



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, December 8, 2015

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, Sequences and Voided Checks | Ms. Flynn |
| 5. Public Comment | Mr. Aklestad |
| 6. Reports | |
| a. New Teacher Report | Carissa Blair |
| b. New Teacher Report | Galina Maki |
| c. Elementary Principal Report | Ms. Allen |
| d. JH/HS Principal Report | Mr. French |
| e. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Student Account Creation | |
| i. Elementary Student Council | |
| b. Recommended Hires | |
| i. Girls Basketball Volunteers - Philip French, Cori Thacker, Anne Wootan | |
| ii. HS Wrestling Volunteers - David McDonough, Shannon McCallister, Eric Mertz, Aaron White | |
| iii. JH Wrestling Head Coach - Thad White | |
| iv. Speech and Drama Assistant Coach - Merilee Kleiber | |
| v. JH Head Volleyball - Ron Buck | |
| vi. JH Ass't. Volleyball Coaches - Emily McDermott | |
| c. JH Extracurricular Participation | |
| 8. Discussion Items | Mr. Crump |
| a. RECCS Director | |
| b. Christmas Party | |
| c. JH Cross Country | |
| d. Impact Testing | |
| e. Superintendent Evaluation Form | |
| 9. Correspondence | Mr. Crump |
| 10. Next Meeting of the Board - Tuesday, January 12, 2015 | Mr. Aklestad |
| 11. Adjournment | Mr. Aklestad |

Elementary Board Report

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
K		42	44	44	43					
1		34	36	36	36					
2		35	32	31	32					
3		32	31	30	30					
4		23	22	22	22					
5		39	37	36	36					
6		29	28	26	26					
Total Elem.		234	230	225	225					

Month in Review:

- Nov. 10th - IAT Meetings for all grade levels.
- Nov. 16th - Parent-teacher conferences. 88% of students had at least one parent attend.
- Nov. 12th - 20th - Book Fair
- Nov. 18th - Annual Thanksgiving Turkey Dinner. We had 42 guests.
- Nov. 19th - Rocky Mountain Shoals Musical Assembly.
- Nov. 20th - Student Birthday Lunch.
- Nov. 24th - Awards Assembly and MBI Celebration. 66 students (29%) with perfect attendance grades K-6. 51 students (45%) were on the honor roll grades 3-6.
- Dec. 2nd & 3rd - Home N School Santa store.

Schedule for this Month:

- Dec. 15th - K-3 Holiday Concert 2:00 pm.
- Dec. 17th - 4-6 Holiday concert 2:00 pm.
- Dec. 18th - Student Birthday Lunch.
- Dec. 21st - MBI Celebration
- Dec. 21st - Colony Holiday Play
- Dec. 22nd - Holiday Concert Assembly

Special Notifications:

Report on Camera system:

1. They are very useful. They make discipline decisions much more cut and dried. Kids are better held accountable and, if the act was caught on camera, parents are more comfortable with fairness issues of discipline. From a safety standpoint, the cameras allow us to quickly see all the common areas within the school and the school grounds. If there are problems we get information much quicker.

2. Discipline issues are the largest use. Discerning what really happened in most issues is much simpler with the cameras. Kids are better held accountable because of the cameras and more likely to tell the truth because they know we can check on them. We have also used the cameras in MBI decisions, watching the halls to see what issues we need to address. It's also easy to quickly view what is going on in the school at any given time, which helps in safety issues.
3. I would like one more camera. The southwest half of the front playground is currently not covered on cameras. If we have issues out there there is currently no record.

JH/High School Board Report December 8, 2015

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
7	31	30	31	32						
8	42	40	38	37						
9	26	26	24	24						
10	33	32	30	30						
11	29	28	28	28						
12	37	36	35	35						
Total	198	192	186	186						

Month in Review:

- Veteran's Day activities were a success - the choir, band, and student speakers did a very nice job
- Parent-Teacher conferences were held Nov. 16 and 17
 - we had a very good turnout on the 16th - a much lighter turnout on the 17th
- Honor Band and Choir students were in Choteau on Dec. 7th and 8th
 - Band students were: Allisa Buck, Sabrina Hanson, Maddy Hellinger, Sarah Sanchez, Brianne White
 - Choir students were: Shannyn Midboe, Emma Nelson, Hannah Nelson, Ceege Randleas, Chase Stiffler, Sydney Welker

Schedule for this Month:

- Winter sports teams are under way
 - Wrestling has already started competition with a meet in Cascade on the 4th and 5th
 - Boy's and Girl's basketball will be in Three Forks on the 10th and 11th
- Participants for winter sports
 - Cheerleading 14
 - Boys BB 17 and 1 mgr.
 - Girls BB 12
 - Wrestling 8 and 2 mgrs.
- Christmas break begins Dec. 23rd

Camera system

1) Are they useful?

- Somewhat - it has helped to confirm occurrences of misbehavior and a quick observance of any student activity outside of the classroom during class time.

2) What have we used them for?

- see above

3) Would you like to see more cameras?

- yes, for better coverage of the student parking lot

Junior High Extracurricular Participation

The Board also discussed on junior high students participating with high school students extracurricular activities. This topic will be included on the December board agenda so that the Board will know what action to take when this issue arises in the future.

Christmas Party

The date for the party is set on December 14th at the Coyote Club.

Schedule Walk Through

The walk through is set on November 11th right after the Veteran’s Day assembly and will start at the elementary building.

Impact Testing

Mr. Crump informed the Board that we are trying to figure out how to test all students who are participating in sports before the start of the season.

Correspondence

Mr. Aklestad said we did not have any correspondence but he would like to congratulate Trustee Rikki James for receiving the MTSBA Marvin Heintz Award at MCEL. This award is bestowed on individuals who have reached the highest level of trustee certification through the School Board Academy program for all the trustee trainings.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, December 8, 2015, 7:00 p.m.
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Chairperson Brian Aklestad adjourned the meeting at 8.26 p.m.

BUSINESS MANAGER/CLERK

CHAIRMAN OF THE BOARD

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 11 / 15

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	151,681.28	645,458.44	2,253.14	647,711.58	2,565,462.92	1,917,751.34
110 Transportation Fund	8,015.28	40,463.07	0.00	40,463.07	198,900.00	158,436.93
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	87,805.73	87,805.73
114 Retirement	18,291.68	80,020.32	0.00	80,020.32	364,020.00	283,999.68
128 Technology Fund	6,647.50	38,295.92	0.00	38,295.92	52,093.31	13,797.39
129 Flexibility Fund	0.00	1,496.93	0.00	1,496.93	55,714.27	54,217.34
150 Debt Service	0.00	0.00	0.00	0.00	283,375.00	283,375.00
201 General Fund	87,215.26	408,841.17	4,146.50	412,987.67	1,597,267.61	1,184,279.94
210 Transportation Fund	5,701.12	28,315.95	0.00	28,315.95	130,000.00	101,684.05
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	138,383.96	138,383.96
214 Retirement	9,618.17	49,119.87	0.00	49,119.87	225,996.00	176,876.13
228 Technology Fund	7,221.28	27,861.88	1,244.00	29,105.88	49,345.22	20,239.34
229 Flexibility Fund	0.00	16,275.59	0.00	16,275.59	102,384.83	86,109.24
250 Debt Service	0.00	0.00	0.00	0.00	144,493.76	144,493.76
261 Building Reserve	0.00	21,646.88	0.00	21,646.88	84,682.70	63,035.82
Grand Total :	294,391.57	1,357,796.02	7,643.64	1,365,439.66	6,079,925.31	4,714,485.65

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 15

Fund	Recei ved			Revenue	
	Current Month	Recei ved YTD	Estimated Revenue	To Be Recei ved	% Recei ved
101 General Fund	136, 117. 76	395, 749. 43	6, 279. 00	-389, 470. 43	*** %
110 Transportation Fund	3, 706. 60	14, 868. 39	0. 00	-14, 868. 39	** %
111 Bus Depreciation Fund	806. 46	1, 055. 62	7, 697. 00	6, 641. 38	14 %
114 Retirement	13, 476. 24	13, 499. 78	364, 020. 00	350, 520. 22	4 %
128 Technology Fund	1, 214. 83	4, 629. 12	52, 116. 00	47, 486. 88	9 %
129 Flexibility Fund	14. 38	41. 92	25, 941. 00	25, 899. 08	0 %
150 Debt Service	6, 241. 30	13, 512. 54	274, 447. 00	260, 934. 46	5 %
201 General Fund	89, 133. 47	259, 951. 49	4, 061. 00	-255, 890. 49	*** %
210 Transportation Fund	2, 975. 66	11, 525. 32	0. 00	-11, 525. 32	** %
211 Bus Depreciation Fund	1, 327. 42	1, 843. 81	13, 500. 00	11, 656. 19	14 %
214 Retirement	8, 040. 74	8, 081. 87	225, 996. 00	217, 914. 13	4 %
217 ADULT EDUCATION FUND	2, 408. 05	3, 843. 65	44, 271. 00	40, 427. 35	9 %
228 Technology Fund	1, 585. 35	4, 225. 18	49, 325. 00	45, 099. 82	9 %
229 Flexibility Fund	45. 66	111. 31	62, 886. 00	62, 774. 69	0 %
250 Debt Service	4, 303. 65	9, 289. 95	153, 641. 00	144, 351. 05	6 %
260 Building	6. 03	3, 672. 78	0. 00	-3, 672. 78	** %
Grand Total :	271, 403. 60	745, 902. 16	1, 284, 180. 00	538, 277. 84	58 %

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	5,798.25	28,991.25	0.00	28,991.25	69,578.00	40,586.75
115-570	Office/Clerical/Technology GTCC Interlocal Dues	0.00	11,198.72	0.00	11,198.72	37,784.23	26,585.51
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	425.20	3,210.67	0.00	3,210.67	7,600.00	4,389.33
220-570	Teachers' Retirement GTCC Interlocal Dues	502.71	2,513.55	0.00	2,513.55	5,900.00	3,386.45
230-570	PERS GTCC Interlocal Dues	0.00	1,095.90	0.00	1,095.90	2,800.00	1,704.10
240-570	Unemployment Compensation GTCC Interlocal Dues	10.44	76.86	0.00	76.86	500.00	423.14
250-570	Workers' Compensation GTCC Interlocal Dues	31.96	235.32	0.00	235.32	600.00	364.68
260-570	Health Insurance GTCC Interlocal Dues	0.00	15,349.50	0.00	15,349.50	20,000.00	4,650.50
320-570	Professional -Educational Services GTCC Interlocal Dues	0.00	2,500.00	0.00	2,500.00	2,500.00	0.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
531-570	Telephone GTCC Interlocal Dues	164.69	705.88	0.00	705.88	2,000.00	1,294.12
532-570	Postage GTCC Interlocal Dues	134.21	241.05	0.00	241.05	500.00	258.95
582-570	Travel Out-of-District GTCC Interlocal Dues	193.25	1,400.18	0.00	1,400.18	4,837.32	3,437.14
610-570	Supplies GTCC Interlocal Dues	26.99	611.17	0.00	611.17	3,000.00	2,388.83
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	1,500.00	1,500.00
681-570	Software GTCC Interlocal Dues	0.00	0.00	0.00	0.00	400.00	400.00
810-570	Dues & Fees GTCC Interlocal Dues	0.00	0.00	0.00	0.00	800.00	800.00
	Function Total :	7,287.70	68,130.05	0.00	68,130.05	167,399.55	99,269.50
	Program Total :	7,287.70	68,130.05	0.00	68,130.05	167,399.55	99,269.50

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	3,000.00	0.00	3,000.00	5,800.00	2,800.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	229.51	0.00	229.51	250.00	20.49
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	2,141.50	0.00	2,141.50	4,000.00	1,858.50
	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	5.40	0.00	5.40	10.00	4.60
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	16.54	0.00	16.54	20.00	3.46
	GTCC Professional Development Dues						
320-580	Professional -Educational Services	0.00	15,068.70	0.00	15,068.70	40,000.00	24,931.30
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	80.00	0.00	80.00	625.00	545.00
	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	530.08	3,149.73	0.00	3,149.73	6,000.00	2,850.27
	GTCC Professional Development Dues						
592-580	Meals & Lodging	373.15	11,492.57	0.00	11,492.57	30,000.00	18,507.43
	GTCC Professional Development Dues						
596-580	Mileage	0.00	2,754.75	0.00	2,754.75	4,000.00	1,245.25
	GTCC Professional Development Dues						
600-580	Supplies and Materials	215.99	4,542.54	0.00	4,542.54	6,700.00	2,157.46
	GTCC Professional Development Dues						
	Function Total :	1,119.22	42,481.24	0.00	42,481.24	98,455.00	55,973.76
	Program Total :	1,119.22	42,481.24	0.00	42,481.24	98,455.00	55,973.76
	Program Group Total :	8,406.92	110,611.29	0.00	110,611.29	265,854.55	155,243.26
	Fund Total :	8,406.92	110,611.29	0.00	110,611.29	265,854.55	155,243.26
	Grand Total :	8,406.92	110,611.29	0.00	110,611.29	265,854.55	155,243.26

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
50990		5143 3 RIVERS TELEPHONE COOPERATIVE	465.03					
	Camrose 0210							
9		12/01/15 fiber lease/dsl	101.92		101	100-1000	531	
10		12/01/15 fiber lease/dsl	101.92		201	100-1000	531	
11		12/01/15 fiber lease/dsl	101.92		101	100-2300	531	
12		12/01/15 fiber lease/dsl	101.91		201	100-2300	531	
13		12/01/15 admin phone bill	9.36		101	100-2300	531	
14		12/01/15 el phone bill	23.60		101	100-2400	531	
15		12/01/15 hs phone bill	22.24		201	100-2400	531	
16		12/01/15 GTCC phone bill	2.16		182	107-2212	531	570
50985		6830 AMBER D. SANCHEZ	30.00					
1		12/01/15 verizon data plan/December	30.00		201	100-1000	531	
50984		6515 API SYSTEMS INTEGRATORS	283.00					
3		28237 11/30/15 fire monitoring- December 2015	141.50		101	100-2600	340	
4		28237 11/30/15 through December 2016	141.50		201	100-2600	340	
50988		59 BEN TAYLOR INC	3,248.31					
1		199866 10/24/15 HS athletic trips	962.13		201	720-3500	624	
2		199866 10/24/15 HS extra-curricular trips	407.01		201	710-3400	624	
3		199866 10/24/15 bus route fuel 60% EL	854.89		110	100-2700	624	
4		199866 10/24/15 bus route fuel 40% HS	569.92		110	100-2700	624	
5		199866 10/24/15 Camrose school fuel	167.00*		101 71	100-1000	624	
6		199866 10/24/15 driver's ed vehicle fuel	91.20		218	100-1000	624	
7		199866 10/24/15 EL athletic trips	162.63		101	720-3500	624	
8		199866 10/24/15 EL extra-curricular trips	33.53*		101	710-3400	624	
50991		6822 Big Sky Creative Vinyl	275.00					
1		20151117 11/16/15 vinyl lettering for EL walls	275.00		101	100-1000	330	
50992		4080 BILLMANS TRUE VALUE	899.00					
1		389565 11/01/16 Whirlpool washer	899.00*		101	100-2600	670	
50993		6748 BRYSON SALES AND SERVICE OF	308.22					
1		241112 11/16/15 bluebird mirrors	174.30		110	100-2700	610	
2		241259 11/19/15 bluebird mirrors	262.08		210	100-2700	610	
3		241360 11/24/15 credit	-128.16		210	100-2700	610	
50989		6010 BYTE SPEED LLC	14,274.00					
1		0100701 10/21/15 D-Link Layer 3 Switch	1,097.50*	10365	128	100-1000	670	
2		0100701 10/21/15 D-Link Layer 3 Switch	1,097.50*	10365	228	100-1000	670	
3		0100701 10/21/15 D-Link San with rdnt cont	5,550.00*	10365	128	100-1000	670	
4		0100701 10/21/15 D-Link San with rdnt cont	5,550.00*	10365	228	100-1000	670	
5		0101460 11/20/15 Bytespeed Laptop M331H	979.00	10409	215	720-3500	660	116

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

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
50975		5023 CAMROSE COLONY	627.63					
	B-1.53	(2015-2016 meal prices)						
	L-2.88							
	Reduced-B-1.21							
	L-2.45							
1		11/30/15 November food program	627.63*		212	910-3100	630	
50971		3 CITY OF SHELBY WATER DEPT	1,909.63					
1		11/24/15 bus barn/water/garbage	81.63		110	100-2700	421	
		BUS BARN WATER BILL						
2		11/24/15 bus barn/water/garbage	54.41		210	100-2700	421	
		BUS BARN WATER BILL						
3		11/24/15 water/garbage/sewer/landfill	1,064.16		101	100-2600	421	
		WATER, GARBAGE & LANDFILL BILL						
4		11/24/15 water/garbage/sewer/landfill	709.43		201	100-2600	421	
		WATER, GARBAGE & LANDFILL BILL						
50970		6906 COLLEEN BILLMAN	187.00					
1		10/22/15 HS Art Class/Career Day-Helena	17.00		201	710-3400	582	
2		10/24/15 CC-Great Falls - 2 days	36.00		201	720-3500	582	
3		11/05/15 HS Vball-Fairfield& Glasgow	111.00		201	720-3500	582	
4		11/14/15 MS BBB-Cut Bank & Choteau	23.00		101	720-3500	582	
50966		6902 Coyote Club Event Center	425.00					
		District's Christmas Party						
1		11/23/15 rent,setup,cleanup,decorations	255.00*		101	100-2400	590	
2		11/23/15 rent,setup,cleanup,decorations	170.00*		201	100-2400	590	
50959		5932 DALLAS STIRLING	59.96					
1		11/23/15 verizon data plan/October 2015	29.98		201	100-1000	531	
2		11/23/15 verizon data plan/Nov. 2015	29.98		201	100-1000	531	
50978		6956 DANNY HINTZ	50.00					
1		12/02/15 CDL Knowledge Test fee	25.00		110	100-2700	810	
2		12/02/15 CDL Knowledge Test fee	25.00		210	100-2700	810	
50960		220 DAVIS BUSINESS MACHINES	3,140.73					
3		185573 11/02/15 copy charges Oct 2-Nov 01	919.63		101	100-1000	440	
		HOT LUNCH FOOD BILLS						
4		185573 11/02/15 copy charges Oct 2-Nov 01	613.08		201	100-1000	440	
5		187190 12/02/15 contract base rate	155.31		101	100-1000	440	
6		187190 12/02/15 contract base rate	103.54		201	100-1000	440	
7		187292 12/03/15 copy charges Nov 2-Dec 01	809.51		101	100-1000	440	
8		187292 12/03/15 copy charges Nov 2-Dec 01	539.66		201	100-1000	440	
9		187292 12/03/15 did not pay copy charges last	0.00		201	100-1000	440	
10		187292 12/03/15 month-received the bill	0.00		101	100-1000	440	

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

Page: 3 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
11		187292 12/03/15 after board meeting	0.00		101	100-1000	440	
G651		2851 DIANA KNUDSON	243.25					
1		12/02/15 out of district mileage	193.25		182	107-2212	582	570
2		12/02/15 cell phone allowance	50.00		182	107-2212	531	570
50953		2896 EBMS	104,496.42					
was not able to pay in November board meeting-Denise did not give me the bill until 11-13-15								
8		11/01/15 health ins premium/November	44,899.49					
			*		189	100-2500	260	
9		11/01/15 El retiree premium/November	2,017.05		101	100-1000	261	
11		11/01/15 HS retiree premium/November	942.05		201	100-1000	261	
12		11/01/15 received bill after board mtng	0.00*		189	100-2500	260	
13		11/01/15 retirees premium/TRS ACH	4,389.62*		189	100-2500	260	
14		12/01/15 health ins premium/December	44,899.49*		189	100-2500	260	
15		12/01/15 EL retiree premium/December	2,017.05		101	100-1000	261	
16		12/01/15 HS retiree premium/December	942.05		201	100-1000	261	
17		12/01/15 retirees premium/TRS ACH	4,389.62*		189	100-2500	260	
50986		4735 ELDA NICHOLS	352.27					
1		12/03/15 mileage/meals/lodging	211.37		101	100-2311	582	
2		12/03/15 mileage/meals/loding	140.90		201	100-2311	582	
3		12/03/15 law and tech symposium	0.00		201	100-2311	582	
50976		6879 ELLIOTT CRUMP	52.00					
1		12/01/15 reimb meals-Law symposium	31.20		101	100-2500	582	
2		12/01/15 reimb meals-Law symposium	20.80		201	100-2500	582	
50994		6957 Ellsworth Publishing Company	269.00					
1		31652 11/03/15 Keyboard Mastery	269.00	10184	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610-								
50995		199 FIELDSTONE OFFICE SUPPLY	30.00					
1		124174 11/24/15 Ideal stamp-principal	30.00		101	100-1000	610	
50996		6922 Fisher Scientific	31.05					
1		6096785 10/27/15 sheep tapeworms	21.20	10223	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-								
2		6096785 10/27/15 hydra	9.85	10223	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-								
51011		74 FOOD SERVICES OF AMERICA	4,902.42					
2		880640A 11/02/15 credit	-87.53*		212	910-3100	630	
3		4990260 11/03/15 food bill	1,526.43*		212	910-3100	630	
4		4994455 11/10/15 food bill	612.07*		212	910-3100	630	
5		4994456 11/10/15 food bill	442.65*		212	910-3100	630	
6		4996690 11/12/15 credit	-87.82*		212	910-3100	630	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7		4998884 11/17/15 food bill	698.88*		212	910-3100	610	
8		5003205 11/24/15 food bill-OPI bid	1,797.74*		212	910-3100	630	
51007		6843 Gaffaney Electric, LLC	226.00					
1		4374 12/03/15 light bulbs & shipping	226.00		101	100-2600	610	
50955		6833 GUMDROP BOOKS	380.83					
1		PINV89913 09/08/15 Light, Sound	33.90	10205	101	999		
2	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 Blossoms, Earth, Planting	47.85	10205	101	999		
3	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 Coyotes	17.70	10205	101	999		
4	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 They WON	17.95	10205	101	999		
5	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 Beavers	18.95	10205	101	999		
6	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 Casey Jones	19.95	10205	101	999		
7	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 Leopard, lion, tiger	59.22	10205	101	999		
8	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 Bobcats	18.95	10205	101	999		
9	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 set of 6 math in sports	74.56	10205	101	999		
10	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-640- PINV89913 09/08/15 set of 4 seasons	71.80	10205	101	999		
50954		4119 HOVEN EQUIPMENT CO	661.38					
1		18258R 11/11/15 repair the grasshopper	661.38	10389	201	100-2600	610	
50968		6291 JEANNE M WIGEN	164.00					
1		11/16/15 FFA-Bozeman & Great Falls	87.00		201	710-3400	582	
2		11/07/15 Pep Band-Glasgow& VB-Choteau	65.00		201	720-3500	582	
3		10/27/15 MS Science Trip-Two Medicine	6.00		101	710-3400	582	
4		10/31/15 MS boys basketball-Cut Bank	6.00		101	720-3500	582	
50998		6619 JESSICA BUCK	60.00					
1		11/23/15 Pay for Accompanying	60.00	10418	101	280-1000	610	
50982		2352 JOSTENS	638.33					
1		18032473 11/20/15 Shelby High School cover	398.09		201	100-1000	610	
2		18017398 11/14/15 diplomas & accessories	240.24		201	100-1000	610	

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

Page: 5 of 12
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
50997		6210 KAYLEE BENJAMIN	60.00					
1		11/23/15 Payment for Accompanying	60.00	10417	101	100-1000	610	
50972		3436 KENCO ENTERPRISES INC.	114.00					
3		1263995 12/01/15 labor & monitoring-12/2015	57.00		101	100-2600	340	
4		1263995 12/01/15 labor & monitoring-12/2015	57.00		201	100-2600	340	
50969		6458 KEVIN DODSON	65.00					
1		09/12/15 MS football-Choteau	6.00		101	720-3500	582	
2		10/02/15 5th Grade trip-Great Falls	6.00		101	710-3400	582	
3		10/24/15 Speech and Drama- Havre	23.00		201	710-3400	582	
4		10/31/15 Volleyball-district tourn	24.00		201	720-3500	582	
5		11/17/15 MS boys basketball-Havre	6.00		101	720-3500	582	
50956		6954 Kittleson Band Instrument Repair	75.00					
1		11/04/15 Tenor Sax Repair	40.00*	10405	201	710-3400	440	
2		11/04/15 Alto Sax Repair	35.00*	10405	201	710-3400	440	
50961		5735 LANE AND ASSOCIATES INC	76.23					
1		4359 11/16/15 drug test/DOT	45.74		110	100-2700	330	
2		4359 11/16/15 drug test/DOT	30.49		210	100-2700	330	
50974		2 MARIAS RIVER ELECTRIC COOP	6,187.28					
1		11/20/15 electric bill	3,476.63		101	100-2600	412	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-						
2		11/20/15 electric bill	2,317.75		201	100-2600	412	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-						
3		11/20/15 bus barn	346.79		210	100-2700	412	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-						
4		11/20/15 RECCS-Community garden	46.11		115	434-1000	610	271
51012		5930 MEADOW GOLD GREAT FALLS	2,672.17					
1		11000614 11/30/15 dairy products	2,672.17*		212	910-3100	630	
50980		6673 MICHAEL WHITE	295.16					
1		12/03/15 data plan 2/15-12/15	295.16		201	100-1000	610	
50977		5571 MONTANA INTERQUEST CANINES	375.00					
1		480 11/19/15 K-9 Inspection 11-29-15	375.00*		201	100-1000	340	
51001		1136 MONTANA SCHOOL BOARDS ASSOC	525.00					
1		51098 11/11/15 School Law and Tech Symposium	315.00		101	100-2500	810	
2		51098 11/11/15 School Law and Tech Symposium	210.00*		201	100-2500	810	

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

Page: 6 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
50999		2071 MYRON FRYDENLUND	20.00					
1		128863 11/06/15 disabled 3 locks-lunch room	20.00		101	100-2600	440	
51003		1924 NASCO MODESTO	281.18					
1		114472 11/05/15 watercolor paper	35.50	10394	201	100-1000	610	
2		114472 11/05/15 modeling clay	105.00	10394	201	100-1000	610	
3		116223 11/11/15 linseed oil	18.80	10394	201	100-1000	610	
4		114472 11/05/15 clear push pins	3.30	10394	201	100-1000	610	
5		114472 11/05/15 book tape	11.40	10394	201	100-1000	610	
6		115319 11/10/15 Turpenoid	25.95	10394	201	100-1000	610	
7		117016 11/13/15 Masking tape 1"	6.80	10394	201	100-1000	610	
8		114472 11/05/15 Masking tape 1/2 "	3.48	10394	201	100-1000	610	
9		114472 11/05/15 Canvas roll	47.25	10394	201	100-1000	610	
10		114472 11/05/15 wire	23.70	10394	201	100-1000	610	
51002		6894 NorMont Equipment Company	99.00					
1		10151 11/12/15 no parking signs	81.00	10381	201	100-2600	610	
2		10151 11/12/15 shipping & handling	18.00	10381	201	100-2600	610	
50967		6114 OFFICE CENTER (THE)	45.00					
1		017054 11/19/15 meter billing10-15/11-14	45.00		182	108-2212	550	580
51000		6934 PHILIP FRENCH	45.00					
1		11/10/15 meals-VB divisional tournament	45.00		201	720-3500	582	
51004		758 QUILL CORPORATION	451.41					
1		1092283 12/02/15 Smead TUFF Pockets	53.73	10425	101	280-1000	610	
2		1092286 12/02/15 Quill Standard Indexes	35.70	10429	101	100-1000	610	
3		1046818 12/01/15 copy paper-EL	329.00		101	100-1000	610	
4		9496566 11/10/15 laundry detergent-EL	32.98		101	100-1000	610	
50958		404 SHELBY AREA CHAMBER	225.00					
1		11/20/15 2016- membership renewal	135.00		101	100-2300	810	
2		11/20/15 2016- membership renewal	90.00		201	100-2300	810	
51006		5647 SHELBY ELEMENTARY SCHOOL	14.00					
1		11/11/15 lunches-trustees & supt.	14.00		101	100-1000	610	
50987		1 SHELBY GAS ASSOCIATION	6,698.60					
el 60%								
hs 40%								
switch between 110 & 210 every month								
cf								
1		11/21/15 bus barn gas	494.60		210	100-2700	411	
2		11/21/15 EL & HS gas charges	3,722.40		101	100-2600	411	
3		11/21/15 EL & HS gas charges	2,481.60		201	100-2600	411	

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

Page: 7 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
50962		470 SHELBY HIGH SCHOOL - BAND	53.00					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		11/23/15 lunch workers/Oct 26-30	53.00					
			*		212	910-3100	570	
50963		6164 SHELBY HIGH SCHOOL - NHS	53.00					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		11/23/15 lunch workers/Oct 19-23	53.00					
			*		212	910-3100	570	
50964		6292 SHELBY HIGH SCHOOL - SENIOR CLASS	53.00					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		11/23/15 lunch workers/Nov 02-06	53.00					
			*		212	910-3100	570	
50965		5767 SHELBY HIGH SCHOOL - SOPHOMORE	42.40					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		11/23/15 lunch workers/Nov 10-13	42.40					
			*		212	910-3100	570	
50983		61 SHELBY PAINT AND HARDWARE	400.62					
1		009325 11/30/15 Electrical Supplies	345.63	10427	215	451-1000	610	826
2		009240 11/16/15 coffee pot-elementary	54.99		101	100-1000	610	
51005		5729 SupplyWorks	122.08					
1		8403133 11/25/15 spic and span disinfectant	122.08	10402	201	100-2600	610	
51010		75 SYSCO FOOD SERVICES OF MONTANA	6,468.65					
6		511020483 11/02/15 food bill	2,279.85*		212	910-3100	630	
7		511020483 11/02/15 non-food	170.10*		212	910-3100	610	
8		511160674 11/16/15 food bill	1,036.50*		212	910-3100	630	
10		511160674 11/16/15 non-food	555.39*		212	910-3100	610	
11		510190618 11/23/15 food bill	500.04*		212	910-3100	630	
12		511300575 11/30/15 non-food	232.79*		212	910-3100	610	
13		511300575 11/30/15 food bill	1,784.46*		212	910-3100	630	
15		511230662 11/23/15 RECCS-reimb by State-snacks	276.07*		212	910-3100	630	
16		511041089 11/04/15 returns less inv # 50903172	-264.35*		212	910-3100	630	
17		511180792 11/18/15 returns	-102.20*		212	910-3100	630	

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

Page: 8 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
51008		5233 TEST	134.00					
1		8574 11/30/15 SMART Rep Lamp SLR60wi2	115.00*	10400	228	100-1000	670	
2		8574 11/30/15 S&H	19.00*	10400	228	100-1000	670	
50957		3128 TLC CATERING PLUS	80.00					
1		116122 11/17/15 cookies-parent/teacher conf.	80.00		101	100-1000	610	
51009		3705 UNITED STATES POSTAL SERVICE	972.58					
	gtcc Act 5	182 107 2212 532 570						
	reccs Act 3	115 434 2000 532 XXX						
CF								
1		12/05/15 postage admin Act 1	64.22		101	100-2500	532	
2		12/05/15 postage admin Act 1	96.35		201	100-2500	532	
3		12/05/15 postage el/hs Act 2,4	271.12		101	100-2400	532	
4		12/05/15 postage el/hs Act 2,4	406.68		201	100-2400	532	
5		12/05/15 postage gtcc Act 5	134.21		182	107-2212	532	570
50973		6644 US BANCORP Equipment Finance Inc.	2,104.04					
1		292345550 11/21/15 copier lease	1,193.40		101	100-1000	452	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-						
2		292345550 11/21/15 copier lease	795.60		201	100-1000	452	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-						
3		12/09/15 copier lease/vo-ag	80.00		201	100-1000	452	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-						
4		12/09/15 property tax	27.04		201	100-1000	452	
5		291074409 11/01/15 late charges	8.00		201	100-1000	452	
50981		5585 VERIZON WIRELESS	152.59					
1		9755957089 11/21/15 supt cell phone bill	77.81		101	100-2300	531	
2		9755957089 11/21/15 supt cell phone bill	51.86		201	100-2300	531	
3		9755957089 11/21/15 RECCS cell phone bill	22.92*		115	434-2210	531	271
G650		3484 VISA (for GTCC)	728.66					
1		12/02/15 3 Rivers phone & internet	112.53		182	107-2212	531	570
2		12/02/15 lunch for meetings-3D's	373.15		182	108-2212	592	580
3		12/02/15 office supplies	215.99		182	108-2212	600	580
4		12/02/15 office supplies	26.99		182	107-2212	610	570
51013	E	6023 WELLS FARGO BANK P CARD SYSTEM	22,184.62					
1		11/06/15 RECCS supplies	306.66		115	434-1000	610	271
2		11/30/15 E Allen supplies	89.31		101	100-1000	610	
3		11/30/15 R Buck- meals VB team	1,221.75		201	720-3500	582	
4		11/02/15 K Cleverly-books	5.00		101	100-1000	640	
5		11/05/15 Supt. meals/fuel	76.98		101	100-2500	582	
6		11/30/15 L Davis supplies-November	118.24	10399	101	100-2600	610	
7		11/11/15 turbo charger-bus # 3	1,917.21		110	100-2700	440	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
8		11/11/15 turbo charger-bus # 3	1,278.13		210	100-2700	440		
9		11/04/15 J Flesch-El supplies	71.46		115	420-1000	610	326	
10		11/06/15 P French-dinner VB team/fuel	427.70		201	720-3500	582		
11		11/06/15 lock bloks/shipping	1,032.87		201	100-1000	610		
12		11/06/15 will get reimb next month=\$440	0.00		201	100-1000	610		
13		11/07/15 R Gruber-meals & lodging-band	1,320.85		201	720-3500	582		
14		11/22/15 clay for El class project	35.50		101	100-1000	610		
15		11/30/15 transportation supplies	183.38		110	100-2700	610		
16		11/30/15 transportation supplies	122.25		210	100-2700	610		
17		11/28/15 J Hough-tech supplies	439.78		228	100-1000	610		
18		11/04/15 Alternative- cooking class	12.65		217	100-1000	610		
19		11/04/15 S Hough-drivers' ed signs	24.85		218	100-1000	610		
20		11/30/15 L Kimmet-supplies for November	109.82	10398	201	100-2600	610		
21		11/18/15 M Kleiber-Educ. Theatre fee	75.00		201	100-1000	810		
22		11/18/15 G Knickerbocker-cleaning suppl	65.90		110	100-2700	610		
23		11/30/15 Teacher Ties Books-Camrose	29.94*	10403	101 71	100-1000	640		
		Includes \$6 shipping							
24		11/30/15 shipping	0.00*	10403	101 71	100-1000	640		
25		11/30/15 The Red Badge of Courage	139.80*	10415	201	100-1000	640		
26		11/30/15 Uncle Tom's Cabin	100.00*	10415	201	100-1000	640		
27		11/30/15 1984	36.00*	10415	201	100-1000	640		
28		11/18/15 Alternative-cooking class	24.92		218	100-1000	610		
29		11/09/15 Quia subscription	49.00	10410	201	100-1000	610		
30		11/11/15 camera strap	5.99	10416	201	100-1000	610		
31		11/11/15 USb audio adapter	8.95	10416	201	100-1000	610		
32		11/11/15 Battery charger	8.09	10416	201	100-1000	610		
33		11/24/15 place value disks	15.41	10413	101	100-1000	610		
34		11/24/15 10's disks	31.90	10413	101	100-1000	610		
35		11/24/15 ones disks	31.90	10413	101	100-1000	610		
36		11/24/15 100's disks	43.40	10413	101	100-1000	610		
37		11/24/15 M Schwenke- supplies for Nov.	917.33	10393	101	100-2600	610		
38		11/18/15 R Stubbs- kitchen supplies	9.28*		212	910-3100	630		
39		11/24/15 Stiff by Mary Roach	54.60	10397	201	100-1000	610		
40		11/24/15 med prep- L Tokerud-Perkins	4,365.96	10406	215	451-1000	610	826	
41		11/24/15 SHAKEN BABY	197.40	10407	215	451-1000	610	826	
42		11/24/15 TEAR PAD	89.25	10407	215	451-1000	610	826	
43		11/24/15 Corrosive cabinet	585.15	10422	201	100-1000	610		
44		11/24/15 shipping	62.17	10422	201	100-1000	610		
45		11/14/15 J Wigen fuel-FFA	123.25		201	710-3400	582		
46		11/24/15 Hatchet	79.90	10404	101	280-1000	610		
47		11/24/15 A Long Walk to Water	79.90	10404	101	280-1000	610		
48		11/24/15 Botvin LifeSkills Trainin	645.00	10242	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610-							
49		11/04/15 Reading Pen 2	229.95	10243	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610-							
50		11/24/15 shipping	1.80	10138	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
51		11/24/15 shiipping	66.30		101	280-1000	610		

12/04/15
14:04:55

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 11/15

Page: 10 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
52		11/04/15 additional amount-reading pen	6.44		101	280-1000	610	
53		11/29/15 Sarah White-amazon membership	99.00		101	280-1000	610	
54		11/29/15 cancelled-will get reimb Dec.	0.00		101	280-1000	610	
55		11/24/15 Hotel and Food-FFA Bozeman	2,038.98*	10395	201	100-1000	582	
56		11/24/15 Travel Expenses-FFA	307.24*	10373	201	100-1000	582	
57		11/07/15 VB team lodging in Glasgow-div	2,765.13		201	720-3500	582	
50979		6523 WELLS FARGO FINANCIAL LEASING	485.08					
1		5002669186 12/02/15 GTCC copier 12/29/15-01/28	485.08		182	108-2212	550	580
		# of Claims 63	Total: 191,047.81					
		Total Electronic Claims	22,184.62					
		Total Non-Electronic Claims	168,863.19					

12/04/15
14:04:56

SHELBY SCHOOL DISTRICT
Claim Approval Signature Page
For the Accounting Period: 11/15

Page: 12 of 12
Report ID: AP100A

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

Trustee: _____

Date: _____

Superintendent: Elliott Crump

SUPERINTENDENT ANNUAL ASSESSMENT

STATEMENT OF PURPOSE

The purpose of a facilitated Superintendent formal assessment includes:

- ✓ Enhancing the Superintendent's effectiveness.
- ✓ Clarifying for the Superintendent and the Board members the responsibilities expected of each other.
- ✓ Strengthening the working relationship between the Board and the Superintendent.
- ✓ Assuring the board that its policies are being followed and carried out.

DESIRED OUTCOMES

The facilitated process will provide:

- ✓ A less threatening atmosphere for Superintendents.
- ✓ An annual written assessment of the current status of the Superintendent's performance from a third party, if desired.
- ✓ Documentation of the Superintendent's performance over time.
- ✓ Increased accountability as a result of objective evaluation.

RATING SCALES

The ranking of the reasonable expectations for the Superintendent in the accomplishment of his/her duties.

- 1 – Exceeds Expectations (performance above the call of duty)**
- 2 – Meets Expectations (performance is satisfactory)**
- 3 – Meets Expectations (performance may need attention)**
- 4 – Below Expectations (performance needs attention)**

(COMMENTS: Comments are encouraged and strongly recommended for all "4" marks.)

1 – GENERAL

Expectations

Exceeds Meets Below

1. As the chief executive officer of the Board, the Superintendent is responsible for implementing Board policies and directives.

1 2 3 4

2. Coordinates the operation of Shelby schools, supervision of the instructional programs and management of the District personnel.

1 2 3 4

3. Provides educational leadership to the Board, staff, students, and community

1 2 3 4

4. Identifies needs of the District and reports them to the Board

1 2 3 4

5. Keeps the Board aware of statewide and national developments and changes

1 2 3 4

6. Continually upgrades his/her professional knowledge and qualification through membership and participation in professional associations, conferences, and workshops.

1 2 3 4

Comments:

2 - POLICY

Expectations

Exceeds Meets Below

1. Acts as advisor to the Board in areas needing policy development or revision

1 2 3 4

2. Drafts written policy and provides the Board with necessary data and information for policy adoption

1 2 3 4

3. Maintains current, up-to-date manual of adopted policies.

1 2 3 4

4. Develops rules, regulations and procedures necessary to implement the Board's policies

1 2 3 4

5. Identifies policy areas which the Board should revise, rewrite, or repeal as the needs of the District or laws and regulations change

1 2 3 4

Comments:

3 – MEETINGS

Expectations

Exceeds Meets Below

1. Serves as an advisor to the Board during regularly scheduled meetings

1 2 3 4

2. Assures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records

1 2 3 4

3. Identifies areas of business which the Board should address at meetings

1 2 3 4

4. Prior to a meeting, provides Board members with sufficient information for decision making

1 2 3 4

5. Implements Board decisions and instructions developed at meetings

1 2 3 4

6. Assures that Board meetings, including executive sessions, meet the requirements of the law

1 2 3 4

Comments:

4 – BUDGET/FINANCE

Expectations

Exceeds Meets Below

1. Prepares a detailed budget based on the Board's priorities and parameters

1 2 3 4

2. Presents a budget to the Board and/or budget committee for consideration and approval

1 2 3 4

3. Administers the budget assuring that the expenditures of the District funds are within the legal requirements of the budget

1 2 3 4

4. Acts as a resource to the Board within the framework of the District audit

1 2 3 4

Comments:

5 – INSTRUCTION

Expectations

Exceeds Meets Below

1. Provides leadership to the Board and staff in the continuous development, implementation and evaluation of the instructional program

1 2 3 4

2. Recommends appropriate graduation standards and methods to measure their attainment

1 2 3 4

3. Assigns staff to instructional areas and informs the Board.

1 2 3 4

4. Regularly schedules presentations and reports by staff on various segments of the instructional program as requested by the Board

1 2 3 4

5. Recommends and implements policy on selection of instructional materials and equipment

1 2 3 4

Comments:

6 – PERSONNEL

Expectations

Exceeds Meets Below

1. Recommends to the Board the employment or dismissal of all certified and classified staff

1 2 3 4

2. Responsible for supervision of all employees of the District.

1 2 3 4

3. Establishes job descriptions for all positions.

1 2 3 4

4. Serves as the Board's liaison with staff.

1 2 3 4

5. Fosters good working relationships with staff members.

1 2 3 4

6. Develops a systematic plan for evaluating the performance of all District personnel

1 2 3 4

7. Delegates authority to staff members as appropriate.

1 2 3 4

Comments:

7 – COMMUNITY RELATIONS

Expectations

Exceeds Meets Below

1. Informs and interprets school programs and activities to the community

1 2 3 4

2. Serves as the Board's liaison with appointed advisory committees

1 2 3 4

3. Establishes a working relationship with the news media.

1 2 3 4

4. Makes recommendations to the Board for resolution of complaints that cannot be solved at the administrative level

1 2 3 4

Comments:

8 – LABOR RELATIONS

Expectations

Exceeds Meets Below

1. Provides factual data to Board and/or salary committee.

1 2 3 4

2. Administers contracts or agreements as appropriate.

1 2 3 4

Comments:

9 – STUDENT SERVICES

Expectations

Exceeds Meets Below

1. Recommends and implements policy and rules to maintain adequate services and appropriate control of students

1 2 3 4

2. Develops and implements procedures to deal with health and safety emergencies

1 2 3 4

3. Provides for the direction and supervision of student activities.

1 2 3 4

Comments:

10 – FACILITIES/ TRANSPORTATION/ FOOD SERVICES

Expectations

Exceeds Meets Below

1. Provides for the upkeep of facilities and maintenance of equipment

1 2 3 4

2. Prioritizes long-range plans for preventive maintenance of buildings, grounds and equipment

1 2 3 4

3. Recommends and supervises the public use of buildings, facilities and equipment

1 2 3 4

4. Supervises the transportation of the District assigning staff as appropriate

1 2 3 4

5. Supervises the food service program, assigning staff as appropriate

1 2 3 4

Comments:

11 – SUPERINTENDENT AS INSTRUCTIONAL LEADER

Personal Qualities

Expectations

Exceeds Meets Below

1. Is committed to achieving personal and District goals.

1 2 3 4

2. Listens well to opposing viewpoints.

1 2 3 4

3. Inspires “big picture” thinking.

1 2 3 4

4. Inspires loyalty and team effort.

1 2 3 4

5. Models education values for staff and Board.

1 2 3 4

6. Demonstrates a bias for action.

1 2 3 4

7. Develops leadership by entrusting and sharing.

1 2 3 4

8. Evidences a genuine sense of humor.

1 2 3 4

9. Reflects honesty and integrity through communications and relationships

1 2 3 4

10. Knows how and when to ask for help.

1 2 3 4

11. Demonstrates commitment to leading the District.

1 2 3 4

12. Takes time for personal health and well-being.

1 2 3 4

13. Evaluates administrators through an annual performance plan

1 2 3 4

14. Displays an image of confidence.

1 2 3 4

15. Is a decisive leader.

1 2 3 4

16. Considers implications and options before making recommendations and/or decisions

1 2 3 4

17. Anticipates public reaction to recommendations and/or decisions

1 2 3 4

18. Appears to meet crises effectively.

1 2 3 4

19. Accepts responsibility, does not "pass the buck".

1 2 3 4

20. Is a person to be trusted.

1 2 3 4

Comments:

OVERALL ASSESSMENT

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