



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, July 11, 2017

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. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Hiring | |
| b. Classified Recommendations | |
| i. Elementary/JH Paraprofessionals: Alecia Perry | |
| c. Second Reading | |
| i. BP 2333 - Participation in Commencement Exercises | |
| ii. BP 3100 - Entrance, Placement, and Transfer | |
| iii. BP 3121 - Enrollment and Attendance | |
| iv. BP 3125 - Education of Homeless Children | |
| v. BP 3125F - Education of Homeless Children | |
| vi. BP 3210 - Equal Education, nondiscrimination and Sex Equity | |
| vii. BP 5120 - Hiring Process and Criteria | |
| viii. BP 5420 - Paraprofessionals | |
| ix. BP 1531 - Trustee Expenses | |
| x. BP 3300 - Suspension and Expulsion - Corrective Actions and Punishments | |
| xi. BP 4330F - School Facilities/Grounds Use and Liability Release Agreement | |
| xii. BP 5010 - Equal Employment Opportunity and Non-Discrimination | |
| xiii. BP 8100 - Transportation | |
| xiv. BP 3413F1 - Medical Exemption Form | |
| xv. BP 3413F2 - Affidavit of Exemption on Religious Grounds | |
| xvi. BP 4600 - No Child Left Behind - Delete | |
| xvii. BP 2150 - Suicide Awareness and Prevention | |
| xviii. BP 5220 - Prohibition of Aiding Sexual Abuse | |
| xix. BP 5420F - ESSA Qualifications Notifications | |



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- d. Protested Tax
 - e. Bus Use for Shelby ½ Marathon
 - f. Year-End Spending
 - g. Attendance/Transportation Agreements
 8. Discussion Items
 - a. Staff Handbook Review
 - b. Elementary Handbook Review
 - c. JH/HS Handbook Review
 - d. JPT Insurance Rate
 9. Correspondence
 10. Next Meeting of the Board - Tuesday, August 8, 2017
 11. Adjournment
- Mr. Crump
- Mr. Crump
Mr. Aklestad
Mr. Aklestad

MINUTES
June 13, 2017

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 Chairperson Brian Aklestad.

Members present were: Brian Aklestad, Rikki James, Dan Leck, Anna Fretheim and Krista Mellinger. Member(s) absent: Richard Jorata and Jay Hould. The superintendent, clerk, elementary and high school principals were present. Visitors present were Suzanne Hough, John Hough, Ron Gruber, Kim Hayes, Mike White, Julie Olsen, Emily McDermott, Janelle Koschmeder, Carol Perisho and Philip Kleinsasser.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the May 9, 2017 regular board meeting.

Motion: Dan Leck

Second: Rikki James- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 68707 through 68766. The student activity checks for this month were numbered 14049 through 14064. 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: Krista Mellinger

Second: Dan Leck- passed unanimously.

Voided Checks/Warrant

A motion was made to void claim check # 68704 payable to US Bank Equipment Finance Inc. in the amount of \$80.00 and student account checks # 14031 payable to Willie Nelson in the amount of \$91.24 and # 14032 payable to Dennis Barker in the amount of \$60.00.

Motion: Dan Leck

Second: Rikki James- passed unanimously.

Public Comment

Ron Gruber commented that in light of the Class C Basketball tournament, the PIR day should be changed to a different date. Brian Aklestad said that the State Track Meet went well and congratulated the 4 X 4 boys relay team for taking 1st place and for breaking the school record. Mr. Aklestad also said that the graduation went well.

Reports

Elementary Report

Erica Allen presented her report to the Board. She thanked Joe Fretheim Farms for allowing the 3rd graders to visit their farm. She also thanked Danny Hintz for arranging the buses for all of the students field trip.

JH/HS Report

Philip French discussed his report with the Board. He added that the State Golf Tournament in Shelby went well. He then congratulated the golf team, softball team and track team for a wonderful season.

Superintendent's Schedule

The Superintendent told the Board that he will be taking two days off during the month of July.

ACTION ITEMS

Resignation/Retirement

Mr. Crump made a recommendation to accept the resignation letter from Jaime Peterson.

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

The Board thanked her for her service to the district.

Staff Hiring

The Superintendent made recommendations to hire the following staff:

Choir Teacher- Kristen Cruze

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Summer School Teachers- Kathje Griffis, Robyn Skillman, Brice Stewart and Eric Tokerud.

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

High School/Junior High Assistant Cross Country- Merle Raph

High School Football Assistants - Bob Brusven and Paul Schilling

Speech and Drama- Jodi Aklestad

Cheerleading Coaches- Jessica Buck and Darcy White

High School Girls Basketball Assistants- Tracy Richman and Zach Hayes

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Junior High Head Football- Bill Hansell

Junior High Football Assistants- Eric Tokerud and Tom Reynolds

Junior High Head Wrestling- Thad White

Junior High Assistant Wrestling- Eric Mertz

Junior High Cheerleading Coaches- Amanda Buck and Raenell Lee

Motion: Krista Mellinger

Second: Rikki James- passed unanimously.

Summer Maintenance Crew

Karen Watson, Dallas Stirling, Aaron White and TJ Reynolds

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

Classified Recommendations

Elementary/Junior High Paraprofessionals:

Carissa Buxel, Katelyn Bohmer, Kelly Buxel, Linnet Doane, Shannon Scarborough, Suphawan

Schulties, Valerie Stratton, Tun McCracken and Melody Taylor

Motion: Anna Fretheim

Second: Rikki James- passed unanimously.

High School Professionals:

Alicia Baney, Debra Jordan, Terri Jo Baney, Sandra Blosser, Jane Garsjo, Julie Olsen and Karen Watson

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

Cafeteria Staff:

Becky Hansell, Casey Clark, Inga Odden and Judy Swick-Scofield

Custodial Staff:

Lee Davis, Lyle Kimmet, David Clark, Guy Knickerbocker, Janet Kuntz and David Wagner

Transportation/Maintenance Director- Danny Hintz

Bus Drivers:

Jeanne Wigen and Susan Cleverley

District Secretaries:

Jessica Larson, Dallas Stirling, Amber Sanchez and Alyssa Edwards

Business Manager- Melit Flynn

Technology Coordinator- John Hough
Golden Triangle Curriculum Consortium:
Director- Diana Knudson
Assistant- Brianna McDonough White

The motion for the above recommendations was made by Dan Leck and was seconded by Rikki James. The motion passed unanimously.

Sixth Grade Class Numbers

Mr. Crump recommended that the anticipated 24 sixth grade students next school year will be moved into one classroom and will be taught by Miss Shelly Rewerts.

Motion: Rikki James

Second: Dan Leck- passed unanimously.

2018-2019 Football 11 Man to 8 Man

Mr. Crump recommended for an eight-man football team for the 2018-2019 season.

Motion: Dan Leck

Second: Krista Mellinger-passed unanimously.

Board Policy 5253- Language Change to reflect CBA

A motion was made to approve the second reading of Board Policy 5253 for the language change to the retirement incentive on the Collective Bargaining Agreement.

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

First Reading on Board Policies

A motion was made to approve the first reading for the required changes on the following policies:

BP 2333 - Participation in Commencement Exercises

BP 3100- Entrance, Placement, and Transfer

BP 3121 - Enrollment and Attendance

BP 3125 Education of Homeless Children

BP 3125F - Education of Homeless Children

BP 3210 - Equal Education, nondiscrimination and Sex Equity

BP 5120 - Hiring Process and Criteria

BP 5420 – Paraprofessionals

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

A motion was made to approve the first reading for the recommended changes on the following policies except BP 4210:

BP 1531 - Trustee Expenses

BP 3300 - Suspension and Expulsion - Corrective Actions and Punishments

BP 4210 - School-Support Organizations, Boosters and Fundraising

BP 4330F - School Facilities/Grounds Use and Liability Release Agreement

BP 5010 - Equal Employment Opportunity and Non-Discrimination

BP 8100 - Transportation

BP 3413F1 - Medical Exemption Form

BP 3413F2 - Affidavit of Exemption on Religious Grounds

BP 4600 - No Child Left Behind - Delete

BP 2150 - Suicide Awareness and Prevention

BP 5220 - Prohibition of Aiding Sexual Abuse

BP 5420F - ESSA Qualifications Notifications

Motion: Krista Mellinger

Second: Dan Leck- passed unanimously.

BP 4120 was reviewed but there were no changes made and no motion was made.

Protested Taxes- Accessing Dollars

The Superintendent made recommendations to access the following dollar amounts on NaturEner's protested taxes:

Elementary Funds- \$220,00.00

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

High School Funds- \$60,000.00

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

Student Attendance Agreement

A motion was made to approve a student attendance agreement as presented to the Board.

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

Discussion Items

Joint Power Trust Insurance

The Superintendent will meet with Gary Habluzel on Wednesday.

Year End Spending

The water drainage problem at the elementary school building was discussed and will be taken care of first if there is available funding.

Correspondence

None.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, July 11, 2017, 7:00 p.m.

Work Session, July 12, 2017

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

ADJOURNMENT

Chairperson Brian Aklestad adjourned the meeting at 8:45 p.m.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 17

Fund	Recei ved Current Month	Recei ved YTD	Esti mated Revenue	Revenue To Be Recei ved	% Recei ved
101 General Fund	347,489.10	1,932,007.52	0.00	-1,932,007.52	** %
110 Transportati on Fund	21,762.86	88,900.72	0.00	-88,900.72	** %
111 Bus Depreciati on Fund	6,736.74	22,371.12	0.00	-22,371.12	** %
113 Tui ti on	2,547.68	7,885.77	0.00	-7,885.77	** %
114 Reti rement	6,131.20	203,682.40	0.00	-203,682.40	** %
128 Technol ogy Fund	9,595.94	31,702.04	0.00	-31,702.04	** %
129 Flexi bi li ty Fund	8,843.83	11,174.68	0.00	-11,174.68	** %
150 Debt Servi ce	54,413.17	168,101.34	0.00	-168,101.34	** %
201 General Fund	222,225.71	1,237,887.70	0.00	-1,237,887.70	** %
210 Transportati on Fund	21,172.16	82,315.73	0.00	-82,315.73	** %
211 Bus Depreciati on Fund	8,900.99	26,452.43	0.00	-26,452.43	** %
213 Tui ti on	10,169.59	31,945.90	0.00	-31,945.90	** %
214 Reti rement	3,984.72	126,829.84	0.00	-126,829.84	** %
217 ADULT EDUCATION FUND	16,295.03	51,818.43	0.00	-51,818.43	** %
228 Technol ogy Fund	9,786.13	32,573.72	0.00	-32,573.72	** %
229 Flexi bi li ty Fund	5,463.76	12,889.92	0.00	-12,889.92	** %
250 Debt Servi ce	28,940.31	93,315.24	0.00	-93,315.24	** %
261 Bui lding Reserve	17,766.35	40,439.24	0.00	-40,439.24	** %
Grand Total :	802,225.27	4,202,293.74	0.00	-4,202,293.74	** %

Account	Receipts					Invest	Misc.	Misc.	Closing
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	2462.53	665.41	0.00	0.00	0.00		0.00	0.00	1797.12
101 ATHLETICS	16543.74	1170.63	0.00	313.00	0.00		0.00	0.00	15686.11
405 AUTO/WOOD SHOP/VICA	3181.56	0.00	0.00	0.00	0.00		0.00	0.00	3181.56
402 BAND	868.01	986.75	0.00	777.00	0.00		0.00	0.00	658.26
408 BAND & CHOIR UNIFORMS/TRAVEL	1066.19	0.00	0.00	0.00	0.00		0.00	0.00	1066.19
112 BOYS BASKETBALL	492.95	0.00	0.00	0.00	0.00		0.00	0.00	492.95
213 BPA	2934.30	0.00	0.00	0.00	0.00		0.00	0.00	2934.30
203 CHEERLEADERS	1284.36	0.00	0.00	0.00	0.00		0.00	0.00	1284.36
403 CHOIR	3401.01	203.55	0.00	0.00	0.00		0.00	0.00	3197.46
317 CLASS OF 2017 (SR)	3764.52	3398.30	0.00	13.50	0.00		0.00	0.00	379.72
318 CLASS OF 2018 (JR)	6382.27	84.69	0.00	53.00	0.00		0.00	0.00	6350.58
319 CLASS OF 2019 (SO)	3645.58	0.00	0.00	106.00	0.00		0.00	0.00	3751.58
320 CLASS OF 2020 (FR)	2397.46	0.00	0.00	31.80	0.00		0.00	0.00	2429.26
202 CONCESSIONS	5897.60	993.76	0.00	0.00	0.00		0.00	0.00	4903.84
108 CROSS COUNTRY	546.67	0.00	0.00	0.00	0.00		0.00	0.00	546.67
503 DISTRICT 7 MUSIC FESTIVAL	3055.97	0.00	0.00	0.00	0.00		0.00	0.00	3055.97
702 EL STUDENT COUNCIL	971.41	0.00	0.00	0.00	0.00		0.00	0.00	971.41
206 EXPLORE AMERICA	3059.00	0.00	0.00	0.00	0.00		0.00	0.00	3059.00
212 FCCLA	388.07	0.00	0.00	0.00	0.00		0.00	0.00	388.07
211 FFA	5585.41	5085.46	0.00	1050.00	0.00		0.00	0.00	1549.95
209 FINE ARTS	2471.22	0.00	0.00	0.00	0.00		0.00	0.00	2471.22
107 FOOTBALL	437.64	0.00	0.00	0.00	0.00		0.00	0.00	437.64
406 FRENCH CLUB	2669.56	0.00	0.00	0.00	0.00		0.00	0.00	2669.56
111 GIRLS BASKETBALL	709.94	0.00	0.00	0.00	0.00		0.00	0.00	709.94
115 GOLF	182.15	0.00	0.00	0.00	0.00		0.00	0.00	182.15
208 HOWL	100.41	0.00	0.00	0.00	0.00		0.00	0.00	100.41
221 JOBS FOR MONTANA GRADS	272.00	0.00	0.00	0.00	0.00		0.00	0.00	272.00
220 KEY CLUB	1111.66	84.99	0.00	182.00	0.00		0.00	0.00	1208.67
640 MIDDLE SCHOOL BAND	6452.41	0.00	0.00	0.00	0.00		0.00	0.00	6452.41
610 MIDDLE SCHOOL BOYS ATHLETICS	904.79	231.50	0.00	142.50	0.00		0.00	0.00	815.79
624 MIDDLE SCHOOL BUILDERS CLUB	1305.45	0.00	0.00	0.00	0.00		0.00	0.00	1305.45
622 MIDDLE SCHOOL CHEERLEADERS	2532.23	0.00	0.00	0.00	0.00		0.00	0.00	2532.23
641 MIDDLE SCHOOL CHOIR	587.71	0.00	0.00	0.00	0.00		0.00	0.00	587.71
611 MIDDLE SCHOOL GIRLS ATHLETICS	475.42	181.50	0.00	142.50	0.00		0.00	0.00	436.42
643 MIDDLE SCHOOL HOME EC	619.22	0.00	0.00	0.00	0.00		0.00	0.00	619.22
621 MIDDLE SCHOOL STUDENT COUNCIL	912.05	0.00	0.00	0.00	0.00		0.00	0.00	912.05
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5007.73	0.00	0.00	0.00	0.00		0.00	0.00	5007.73
222 MISSOULA CHILDREN'S THEATRE	939.88	500.00	0.00	0.00	0.00		0.00	0.00	439.88
401 NHS	1398.04	0.00	0.00	42.40	0.00		0.00	0.00	1440.44
501 RECOGNITION	6056.32	500.00	0.00	873.75	0.00		0.00	0.00	6430.07
214 SCHOOL PLAY	1572.68	0.00	0.00	0.00	0.00		0.00	0.00	1572.68
216 SCIENCE CLUB	1679.14	332.80	0.00	0.00	0.00		0.00	0.00	1346.34
700 SHELBY ELEMENTARY	1637.72	0.00	0.00	0.00	0.00		0.00	0.00	1637.72
114 SOFTBALL	410.37	0.00	0.00	0.00	0.00		0.00	0.00	410.37
205 SPEECH & DRAMA	2117.47	0.00	0.00	0.00	0.00		0.00	0.00	2117.47
201 STUDENT COUNCIL	1581.03	0.00	0.00	0.00	0.00		0.00	0.00	1581.03
102 TOURNAMENT FUNDS	5446.79	112.04	0.00	2080.00	0.00		0.00	0.00	7414.75
113 TRACK	530.39	0.00	0.00	0.00	0.00		0.00	0.00	530.39
104 UNIFORM MAINTENANCE	4838.01	0.00	0.00	0.00	0.00		0.00	0.00	4838.01
109 VOLLEYBALL	666.77	0.00	0.00	0.00	0.00		0.00	0.00	666.77
110 WRESTLING	1597.86	1200.00	0.00	800.00	0.00		0.00	0.00	1197.86
207 YEARBOOK	7137.54	0.00	0.00	0.00	0.00		0.00	0.00	7137.54

07/07/17
09:17:45

SHELBY SCHOOLS
Statement of Activity by Account Name for 06/01/17 to 06/30/17

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	

Total for Student Accounts	132290.21	15731.38		6607.45					123166.28
Bank Account Totals	132290.21	15731.38	0.00	6607.45	0.00		0.00	0.00	123166.28
							Bank Balance		123166.28
							Plus Outstanding Checks		16476.40
							Minus Outstanding Deposits		6607.45

							Balance		133035.23
							Minus Receipts in Transit		0.00

							Statement Balance		133035.23

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 6 / 17

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Avai l a b l e Appropriation
101 General Fund	98,298.88	2,264,389.98	20,058.41	2,284,448.39	2,591,393.81	306,945.42
110 Transportation Fund	11,789.54	126,911.99	0.00	126,911.99	198,900.00	71,988.01
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	35,000.00	35,000.00
113 Tuition	480.00	1,040.00	0.00	1,040.00	30,000.00	28,960.00
114 Retirement	11,221.74	283,807.81	0.00	283,807.81	365,000.00	81,192.19
128 Technology Fund	0.00	48,866.16	0.00	48,866.16	52,085.88	3,219.72
129 Flexibility Fund	0.00	12,575.36	0.00	12,575.36	47,807.54	35,232.18
150 Debt Service	266,587.51	283,475.02	0.00	283,475.02	283,475.00	-0.02
201 General Fund	70,831.56	1,458,559.88	3,818.51	1,462,378.39	1,599,668.00	137,289.61
210 Transportation Fund	9,183.72	100,735.07	0.00	100,735.07	135,355.62	34,620.55
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	136,861.74	136,861.74
213 Tuition	0.00	0.00	0.00	0.00	50,000.00	50,000.00
214 Retirement	10,063.58	192,250.51	0.00	192,250.51	230,000.00	37,749.49
228 Technology Fund	0.00	41,933.54	0.00	41,933.54	49,200.71	7,267.17
229 Flexibility Fund	537.52	3,176.15	0.00	3,176.15	39,371.66	36,195.51
250 Debt Service	133,346.88	141,993.76	0.00	141,993.76	141,993.76	0.00
261 Building Reserve	1,064.92	17,798.87	0.00	17,798.87	50,000.00	32,201.13
Grand Total :	613,405.85	4,977,514.10	23,876.92	5,001,391.02	6,036,113.72	1,034,722.70

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52433	6646 ALL SEASON HEATING & AIR	537.52				
1	28344 06/28/17 service call/walk in freezer	537.52		229	100-2600	440
2	28344 06/28/17 installed two condenser fan	0.00		229	100-2600	440
3	28344 06/28/17 motors	0.00		229	100-2600	440
52458	6515 API SYSTEMS INTEGRATORS	199.00				
3	743036 06/22/17 fire alarm serviced	199.00		261	100-2600	440
52452	7039 Applied Educational Systems	699.00				
1	INV0024878 06/07/17 Business & IT Center 21	699.00*	10831	215	451-1000	610 827
52447	59 BEN TAYLOR INC	2,289.66				
1	7350 06/28/17 HS athletic trips	280.47*		201	720-3500	624
3	7350 06/28/17 bus route fuel 60% EL	493.11		210	100-2700	624
4	7350 06/28/17 bus route fuel 40% HS	329.33		110	100-2700	624
8	7350 06/28/17 district's vehicles	204.67*		101	100-2400	624
9	7350 06/28/17 district's vehicles	136.44*		201	100-2400	624
10	7350 06/28/17 driver's ed	36.52		218	100-1000	624
11	141398 06/05/17 paint supplies	84.20		261	100-4600	610
12	142312 06/13/17 paint supplies	470.53		261	100-4600	610
13	630327 06/25/17 paint supplies	254.39		261	100-4600	610
52431	6823 Big Sky Drug Testing Services LLC	428.00				
1	12777 06/22/17 random testing-3/28/17	160.00		201	720-3500	330
2	12777 06/22/17 wait time	68.00		201	720-3500	330
3	127787 06/22/17 random testing-3/28/17	200.00		201	720-3500	330
G774	6119 BRANDY KIEFER	106.45				
1	06/14/17 reimb class materials	106.45*		182	108-2212	600 580
G768	4996 BRIANNA WHITE	66.96				
1	06/23/17 mileage to Power	66.96		182	107-2212	582 570
52449	6748 BRYSON SALES AND SERVICE OF	165.36				
1	254855 06/09/17 route bus parts	38.08*		110	100-2700	610
2	254855 06/09/17 route bus parts	127.28*		210	100-2700	610
52436	5023 CAMROSE COLONY	4,673.87				
summer rate- 2016-2017						
breakfast-\$2.07 X 841 = 1740.87						
Lunch- \$3.50 X 838 = 2933.00						
29 days including Saturday and Sunday						
1	06/30/17 summer food program-June reimb	4,673.87*		212	910-3100	631

07/07/17
16:34:09

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 6/17

Page: 2 of 10
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52434	5965 CARMELITA FLYNN	311.08				
1	06/14/17 MASBO conference	155.54		101	100-2500	610
2	06/16/17 meals/mileage	155.54*		201	100-2500	610
52429	6738 CASCADE COUNTY REGIONAL YOUTH	480.00				
1	17-05-551 05/31/17 1 student tuition	480.00		113	200-2100	563
2	17-05-551 05/31/17 while attending JDC 17 days	0.00		113	200-2100	563
52467	6717 CENTER ON TEACHING & LEARNING	14.00				
1	172-00830 06/01/17 Dibels database system	14.00		101	100-1000	610
52432	3 CITY OF SHELBY WATER DEPT	2,498.07				
1	06/26/17 bus barn/water/garbage BUS BARN WATER BILL	82.33		110	100-2700	421
2	06/26/17 bus barn/water/garbage BUS BARN WATER BILL	54.88		210	100-2700	421
3	06/26/17 water/garbage/sewer/landfill WATER, GARBAGE & LANDFILL BILL	1,416.52		101	100-2600	421
4	06/26/17 water/garbage/sewer/landfill WATER, GARBAGE & LANDFILL BILL	944.34		201	100-2600	421
G775	6927 CRYSTAL ANN KAIN	1,541.47				
1	06/08/17 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/08/17 mileage- Cut Bank to GFalls	117.72		182	108-2212	596 580
3	06/08/17 meals	46.00		182	108-2212	592 580
52450	15 CULLIGAN SOFT WATER SERVICE	197.00				
1	06/30/17 Admin water/cooler rental	8.00*		110	100-2700	450
2	06/30/17 EL water/cooler rental	8.00		101	100-2600	450
3	06/30/17 HS water/cooler rental/salt	181.00*		201	100-2600	450
52460	220 DAVIS BUSINESS MACHINES	336.01				
#4048-01- GTCC						
1	221301 06/02/17 base rate-06-01 to 6-30	155.31		101	100-1000	440
2	221301 06/02/17 base rate-06-01 to 6-30	103.54*		201	100-1000	440
5	220074 06/13/17 GTCC copier	77.16		182	108-2212	550 580
G781	6928 DAWN L SIEVERS	1,803.29				
1	06/27/17 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/27/17 mileage/Vaughn to Power	30.24		182	108-2212	596 580
3	06/27/17 snacks& materials for class	395.30*		182	108-2212	600 580

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52430 1	7009 DE LAGE LANDEN FINANCIAL SERVICES, 54970761 06/16/17 GTCC copier lease	275.00 275.00		182	108-2212	550 580
G782 1	2851 DIANA KNUDSON 07/06/17 mileage in district	471.20 237.60		182	107-2212	582 570
2	07/06/17 mileage in district	183.60		182	108-2212	596 580
3	07/06/17 phone allowance	50.00		182	107-2212	531 570
G778 1	6657 ELIZA ANNE THOMAS 06/13/17 stipend less TRS contribution	1,666.75 1,377.75		182	108-2212	320 580
2	06/13/17 mileage/Kalispell to G. Falls	243.00		182	108-2212	596 580
3	06/13/17 per diem	46.00		182	108-2212	592 580
52439 1	7043 FFA/THAD WHITE 05/31/17 planting/greenhouse maint. for	400.00 400.00		115	434-2210	320 272
2	05/31/17 the RECCS annual plant sale	0.00		115	434-2210	320 272
52464 1	199 FIELDSTONE OFFICE SUPPLY 126922 06/30/17 20 label tapes	72.00 72.00		201	100-1000	610
52448 1	22 GENERAL DISTRIBUTING CO 00552389 06/30/17 C02-Acetyl ene	46.50 46.50		201	100-1000	610
52465 1	72 GLACIER MOTOR SALES 103608 06/14/17 DOT repair to pass inspection	3,809.42 943.21		210	100-2700	340
2	103608 06/14/17 replace windshield	1,414.82		110	100-2700	340
3	103850 06/30/17 DOT repair to pass inspection	870.84		110	100-2700	340
4	103850 06/30/17 DOT repair to pass inspection	580.55		210	100-2700	340
G769 1	2847 GTCC PETTY CASH 06/01/17 Summer Institute refund	203.00 200.00		182	108-2212	330 580
2	06/01/17 employer contribution due	3.00*		182	108-2212	220 580
52466 1	2578 H/R SERVICES CO 07/03/17 repair leak and parts-EL PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-	72.50 72.50		101	100-2600	440
G770 1	5633 HAMPTON INN 06/22/17 presenter's lodging	310.09 310.09		182	108-2212	592 580
52446 1	6750 J2 BUSINESS PRODUCTS 700844-0 06/30/17 2-ply toilet paper PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-	4,227.30 1,801.80	10623	101	999	
2	700844-0 06/30/17 roll towel paper PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-	2,425.50	10623	101	999	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52437	7042 JESSICA LARSON	304.56				
1	06/20/17 MASBO Conference- mileage	152.28		101	100-2500	582
2	06/20/17 stayed in Butte/miles-Fairmont	152.28		201	100-2500	582
52438	6768 JULIE K. OLSEN	359.36				
1	06/27/17 MBI Conference-Bozeman	359.36*		115	434-1000	582 272
2	06/27/17 mileage and meals	0.00*		115	434-1000	582 272
52455	5402 JUNIOR LIBRARY GUILD	608.40				
1	364033 06/03/17 EL books	608.40*		101	100-1000	640
G771	6938 KATHJE DALTON-GRIFFIS	246.69				
1	06/21/17 mileage-Choteau to GFalls	55.08		182	108-2212	596 580
2	06/21/17 2 days per diem	46.00		182	108-2212	592 580
3	06/21/17 supplies for training	145.61*		182	108-2212	600 580
G777	6926 KELSEY T. BROWN	1,554.43				
1	06/01/17 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/01/17 mileage/Cut Bank- Fort Benton	130.68		182	108-2212	596 580
3	06/01/17 per diem	46.00		182	108-2212	592 580
52443	3436 KENCO ENTERPRISES INC.	118.00				
1	1399426 07/01/17 alarm monitoring 07-01/07-31	70.80		101	100-2600	340
2	1399426 07/01/17 alarm monitoring 07-01/07-31	47.20*		201	100-2600	340
G772	5249 KRISTIN WIEDERRICK	122.88				
1	06/07/17 mileage to Great Falls	92.88		182	108-2212	596 580
2	06/07/17 meals	30.00		182	108-2212	592 580
52453	6405 MACKIN EDUCATIONAL RESOURCES	159.03				
1	502701 06/26/17 49 replacements	159.03	10610	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-640-					
52456	4275 MARC	611.36				
1	0609084-N 06/02/17 orange clnr 1CS	224.00	10829	101	100-2600	610
2	0609084-N 06/02/17 DEGREASER 1CS	112.00	10829	101	100-2600	610
3	0609084-N 06/02/17 TUFF STUFF 2 CS	232.00	10829	101	100-2600	610
4	0609084-N 06/02/17 shipping	43.36		101	100-2600	610
52442	2 MARIAS RIVER ELECTRIC COOP	5,750.31				
1	06/22/17 electric bill	3,229.47		101	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	06/22/17 electric bill	2,152.98		201	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	06/22/17 bus barn	349.47		210	100-2700	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
4	06/22/17 RECCS-community garden	18.39		115	434-1000	610 272

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52451	7038 McGraw-Hill Education	2,537.79				
1	9794099400 06/22/17 Accounting	875.40*	10830	215	451-1000	610 827
2	9794099400 06/22/17 Intro to Business	1,249.65*	10830	215	451-1000	610 827
3	9794099400 06/22/17 Business Law	237.78*	10830	215	451-1000	610 827
4	9794099400 06/22/17 S & H	174.96*	10830	215	451-1000	610 827
G776	7035 MELANIE A. HOME GUN	1,541.47				
1	06/06/17 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/06/17 mileage- Cut Bank to G Falls	117.72		182	108-2212	596 580
3	06/06/17 per diem	46.00		182	108-2212	592 580
G779	3691 MONICA K TOMAYER	688.87				
1	06/27/17 stipend less TRS contribution	688.87		182	108-2212	320 580
G767	6742 MONTANA TEACHERS RETIREMENT	1,565.11				
1	07/05/17 employee/employer contribution	1,565.11*		182	108-2212	220 580
52462	5546 NORTHERN HARDWOOD CO INC	4,975.00				
2	2017 0046 07/06/17 annual recoat on EL gym flo	4,975.00		101	100-2600	440
52457	4499 RENAISSANCE LEARNING, INC.	7,752.50				
1	RPRNQ17469 06/02/17 AR Subscription K-8	1,283.55	10837	115	412-1000	610 516
2	RPRNQ17469 06/02/17 AR Subscription K-8	366.45	10837	115	412-1000	681 516
3	RPRNQ17469 06/02/17 Star Reading K-6	723.03*	10837	101	100-1000	680
4	RPRNQ17469 06/02/17 Star Reading K-6	301.45	10837	115	412-1000	610 516
5	RPRNQ17469 06/02/17 Star Reading K-6	88.02	10837	215	412-1000	682 516
6	RPRNQ17469 06/02/17 Hosting Fee	635.00	10837	215	412-1000	682 516
7	RPRNQ17469 06/02/17 AR Subscription 7-12	1,584.00	10837	215	412-1000	682 516
8	RPRNQ17469 06/02/17 Star Math 7-12	1,068.00	10837	215	412-1000	682 516
9	RPRNQ17469 06/02/17 Star Reading 7-12	1,068.00	10837	215	412-1000	682 516
10	RPRNQ17469 06/02/17 Hosting Fee	635.00	10837	215	412-1000	682 516
52459	3055 RIDDELL/ALL AMERICAN SPORTS CORP	1,033.55				
2	950240995 07/01/17 recertification of helmets-	1,033.55		201	720-3500	610
G783	6452 SARAH ZOOK	918.50				
1	07/06/17 template/less TRS contribution	918.50		182	108-2212	320 580
52441	1 SHELBY GAS ASSOCIATION	1,785.80				
switch between 110 & 210 every month						
cf						
1	06/22/17 bus barn gas	61.80		110	100-2700	411
2	06/22/17 EL & HS gas charges	1,034.40		101	100-2600	411
3	06/22/17 EL & HS gas charges	689.60*		201	100-2600	411

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52463	61 SHELBY PAINT AND HARDWARE	56.80				
1	011095 06/08/17 Lock pins	23.20		261	100-4600	610
2	011202 06/09/17 miracle grow soil	27.98		261	100-4600	610
3	060687 06/29/17 oil and bolts	7.62		261	100-4600	610
4	07/06/17 over charge on inv # 060219	-2.00		261	100-4600	610
52444	8 SHELBY PROMOTER	261.66				
1	JT23973 06/30/17 HS-Coyote envelopes	183.17		201	100-1000	610
2	JT23973 06/30/17 MS-Coyote envelopes	78.49		101	100-1000	610
G773	2370 SHELLY REWERTS	30.00				
1	06/07/17 meals for classes	30.00		182	108-2212	592 580
52461	5729 SupplyWorks	1,995.21				
2	404205635 06/20/17 GLASS CLEANER 1CS	27.60	10827	101	100-2600	610
3	404205635 06/20/17 ENVY DISINF 4CS	212.16	10827	101	100-2600	610
4	404205635 06/20/17 ODOR EATER 1BX	36.00	10827	101	100-2600	610
5	404205635 06/20/17 CARPET EX 2CS	101.76	10827	101	100-2600	610
6	404205635 06/20/17 VIREX 4CS	220.40	10827	101	100-2600	610
7	404205635 06/20/17 TOILET CLNR	54.44	10827	101	100-2600	610
8	404205635 06/20/17 FLOOR FINISH 6BX	572.28	10827	101	100-2600	610
9	405578840 06/20/17 SANITARY RECPT	9.24	10827	101	100-2600	610
10	404205635 06/20/17 FILTER FOR PR 3PK	32.76	10827	101	100-2600	610
11	404205635 06/20/17 HS BUFFER PAD 1CS	18.05	10827	101	100-2600	610
12	404205635 06/20/17 GRN SCRUB PAD 1BX	5.40	10827	101	100-2600	610
13	404205635 06/20/17 SPRAYER 12	13.20	10827	101	100-2600	610
14	404205635 06/20/17 WAX MOP LOOP 2	29.24	10827	101	100-2600	610
15	404205635 06/20/17 WHT ERASER SPONGE 6CS	234.00	10827	101	100-2600	610
16	404205635 06/20/17 18 IN MICROF MOP 6	44.64	10827	101	100-2600	610
17	404205635 06/20/17 PULSE MOR R M	105.50	10827	101	100-2600	610
18	404205635 06/20/17 COTTON MOP 12	50.04	10827	101	100-2600	610
19	404205635 06/20/17 RED BUFF PAD 1CS	16.95	10827	101	100-2600	610
20	404205635 06/20/17 GRN SRUB PAD 1CS	16.95	10827	101	100-2600	610
21	404205635 06/20/17 DOODLE BRN PAD 1BX	7.80	10827	101	100-2600	610
22	404205635 06/20/17 3M PAD HOLDER 2	30.50	10827	101	100-2600	610
23	404205635 06/20/17 60" DUST MOR FRM 2	10.00	10827	101	100-2600	610
24	404205635 06/20/17 CAN LINNER 5CS	132.60	10827	101	100-2600	610
25	404205635 06/20/17 DSP GLOVE 2 BX	12.70	10827	101	100-2600	610
26	06/20/17 additional amount	1.00		101	100-2600	610
52435	7037 SUSAN CLEVERLEY	122.00				
1	05/20/17 softball in Glasgow-3 days	52.00*		201	720-3500	582
2	05/27/17 State Track in Butte- 3 days	64.00*		201	720-3500	582
3	05/24/17 EL students field trip	6.00*		101	710-3400	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	
52445		75 SYSCO FOOD SERVICES OF MONTANA	1,375.81						
1		143271875 06/01/17 cleaning supplies	252.78		212	910-3100	610		
2		143286505 06/12/17 summer food program	324.00*		212	910-3100	631		
3		143292258 06/15/17 summer food program	175.15*		212	910-3100	631		
4		143297979 06/20/17 summer food program	263.83*		212	910-3100	631		
5		143308183 06/27/17 summer food program	176.08*		212	910-3100	631		
6		143282262 06/08/17 RECCS snacks	183.97		115	434-1000	610	272	
G780		6388 TAMMY OWEN JONES	799.88						
1		06/27/17 stipend	750.00		182	108-2212	320	580	
2		06/27/17 snacks for class	49.88*		182	108-2212	600	580	
G766		3484 VISA (for GTCC)	1,800.06						
1		06/27/17 materials/professional develop	1,482.46*		182	108-2212	600	580	
2		06/27/17 MBI dues and fees	204.00		182	107-2212	810	570	
3		06/27/17 3 Rivers phone & internet	113.60		182	107-2212	531	570	
52440	E	6023 WELLS FARGO BANK P CARD SYSTEM	4,470.25						
1		06/30/17 RECCS-snacks&class supplies	340.35		115	434-1000	610	272	
2		06/22/17 E Allen- MBI conf. fuel/suppl.	131.43		101	100-1000	582		
3		06/27/17 C Casey-kitchen supplies	131.91*		212	910-3100	631		
4		06/08/17 E Crump purchases	92.98		101	100-2300	610		
5		06/29/17 L Davis custodial supplies	100.97		101	100-2600	610		
6		06/22/17 P French-MBI conf. fuel/meals	164.07*		201	100-2300	582		
7		06/15/17 M Flynn-Masbo Conf. Lodging	101.58		101	100-2300	582		
8		06/23/17 Hintz-lodging drivers training	705.78*		110	100-2700	582		
9		06/23/17 Hintz-lodging drivers training	470.52		210	100-2700	582		
10		06/13/17 transportation supplies	378.76*		110	100-2700	610		
11		06/13/17 transportation supplies	252.50*		210	100-2700	610		
12		06/29/17 G Knickerbocker custodial supp	21.44		101	100-2600	610		
13		06/07/17 L Kimmet custodial supplies	29.24	10816	201	100-2600	610		
14		06/14/17 J Larson Masbo conf. Lodging	296.76*		201	100-2300	582		
15		06/14/17 and meals	197.83		101	100-2300	582		
16		06/21/17 MCEL registration fees	150.00		101	100-2310	810		
17		06/21/17 for K. Mellinger	100.00		201	100-2310	810		
18		05/30/17 C Perisho-students snacks	17.91		201	100-1000	610		
19		06/07/17 GTCC class - Virtual Real	40.00	10832	215	451-1000	582	827	
20		06/07/17 OETC membershi p- S O' Brien	77.25	10834	215	100-1000	610	346	
21		06/17/17 Mike White- no receipts	346.38		201	100-1000	582		
22		06/16/17 Thad White	322.59		201	100-1000	610		
52454		1916 WORLD BOOK, INC	1,194.00						
1		0001551862 05/19/17 Online Renewal	1,194.00*		101	100-1000	645		
2		0001551862 05/19/17 E Book Access	0.00*		101	100-1000	645		
		# of Claims	57	Total :	72,639.78				
		Total Electronic Claims		4,470.25					
		Total Non-Electronic Claims		68,169.53					

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	5,914.25	70,971.00	0.00	70,971.00	70,971.64	0.64
115-570	Office/Clerical/Technology GTCC InterLocal Dues	2,914.56	34,378.56	0.00	34,378.56	38,451.93	4,073.37
160-570	Sick Leave GTCC InterLocal Dues	0.00	0.00	0.00	0.00	1,400.00	1,400.00
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	653.22	8,028.67	0.00	8,028.67	8,100.00	71.33
220-570	Teachers' Retirement GTCC InterLocal Dues	518.68	6,224.16	0.00	6,224.16	6,229.00	4.84
230-570	PERS GTCC InterLocal Dues	236.08	2,987.18	0.00	2,987.18	3,000.00	12.82
240-570	Unemployment Compensation GTCC InterLocal Dues	15.00	183.27	0.00	183.27	500.00	316.73
250-570	Workers' Compensation GTCC InterLocal Dues	48.52	543.48	0.00	543.48	600.00	56.52
260-570	Health Insurance GTCC InterLocal Dues	0.00	24,841.40	0.00	24,841.40	24,841.40	0.00
320-570	Professional -Educational Services GTCC InterLocal Dues	0.00	2,575.00	0.00	2,575.00	3,000.00	425.00
340-570	Technical Services GTCC InterLocal Dues	0.00	300.00	0.00	300.00	1,000.00	700.00
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	163.60	2,097.18	0.00	2,097.18	2,500.00	402.82
532-570	Postage GTCC InterLocal Dues	0.00	599.41	0.00	599.41	800.00	200.59
582-570	Travel Out-of-District GTCC InterLocal Dues	304.56	3,771.54	0.00	3,771.54	4,000.00	228.46
610-570	Supplies GTCC InterLocal Dues	0.00	381.51	0.00	381.51	2,999.78	2,618.27
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	1,000.00	1,000.00
681-570	Software GTCC InterLocal Dues	0.00	309.10	0.00	309.10	400.00	90.90
810-570	Dues & Fees GTCC InterLocal Dues	204.00	383.00	0.00	383.00	800.00	417.00
	Function Total:	10,972.47	158,574.46	0.00	158,574.46	173,693.75	15,119.29
	Program Total:	10,972.47	158,574.46	0.00	158,574.46	173,693.75	15,119.29

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	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	229.51	229.51	0.00	229.51	400.00	170.49
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	1,831.22	5,264.03	0.00	5,264.03	4,100.00	-1,164.03
	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	5.11	5.11	0.00	5.11	30.00	24.89
	GTCC Professional Development Dues						
250-580	Workers' Compensation	16.48	16.48	0.00	16.48	30.00	13.52
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	9,246.12	38,623.17	0.00	38,623.17	52,234.16	13,610.99
	GTCC Professional Development Dues						
330-580	Other Professional Services	200.00	1,264.00	0.00	1,264.00	1,300.00	36.00
	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	352.16	5,144.19	0.00	5,144.19	7,000.00	1,855.81
	GTCC Professional Development Dues						
592-580	Meals & Lodging	600.09	36,840.52	0.00	36,840.52	43,550.00	6,709.48
	GTCC Professional Development Dues						
596-580	Mileage	970.92	7,169.40	0.00	7,169.40	10,000.00	2,830.60
	GTCC Professional Development Dues						
600-580	Supplies and Materials	2,179.70	11,090.15	0.00	11,090.15	10,585.30	-504.85
	GTCC Professional Development Dues						
	Function Total:	18,631.31	108,646.56	0.00	108,646.56	133,279.46	24,632.90
	Program Total:	18,631.31	108,646.56	0.00	108,646.56	133,279.46	24,632.90
	Program Group Total:	29,603.78	267,221.02	0.00	267,221.02	306,973.21	39,752.19
	Fund Total:	29,603.78	267,221.02	0.00	267,221.02	306,973.21	39,752.19
	Grand Total:	29,603.78	267,221.02	0.00	267,221.02	306,973.21	39,752.19

2017 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 re-done 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
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	<ul style="list-style-type: none"> ○ 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	○ Strip Track	\$6,500
	● Parking lots:	
2	○ Resurface front parking lot	TBD
2	○ Resurface and fix potholes in parking lot between HS and AgEd.	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	● Gutter improvements	TBD
2	● Interior Paint	CoM
1	● Exterior Paint	CoM
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

LANE ADVANCEMENT PROCESS

All teachers wishing to move to the next lane on the salary schedule must submit a "Salary Schedule Lane Change Verification Form" to the Superintendent prior to June 1. Transcripts verifying credit completion must be submitted to the Superintendent prior to the Shelby School Board's August Board Meeting for the employee's lane advancement to take effect for the current school year.

LESSON PLANS

The quality of the instructional program reflects the effort invested by the teacher in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. (Policy 2123)

Teachers are expected to prepare lesson plans on a weekly basis. Electronic copies of lesson plans are to be entered into the district curriculum mapper no later than 8:00 am Monday morning for the week. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals, as determined by the building principal.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other specific students' needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

MATERIAL DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff is expected to attend staff meetings unless prior arrangements have been made with the building principal. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Shelby Elementary School Classroom Request Guidelines

Parent requests for classroom placement will be considered with the following guidelines:

- Parents wishing to make a request for their child for the upcoming school year must make the request **in writing** to the principal by submitting a completed **Classroom Information Sheet**.
- Parents are asked to request placement based only on the needs of their child. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child could have with the same teacher.
- Requests for a child not to be placed with another child, for whatever reason, must be noted, in writing, on the **Classroom Information Sheet**. Given other circumstances and teacher recommendations, it is not always possible to honor these requests.
- **ONLY WRITTEN REQUESTS WILL BE CONSIDERED.**
- All parent requests will be strongly considered, however, the final placement decision is based upon a variety of factors including but not limited to; academic and social considerations, total class size, and male/female ratio.
- The **final** decision on all student placements rests with the principal after due consideration of staff recommendations and parent requests.

CONDUCT

Our goal is to promote effective practices to create a positive learning environment for each student. In working toward this goal, students will be taught, and expected to model, positive, proactive guidelines necessary for success.

These guidelines are:

- P – Prompt and Prepared
- A – Accept Responsibility
- W – Work Hard
- S – Show Respect

We want a safe, positive, orderly school in which children can receive the best education we can possibly deliver. To ensure this environment, students are required to follow PAWS guidelines, which cover all common areas and the classroom. Students are expected to be prompt and prepared, work hard, be respectful and accept responsibility for their actions. Students who behave appropriately will be positively rewarded with praise and a variety of incentives. School wide behavior incentive programs may be implemented at various times during the school year.

Teaching, modeling and reinforcing positive social behavior is an important step in a student's educational experience. By teaching and modeling positive behavior expectations, we are able to establish a climate where appropriate behavior is the norm and students can be successful.

DISCIPLINE

At times, children make choices that require disciplinary action. Webster defines discipline as a process "to develop self-control by instruction and practice". The goal of discipline policies and practices at our school will be to uphold this idea of teaching students to accept responsibility for their actions. Parents or legal guardians are ultimately responsible for students who do not accept responsibility for following our school's established guidelines. But, with a cooperative effort between home and school, we believe that all students can benefit from our efforts.

Parents/guardians must give appropriate guidance and set meaningful expectations for their children. Students themselves must understand they are responsible for their behavior and they do not have the right to disrupt the effective operation of the school, in or out of the classroom. Teachers must take necessary measures to provide a positive atmosphere of learning and to give feedback to parents in regard to their child's progress. Finally, the principal must be available to parents, students, and teachers to provide any necessary assistance and ensure that efforts made toward effective discipline are meaningful.

At times, consequences play a part in discipline implementation. All consequences will be fitting of the offense and in most cases consequences will be administered mildly at first and increasing in severity as inappropriate behavior continues. The following rubric will be used to determine appropriate consequences for student misbehavior:

General Misbehavior	Verbal Bully Behavior	Non-verbal Bully Behavior	Physical Bully Behavior	Menu of Consequences
Level I				
<ul style="list-style-type: none"> *Running *Throwing Objects (snow, pea gravel, anything in classroom) *Classroom Disruptions: <ul style="list-style-type: none"> -Being Unproductive -Blurt outs -Inappropriate Noises or Gestures -Visiting -Inappropriate Comments or pictures 	<ul style="list-style-type: none"> *Passing Notes *Gossiping *Starting or Spreading Rumors *Teasing about possessions, clothes, looks, etc. *False Reporting (in regard to others' behavior) *Name Calling *Inappropriate Comments or Pictures 	<ul style="list-style-type: none"> *Making Threatening or Insulting Gestures *Dirty Looks *Ignoring or Excluding Others *Hiding Items from Others 	<ul style="list-style-type: none"> *Pushing/Shoving /Poking *In others' Space *Blocking Others' Path 	<ul style="list-style-type: none"> *Reminder/Warning *Removed from Activity *Refocus form or Time-out >>> Teacher's Choice *Re-Teach Time *Restitution *Recess Detention *Phone Call Home *Lunch Time Detention *Teacher Determines choices from Level 2 Options
Level II				
<ul style="list-style-type: none"> *Intentionally Throwing objects on the roof *Inappropriate Language or Tone w/an adult or peer *Cheating/Lying *Rough Play *Pushing/shoving/kicking/slapping (equal power) *Spitting *Insubordination *Chronic Level 1 Behavior 	<ul style="list-style-type: none"> *On-going Harassment through Email, Notes, Text, Phone or Other Communication *Insults based on Size, Intelligence, Race, Ability, Religion, Ethnicity, Athletic Ability, Gender, Disability or Sexual Orientation *Verbal Threat *Intimidation Through Continued Gossiping, Teasing or Destructive Humor *Chronic Level I Behavior 	<ul style="list-style-type: none"> *Defacing Property *Playing Tricks to Embarrass others *Stealing *Making Threatening Gestures *Chronic Level I Behaviors 	<ul style="list-style-type: none"> *Starting Fights *Purposeful Scratching/Headlocks/Biting/spitting *Tripping *Other Physical Altercations *Chronic Level I Behaviors 	<ul style="list-style-type: none"> *Re-Teach Time *Recess Detention *Lunch Time Detention *After-School Detention *Service Projects on School Campus *Phone Call Home *Counseling Referral (when appropriate) or Office Referral *Restitution *IAT Behavior Intervention Plan *Principal determines from Level III Options
Level III				
<ul style="list-style-type: none"> *Fighting (Mutual) *Drugs/Weapons 	<ul style="list-style-type: none"> *Prolonged Harassment 	<ul style="list-style-type: none"> *Destroying Property *Arson 	<ul style="list-style-type: none"> *Practicing Extortion *Physical Cruelty 	<ul style="list-style-type: none"> *Phone Call Home *Re-teach Time *Restitution

<ul style="list-style-type: none"> *Continued Insubordination *Running Away *Throwing Dangerous Objects *False Reporting *Accessing Inappropriate Internet Sites *3 Office Referrals *Chronic Level II Behaviors 	<ul style="list-style-type: none"> *Encouraging Total Group Exclusion of Someone by threatening others if they don't comply *Sexual Harassment *Making Repeated or Graphic Threats *Chronic level II Behaviors 	<ul style="list-style-type: none"> *Arranging Public Humiliation *Writing Graffiti with a bias against someone *Making Repeated or Graphic Threatening Gestures *Chronic Level II Behaviors 	<ul style="list-style-type: none"> *Repeated Acts of violence *Possession Of or Assault with a Weapon *Major Physical Assault *Chronic Level II Behaviors 	<ul style="list-style-type: none"> *In-School Suspension *Out-of-School Suspension *Law Enforcement Contacted *Parent Meeting *Individualized Behavior Plan *Expulsion
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From time to time, a student does not respond appropriately to the usual consequences he or she has earned through their behavior. In these cases, a Behavior Agreement Plan may be put into place for the purpose of correcting the behaviors. These agreements are more restrictive and put into writing more specific expectations and consequences that will be earned if the inappropriate behavior continues to be used at school.

It will be the responsibility of the school to ensure students are fully aware of behavior expectations and the consequences if these expectations are not met. Teachers are responsible and have authority to manage the behavior of any student that does not exercise control of their own behavior. Playground duty and lunchroom duty personnel have the same authority and responsibility. The principal must firmly support the efforts of these school community members. Parents will be informed and expected to play an active role in helping their child maintain control of their behavior.



\$250 Deductible Plan	Current Medical Rates	Renewal Option 1	Renewal Option 2	Renewal Option 3	Renewal Option 4
		w/ 3% credit	w/ 2% credit	w/ 1% credit	w/out credits
Single	\$939.26	\$1,010.29	\$1,019.59	\$1,028.88	\$1,038.18
Two Party	\$1,539.95	\$1,655.43	\$1,670.74	\$1,686.04	\$1,701.34
Employee/Child(ren)	\$1,383.50	\$1,487.41	\$1,501.15	\$1,514.88	\$1,528.62
Family	\$1,872.52	\$2,012.61	\$2,031.24	\$2,049.87	\$2,068.50
Medicare Retiree Single	\$438.11	\$472.06	\$476.34	\$480.63	\$484.91
Medicare Retiree 2 Party	\$855.33	\$920.15	\$928.61	\$937.06	\$945.52
Retiree 2 Party 1<1>65	\$1,379.02	\$1,482.60	\$1,496.29	\$1,509.98	\$1,523.67

\$1,000 Deductible Plan	Current Medical Rates	Renewal Option 1	Renewal Option 2	Renewal Option 3	Renewal Option 4
		w/ 3% credit	w/ 2% credit	w/ 1% credit	w/out credits
Single	\$848.02	\$912.30	\$920.68	\$929.07	\$937.45
Two Party	\$1,388.63	\$1,492.92	\$1,506.71	\$1,520.49	\$1,534.28
Employee/Child(ren)	\$1,247.82	\$1,341.69	\$1,354.07	\$1,366.45	\$1,378.83
Family	\$1,693.59	\$1,820.44	\$1,837.28	\$1,854.12	\$1,870.96
Medicare Retiree Single	\$396.96	\$427.86	\$431.74	\$435.61	\$439.48
Medicare Retiree 2 Party	\$772.49	\$831.18	\$838.81	\$846.44	\$854.06
Retiree 2 Party 1<1>65	\$1,243.80	\$1,337.37	\$1,349.71	\$1,362.05	\$1,374.39



\$2,000 HDHP Plan	Current Medical Rates	Renewal Option 1	Renewal Option 2	Renewal Option 3	Renewal Option 4
		w/ 3% credit	w/ 2% credit	w/ 1% credit	w/out credits
Single	\$721.86	\$776.81	\$783.93	\$791.05	\$798.17
Two Party	\$1,182.17	\$1,271.18	\$1,282.90	\$1,294.63	\$1,306.35
Employee/Child(ren)	\$1,062.28	\$1,142.42	\$1,152.94	\$1,163.47	\$1,173.99
Family	\$1,441.86	\$1,550.09	\$1,564.41	\$1,578.73	\$1,593.05
Medicare Retiree Single	\$337.80	\$364.33	\$367.61	\$370.89	\$374.17
Medicare Retiree 2 Party	\$657.54	\$707.73	\$714.20	\$720.68	\$727.16
Retiree 2 Party 1<1>65	\$1,058.84	\$1,138.72	\$1,149.21	\$1,159.70	\$1,170.20

\$4,500 HDHP Plan	Current Medical Rates	Renewal Option 1	Renewal Option 2	Renewal Option 3	Renewal Option 4
		w/ 3% credit	w/ 2% credit	w/ 1% credit	w/out credits
Single	\$579.87	\$624.31	\$630.01	\$635.71	\$641.41
Two Party	\$949.64	\$1,021.44	\$1,030.84	\$1,040.24	\$1,049.64
Employee/Child(ren)	\$853.33	\$918.00	\$926.44	\$934.88	\$943.31
Family	\$1,158.25	\$1,245.49	\$1,256.97	\$1,268.46	\$1,279.94
Medicare Retiree Single	\$271.35	\$292.96	\$295.57	\$298.19	\$300.81
Medicare Retiree 2 Party	\$528.20	\$568.82	\$574.00	\$579.18	\$584.37
Retiree 2 Party 1<1>65	\$850.56	\$915.03	\$923.44	\$931.85	\$940.25

Dental Rates	Employee	Employee/ Spouse	Employee/ Child(ren)	Family
Current	\$33.78	\$67.56	\$70.94	\$101.34
Renewal Rates	\$35.13	\$70.26	\$73.78	\$105.39