2019 school year:

Elementary School Principal- Alyssa Finch

Motion: Dan Leck Second: Jay Hould - passed unanimously.

Junior/High School Principal- Kyle Fisher

Motion: Richard Jorata Second: Anna Fretheim- passed unanimously.

Elementary Special Education Teacher- Logan Erickson

Motion: Anna Fretheim Second: Jay Hould- passed unanimously.

English Teacher- Kristi Calvery

Motion: Richard Jorata Second: Jay Hould- passed unanimously.

Coaches:

Head HS Boys Basketball- Tom Reynolds

Head HS Wrestling- Thad White

HS Volleyball Assistant- Meghan Richmond

HS Football Assistants- Bob Brusven and Paul Schilling

Motion: Anna Fretheim Second: Richard Jorata- passed unanimously.

Summer Maintenance

Mr. Crump made a recommendation to hire TJ Reynolds as one of the summer maintenance crew.

Motion: Richard Jorata Second: Dan Leck- passed unanimously.

2018-2019 School Calendar

A motion was made to approve the 2018-2019 school calendar.

Motion: Anna Fretheim Second: Richard Jorata- passed unanimously.

SEA Negotiations

The negotiations committee have reached an agreement with SEA and a motion was made to approve the negotiation agreement.

Motion: Jay Hould Second: Anna Fretheim- passed unanimously.

4-H Bus Use

The Superintendent made a recommendation to allow the 4-H group to use the district's school bus.

Motion: Dan Leck Second: Richard Jorata- passed unanimously.

Discussion Items

JPT Insurance Rate

The new rate is not available at this time.

Special Education Co-op

Mr. Crump made recommendations to get the Co-op in Shelby. He said in the short term it will benefit Shelby Schools and in the long term it will benefit the community of Shelby. He added that right now we have a facility that would meet their needs.

Year End Spending

Mr. Crump presented a list of projects that needed to be done. The priority right now is to find a way on how to pump water away from the elementary school building.

Correspondence

A thank you letter from Alyssa Finch.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, June 12, 2018, 7:00 p.m.

Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Vice-Chairperson Rikki James adjourned the meeting at 8:41 p.m.

BUSINESS MANAGER/CLERK

VICE-CHAIRPERSON OF THE BOARD

DRAFT

MINUTES
May 10, 2018
Reorganization of the Board

CALL TO ORDER

The reorganizational meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 8:49 p.m. by Vice-Chairperson Rikki James.

Whereas, The Board of Trustees of Shelby School, District No. 14 of Toole County, State of Montana, have received nomination petitions and write-in intent declarations equal to the number of positions to be elected for the Shelby Public School Board, notice was given by the clerk of the district that the Trustee Positions would be filled by acclamation. Therefore, the regular Trustee election was not held on May 8, 2018.

Be it Resolved, Brian Aklestad, of Galata, Montana, Jay Hould and Dan Leck of Shelby, Montana are duly elected by acclamation to fill the Office of Trustee for the term of 3 years.

Swear in newly elected Trustees

The trustees elected by acclamation, Brian Aklestad, Jay Hould and Dan Leck, were sworn in by District Clerk, Carmelita Flynn.

Elect Officers

A motion was made to nominate Brian Aklestad as Chairperson.

Motion: Richard Jorata

Second: Jay Hould

Brian Aklestad was named Chairperson unanimously.

A motion was made to nominate Rikki James as Vice-Chairperson.

Motion: Dan Leck

Second: Richard Jorata

Rikki James was named Vice-Chairperson unanimously.

A motion was made to appoint Carmelita Flynn as District Clerk for Shelby School District.

Motion: Richard Jorata

Second: Dan Leck- passed unanimously.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, June 12, 2018 at 7:00p.m.

Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Vice-Chairperson Rikki James adjourned the meeting at 8:57 p.m.

BUSINESS MANAGER/CLERK

VICE-CHAIRPERSON OF THE BOARD

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 18

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
101 General Fund	395,041.17	1,834,747.57	0.00	-1,834,747.57	** %
110 Transportation Fund	29,199.82	111,696.95	0.00	-111,696.95	** %
111 Bus Depreciation Fund	8,204.47	19,990.47	0.00	-19,990.47	** %
113 Tuition	6,097.39	22,053.82	0.00	-22,053.82	** %
114 Retirement	7,245.87	182,865.77	0.00	-182,865.77	** %
128 Technology Fund	12,905.46	35,366.23	0.00	-35,366.23	** %
129 Flexibility Fund	1,579.40	16,682.54	0.00	-16,682.54	** %
150 Debt Service	73,199.09	202,192.08	0.00	-202,192.08	** %
161 Building Reserve	5,082.89	23,465.15	0.00	-23,465.15	** %
201 General Fund	206,681.06	1,098,277.40	0.00	-1,098,277.40	** %
210 Transportation Fund	18,329.17	84,021.56	0.00	-84,021.56	** %
211 Bus Depreciation Fund	8,509.42	28,316.36	0.00	-28,316.36	** %
213 Tuition	7,829.14	23,939.47	0.00	-23,939.47	** %
214 Retirement	4,787.49	110,274.60	0.00	-110,274.60	** %
217 ADULT EDUCATION FUND	17,386.38	62,547.12	0.00	-62,547.12	** %
228 Technology Fund	9,959.65	33,787.90	0.00	-33,787.90	** %
229 Flexibility Fund	4,699.94	28,635.11	0.00	-28,635.11	** %
250 Debt Service	29,511.89	101,611.69	0.00	-101,611.69	** %
261 Building Reserve	12,690.97	50,303.58	0.00	-50,303.58	** %
Grand Total :	858,940.67	4,070,775.37	0.00	-4,070,775.37	** %

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	2255.55	0.00	0.00	42.40	0.00		0.00	0.00	2297.95
101 ATHLETICS	8372.63	3201.61	0.00	5839.73	0.00		0.00	0.00	11010.75
405 AUTO/WOOD SHOP/VICA	3928.93	0.00	0.00	0.00	0.00		0.00	0.00	3928.93
402 BAND	1734.79	156.42	0.00	0.00	0.00		0.00	0.00	1578.37
408 BAND & CHOIR UNIFORMS/TRAVEL	896.48	0.00	0.00	0.00	0.00		0.00	0.00	896.48
112 BOYS BASKETBALL	494.81	0.00	0.00	0.00	0.00		0.00	0.00	494.81
213 BPA	2851.46	0.00	0.00	0.00	0.00		0.00	0.00	2851.46
203 CHEERLEADERS	875.02	0.00	0.00	0.00	0.00		0.00	0.00	875.02
403 CHOIR	3849.33	223.89	0.00	53.00	0.00		0.00	0.00	3678.44
318 CLASS OF 2018 (SR)	6575.52	4718.03	0.00	13.75	0.00		0.00	0.00	1871.24
319 CLASS OF 2019 (JR)	3446.11	521.25	0.00	342.00	0.00		0.00	0.00	3266.86
320 CLASS OF 2020 (SO)	4889.42	0.00	0.00	0.00	0.00		0.00	0.00	4889.42
321 CLASS OF 2021 (FR)	2518.63	0.00	0.00	0.00	0.00		0.00	0.00	2518.63
202 CONCESSIONS	10968.82	239.63	0.00	0.00	0.00		0.00	0.00	10729.19
103 COYOTE CLASSIC TOURNAMENT	19667.07	0.00	0.00	0.00	0.00		0.00	0.00	19667.07
108 CROSS COUNTRY	548.90	0.00	0.00	0.00	0.00		0.00	0.00	548.90
503 DISTRICT 7 MUSIC FESTIVAL	2706.07	0.00	0.00	0.00	0.00		0.00	0.00	2706.07
702 EL STUDENT COUNCIL	1876.68	1876.68	0.00	0.00	0.00		0.00	0.00	0.00
206 EXPLORE AMERICA	4303.11	0.00	0.00	0.00	0.00		0.00	0.00	4303.11
212 FCCLA	389.62	0.00	0.00	0.00	0.00		0.00	0.00	389.62
211 FFA	3722.48	1959.93	0.00	65.80	0.00		0.00	0.00	1828.35
209 FINE ARTS	1757.28	0.00	0.00	0.00	0.00		0.00	0.00	1757.28
107 FOOTBALL	97.56	0.00	0.00	0.00	0.00		0.00	0.00	97.56
406 FRENCH CLUB	2164.18	0.00	0.00	0.00	0.00		0.00	0.00	2164.18
111 GIRLS BASKETBALL	1747.79	0.00	0.00	0.00	0.00		0.00	0.00	1747.79
115 GOLF	182.91	0.00	0.00	0.00	0.00		0.00	0.00	182.91
208 HOWL	100.87	0.00	0.00	0.00	0.00		0.00	0.00	100.87
221 JOBS FOR MONTANA GRADS	850.02	788.75	0.00	0.00	0.00		0.00	0.00	61.27
220 KEY CLUB	435.96	0.00	0.00	0.00	0.00		0.00	0.00	435.96
640 MIDDLE SCHOOL BAND	5345.95	0.00	0.00	0.00	0.00		0.00	0.00	5345.95
610 MIDDLE SCHOOL BOYS ATHLETICS	271.07	0.00	0.00	0.00	0.00		0.00	0.00	271.07
624 MIDDLE SCHOOL BUILDERS CLUB	1306.63	0.00	0.00	0.00	0.00		0.00	0.00	1306.63
622 MIDDLE SCHOOL CHEERLEADERS	2534.53	0.00	0.00	0.00	0.00		0.00	0.00	2534.53
641 MIDDLE SCHOOL CHOIR	162.69	0.00	0.00	0.00	0.00		0.00	0.00	162.69
611 MIDDLE SCHOOL GIRLS ATHLETICS	51.85	0.00	0.00	0.00	0.00		0.00	0.00	51.85
643 MIDDLE SCHOOL HOME EC	619.76	0.00	0.00	0.00	0.00		0.00	0.00	619.76
621 MIDDLE SCHOOL STUDENT COUNCIL	1095.99	0.00	0.00	0.00	0.00		0.00	0.00	1095.99
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5292.47	0.00	0.00	0.00	0.00		0.00	0.00	5292.47
222 MISSOULA CHILDREN'S THEATRE	104.47	0.00	0.00	0.00	0.00		0.00	0.00	104.47
401 NHS	1572.97	0.00	0.00	0.00	0.00		0.00	0.00	1572.97
501 RECOGNITION	6235.77	1558.73	0.00	0.00	0.00		0.00	0.00	4677.04
214 SCHOOL PLAY	1075.56	0.00	0.00	0.00	0.00		0.00	0.00	1075.56
216 SCIENCE CLUB	1025.76	0.00	0.00	0.00	0.00		0.00	0.00	1025.76
700 SHELBY ELEMENTARY	2089.58	127.57	0.00	0.00	0.00		0.00	0.00	1962.01
114 SOFTBALL	412.01	0.00	0.00	0.00	0.00		0.00	0.00	412.01
205 SPEECH & DRAMA	1960.13	0.00	0.00	0.00	0.00		0.00	0.00	1960.13
201 STUDENT COUNCIL	340.54	41.47	0.00	0.00	0.00		0.00	0.00	299.07
102 TOURNAMENT FUNDS	4273.10	0.00	0.00	0.00	0.00		0.00	0.00	4273.10
113 TRACK	2032.01	2032.01	0.00	0.00	0.00		0.00	0.00	0.00
104 UNIFORM MAINTENANCE	6324.29	0.00	0.00	0.00	0.00		0.00	0.00	6324.29
109 VOLLEYBALL	669.42	0.00	0.00	0.00	0.00		0.00	0.00	669.42
110 WRESTLING	2440.24	1133.05	0.00	0.00	0.00		0.00	0.00	1307.19

06/08/18
15:39:01

SHELBY SCHOOLS
Statement of Activity by Account Name for 05/01/18 to 05/31/18

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
----- 207 YEARBOOK	5176.54	0.00	0.00	130.00	0.00		0.00	0.00	5306.54
Total for Student Accounts	146621.33	18579.02		6486.68					134528.99
Bank Account Totals	146621.33	18579.02	0.00	6486.68	0.00		0.00	0.00	134528.99
							Bank Balance		134528.99
							Plus Outstanding Checks		31589.72
							Minus Outstanding Deposits		16038.29

							Balance		150080.42
							Minus Receipts in Transit		0.00

							Statement Balance		150080.42

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 5 / 18

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	450,490.91	2,085,518.08	297.55	2,085,815.63	2,593,362.36	507,546.73
110 Transportation Fund	7,326.80	110,129.55	0.00	110,129.55	204,083.00	93,953.45
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	93,118.15	93,118.15
113 Tuition	0.00	22,819.20	0.00	22,819.20	65,000.00	42,180.80
114 Retirement	62,709.51	264,527.26	0.00	264,527.26	365,000.00	100,472.74
128 Technology Fund	0.00	9,984.57	1,818.30	11,802.87	50,000.00	38,197.13
129 Flexibility Fund	0.00	1,798.22	0.00	1,798.22	64,888.19	63,089.97
150 Debt Service	0.00	14,387.51	0.00	14,387.51	288,475.00	274,087.49
161 Building Reserve	185.00	12,363.30	0.00	12,363.30	47,000.00	34,636.70
201 General Fund	263,482.80	1,345,209.51	4,480.00	1,349,689.51	1,577,107.16	227,417.65
210 Transportation Fund	7,317.66	88,978.30	0.00	88,978.30	135,356.62	46,378.32
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	163,119.61	163,119.61
213 Tuition	0.00	21,699.19	0.00	21,699.19	70,000.00	48,300.81
214 Retirement	38,764.82	180,975.87	0.00	180,975.87	230,000.00	49,024.13
217 ADULT EDUCATION FUND	20,698.92	64,702.11	0.00	64,702.11	95,000.00	30,297.89
228 Technology Fund	0.00	8,075.84	3,054.30	11,130.14	48,000.00	36,869.86
229 Flexibility Fund	0.00	1,683.20	0.00	1,683.20	86,268.56	84,585.36
250 Debt Service	0.00	7,396.88	0.00	7,396.88	144,493.76	137,096.88
261 Building Reserve	2,099.38	26,173.09	0.00	26,173.09	112,382.71	86,209.62
Grand Total :	853,075.80	4,266,421.68	9,650.15	4,276,071.83	6,432,655.12	2,156,583.29

06/08/18
15:05:39

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 5/18

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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
53000	5143 3 RIVERS TELEPHONE COOPERATIVE	1,186.83				
Camrose 0210						
1	06/01/18 fiber lease/dsl	282.05		101	100-1000	531
2	06/01/18 fiber lease/dsl	282.05		201	100-1000	531
3	06/01/18 fiber lease/dsl	282.05		101	100-2300	531
4	06/01/18 fiber lease/dsl	282.04		201	100-2300	531
5	06/01/18 admin phone bill	10.32		101	100-2300	531
6	06/01/18 el phone bill	18.16		101	100-2400	531
7	06/01/18 hs phone bill	28.00		201	100-2400	531
8	06/01/18 GTCC phone bill	2.16		182	107-2212	531 570
53061	3364 AFFIRMED MEDICAL SERVICES	286.22				
1	0387855 05/31/18 HS first aid supplies	286.22		201	100-1000	610
53011	5814 ANNA FRETHEIM	203.35				
# of trips X 44 X .54						
12 trips-through January 26, 2017						
3	06/01/18 student trans 2nd sem 2018	203.35		210	100-2700	514
53023	59 BEN TAYLOR INC	4,640.36				
1	12692 05/29/18 bus route fuel	998.90		110	100-2700	624
2	12692 05/29/18 bus route fuel	468.46		210	100-2700	624
3	12692 05/29/18 HS athletic trips	1,643.00*		201	720-3500	624
4	12692 05/29/18 HS non-athletic trips	898.05*		201	710-3400	624
5	12692 05/29/18 Colony vehicle	118.69		101 71	100-1000	624
6	12692 05/29/18 JH athletic trips	160.84*		101	720-3500	624
8	12692 05/29/18 driver's education	39.03		218	100-1000	624
9	12692 05/29/18 EL non-athletic trip	228.61		101	710-3400	624
10	665904 05/24/18 route fuel card did not work	84.78		210	100-2700	624
53017	6823 Big Sky Drug Testing Services LLC	580.40				
1	12876 05/09/18 17-18 Random Mgmt. fee	100.00		201	720-3500	330
2	12877 05/09/18 random testing	480.40		201	720-3500	330
6847	6119 BRANDY KIEFER	82.85				
1	06/04/18 reimb snacks/supplies purchase	82.85		182	108-2212	600 580
53060	6748 BRYSON SALES AND SERVICE OF	37.98				
1	262971 05/18/18 bus parts	118.68		110	100-2700	610
2	262826 05/15/18 credit on return	-80.70		110	100-2700	610

06/08/18
15:05:39

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 5/18

Page: 2 of 12
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
53008	5023 CAMROSE COLONY	914.22				
B-1.53	(2016-2017 meal prices)					
L-2.88						
Reduced-B-1.21						
	L-2.45					
1	05/31/18 May food program	914.22*		212	910-3100	630
53024	5094 CHERIE WIGEN	103.50				
	election judge \$10.00/hr- mileage=.54					
1	05/08/18 election judge	90.00				
				201	100-2314	340
2	05/08/18 mileage 25 X .54	13.50		201	100-2314	582
53050	95 CITY OF SHELBY	1,200.00				
1	07-0618 05/18/18 recreation pass 6/1/18-5/31/1	600.00		101	100-1000	330
2	07-0618 05/18/18 recreation pass 6/1/18-5/31/1	600.00*		201	100-1000	330
53001	3 CITY OF SHELBY WATER DEPT	2,064.85				
1	05/23/18 bus barn/water/garbage	85.29		110	100-2700	421
	BUS BARN WATER BILL					
2	05/23/18 bus barn/water/garbage	56.86		210	100-2700	421
	BUS BARN WATER BILL					
3	05/23/18 water/garbage/sewer/landfill	1,153.62		101	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
4	05/23/18 water/garbage/sewer/landfill	769.08		201	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
53031	4455 COTTONWOOD INN	966.55				
1	05/07/18 golf team lodgi ng-di vi si onal s	966.55*		201	720-3500	582
53005	15 CULLIGAN SOFT WATER SERVICE	131.00				
1	05/31/18 Admin water/cooler rental	8.00*		210	100-2700	450
2	05/31/18 EL water/cooler rental	8.00		101	100-2600	450
3	05/31/18 HS water/cooler rental/50 lb	115.00		201	100-2600	450
4	05/31/18 solar salt delivery	0.00		201	100-2600	450
53043	5932 DALLAS STIRLING	30.00				
2	05/31/18 verizon data plan/May '18	30.00		201	100-1000	531
53028	5449 DASH INN	32.75				
1	05/08/18 election judges dinner	32.75		101	100-1000	610

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53029	220 DAVIS BUSINESS MACHINES	1,552.53				
#4048-02- GTCC						
1	239420 06/04/18 base rate-May 2018	155.31		101	100-1000	440
2	239420 06/04/18 base rate-May 2018	103.54*		201	100-1000	440
5	238177 05/09/18 GTCC copier	52.01		182	108-2212	550 580
6	239546 06/05/18 copy charges 5-02/6-01	644.20		101	100-1000	440
7	239546 06/05/18 copy charges 5-02/6-01	429.47*		201	100-1000	440
8	239319 05/30/18 staples	168.00		201	100-1000	610
53003	7009 DE LAGE LANDEN FINANCIAL SERVICES,	275.00				
1	59237144 05/16/18 GTCC copier lease	275.00		182	108-2212	550 580
G846	2851 DIANA KNUDSON	682.20				
1	06/05/18 mileage in district	354.25		182	108-2212	596 580
2	06/05/18 mileage out of district	277.95		182	107-2212	582 570
3	06/05/18 phone allowance	50.00		182	107-2212	531 570
53006	2896 EBMS	54,797.90				
\$2659.59 for one month/add this amount to the to total health insurance premium for GTCC						
\$1095.00 for retiree insurance incentive= D Sparks= \$557.50 and T Robertson=						
\$537.50						
1	06/01/18 health ins premium/June	47,279.78*		189	100-2500	260
2	06/01/18 EL retiree premium/June	1,095.00*		101	100-2500	261
3	06/01/18 retirees premium/TRS ACH	3,763.53*		189	100-2500	260
4	06/01/18 GTCC-June	2,659.59*		189	100-2500	260
53030	6960 EBMS, INC	248.00				
1	000117725 04/30/18 ACA fee 129 X \$2	148.80		101	100-2400	810
2	000117725 04/30/18 April 2018	99.20		201	100-2400	810
53018	6879 ELLIOTT CRUMP	30.24				
1	05/08/18 mileage to Sunburst	30.24		201	100-2500	582
2	05/08/18 scholarship selection	0.00		201	100-2500	582
53059	4536 EMC INSURANCE COMPANIES	32.00				
1	P-86290200 05/09/18 additional premium	32.00		101	100-2600	520
53065	2287 ERIC TOKERUD	964.16				
1	05/24/18 used personal CC track team	964.16*		201	720-3500	582
2	05/24/18 meals-State Meet	0.00*		201	720-3500	582

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53057	7077 FAIRFIELD INN & SUITES	823.41				
1	432JS00005 05/05/18 State Music Fest. Lodging	823.41		201	710-3400	582
53064	7043 FFA/THAD WHITE	400.00				
1	05/31/18 planting/greenhouse maint. for	400.00*		115	434-2210	320 273
2	05/31/18 the RECCS annual plant sale	0.00*		115	434-2210	320 273
53051	199 FIELDSTONE OFFICE SUPPLY	1,392.46				
1	120228 05/03/18 HS/MS spring order	781.92		201	100-1000	610
2	120228 05/03/18 HS/MS spring order	521.28		101	100-1000	610
3	120330 05/24/18 employee plaques	53.56		101	100-1000	610
4	120330 05/24/18 engraving	35.70		201	100-1000	610
53009	74 FOOD SERVICES OF AMERICA	2,166.77				
1	5518098 05/01/18 food bill	628.38*		212	910-3100	630
2	5521862 05/08/18 food bill	605.80*		212	910-3100	630
3	5525720 05/15/18 food bill	378.38*		212	910-3100	630
4	5528386 05/18/18 credit	-17.08*		212	910-3100	630
5	5529475 05/22/18 food bill	571.29*		212	910-3100	630
53007	22 GENERAL DISTRIBUTING CO	38.13				
1	00648107 05/31/18 acetylene/IND HP	38.13		215	451-1000	610 828
53022	6600 GENEVA SISK	184.62				
head judge 11 X \$10.50/hr mileage=.54						
1	05/08/18 election judge	115.50				
				201	100-2314	340
2	05/08/18 mileage-128 x .54	69.12		201	100-2314	582
3	05/08/18 picked up/dropped off ballots	0.00		201	100-2314	582
G850	2847 GTCC PETTY CASH	140.00				
1	05/23/18 reimb workshop cancellation	140.00		182	108-2212	330 580
G851	5633 HAMPTON INN	791.06				
1	04/25/18 spring meeting lodging	791.06		182	108-2212	592 580
53056	19 HEMMER PLUMBING & HEATING	44.52				
1	9310 05/08/18 custodial supplies	44.52		101	100-2600	610
53053	7041 Hi Line Designs of Montana	1,820.00				
1	100 05/29/18 fun run shirts	1,820.00		115	100-1000	610 137

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53021	7076 JEAN FLESCH	105.00				
1	05/08/18 judge trustee election	105.00		201	100-2314	340
53047	6291 JEANNE M WIGEN	268.00				
1	04/23/18 seniors to Hayden, Idaho	41.00		201	710-3400	582
2	05/16/18 softball/state golf	145.00*		201	720-3500	582
3	05/12/18 junior high track	35.00*		101	720-3500	582
4	05/05/18 State Music Festival -Helena	41.00		201	710-3400	582
5	04/30/18 EL field trip	6.00*		101	710-3400	582
53002	6273 JENNI FER MOSLEY	115.19				
1	05/30/18 reimburse snacks/supplies	69.11		101	100-2500	610
2	05/30/18 awards/recognition reception	46.08*		201	100-2500	610
53025	6720 JEWELL BENJAMIN	113.76				
	election judge \$10.00/hr- mileage=.54					
1	05/08/18 election judge	90.00				
				201	100-2314	340
2	05/08/18 mileage 44 X .54	23.76		201	100-2314	582
53063	5482 JOHNSON DISTRIBUTING	227.49				
1	01-113081 05/17/18 summer maintenance supplies	99.08		201	100-2600	610
2	01-113481 06/04/18 summer maintenance supplies	73.69		201	100-2600	610
3	01-113482 06/04/18 summer maintenance supplies	54.72		201	100-2600	610
53054	1685 JOSTENS INC	111.59				
1	716957 05/14/18 graduation tropies	111.59		201	100-1000	610
53035	3436 KENCO SECURITY AND TECHNOLOGY	698.98				
1	1476064 06/01/18 alarm monitoring June 2018	70.80		101	100-2600	340
2	1476064 06/01/18 alarm monitoring June 2018	47.20		201	100-2600	340
3	1476228 05/22/18 EL- serviced system	185.00		161	100-2600	440
4	1476227 05/22/18 HS- serviced system & parts	395.98		261	100-2600	440
53045	6458 KEVIN DODSON	147.00				
1	04/26/18 meals-JMG in Billings	64.00		215	474-1000	582 112
2	05/14/18 track, golf & softball trips	77.00*		201	720-3500	582
3	04/20/18 District Music Festival	6.00		201	710-3400	582
53013	6472 KIRBY AND KELLI LOHR	171.15				
1	06/02/18 student transp 2nd sem 2018	84.00		110	100-2700	514
2	06/02/18 student transp 2nd sem 2018	87.15		210	100-2700	514

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53058	6876 KONE	1,703.40				
	actions related to this call are outside the scope of service agreement					
1	1157594887 05/11/18 batteries needed replaceme	1,703.40		261	100-2600	440
2	1157594887 05/11/18 tech needed on site to fix	0.00		261	100-2600	440
3	1157594887 05/11/18 operating problem	0.00		261	100-2600	440
53036	5249 KRISTIN WI EDERRICK	76.00				
1	05/23/18 reimb field trip entrance fee	76.00				
				101	100-1000	610
2	05/23/18 Lewis & Clark Historic Trail	0.00		101	100-1000	610
53055	5735 LANE AND ASSOCIATES INC	500.00				
3	0018 05/15/18 1 year consortium fee	300.00		110	100-2700	330
4	0018 05/15/18 1 year consortium fee	200.00		210	100-2700	330
5	0018 05/15/18 for drug and alcohol testing	0.00		210	100-2700	330
53014	7023 LARISSA FENGER	766.50				
1	06/02/18 student transp 2nd sem 2018	766.50		210	100-2700	514
53046	1856 LYLE C KIMMET	34.00				
1	04/28/18 track in Whitefish	23.00*		201	720-3500	582
2	05/05/18 golf in Cut Bank	11.00*		201	720-3500	582
53048	4257 MAPT	1,185.00				
1	53018 05/30/18 conference registrations	711.00		110	100-2700	330
2	53018 05/30/18 CPR/1st Aid- 7 bus drivers	474.00		210	100-2700	330
53033	2 MARIAS RIVER ELECTRIC COOP	6,142.30				
1	05/22/18 electric bill	3,429.77		101	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	05/22/18 electric bill	2,286.52		201	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	05/22/18 bus barn	344.03		110	100-2700	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
4	05/22/18 RECCS-community garden	81.98		115	434-1000	610 273
G845	6500 MARTA P. FERGUSON	365.07				
1	06/05/18 stipend less TRS	321.47		182	108-2212	330 580
2	06/05/18 mileage FBenton-GFalls	43.60		182	108-2212	592 580
53012	6546 MELISSA AKLESTAD	111.72				
	# of trips X 44 X .54					
	12 trips-through January 26, 2017					
3	06/01/18 student trans 2nd sem 2018	111.72				
				210	100-2700	514

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount							
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
53015	6320 MELODY TAYLOR	846.30							
1	06/02/18 student transp 2nd sem 2018	846.30		210	100-2700	514			
53026	4505 MONTANA RURAL EDUCATION	2,175.00							
1	1256 04/30/18 18-19 dues	1,087.50*		101	100-1000	810			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-810-								
2	1256 04/30/18 18-19 dues	1,087.50		201	100-1000	810			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-810-								
53027	7033 Montana Taxpayers Association	60.00							
1	05/15/18 membership dues	60.00*		101	100-1000	810			
G849	6742 MONTANA TEACHERS RETIREMENT	59.58							
1	06/04/18 employee/employer contribution	59.58		182	108-2212	220	580		
53019	4576 Myra Schilling	110.25							
10.50 X 10.50									
1	05/08/18 head judge trustee election	110.25		101	100-2314	340			
53066	6808 NAPA Auto Parts of Great Falls	143.31							
1	68-93158 05/04/18 bus parts	85.99		110	100-2700	610			
2	68-93158 05/04/18 bus parts	57.32		210	100-2700	610			
53010	6961 OverDrive, Inc	250.00							
	have to pay Applied to Application License and Hosting-once a year- but when purchasing books/audio books will be taken out of the credit balance.								
	School Digital Library Fee								
1	H-00489238 03/01/18 School Digital Library fee	250.00*		215	412-1000	645	517		
53062	3055 RIDDELL/ALL AMERICAN SPORTS CORP	1,883.61							
1	950584086 06/01/18 recertification of helmets-	586.61		101	720-3500	610			
2	950589533 06/01/18 recertification of helmets-	1,297.00		201	720-3500	610			
53049	3951 SAFEGUARD BUSINESS SYSTEMS	416.57							
1	032858639 05/16/18 claim and payroll warrants	249.94		101	100-2500	610			
2	032896996 06/07/18 claim and payroll warrants	166.63*		201	100-2500	610			
53069	5791 SARA KINCAID-PARK	63.95							
1	06/08/18 reimbursed photography	63.95		201	100-2400	610			
2	06/08/18 purchased	0.00		201	100-2400	610			

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
53020	6856 SARA STAUB	105.00				
1	05/08/18 judge trustee election	105.00		201	100-2314	340
53068	97 SCHOOL ADMINISTRATORS OF MT	1,155.00				
1	1981 04/03/18 membership renewal	693.00		101	100-2300	810
2	1981 04/03/18 membership renewal	462.00		201	100-2300	810
53034	1 SHELBY GAS ASSOCIATION	3,189.00				
	switch between 110 & 210 every month cf					
1	05/22/18 bus barn gas	77.80				
				210	100-2700	411
2	05/22/18 EL & HS gas charges	1,866.72		101	100-2600	411
3	05/22/18 EL & HS gas charges	1,244.48*		201	100-2600	411
53039	7058 SHELBY HIGH SCHOOL - ART CLUB	31.80				
	Lunch Workers # of days X 4 hours X 2.65 per hour cf					
1	05/31/18 lunch workers May 29-31	31.80				
				212	910-3100	570
53042	3835 SHELBY HIGH SCHOOL - EXPLORE	95.40				
1	05/25/18 lunch workers May 21-25	53.00		212	910-3100	570
2	04/27/18 lunch workers April 24-27	42.40		212	910-3100	570
53038	4781 SHELBY HIGH SCHOOL - FFA STUDENT	53.00				
	Lunch Workers # of days X 4 hours X 2.65 per hour cf					
1	05/04/18 lunch workers April 30/May 1-4	53.00				
				212	910-3100	570
53041	5577 SHELBY HIGH SCHOOL - FRESHMAN	53.00				
1	05/18/18 lunch workers May 14-18	53.00		212	910-3100	570
53037	6164 SHELBY HIGH SCHOOL - NHS	53.00				
	Lunch Workers # of days X 4 hours X 2.65 per hour cf					
1	04/20/18 lunch workers April 16-20	53.00				
				212	910-3100	570
53040	5767 SHELBY HIGH SCHOOL - SOPHOMORE	53.00				
1	05/11/18 lunch workers May 7-11	53.00		212	910-3100	570

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53052	61 SHELBY PAINT AND HARDWARE	21.98				
1	012175 05/05/18 bus barn supplies	21.98		110	100-2700	610
53032	8 SHELBY PROMOTER	345.65				
1	1817007 04/25/18 notice of annual election	88.83*		101	100-2314	540
2	1817007 04/25/18 notice of annual election	59.22*		201	100-2314	540
3	1817015 04/25/18 Admin Professionals Day	26.00		101	100-2300	540
4	1817015 04/25/18 Admin Professionals Day	39.00		201	100-2300	540
5	1818018 05/02/18 Notice of Counting Absentee	33.84*		101	100-2314	540
6	1818018 05/02/18 Ballots	22.56*		201	100-2314	540
7	SL182001 05/16/18 legal advertising	19.20*		101	100-2314	540
8	SL182001 05/16/18 election results	28.80*		201	100-2314	540
9	1819013 05/09/18 RECCS summer program	28.20		115	434-1000	610 273
53044	7037 SUSAN CLEVERLEY	150.00				
1	05/01/18 reimb meals-golf team trips	87.00*		201	720-3500	582
2	05/05/18 track team-Kalispell	23.00*		201	720-3500	582
3	04/25/18 choir-Havre-Cut Bank	29.00		201	710-3400	582
4	05/03/18 St Mary field trip	11.00		201	710-3400	582
53016	75 SYSCO FOOD SERVICES OF MONTANA	8,444.32				
1	143744783 05/07/18 FFVP	275.07*		212	460-3100	630
2	146754195 05/14/18 FFVP	327.70*		212	460-3100	630
3	143763739 05/21/18 FFVP	272.89*		212	460-3100	630
4	143744784 05/07/18 RECCS-reimb by State	406.18*		212	910-3100	630
5	143763742 05/21/18 RECCS-reimb by State	36.59*		212	910-3100	630
6	143777994 05/31/18 credit	-76.62*		212	910-3100	630
7	143740932 05/03/18 milk	34.50*		212	910-3100	630
8	143740933 05/03/18 food bill	570.81*		212	910-3100	630
9	143744782 05/07/18 food/milk/supplies	477.16*		212	910-3100	610
10	143749045 05/09/18 supplies	43.50*		212	910-3100	610
11	143750526 05/10/18 food/milk/supplies	1,667.18*		212	910-3100	630
12	143754194 05/14/18 food bill	738.27*		212	910-3100	630
13	143760079 05/17/18 food bill	1,120.39*		212	910-3100	630
14	143763740 05/21/18 food/milk/supplies	961.93*		212	910-3100	630
15	143766438 05/22/18 food bill	737.29*		212	910-3100	630
16	143769557 05/24/18 food bill	470.58*		212	910-3100	630
17	143774692 05/29/18 food bill	270.44*		212	910-3100	630
18	143774693 05/29/18 food bill	110.46*		212	910-3100	630
53004	5585 VERIZON WIRELESS	151.67				
1	9807647903 05/21/18 Hintz/Crump	128.32*		210	100-2700	531
2	9807647903 05/21/18 RECCS	23.35		115	434-2210	531 273

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
G848	3484 VISA (for GTCC)	1,806.08				
1	06/01/18 3 Rivers phone&internet	107.60		182	107-2212	531 570
2	06/01/18 postage	38.20		182	107-2212	532 570
3	06/01/18 office/class supplies	1,660.28		182	108-2212	600 580
53067	E 6023 WELLS FARGO BANK P CARD SYSTEM	6,960.66				
1	05/03/18 RECCS supplies	23.49		115	434-1000	610 273
2	05/07/18 RECCS-MBI registration fees	270.00*		115	434-1000	320 273
3	05/25/18 E Allen supplies/postage	125.88		101	280-1000	610
4	05/12/18 R Buck-Softball team meals	133.50*		201	720-3500	582
5	05/24/18 C Clark-kitchen supplies	588.27*		212	910-3100	610
6	05/22/18 E Crump- meals & supplies	87.30		101	100-2400	610
7	05/14/18 Lee Davis-custodial supplies	292.47	10973	101	100-2600	610
8	05/04/18 K Dodson-transp. supplies	110.35		110	100-2700	610
9	05/04/18 K Dodson-transp. supplies	73.56		210	100-2700	610
10	05/24/18 P Ekness-State track-meals	172.50*		201	720-3500	582
11	05/08/18 M Flynn-food/interview	48.96		101	100-2500	610
12	04/30/18 P French-snacks	13.98*		201	100-2500	610
13	05/05/18 Gruber-State Music Fest. meals	345.95		201	710-3400	582
14	05/29/18 L Kimmet custodial supplies	758.05	10972	201	100-2600	610
15	05/15/18 S O'Brien50 pk headphones	119.95	10969	215	451-1000	610 828
16	05/15/18 S O'Brien50 pk headphones	448.18		215	451-1000	610 828
17	05/16/18 Reynolds-State golf meals	1,224.06*		201	720-3500	582
18	05/07/18 W Reynolds-golf team in	1,164.65*		201	720-3500	582
19	05/07/18 Missoula and Glasgow	0.00*		201	720-3500	582
20	05/15/18 J Ruff-postage HS	13.65		201	100-1000	610
21	05/25/18 M White travel expenses	832.56*		201	720-3500	582
22	05/17/18 T White-food reimb by FFA	113.35		201	100-1000	610
# of Claims 77		Total:	120,363.14			
		Total Electronic Claims	6,960.66			
		Total Non-Electronic Claims	113,402.48			

Fund/Account	Amount
101 General Fund	
101	\$14,652.94
110 Transportation Fund	
101	\$2,779.52
115 Miscellaneous Federal Funds	
101	\$2,647.02
161 Building Reserve	
101	\$185.00
182 Interlocal Agreement	
101	\$4,256.01
189 Health Insurance	
101	\$53,702.90
201 General Fund	
101	\$22,984.18
210 Transportation Fund	
101	\$3,644.12
212 Food Services	
101	\$12,452.78
215 Miscellaneous Federal Funds	
101	\$920.26
218 Traffic Education or Driver's Ed.	
101	\$39.03
261 Building Reserve	
101	\$2,099.38
Total :	\$120,363.14

I have carefully examined the above Register and refer the same to the Board of Trustees.

Filed: _____

Allowed Amount \$ _____

Disallowed Amount \$ _____

Approved by the Board of Trustees

Chairman

Attest: _____
Clerk

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100	Regular Education Programs -						
107	GTCC Interlocal Funds						
2212	Instruction of Curriculum Development Services						
112-570	Professional -Education GTCC InterLocal Dues	6,032.54	66,357.94	0.00	66,357.94	72,384.54	6,026.60
115-570	Office/Clerical/Technology GTCC InterLocal Dues	0.00	29,237.00	0.00	29,237.00	40,635.60	11,398.60
160-570	Sick Leave GTCC InterLocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
170-570	Vacation Leave GTCC InterLocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
210-570	Social Security/Medicare GTCC InterLocal Dues	443.13	7,423.18	0.00	7,423.18	6,000.00	-1,423.18
220-570	Teachers' Retirement GTCC InterLocal Dues	535.09	6,019.03	0.00	6,019.03	6,500.00	480.97
230-570	PERS GTCC InterLocal Dues	0.00	2,600.95	0.00	2,600.95	3,200.00	599.05
240-570	Unemployment Compensation GTCC InterLocal Dues	10.26	192.33	0.00	192.33	2,000.00	1,807.67
250-570	Workers' Compensation GTCC InterLocal Dues	32.53	416.14	0.00	416.14	600.00	183.86
260-570	Health Insurance GTCC InterLocal Dues	0.00	26,595.90	0.00	26,595.90	26,595.90	0.00
320-570	Professional -Educational Services GTCC InterLocal Dues	0.00	4,000.00	0.00	4,000.00	4,216.97	216.97
340-570	Technical Services GTCC InterLocal Dues	0.00	1,050.00	0.00	1,050.00	1,300.00	250.00
440-570	Repair and Maintenance Services GTCC InterLocal Dues	0.00	0.00	0.00	0.00	700.00	700.00
531-570	Telephone GTCC InterLocal Dues	159.76	1,534.61	0.00	1,534.61	2,000.00	465.39
532-570	Postage GTCC InterLocal Dues	38.20	465.17	0.00	465.17	1,700.00	1,234.83
582-570	Travel Out-of-District GTCC InterLocal Dues	277.95	3,535.13	0.00	3,535.13	5,404.10	1,868.97
610-570	Supplies GTCC InterLocal Dues	0.00	1,338.83	0.00	1,338.83	8,000.00	6,661.17
650-570	Periodicals GTCC InterLocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
660-570	Minor Equipment-New GTCC InterLocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
681-570	Software GTCC InterLocal Dues	0.00	0.00	0.00	0.00	200.00	200.00
810-570	Dues & Fees GTCC InterLocal Dues	0.00	549.94	0.00	549.94	700.00	150.06
	Function Total:	7,529.46	151,316.15	0.00	151,316.15	190,237.11	38,920.96
	Program Total:	7,529.46	151,316.15	0.00	151,316.15	190,237.11	38,920.96

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	0.00	0.00	0.00	4,400.00	4,400.00
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	59.58	2,620.94	0.00	2,620.94	5,400.00	2,779.06
	GTCC Professional Development Dues						
230-580	PERS	0.00	0.00	0.00	0.00	50.00	50.00
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	0.00	0.00	0.00	30.00	30.00
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	0.00	0.00	0.00	30.00	30.00
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	0.00	17,706.51	0.00	17,706.51	37,500.00	19,793.49
	GTCC Professional Development Dues						
330-580	Other Professional Services	461.47	461.47	0.00	461.47	3,500.00	3,038.53
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	327.01	4,144.45	0.00	4,144.45	8,000.00	3,855.55
	GTCC Professional Development Dues						
592-580	Meals & Lodging	834.66	20,621.65	0.00	20,621.65	38,397.22	17,775.57
	GTCC Professional Development Dues						
596-580	Mileage	354.25	4,527.39	0.00	4,527.39	10,000.00	5,472.61
	GTCC Professional Development Dues						
600-580	Supplies and Materials	1,743.13	8,732.72	0.00	8,732.72	10,000.00	1,267.28
	GTCC Professional Development Dues						
	Function Total:	3,780.10	58,815.13	0.00	58,815.13	121,307.22	62,492.09
	Program Total:	3,780.10	58,815.13	0.00	58,815.13	121,307.22	62,492.09
	Program Group Total:	11,309.56	210,131.28	0.00	210,131.28	311,544.33	101,413.05
	Fund Total:	11,309.56	210,131.28	0.00	210,131.28	311,544.33	101,413.05
	Grand Total:	11,309.56	210,131.28	0.00	210,131.28	311,544.33	101,413.05



Plan Option I - \$250 PPO	Current	Renewal Option 1 Three-year commitment	Renewal Option 2 One-year commitment
Single	\$1,010.29	\$1,088.16	\$1,098.14
Employee/Spouse	\$1,655.43	\$1,781.69	\$1,798.12
Employee/Child(ren)	\$1,487.41	\$1,601.07	\$1,615.82
Family	\$2,012.61	\$2,165.66	\$2,185.66
Medicare Retiree Single	\$472.06	\$509.56	\$514.17
Medicare Retiree 2 Party	\$920.15	\$991.26	\$1,000.34
Retiree 2 Party 1<1>65	\$1,482.60	\$1,595.90	\$1,610.60

Plan Option I - \$1,000 PPO	Current	Renewal Option 1 Three-year commitment	Renewal Option 2 One-year commitment
Single	\$912.30	\$982.82	\$991.83
Employee/Spouse	\$1,492.92	\$1,606.99	\$1,621.80
Employee/Child(ren)	\$1,341.69	\$1,444.42	\$1,457.71
Family	\$1,820.44	\$1,959.07	\$1,977.16
Medicare Retiree Single	\$427.86	\$462.05	\$466.21
Medicare Retiree 2 Party	\$831.18	\$895.62	\$903.81
Retiree 2 Party 1<1>65	\$1,337.37	\$1,439.77	\$1,453.03

Plan Option III - \$2,000 HDHP	Current	Renewal Option 1 Three-year commitment	Renewal Option 2 One-year commitment
Single	\$776.81	\$837.17	\$844.82
Employee/Spouse	\$1,271.18	\$1,368.62	\$1,381.21
Employee/Child(ren)	\$1,142.42	\$1,230.20	\$1,241.51
Family	\$1,550.09	\$1,668.45	\$1,683.83
Medicare Retiree Single	\$364.33	\$393.75	\$397.28
Medicare Retiree 2 Party	\$707.73	\$762.91	\$769.87
Retiree 2 Party 1<1>65	\$1,138.72	\$1,226.22	\$1,237.49



Plan Option IV - \$4,500 HDHP	Current	Renewal Option 1 Three-year commitment	Renewal Option 2 One-year commitment
Single	\$624.31	\$673.23	\$679.36
Employee/Spouse	\$1,021.44	\$1,100.15	\$1,110.24
Employee/Child(ren)	\$918.00	\$988.95	\$998.01
Family	\$1,245.49	\$1,341.00	\$1,353.34
Medicare Retiree Single	\$292.96	\$317.03	\$319.84
Medicare Retiree 2 Party	\$568.82	\$613.58	\$619.15
Retiree 2 Party 1<1>65	\$915.03	\$985.76	\$994.79

Dental Renewal Rates					
	Employee	Emp/ Spouse	Emp/ Child(ren)	Family	
Current	\$35.13	\$70.26	\$73.78	\$105.39	
Renewal	\$36.54	\$73.07	\$76.73	\$109.61	

Renewal Option 1 – commitment to three-year agreement – adding one additional year to current commitment
Renewal Option 2 – one-year agreement (continuation of current three-year commitment – upcoming year would be year two)

By committing beyond one-year, you are agreeing to reimburse the Joint Powers Trust for any shortfall when comparing claims funding to claims expense. If your plan is in a positive standing, termination can occur within the commitment period without obligation by giving a 60-day notice to the JPT. Note that the claims expense calculation includes all claims paid during the runout period of one year (which coincides with the timely filing provision within your plan).

****Please return your signed renewal document by May 15, 2018. Please clearly indicate which option you are choosing to renew under.**

Note that this year’s renewal only includes a reduced rate option for commitment beyond a one-year renewal agreement. The JPT does still place high value and importance on the overall health of your employees and their families. The JPT’s Wellness and Prevention coordination vendor, It Starts With Me, is still available to assist in setting up an employee screening at your workplace. Of course, you can continue to use your local or any preferred vendor for your employee Health Fairs/Health Screenings.

2018 Shelby Public School Facility Needs

Priority Level	Project	Cost Estimate
	Elementary District	
3	<ul style="list-style-type: none"> ● Cafeteria: <ul style="list-style-type: none"> ○ Storage issue: Suggested building a room on the NE corner of the cafeteria for storage 	TBD
3	<ul style="list-style-type: none"> ● Gymnasium <ul style="list-style-type: none"> ○ Blinds for windows 	TBD
2	<ul style="list-style-type: none"> ○ New Entryway to Gymnasium (NW Door) 	TBD
3	<ul style="list-style-type: none"> ● Library: <ul style="list-style-type: none"> ○ Insulation around SW corner reading area / Remove benches to allow for more bookshelves. / Install some form of air conditioning and ventilation system. 	TBD
2	<ul style="list-style-type: none"> ● Upstairs Hallways: <ul style="list-style-type: none"> ○ Rooms in NE and SE corners, opening windows, shades. 	TBD
1	<ul style="list-style-type: none"> ● Building Exterior: <ul style="list-style-type: none"> ○ Concrete sinking around the school, especially SW corner by door. Have concrete removed and redone with rebar from the foundation out into the concrete to keep it from sinking. 	TBD
1	<ul style="list-style-type: none"> ○ Concrete NE side, water pooling, sump pump not working. Need to get more water away from building. Remove concrete from basketball hoop over to gym wall, except sidewalks and install drain tile. 	TBD
1	<ul style="list-style-type: none"> ○ Move gutters to improve water flow away from building and seal gutter leaks. 	TBD
	High School District	
1	<ul style="list-style-type: none"> ● Exterior: <ul style="list-style-type: none"> ○ South exterior entryways, concrete on window sills, paint 	TBD
3	<ul style="list-style-type: none"> ○ Window replaced 	\$2500
3	<ul style="list-style-type: none"> ● Classrooms (per room cost) <ul style="list-style-type: none"> ○ Drop ceilings 	\$2,663
3	<ul style="list-style-type: none"> ○ Window replacement 	\$15,000
2	<ul style="list-style-type: none"> ● Cafeteria/Gym foyer: <ul style="list-style-type: none"> ○ Ceiling/drop ceiling 	\$15,354
2	<ul style="list-style-type: none"> ○ Windows in cafeteria 	\$16,000
1	<ul style="list-style-type: none"> ○ Stainless Steel 3 Basin Sink 	\$2,500???
2	<ul style="list-style-type: none"> ○ Weight Room Keycard Entry 	\$5,000
3	<ul style="list-style-type: none"> ● Horseshoe/Gym: <ul style="list-style-type: none"> ○ Replace Gym Floor 	\$183,014

1	○ Replacement covers on heating pipes	TBD
2	○ Replace Sound System	TBD
	● Sports Complex:	
2	○ Sidewalks	\$27,945
2	○ Entryway	\$21,368
2	○ Ticket booth	\$12,000
3	○ Gravel Parking Lot	\$40,000
1	○ Drainage project on SE Side of field	\$3000
2	○ Sprinkler System Repair	TBD
2	○ Stripe Track	\$6,500
	● Parking lots:	
2	○ Resurface front parking lot	TBD
2	○ Resurface and fix potholes in parking lot between HS and AgEd.	TBD
???	○ Preservation of HS Parking Lot	TBD
	● Auditorium:	
1	○ New Speakers (current non-functioning)(have inspected)	\$200-1000
3	○ Auditorium seating	TBD
2	○ Auditorium Risers	\$16,000
	Vo-Ag Building	
3	● Breezeway between gym and vo-ag building	TBD
1	● AgEd Roof Leak	TBD
	Administration Building:	
2	● Interior Paint	TBD
2	● Repair Furnace	\$700
2	● Ventilation system in bus garages	TBD
2	● Install man door for entry	TBD
3	● Awning over entryway	TBD
	Colony	
3	● Playground Equipment	TBD

CoM - Cost of Materials

REVISED POLICIES - REC (recommended change) OP(optional change)

1401 - Records Available to Public - REC- This policy has been revised based on the changes in MCA. MTSBA revised this policy to coincide with the language in MCA.

1420 - School Board Meeting Procedure - OP - During this past year there has been some discussion in districts on the interpretation of the current language in the first paragraph. MTSBA staff discussed the concerns and developed alternate language that clarifies the concerns raised.

3141 - Discretionary Nonresident Student Attendance - REC - Much of the language in this policy has been under scrutiny for the past few years. The revision of this policy clarifies the responsibility of a district when accepting a nonresident student and at the same time deletes some language that was either repetitious or confusing.

4330F - School Facilities and Grounds Use and Liability Release Agreement - REC - This is the suggested agreement school districts should utilize for organizations or individuals requesting to use school facilities. MTSBA (after discussion with MSGIA) included an Assumption of Risk section. A school district using 4330F would not have to have 4330F1 or the second additional paragraph in 4330.

5002 - Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973 - REC - In reviewing MTSBA's 5000 series (Personnel) it came to our attention there was nothing referring to accommodating employees under 504. MTSBA staff did a re-write of this policy to bring it up to standards under Americans with Disabilities Act.

5500 - Payment of Wages Upon Termination - REC - MTSBA revised this policy to align with 39-3-205, MCA.

6110P - Superintendent - Board Job Responsibilities - OP - MTSBA added the note and legal reference. This is an optional change for a district.

7260 - Endowments, Gifts, and Investments - REC - MTSBA revised this policy for clarification.

7320 - Purchasing - REC - MTSBA revised the language under the Bids and Contracts section to clarify some issues that surfaced this past year. The addition to line 28 referencing 18-4-307, MCA is required to allow trustees to reject any and all bids.

7332 - Advertising in Schools - Revenue Enhancement - OP - A minor change. MTSBA felt "contemporary" was not the correct word and changed it to "community". Also MTSBA deleted "etc." on line 9.

7530 - Procurement of Supplies or Services - REC - MTSBA added #3. A district that has adopted the second portion of this policy should add #3. If a district has adopted the first part #3 would automatically be covered.

8124 - Student Conduct on Buses - OP - The addition to this policy can be optional for a

district. MTSBA added the first sentence for clarification that student conduct on buses falls under the student conduct rules of the school. On line 9, a district may have the option of “will or may”.

DELETED POLICIES

5000 - Personnel Goals - OP - MTSBA staff felt this policy could be deleted as many of the areas within this policy are covered throughout the 5000 series. A district has the option of keeping it in their policy manual. It has been deleted from MTSBA’s model policy series 5000.

1 **Shelby School District**

2
3 **THE BOARD OF TRUSTEES**

1401

4
5 Records Available to Public

6
7 All District records, except those restricted by state and federal law, will be available to citizens
8 for inspection at the Clerk's office.

9
10 **Any individual may request public information from the district. The district shall make**
11 **the means of requesting public information accessible to all persons.**

12
13 **Upon receiving a request for public information, the district shall respond in a timely**
14 **manner to the requesting person by:**

- 15
16 (a) **Making the public information available for inspection and copying by the**
17 **requesting person; or**
18 (b) **Providing the requesting person with an estimate of the time it will take to fulfill the**
19 **request if the public information cannot be readily identified and gathered and any**
20 **fees that maybe charged.**

21
22 **The district may charge a fee for fulfilling a public information request. The fee may not**
23 **exceed the actual costs directly incident to fulfilling the request in the most cost-efficient**
24 **and timely manner possible. The fee must be documented. The fee may include the time**
25 **required to gather public information. The district may require the requesting person to**
26 **pay the estimated fee prior to identifying and gathering the requested public information.**

27
28 **The district is not required to alter or customize public information to provide it in a form**
29 **specified to meet the needs of the requesting person. If the district agrees to a request to**
30 **customize a records request response, the cost of the customization may be included in the**
31 **fees charged by the district.**

32 ~~An individual wishing public information that is in electronic format or other non-print media~~
33 ~~must submit a detailed description, to the Superintendent, of the information requested. The~~
34 ~~District will provide the public information as required under § 2-6-110, MCA.~~

35
36 In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be
37 open to public inspection at any meeting of the trustees. A fee may be charged for any copies
38 requested. Copies will be available within a reasonable amount of time following a request.

39
40 A written copy of Board minutes shall be available to the general public within five (5) working
41 days following approval of the minutes by the Board. If requested, one (1) free copy of minutes
42 shall be provided to local media within five (5) working days following approval by the Board.

43
44 ~~Fees will be charged as follows:~~

- 45
46 ~~a) Copy of Board minutes - 15¢ per page~~

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~~b) Copy of other materials 25¢ per page~~

~~c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.~~

- Legal References: ~~§ 2-6-102, MCA Citizens entitled to inspect and copy public writings~~
~~§ 2-6-110, MCA Electronic Information and nonprint records~~
§ 2-6-1003, MCA Access to Public Information
§ 2-6-1006, MCA Public Information requests - fees
§ 20-3-323, MCA District policy and record of acts
§ 20-9-213, MCA Duties of trustees

Policy History:
Adopted on:
Reviewed on:
Revised on: 6/29/2010, 8/09/2011

1 **Shelby School District**

2
3 **THE BOARD OF TRUSTEES**

4
5 School Board Meeting Procedure

6
7 Agenda

8
9 The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the
10 Board Chair. The Board Chairperson must approve any items submitted by Board members **or**
11 **members of the public**, to be placed on the agenda. ~~must have prior approval of the Board~~
12 ~~Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received~~
13 ~~by the Superintendent at least five (5) working days before the Board meeting, unless of immediate~~
14 ~~importance. Individuals who wish to be placed on the Board agenda must also notify the~~
15 ~~Superintendent, in writing, of the request. The request must include the reason for the appearance. If~~
16 ~~the reason for the appearance is a complaint against any District employee, the individual filing the~~
17 ~~complaint must demonstrate that the Uniform Complaint Procedure has been followed.~~ Citizens
18 wishing to make brief comments about school programs or procedures will follow the public
19 comment procedures in district policy. ~~or items on the agenda need not request placement on the~~
20 ~~agenda, and may ask for recognition by the Chairperson at the appropriate time.~~

21
22 The agenda also must include a “public comment” portion to allow members of the general public to
23 comment on any public matter under jurisdiction of the District, which is not specifically listed on the
24 agenda, except that no member of the public will be allowed to comment on contested cases, other
25 adjudicative proceedings, or personnel matters. The Chairman may place reasonable time limits on any
26 “public comment” period to maintain and ensure effective and efficient operations of the Board. The
27 Board will not take action on any matter discussed, unless the matter is specifically noticed on the agenda
28 and the public has been allowed opportunity to comment.

29
30 With consent of a majority of members present, the order of business at any meeting may be changed.
31 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant
32 supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in
33 advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office
34 forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will be
35 prepared, if circumstances require an agenda.

36
37 Consent Agenda

38
39 To expedite business at its meetings, the Board approves use of a consent agenda, which includes those
40 items considered to be routine in nature. Any item that appears on the consent agenda may be removed by
41 a member of the Board. Any Board member who wishes to remove an item from the consent agenda must
42 give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a
43 single motion. The approved motion will be recorded in the minutes, including a listing of all items
44 appearing on the consent agenda.

45
46 Minutes

47
48 Appropriate minutes of all meetings required to be open must be kept and must be available for inspection
49 by the public. If an audio recording of a meeting is made and designated as official, the recording

1 constitutes the office record of the meeting. If an official recording is made, a written record of the
2 meeting must also be made and must also include:

3 1420
4 page 2 of 3
5
6

- 7 • Date, time, and place of meeting;
8 • Presiding officer;
9 • Board members recorded as absent or present;
10 • Summary of discussion on all matters discussed (including those matters discussed during the
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
12 • Detailed statement of all expenditures;
13 • Purpose of recessing to closed session; and
14 • Time of adjournment.
15

16 When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the
17 discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved,
18 pursuant to § 20-1-212, MCA.
19

20 If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda
21 item is required for the purpose of providing assistance to the public in accessing that portion of the
22 meeting.
23

24 Unofficial minutes will be delivered to Board members in advance of the next regularly scheduled Board
25 meeting. Minutes need not be read publicly provided that Board members have had an opportunity to
26 review them before adoption. A file of permanent minutes of Board meetings will be maintained in the
27 office of the Clerk, to be made available for inspection upon request. A written copy will be made
28 available within five (5) working days following approval by the Board.
29

30 Quorum 31

32 No business will be transacted at any meeting of the Board, unless a quorum of its members is present. A
33 majority of the full membership of the Board will constitute a quorum, whether the individuals are present
34 physically or electronically. A majority of the quorum may pass a resolution, except as provided in §§ 20-
35 4-203(1) and 20-4-401(4), MCA.
36

37 Electronic Participation 38

39 The Board may allow members to participate in meetings by telephone or other electronic means. Board
40 members may not simply vote electronically, but must be connected with the meeting throughout the
41 discussion of business. If a Board member electronically joins the meeting after an item of business has been
42 opened, the remotely located member shall not participate until the next item of business is opened.
43

44 If the Board allows a member to participate electronically, the member will be considered present and will have
45 his or her actual physical presence excused. The member shall be counted present for purposes of convening a
46 quorum. The Clerk will document it in the minutes when members participate in the meeting electronically.
47

48 Board members participating electronically cannot cast roll call votes unless a district emergency exists and a
49 quorum of the Board is physically present. If such an emergency exists, the nature of the district emergency
50 shall be stated in the minutes. Board members participating electronically may cast votes other than roll call

1 votes.

5 Any Board member wishing to participate in a meeting electronically will notify the Board chairperson and
6 superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location
7 with the appropriate equipment so that Board members participating in the meeting electronically may interact
8 and the public may observe or hear the comments made. The superintendent will take measures to verify the
9 identity of any remotely located participants.

10
11
12 Meeting Conduct and Order of Business
13

14 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may
15 be used as a guide at any meeting. The order of business will be reflected on the agenda. The use of proxy
16 votes will not be permitted. Voting rights are reserved to those trustees in attendance. Voting will be by
17 acclamation or show of hands.

18
19 Rescind a Motion
20

21 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind
22 must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to
23 accomplishment of the underlying action addressed by the motion.

24
25 Cross Reference: 1441 Audience Participation

26
27 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
28 adopted
29 § 2-3-202, MCA Meeting defined
30 § 2-3-212, MCA Minutes of meetings – public inspection
31 § 20-1-212, MCA Destruction of records by school officer
32 § 20-3-322, MCA Meetings and quorum
33 § 20-3-323, MCA District policy and record of acts
34

35 Policy History:

36 Adopted on: 2/8/2005
37 Reviewed on: 9/11/2007, 8/09/2011
38 Revised on: 6/14/2011

1 **Shelby School District**

2
3 **STUDENTS**

3141
page 1 of 2

4
5 Discretionary Nonresident Student Attendance Policy

6
7 The Board, recognizing that its resident students need an orderly educational process and
8 environment, free from disruption, overcrowding, and any kind of violence or disruptive
9 influences, hereby establishes criteria for the discretionary admission of nonresident students.

- 10
11 1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at
12 its discretion. ~~As such, the District will screen all nonresident students and consider only~~
13 ~~those who meet the criteria set forth in this policy.~~
- 14
15 2. The Superintendent will recommend to the Board any nonresident student admission in
16 accordance with this policy, with the Board making the final decision on admission.
- 17
18 3. ~~Nonresident students who do not qualify for mandatory attendance will not be admitted~~
19 ~~to District schools. Exceptions are foreign exchange students, under Policy 3145, and~~
20 ~~children in the immediate family of nonresident District employees. The District, at its~~
21 ~~discretion, also may consider for admission other nonresident students.~~
- 22
23 4. The District will examine a student's records from this district and other ~~previous~~
24 school districts before any Board approval for admission. **Review of the records and**
25 **decisions regarding admission cannot be inconsistent with district policies regarding**
26 **nondiscrimination.**
- 27
28 5. Every nonresident student who attends District schools must reapply for admission for
29 the succeeding school year by June 15. Admission in one school year does not infer or
30 guarantee admission in subsequent years.
- 31
32 6. The District will not admit nonresident students when doing so would **cause the district**
33 **to exceed the class size standards under 10.55.712 and 10.55.713, ARM.** ~~require hiring~~
34 ~~additional staff or providing educational services not currently offered or would create~~
35 ~~crowding of existing classes.~~
- 36
37
38 7. All resident students who become nonresidents because their parents or guardians move
39 out of the District may continue attendance for the ~~semester~~ **school year**, barring
40 registration in another District. At the completion of the ~~semester~~ **school year**, a student
41 must apply as a nonresident student **in accordance with #5.**
- 42
43
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8. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

9. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).

~~10. The Board may declare an emergency which, in its opinion, necessitates removal of all nonresident students from District schools.~~

10. The Board will not admit any student who is expelled from another school district.

11. Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.

<u>Cross Reference:</u>	<u>Policy 2161 – 2161P Special Education</u>	
	<u>Policy 3110</u>	<u>Entrance, Placement, and Transfer</u>
	<u>Policy 3125</u>	<u>Education of Homeless Children</u>
	<u>Policy 3210</u>	<u>Equal Education, Nondiscrimination and Sex Equity</u>
Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements
	<u>10.55.712, ARM</u>	<u>Class Size Elementary</u>
	<u>10.55.713, ARM</u>	<u>Teacher Load and Class Size – High School</u>

Policy History:
Adopted on:
Reviewed on: 8/09/2011
Revised on:

SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT
Shelby School District #14

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Will there be an admission fee? _____ If so, how much? _____

Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ _____, and this shall be due _____ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.

Insurance

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

Special Events Coverage

The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.

Assumption of Risk

The requesting organization agrees to indemnify, release and hold harmless the District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by the District or its agents adding unwarranted danger to participation in such event.

The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

Non-Discrimination

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

DATED this ____ day of _____, 20__.

Shelby School District:

Requesting Organization or Individual:

By _____

By _____

Address _____

Phone _____

Additional Obligations _____

1 ~~Shelby School District~~

2
3 ~~PERSONNEL~~ ~~5000~~

4
5 ~~Board Goal/Personnel~~

6
7 ~~District staff are invaluable in creating an effective educational program and vibrant learning~~
8 ~~environment. The Board seeks always to employ highly qualified individuals for all positions in~~
9 ~~the District. The Board realizes opportunities for staff development should be provided~~
10 ~~periodically.~~

11
12 ~~The Board expects supervision and evaluation of staff to be conducted in a positive and helpful~~
13 ~~manner, with the intent of improving staff performance. The Board looks to staff to promote a~~
14 ~~positive school climate in all educational endeavors, so students may work toward their greatest~~
15 ~~potential, and the community will be proud of its investment.~~

16
17 ~~Nothing contained in the policies or administrative procedures included herein is intended to~~
18 ~~limit the legal rights of the Board or its agents except as expressly stated.~~

19
20 ~~Should any provision of Board policy or administrative procedure be held to be illegal by a court~~
21 ~~of competent jurisdiction, all remaining provisions will continue in full force and effect.~~

22
23
24
25 ~~Policy History:~~

26 ~~Adopted on:~~

27 ~~Reviewed on: 8/09/2011~~

28 ~~Revised on:~~

1 **Shelby School District**

2
3 **PERSONNEL**

5002

4
5 **Accommodating Individuals With Disabilities and Section 504 of the Rehabilitation Act of**
6 **1973**

7
8 ~~Individuals with disabilities will be provided opportunity to participate in all school sponsored~~
9 ~~services, programs, or activities on an basis equal to those without disabilities and will not be~~
10 ~~subject to illegal discrimination.~~

11
12 ~~The District may provide auxiliary aids and services when necessary to afford individuals with~~
13 ~~disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or~~
14 ~~activity.~~

15
16 ~~Each service, program, or activity operated in existing facilities will be readily accessible to and~~
17 ~~usable by individuals with disabilities. New construction and alterations to facilities existing~~
18 ~~before January 26, 1992, will be accessible when viewed in their entirety.~~

19
20 **It is the intent of the District to ensure that qualified employees with disabilities under**
21 **Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with**
22 **appropriate accommodations or other positive actions in assistance.**

23
24 **The District will not discriminate against a qualified individual on the basis of disability in**
25 **regard to job application procedures, the hiring, advancement, or discharge of employees,**
26 **employee compensation, job training, or other terms, conditions, and privileges of**
27 **employment.**

28
29 The Superintendent is designated the Section 504 and Americans with Disabilities Act Title II
30 Coordinator and, in that capacity, is directed to:

- 31
32 1. Oversee District compliance efforts, recommend to the Board necessary modifications,
33 and maintain the District's final Title II self-evaluation document and keep it available
34 for public inspection.

35
2.36 Make information regarding Title II protection available to any interested party.

37
38 **3. Coordinating and monitoring the district's compliance with Section 504 and Title II**
39 **of the ADA, as well as state civil rights requirements regarding discrimination and**
40 **harassment based on disability.**

41
42 **4. Overseeing prevention efforts to avoid Section 504 and ADA violations by necessary**
43 **actions, including by not limited to, scheduling Section 504 meetings, implementing**
44 **and monitoring Section 504 plans of accommodation and providing information to**
45 **employees and supervisors.**
46

1 **5. Implementing the district’s discrimination complaint procedures with respect to**
2 **allegations of Section 504/ADA violations, discrimination based on disability, and**
3 **disability harassment; and**
4

5 **6. Investigating complaints alleging violations of Section 504/ADA, discrimination**
6 **based on disability, and disability harassment.**
7

8 **The District’s procedure for resolution of complaints alleging violation of this policy is set**
9 **forth in Policy 1700.**
10

11
12
13 Cross Reference: 1700 Uniform Complaint Procedure

14
15 Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131,
16 et seq.; 28 C.F.R. Part 35.
17

18 Policy History:

19 Adopted on:

20 Reviewed on: 8/09/2011

21 Revised on:
22

1 **Shelby Public Schools**

2
3 **PERSONNEL**

5500

4
5 Payment of Wages Upon Termination

6
7 When a District employee ~~quits, is laid off, or is discharged~~ **separates from employment**, wages
8 owed will be paid on the next regular pay day for the pay period in which the employee left
9 employment or within fifteen (15) days ~~from the date of separation of employment~~, whichever
10 occurs first.

11
12 In the case of an employee discharged for allegations of theft connected to the employee's work,
13 the District may withhold the value of the theft, provided:

- 14
15 • The employee agrees in writing to the withholding; or
16
17 • The District files a report of the theft with law enforcement within seven (7) business
18 days of separation.

19
20 If no charges are filed within thirty (30) days of the filing of a report with law enforcement,
21 wages are due within a thirty-(30)-day period.

22
23
24
25 Legal Reference: § 39-3-205, MCA Payment of wages when employee separated from
26 employment prior to payday – exceptions

27
28 Policy History:

29 Adopted on: 02/08/2005

30 Reviewed on: 8/09/2011

31 Revised on: 12/12/2006; 10/13/2009, 10/09/2012

32

Shelby School District

ADMINISTRATION

Superintendent

The Board shall:	The Superintendent shall:
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for construction, remodeling, or major maintenance.	Recommend contracts for major construction, remodeling, or maintenance.

The Board shall:	The Superintendent shall:
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Legal Reference: ARM 10.55.701 Board of Trustees

Procedure History:

Promulgated on:

Reviewed on: 8/09/2011

Revised on:

1 **Shelby School District**

2
3 **FINANCIAL MANAGEMENT**

7260

4
5 Endowments, Gifts, and Investments

6
7 The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions
8 imposed by the donor. Endowments received by the District will be deposited to an endowment
9 fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will
10 approve any gifts that are inappropriate. Unless conditions of an endowment instrument require
11 immediate disbursement, the Board will invest money deposited in the endowment fund
12 according to the provisions of the Uniform Management of Institutional Funds Act (Title 72,
13 chapter 30, MCA).

14
15 The Board authorizes the Superintendent to establish procedures for determining the suitability
16 or appropriateness of all gifts received and accepted by the District.

17
18 **Once accepted, donated funds are public funds subject to state law. Donated funds may**
19 **not be transferred to a private entity. Benefactors may not adjust or add terms or**
20 **conditions to donated funds after the donation has been accepted.**

21
22 ~~Educational foundations which seek to promote, enhance, and enable educational~~
23 ~~opportunities and school improvement activities in the District may solicit and receive tax~~
24 ~~deductible funds from donors. Educational foundations may be sanctioned by the Board~~
25 ~~but not managed or directed by it. The Board may appoint nonvoting advisors to the~~
26 ~~foundation board, if the bylaws of the foundation permit that action.~~

27
28 The Board directs that all school funds be invested in a prudent manner so as to achieve
29 maximum economic benefit to the District. Funds not needed for current obligations may be
30 invested in investment options as set out in Montana statutes, whenever it is deemed
31 advantageous for the District to do so.

32
33 **Educational Foundations may exist in the community, but are not managed, directed, or**
34 **approved by the Board of Trustees.**

35	Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
36		§ 20-7-803, MCA	Authority to accept gifts
37		§ 20-9-212, MCA	Duties of county treasurer
38		§ 20-9-213(4), MCA	Duties of trustees
39		§ 20-9-604, MCA	Gifts, legacies, devises, and administration of
40			endowment fund
41			
42			

43 Policy History:

44 Adopted on:

45 Reviewed on: 8/09/2011

46 Revised on:

1 **Shelby School District**

2
3 **FINANCIAL MANAGEMENT**

7320
page 1 of 2

4
5 Purchasing

6
7 Authorization and Control

8
9 The Superintendent is authorized to direct expenditures and purchases within limits of the
10 detailed annual budget for the school year. The Board must approve purchase of capital outlay
11 items, when the aggregate total of a requisition exceeds Fifty Thousand Dollars (\$50,000),
12 except the Superintendent shall have the authority to make capital outlay purchases without
13 advance approval when necessary to protect the interests of the District or the health and safety
14 of staff or students. The Superintendent will establish requisition and purchase order procedures
15 to control and maintain proper accounting of expenditure of funds. Staff who obligate the
16 District without proper authorization may be held personally responsible for payment of such
17 obligations.

18
19 Bids and Contracts

20
21 Whenever **it is in the interest of the District, the District will execute a contract for** any
22 building furnishing, repairing, purchasing or other work for the benefit of the District, ~~or~~
23 ~~purchasing of supplies for the District is necessary, the work done or the purchase made must be~~
24 ~~by contract.~~ If the sum **of the contract or work** exceeds Eighty Thousand Dollars (\$80,000),
25 the District will call for formal bids by issuing public notice as specified in statute.
26 Specifications will be prepared and made available to all vendors interested in submitting a bid.
27 The contract shall be awarded to the lowest responsible bidder, except that the trustees may
28 reject any or all bids **as per § 18-4-307, MCA as stated below in the legal reference.** The
29 Board, in making a determination as to which vendor is the lowest responsible bidder, will take
30 into consideration not only the amount of each bid, but will also consider the skill, ability, and
31 integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract
32 according to its letter and spirit. Bidding requirements do not apply to a registered professional
33 engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist,
34 or other medical, dental, or health care provider; an attorney; a consulting actuary; a private
35 investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title
36 37, Chapter 50.

37
38 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a
39 second (2nd) publication must be made not less than five (5) nor more than twelve (12) days
40 before consideration of bids.

41
42 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures
43 will be waived only as specified in statute. Any contract required to be let for bid shall contain
44 language to the following effect:
45

1 *In making a determination as to which vendor is the lowest responsible bidder, if*
2 *any, the District will take into consideration not only the pecuniary ability of a*
3 *vendor to perform the contract, but will also consider the skill, ability, and*
4 *integrity of a vendor to do faithful, conscientious work and promptly fulfill the*
5

6 7320
7 page 2 of 2
8

9 *contract according to its letter and spirit. References must be provided and will*
10 *be contacted. The District further reserves the right to contact others with whom*
11 *a vendor has conducted business, in addition to those listed as references, in*
12 *determining whether a vendor is the lowest responsible bidder. Additional*
13 *information and/or inquiries into a vendor's skill, ability, and integrity are set*
14 *forth in the bid specifications.*
15

16 Cooperative Purchasing

17
18 The District may enter into cooperative purchasing contracts with one or more districts for
19 procurement of supplies or services. A district participating in a cooperative purchasing group
20 may purchase supplies and services through the group without complying with the provisions of
21 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of
22 items available with pricing included and provides an opportunity at least twice yearly for any
23 vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard,
24 for inclusion of the vendor's supplies and services on the cooperative purchasing group's master
25 list.
26
27
28

29 Legal Reference:	§ 18-1-101, et seq., MCA	Preferences and General Matters
	§ 18-1-201, et seq., MCA	Bid Security
	§ 18-4-307, MCA	<u>Cancellation of invitations for bids or</u>
		<u>requests for proposals</u>
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and
		calling for bids - exceptions
	§ 20-10-110, MCA	School Bus Purchases – contracts- bids
	<i>Debcen v. City of Glasgow</i> , 305 Mont. 391 (2001)	

37 Policy History:

38 Adopted on:

39 Revised on: 07/09/13
40

1 **Shelby School District**

2
3 **FINANCIAL MANAGEMENT**

7332
page 1 of 2

4
5 Advertising in Schools/Revenue Enhancement

6
7 Revenue enhancement through a variety of District-wide and District-approved marketing
8 activities, including, but not limited to, advertising, corporate sponsorship, signage in or on
9 District facilities, ~~etc.~~, is a Board-approved venture. The Board may approve such opportunities
10 subject to certain restrictions in keeping with the ~~contemporary~~ **community** standards of good
11 taste. Advertising will model and promote positive values for District students through proactive
12 educational messages and not be simply traditional advertising of a product. Preferred
13 advertising includes messages encouraging student achievement and establishment of high
14 standards of personal conduct.

15
16 All sponsorship contracts will allow the District to terminate the contract on at least an annual
17 basis, if it is determined that it will have an adverse impact on implementation of curriculum or
18 the educational experience of students.

19
20 The revenue derived should:

- 21
22
- 23 1. Enhance student achievement;
 - 24 2. Assist in maintenance of existing District athletic and activity programs; and
 - 25 3. Provide scholarships for students participating in athletic, academic, and activity
26 programs, who demonstrate financial need and merit.

27 Appropriate opportunities for marketing activities include but are not limited to:

- 28
29
- 30 1. Fixed signage.
 - 31 2. Banners.
 - 32 3. District-level publications.
 - 33 4. Television and radio broadcasts.
 - 34 5. Athletic facilities, including stadiums, high school baseball fields, and high school
35 gymnasiums.
 - 36 6. District-level projects.
 - 37 7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
 - 38 8. The interior and exterior of a limited number of District buses, if the advertising is
39 associated with student art selected by the District. The only advertising
40 information allowed will note sponsorship of the student art by the participant.
41 Maintenance for these buses will include but not exceed normal maintenance costs.
 - 42 9. Individual school publications (when not in conflict with current contracts).

43 Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum
44 materials approved subject to Board policy.

45
46

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder, or violence
2. Attack ethnic, racial, or religious groups
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender
4. Be libelous
5. Inhibit the functioning of the school and/or District
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election
7. Be obscene or pornographic, as defined by prevailing community standards throughout the District
8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns
9. Promote any religious or political organization
10. Use any District or school logo without prior approval

Cross Reference: 2120 Curriculum Development and Assessment
 2309 Library Materials
 2311 Instructional Materials

Policy History:

Adopted on: 2/08/2005
Reviewed on: 8/09/2011
Revised on: 5/10/2011

1 **Shelby School District**

2
3 **FINANCIAL MANAGEMENT**

7530

4
5 Procurement of Supplies or Services

6
7 The Board adopts the following provisions of the Montana Procurement Act:

8
9
10 1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction
11 contracts, allows the District to negotiate an adjustment of the bid price with the lowest
12 responsible and responsive bid in order to bring the bid within the amount of available
13 funds, if, and only if, all bids exceed available funds and the lowest responsible bid does
14 not exceed available funds by more than five percent (5%).

15
16 2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or
17 service item without competition when, the District determines in writing that:
18 (a) there is only one source for the supply or service item;
19 (b) only one source is acceptable or suitable for the supply or service item; or
20 (c) the supply or service item must be compatible with current supplies or
21 services.

22
23 3. **§ 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An**
24 **invitation for bids, a request for proposals, or other solicitation may be cancelled or**
25 **any or all bids or proposals may be rejected in whole or in part, as may be specified**
26 **in the solicitation, when it is in the best interests of the state. The reasons therefore**
27 **must be made part of the contract file.**

31 Legal Reference:	§ 18-4-121, et seq., MCA	Montana Procurement Act
	§ 18-4-303, MCA	Competitive Sealed Bidding
	§ 18-4-306, MCA	Sole Source Procurement--records
	<u>§ 18-4-307, MCA</u>	<u>Cancellation of invitations for bids or</u>
		<u>requests for proposals</u>
	<hr/> 2.5.604, ARM	Sole Source Procurement

37
38 Policy History:

39 Adopted on:

40 Reviewed on: 8/09/2011

41 Revised on: 6/29/2010

1 **Shelby School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8124

4
5 Student Conduct on Buses

6
7 **The general student code of conduct is applicable to conduct on school buses.**

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9 The Superintendent ~~will~~ **may** establish written rules of conduct for students riding school buses.
10 Such rules will be reviewed annually by the Superintendent and revised if necessary. If rules are
11 substantially revised, they will be submitted to the Board for approval.

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13 At the beginning of each school year, a copy of the rules of conduct for students riding buses will
14 be provided to students, and the classroom teacher and bus driver will review the rules with the
15 students. A copy of the rules will be posted in each bus and will be available upon request at the
16 District office and in each building principal’s office.

17
18 The bus driver is responsible for enforcing the rules and will work closely with a parent and
19 building principal to modify a student’s behavior. Rules shall include consistent consequences
20 for student misbehavior. A recommendation for permanent termination of bus privileges,
21 accompanied by a written record of the incident(s) that led to the recommendation, shall be
22 referred to the Superintendent for final determination. The student’s parent or guardian may
23 appeal a termination to the Board. No further appeal shall be allowed.

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27 Cross Reference: 3310 Student Discipline
28 8111 Transportation of Students with Disabilities

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30 Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of
31 corporal punishment – penalty – defense
32 § 20-5-201, MCA Duties and sanctions
33

34 Policy History:

35 Adopted on:

36 Reviewed on; 8/09/2011

37 Revised on: