



# Shelby Public School District #14



1010 Oilfield Ave ~ Shelby, MT 59474

www.ShelbyPublicSchools.org

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## SHELBY SCHOOL BOARD MEETING AGENDA

Location: Shelby Board Room, District Office

Date: Tuesday, January 13, 2015

Time: 1:00 PM

1. HS and Elem Walk through including Security Review starting at 9:00 AM in the Elementary
2. Call To Order Mr. Aklestad
3. Pledge Allegiance Mr. Aklestad
4. Review and Approval of Minutes Mr. Aklestad
5. Review and Approval of Claims, Sequences and Voided Checks Ms. Flynn
6. Public Comment Mr. Aklestad
7. Reports
  - a. Elementary Report Ms. Taylor
  - b. JH/HS Report Ms. Mason
  - c. Superintendent Report Mr. Crump
8. Action Items
  - a. Coaching Resignation
    - i. JH Volleyball Assistant Coach Mariann Fretheim
  - b. Coaching Recommendation
    - i. JH Volleyball Assistant Coach Kara Remsen
  - c. MHS Annual Meeting
  - d. Keycard Entry System and Camera Installation
  - e. Bus Route Stop
  - f. Amend Principal Contract
  - g. Policy Updates Ms. James
    - i. 1310 District Policy and Procedure
    - ii. 2410P High School Graduation Requirements
    - iii. 3210 Equal Education, Nondiscrimination and Sex Equity
    - iv. 3231 Search and Seizures
    - v. 3600P Student Records Procedure
    - vi. 5125 Whistle Blowing and Retaliation
9. Discussion Items Mr. Crump
  - a. Teacher Negotiations
  - b. Election Calendar
  - c. South Hill Bus Stop Update
  - d. Special Education Monitoring Review
10. Correspondence Mr. Crump
11. Superintendent Evaluation Mr. Aklestad
12. Next Meeting of the Board - Tuesday, February 10, 2015 Mr. Crump
13. Adjournment Mr. Aklestad



Motion: Anna Fretheim

Second: Dan Leck- passed unanimously.

#### Student Attendance Agreements

A motion was made to approve the student attendance agreements for Tana Ortiz.

Motion: Rikki James

Second: Dan Leck- passed unanimously.

#### Counseling Recommendation

Mr. Crump made a recommendation to the Board to hire Merilee Kleiber as the new counselor for the school year 2014-2015. A motion was made to approve the recommendation.

Motion: Rikki James

Second: Dan Leck- passed unanimously.

#### South Hill Bus Stop

Mr. Crump recommended to the Board to approve the new bus stop at the Lincoln Park. A motion was made to approve the new bus stop.

Motion: Dan Leck

Second: Rikki James- passed unanimously.

#### Flag Committee Tax Deferment Request

Mr. Crump recommended to the Board to defer the taxes on the Flag Committee's building downtown. A motion was made to defer the taxes for the Flag Committee.

Motion: Felicia Midboe

Second: Dan Leck- passed unanimously.

### **DISCUSSION ITEMS**

#### Keyless Entry System

Senate Bill 348 authorizes the school districts to transfer state or local revenue from any budgeted or non-budgeted fund, except debt service fund and retirement fund to the building reserve fund for the purpose of improving school safety. The past few years the district has sustained vandalism and unauthorized people are entering our school buildings. Mr. Crump explained that as of now our healthiest fund is the bus depreciation fund and in order to comply with Senate Bill 348 the funds must be transferred and spent prior to June 30, 2015.

Mr. Crump showed the Board the proposal he received from Montana- Wyoming Systems. The Board told the Superintendent that they would like to receive more bids from different companies. Chairman Aklestad recommended that this should be an action item on the next board meeting.

#### Christmas Event

Superintendent Crump informed the Board that there are 100 people attending this event on December 15<sup>th</sup> at 6:30 p.m. at the Coyote Club.

#### Law and Tech Symposium

There were three board members that attended the law and technology symposium in Helena. They said the speakers were wonderful and they were able to gather a lot of insight and information. Mr. Aklestad said that they have a lot of questions that they want to ask John Hough.

#### Student Teacher Information

Mr. Crump reported that there will be two student teachers that will be working with two of our teachers next semester. They are Elizabeth O'Donnell, who will be student teaching with Kathy Cleverly as her focus is on elementary mathematics and Stephanie Luchi, who will be student teaching with Veronica Goodan in her kindergarten class.

#### Correspondence

The Board read the letters from our fourth graders.

### **NEXT MEETING OF THE BOARD**

A walk through the school buildings is scheduled on January 13<sup>th</sup> starting at 9:00 a.m. Regular Meeting, Tuesday, January 13, 2015, 1:00 p.m.

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

### **ADJOURNMENT**

Chairperson Brian Aklestad adjourned the meeting at 8:56 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRMAN OF THE BOARD**

DRAFT

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			In Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	1308.00	0.00	0.00	0.00	0.00		0.00	0.00	1308.00
101 ATHLETICS	3991.91	3092.71	0.00	1732.27	0.00		0.00	0.00	2631.47
405 AUTO/WOOD SHOP/VICA	2858.97	0.00	0.00	1400.00	0.00		0.00	0.00	4258.97
402 BAND	1778.90	272.44	0.00	53.00	0.00		0.00	0.00	1559.46
408 BAND & CHOIR UNIFORMS/TRAVEL	1042.23	0.00	0.00	0.00	0.00		0.00	0.00	1042.23
213 BPA	1729.92	40.00	0.00	64.00	0.00		0.00	0.00	1753.92
203 CHEERLEADERS	161.67	0.00	0.00	391.33	0.00		0.00	0.00	553.00
403 CHOIR	6336.69	2940.43	0.00	211.00	0.00		0.00	0.00	3607.26
315 CLASS OF 2015 (SR)	4076.23	0.00	0.00	0.00	0.00		0.00	0.00	4076.23
316 CLASS OF 2016 (JR)	6251.82	1698.88	0.00	265.00	0.00		0.00	0.00	4817.94
317 CLASS OF 2017 (SO)	2530.74	0.00	0.00	53.00	0.00		0.00	0.00	2583.74
318 CLASS OF 2018 (FR)	3056.19	12.58	0.00	42.40	0.00		0.00	0.00	3086.01
202 CONCESSIONS	2190.95	496.71	0.00	778.00	-272.10		0.00	0.00	2200.14
503 DISTRICT 7 MUSIC FESTIVAL	3114.92	0.00	0.00	0.00	0.00		0.00	0.00	3114.92
505 DRUG TESTING	454.18	454.18	0.00	0.00	0.00		0.00	0.00	0.00
206 EXPLORE AMERICA	1117.76	642.82	0.00	53.00	198.70		0.00	0.00	726.64
212 FCCLA	863.56	558.00	0.00	185.00	0.00		0.00	0.00	490.56
211 FFA	3292.76	1984.13	0.00	364.00	0.00		0.00	0.00	1672.63
209 FINE ARTS	2041.76	0.00	0.00	0.00	0.00		0.00	0.00	2041.76
406 FRENCH CLUB	2629.60	0.00	0.00	0.00	0.00		0.00	0.00	2629.60
208 HOWL	98.83	0.00	0.00	0.00	0.00		0.00	0.00	98.83
640 MIDDLE SCHOOL BAND	4420.46	199.50	0.00	362.73	0.00		0.00	0.00	4583.69
610 MIDDLE SCHOOL BOYS ATHLETICS	603.11	0.00	0.00	200.00	0.00		0.00	0.00	803.11
624 MIDDLE SCHOOL BUILDERS CLUB	1422.06	0.00	0.00	0.00	0.00		0.00	0.00	1422.06
622 MIDDLE SCHOOL CHEERLEADERS	2089.43	0.00	0.00	0.00	0.00		0.00	0.00	2089.43
641 MIDDLE SCHOOL CHOIR	53.83	0.00	0.00	0.00	0.00		0.00	0.00	53.83
611 MIDDLE SCHOOL GIRLS ATHLETICS	323.57	0.00	0.00	0.00	0.00		0.00	0.00	323.57
643 MIDDLE SCHOOL HOME EC	687.60	0.00	0.00	0.00	0.00		0.00	0.00	687.60
621 MIDDLE SCHOOL STUDENT COUNCIL	762.04	0.00	0.00	0.00	0.00		0.00	0.00	762.04
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	4767.17	436.35	0.00	0.00	0.00		0.00	0.00	4330.82
401 NHS	689.52	0.00	0.00	0.00	0.00		0.00	0.00	689.52
501 RECOGNITION	3505.12	103.95	0.00	0.00	0.00		0.00	0.00	3401.17
214 SCHOOL PLAY	949.25	0.00	0.00	0.00	0.00		0.00	0.00	949.25
216 SCIENCE CLUB	1972.72	112.96	0.00	0.00	0.00		0.00	0.00	1859.76
700 SHELBY ELEMENTARY	811.99	0.00	0.00	0.00	0.00		0.00	0.00	811.99
205 SPEECH & DRAMA	2596.22	562.88	0.00	0.00	0.00		0.00	0.00	2033.34
201 STUDENT COUNCIL	1579.90	55.71	0.00	0.00	0.00		0.00	0.00	1524.19
102 TOURNAMENT FUNDS	419.89	0.00	0.00	0.00	0.00		0.00	0.00	419.89
104 UNIFORM MAINTENANCE	10603.21	0.00	0.00	0.00	0.00		0.00	0.00	10603.21
110 WRESTLING	0.00	0.00	0.00	0.00	73.40		0.00	0.00	73.40
207 YEARBOOK	5341.29	0.00	0.00	1276.00	0.00		0.00	0.00	6617.29
<b>Total for Student Accounts</b>	<b>94525.97</b>	<b>13664.23</b>		<b>7430.73</b>					<b>88292.47</b>
<b>Bank Account Totals</b>	<b>94525.97</b>	<b>13664.23</b>	<b>0.00</b>	<b>7430.73</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>88292.47</b>
							<b>Bank Balance</b>		<b>88292.47</b>
							<b>Plus Outstanding Checks</b>		<b>20479.33</b>
							<b>Minus Outstanding Deposits</b>		<b>7430.73</b>
									<b>-----</b>
							<b>Bal ance</b>		<b>101341.07</b>

Minus Receipts in Transit	0.00
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Statement Balance	101341.07

SHELBY SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 12 / 14

Fund	Recei ved		Estimated Revenue	Revenue	
	Current Month	Recei ved YTD		To Be Recei ved	% Recei ved
101 General Fund	0.00	895,666.33	2,534,597.80	1,638,931.47	35 %
110 Transportation Fund	0.00	47,467.51	162,871.13	115,403.62	29 %
111 Bus Depreciation Fund	0.00	2,774.04	7,697.35	4,923.31	36 %
114 Retirement	0.00	42,618.97	364,020.00	321,401.03	12 %
128 Technology Fund	0.00	17,119.25	52,115.99	34,996.74	33 %
129 Flexibility Fund	0.00	23,983.02	25,940.79	1,957.77	92 %
150 Debt Service	0.00	83,057.35	274,446.93	191,389.58	30 %
201 General Fund	0.00	619,680.01	1,578,537.82	958,857.81	39 %
210 Transportation Fund	0.00	45,208.90	119,709.18	74,500.28	38 %
211 Bus Depreciation Fund	0.00	5,118.33	13,500.00	8,381.67	38 %
214 Retirement	0.00	26,493.12	225,996.00	199,502.88	12 %
217 ADULT EDUCATION FUND	0.00	15,678.52	44,271.22	28,592.70	35 %
228 Technology Fund	0.00	17,889.45	49,325.25	31,435.80	36 %
229 Flexibility Fund	0.00	15,329.85	62,885.50	47,555.65	24 %
250 Debt Service	0.00	53,100.05	153,640.57	100,540.52	35 %
261 Building Reserve	0.00	40,865.87	81,264.18	40,398.31	50 %
Grand Total :	0.00	1,952,050.57	5,750,819.71	3,798,769.14	34 %

SHELBY SCHOOL DISTRICT  
Budget vs. Actual Report  
For the Accounting Period: 12 / 14

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	84,063.60	817,850.54	2,043.68	819,894.22	2,539,203.00	1,719,308.78
110 Transportation Fund	3,731.47	48,096.75	0.00	48,096.75	198,900.00	150,803.25
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	164,775.85	164,775.85
114 Retirement	6,483.48	96,374.02	0.00	96,374.02	364,020.00	267,645.98
128 Technology Fund	3,928.98	25,106.96	0.00	25,106.96	52,115.99	27,009.03
129 Flexibility Fund	0.00	0.00	0.00	0.00	42,239.79	42,239.79
150 Debt Service	300.00	300.00	0.00	300.00	298,225.00	297,925.00
201 General Fund	48,460.74	510,973.20	4,869.62	515,842.82	1,578,537.82	1,062,695.00
210 Transportation Fund	3,953.52	37,292.59	0.00	37,292.59	126,840.00	89,547.41
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	211,249.72	211,249.72
214 Retirement	3,155.43	57,485.21	0.00	57,485.21	225,996.00	168,510.79
217 ADULT EDUCATION FUND	64.60	17,886.17	0.00	17,886.17	67,000.00	49,113.83
228 Technology Fund	3,334.00	32,867.53	0.00	32,867.53	49,325.25	16,457.72
229 Flexibility Fund	0.00	0.00	0.00	0.00	62,855.50	62,855.50
250 Debt Service	300.00	300.00	0.00	300.00	156,943.76	156,643.76
261 Building Reserve	8,247.60	22,855.71	0.00	22,855.71	90,877.19	68,021.48
Grand Total :	166,023.42	1,667,388.68	6,913.30	1,674,301.98	6,229,104.87	4,554,802.89



\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
50134		6752 1ST CHOICE PLUMBING LLC	52.50					
1		3263 12/15/14 fixed leak on water line	52.50		201	100-2600	340	
50147		5143 3 RIVERS TELEPHONE COOPERATIVE	891.26					
	Camrose 0210							
9		01/01/15 fiber lease/dsl	201.29		101	100-1000	531	
10		01/01/15 fiber lease/dsl	201.29		201	100-1000	531	
11		01/01/15 fiber lease/dsl	201.29		101	100-2300	531	
12		01/01/15 fiber lease/dsl	201.27		201	100-2300	531	
13		01/01/15 admin phone bill	40.56		101	100-2300	531	
14		01/01/15 el phone bill	22.84		101	100-2400	531	
15		01/01/15 hs phone bill	22.00		201	100-2400	531	
16		01/01/15 GTCC phone bill	0.72		182	107-2212	531	570
50148		6830 AMBER D. SANCHEZ	60.00					
1		01/06/15 verizon data plan/Nov-Dec 14	60.00		201	100-1000	531	
50175		5729 AMSAN	6,635.05					
1		324929611 12/05/14 replace rubber strips/kitch	12.90*		212	910-3100	610	
2		12/05/14 2431 laundry deterg	97.50	9972	101	100-2600	610	
3		12/05/14 tannin stain remover	83.58	9972	101	100-2600	610	
4		12/05/14 baseboard stripper	48.00	9972	101	100-2600	610	
5		12/05/14 snapback uhs restore	108.00	9972	101	100-2600	610	
6		12/05/14 heavyduty prespray	87.44	9972	101	100-2600	610	
7		12/05/14 purell hand sanitizer	1,060.80	9972	101	100-2600	610	
8		12/05/14 extraction cleaner	50.24	9972	101	100-2600	610	
9		12/05/14 wall power	114.72	9972	101	100-2600	610	
10		12/05/14 signature floor finish	974.70	9972	101	100-2600	610	
11		12/05/14 envy disinfectant	329.76	9972	101	100-2600	610	
12		12/05/14 uhs floor cleaner	380.52	9972	101	100-2600	610	
13		12/05/14 virex 256	499.80	9972	101	100-2600	610	
14		12/05/14 versamatic vac bag	150.00	9972	101	100-2600	610	
15		12/05/14 renown blk strip pad	45.00	9972	101	100-2600	610	
16		12/05/14 4ply rayon fantail	31.50	9972	101	100-2600	610	
17		12/05/14 loop 4ply blend	35.70	9972	101	100-2600	610	
18		12/05/14 gray trigger spray	30.00	9972	101	100-2600	610	
19		12/05/14 finish mop looped fringe	256.32	9972	101	100-2600	610	
20		12/05/14 microfbr util cloth	106.80	9972	101	100-2600	610	
21		12/05/14 20in strip pad	204.00	9972	101	100-2600	610	
22		12/05/14 liner24x24	28.80	9972	101	100-2600	610	
23		12/05/14 liner43x48	406.08	9972	101	100-2600	610	
24		12/05/14 brawny med wiper	146.44	9972	101	100-2600	610	
25		12/05/14 scrim wipe 4ply	620.00	9972	101	100-2600	610	
26		12/05/14 brush strip 18in	79.56	9972	101	100-2600	610	
27		12/05/14 versamatic motor filter	52.44	9972	101	100-2600	610	
28		12/05/14 versamatic hose	299.25	9972	101	100-2600	610	
29		12/05/14 glove nitrile med	62.50	9972	101	100-2600	610	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30		12/05/14 dlx flock lined gloves la	25.80	9972	101	100-2600	610	
31		12/05/14 climate ice melt	200.70	9972	101	100-2600	610	
32		12/05/14 fuel charge	6.60	9972	101	100-2600	610	
33		325419489 12/12/14 snow shovel	58.90		101	100-2600	610	
34		12/05/14 over amount on PO	-59.30		101	100-2600	610	
50157		5928 ARMACOST TRANE SERVICE CO	687.10					
2		26565 12/03/14 fixed boiler at EL	687.10		101	100-2600	340	
50158		6877 Automatic Fire System Services,	480.28					
1		5183 12/16/14 replace leaking sprinkler-EL	480.28		101	100-2600	340	
50170		59 BEN TAYLOR INC	2,927.02					
1		162925 12/31/14 HS Athletic fuel	807.04*		201	720-3500	624	
2		162925 12/31/14 route fuel 60% EL	914.47		110	100-2700	624	
3		162925 12/31/14 route fuel 40% HS	609.64		210	100-2700	624	
4		162925 12/31/14 El Athletic fuel	317.47*		101	720-3500	624	
5		162925 12/31/14 HS non-athletic	164.24		201	710-3400	624	
6		162925 12/31/14 Camrose	114.16		101	71 100-2650	624	
50129		6823 Big Sky Drug Testing Services LLC	160.00					
1		12241 12/12/14 MS Extracurricular	40.00		101	720-3500	330	
2		12241 12/12/14 HS Extracurricular	120.00		101	720-3500	330	
50172		6652 BROADWATER HIGH SCHOOL	84.00					
1		100 01/06/15 lunches for Speech and Drama	84.00	9994	201	720-3500	582	
50159		1673 BRUCO INC	8,247.60					
1		334374 12/26/14 gym recoating services	7,516.80		261	100-2600	440	
2		334374 12/26/14 pre-clean sevice	730.80		261	100-2600	440	
50120		6846 BSN SPORTS INC	5,059.09					
1		96422206 10/01/14 Nike Game Jersey	1,560.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
2		96422206 10/01/14 Nike Game Shorts	1,560.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
3		96422206 10/01/14 Jordan Shooting Shirt	1,080.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
4		96422206 10/01/14 League Tear Away Pant	172.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
5		96422206 10/01/14 League Tear Away Pant	172.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
6		96422206 10/01/14 League Tear Away pant	172.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
7		96422206 10/01/14 League Tear Away pant	172.00	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						
8		96422206 10/01/14 Shipping	171.09	9808	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: 30-720-3500-610-						

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
50160		6010 BYTE SPEED LLC	2,237.00					
1		0092072 12/15/14 memory 8g/1333 ddr3 ecc	345.00	9990	128	100-1000	660	
2		0092072 12/15/14 memory 8g/1333 ddr3 ecc	345.00	9990	228	100-1000	660	
3		0092137 12/15/14 D-Link DGS-1210-52 48p sw	489.00	9990	128	100-1000	660	
4		0092137 12/15/14 D-Link DGS-1210-52 48p sw	489.00	9990	228	100-1000	660	
5		0092170 12/18/14 laptop for Brook Kuster	569.00		128	100-1000	660	
50161		1742 CASCADE PUBLIC SCHOOLS	50.00					
1		127 12/08/14 breakfast-wrestling team	50.00		201	720-3500	582	
50143		4585 CDW GOVERNMENT, INC.	5,000.00					
1		RJ83771 12/15/14 APC Smart-UPS 3000va	550.00*	9991	128	100-1000	670	
2		RJ83771 12/15/14 APC Smart-UPS 3000va	550.00*	9991	228	100-1000	670	
3		RL07632 12/17/14 Cisco ASA 5515-x	1,700.00*	9991	128	100-1000	670	
4		RL07632 12/17/14 Cisco ASA 5515-x	1,700.00*	9991	228	100-1000	670	
5		RM27500 12/20/14 Cisco SMARTnet serv agr	250.00*	9991	128	100-1000	670	
6		RM27500 12/20/14 Cisco SMARTnet serv agr	250.00*	9991	228	100-1000	670	
50127		1833 CHEMSEARCH	297.80					
1		1733703 12/03/14 flash antimicrobial clean	297.80	9971	101	100-2600	610	
50138		3 CITY OF SHELBY WATER DEPT	1,861.73					
5		12/23/14 bus barn/water/garbage	66.09		110	100-2700	421	
		BUS BARN WATER BILL						
6		12/23/14 bus barn/water/garbage	66.08		210	100-2700	421	
		BUS BARN WATER BILL						
7		12/23/14 hs&el/water/garbage/sewer/land	1,037.74		101	100-2600	421	
		WATER, GARBAGE & LANDFILL BILL						
8		12/23/14 hs&el/water/garbage/sewer/land	691.82		201	100-2600	421	
		WATER, GARBAGE & LANDFILL BILL						
50121		6906 COLLEEN BILLMAN	70.00					
1		12/09/14 JH athletic trips	24.00		101	720-3500	582	
2		12/11/14 HS athletic trips	46.00		201	720-3500	582	
50153		15 CULLIGAN SOFT WATER SERVICE	352.75					
1		12/31/14 EL water/cooler rental	29.00		101	100-2600	450	
2		12/31/14 Admin water/cooler rental	16.00*		101	100-2300	450	
3		12/31/14 HS water/cooler rental	307.75		201	100-2600	450	
4		12/31/14 for December and January	0.00		201	100-2600	450	
50126		5932 DALLAS STIRLING	105.98					
1		12/15/14 verizon data plan/Nov-Dec 14	59.98		201	100-1000	531	
2		12/15/14 meals/Wrestling Administrator	46.00		201	720-3500	582	
3		12/15/14 Dec 5-6 & Dec 19-20	0.00		201	720-3500	582	

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
50156	220 DAVIS BUSINESS MACHINES	3,026.15					
10	166212 12/09/14 overage 11/02/14-12/01/14	1,119.46		101	100-1000	440	
11	166212 12/09/14 overage 11/02/14-12/01/14	746.31*		201	100-1000	440	
12	167644 01/05/15 contract base rate	155.31		101	100-1000	440	
13	167644 01/05/15 contract base rate	103.54*		201	100-1000	440	
14	167646 01/06/15 overage 12/02/14-01/01/15	540.92		101	100-1000	440	
15	167646 01/06/15 overage 12/02/14-01/01/15	360.61*		201	100-1000	440	
50154	159 DEMCO INC	691.61					
1	5488367 12/31/14 1st Reading level labels	8.79	9986	101	100-2225	610	
2	5488367 12/31/14 2nd Reading level labels	8.79	9986	101	100-2225	610	
3	5488367 12/31/14 3rd Reading level labels	8.79	9986	101	100-2225	610	
4	5488367 12/31/14 4th Reading level labels	8.79	9986	101	100-2225	610	
5	5488367 12/31/14 5th Reading level labels	8.79	9986	101	100-2225	610	
6	5488367 12/31/14 9" CircExtender Laminate	66.96	9986	101	100-2225	610	
7	5488367 12/31/14 10" CircExtender Laminate	74.56	9986	101	100-2225	610	
8	5488367 12/31/14 11" CircExtender Labels	140.98	9986	101	100-2225	610	
9	5488367 12/31/14 12" CircExtender laminate	69.72	9986	101	100-2225	610	
10	5488367 12/31/14 14" CircExtender Laminate	54.68	9986	101	100-2225	610	
11	5488367 12/31/14 Oversized Burgandy Suppor	176.70	9986	101	100-2225	610	
12	5488367 12/31/14 shipping	64.06	9986	101	100-2225	610	
50135	2896 EBMS	51,850.28					
	2 months of insurance premium						
8	01/01/14 health ins premium/January	45,164.97*		189	100-2500	260	
9	01/01/14 el retiree premium/January	1,075.00		101	100-1000	261	
10	01/01/14 hs retiree premium/January	1,612.50		201	100-1000	261	
11	01/01/14 retirees premium/TRS ACH	3,997.81*		189	100-2500	260	
50188	74 FOOD SERVICES OF AMERICA	4,608.46					
1	4792203 12/02/14 food bill-OPI bid	2,053.46*		212	910-3100	630	
3	4792202 12/02/14 food bill	573.19*		212	910-3100	630	
4	4796359 12/09/14 food bill	914.48*		212	910-3100	630	
5	4800571 12/16/14 food bill	1,067.33*		212	910-3100	630	
50163	22 GENERAL DISTRIBUTING CO	110.05					
1	00294231 12/31/14 CYLINDER RENTAL	110.05		201	300-1000	450	
50183	227 GREAT FALLS PUBLIC SCHOOLS	56.25					
1	01/07/15 wrestling tourn/concessions	56.25		201	720-3500	582	
50164	2578 H/R SERVICES CO	613.60					
1	12/01/14 winterize sprinkler systems-EL	80.00		101	100-2600	440	
2	12/01/14 winterize sprinkler systems-HS	533.60		201	100-2600	440	
3	12/01/14 labor and materials	0.00		201	100-2600	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
50180		19 HEMMER PLUMBING & HEATING	65.48					
1		8658 01/04/15 heater leak/home econ room	65.48		201	100-2600	440	
50165		923 HOBART	1,548.24					
1		ZC135022 12/04/14 fix mixer in cafeteria/parts	1,548.24		101	100-2600	440	
50130		6251 JANET FLESCH	38.26					
1		12/15/14 reimburse club success snacks	38.26		101	100-1000	610	
2		12/15/14 purchased	0.00		101	100-1000	610	
50167		6750 JANITOR'S WORLD SUPPLIES	156.73					
1		213325 12/11/14 can liner	101.58	9987	101	100-2600	610	
2		213325 12/11/14 1 gloves	55.15	9987	101	100-2600	610	
50166		6908 KALEVA LAW FIRM	2,722.50					
1		10629 11/30/14 professional/legal services	2,187.50*		101	280-2313	810	
2		10629 11/30/14 mileage/lodging	535.00*		101	280-2313	582	
50139		3436 KENCO ENTERPRISES INC.	139.00					
2		1185011 01/01/15 Labor & Monitoring-01/15	57.00		101	100-2600	340	
4		1185011 01/01/15 Labor & Monitoring-01/15	57.00		201	100-2600	340	
5		1185090 12/22/14 remote programming/HS	25.00		201	100-2600	340	
50133		6458 KEVIN DODSON	59.00					
1		12/13/14 reimb meals/boys&girls bball	36.00		201	720-3500	582	
2		11/22/14 Speech & Drama/Chester	23.00		201	710-3400	582	
50152		6418 KUSTOM SERVICES	1,150.00					
March 2, 23 and 24th								
1		1287 12/31/14 plow services/schools-12/14/14	400.00		101	100-2600	432	
2		1287 12/31/14 plow services/schools-12/29/14	400.00		201	100-2600	432	
3		1287 12/31/14 plow services/schools-12/28/14	200.00		101	100-2600	432	
4		1287 12/31/14 plow services/admin-12/29/14	150.00		210	100-2600	432	
50131		6853 LOREN BENNETT	12.00					
1		12/11/14 reimb meal/boys&girls bball	12.00		201	720-3500	582	
50145		2 MARIAS RIVER ELECTRIC COOP	5,104.74					
1		12/22/14 electric bill	2,897.74		101	100-2600	412	
2		12/22/14 electric bill	1,931.82		201	100-2600	412	
3		12/22/14 bus barn	275.18		210	100-2700	412	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
50186		5930 MEADOW GOLD GREAT FALLS	2,611.65					
3		12/31/14 dairy products/see invoices	2,611.65*		212	910-3100	631	
		HOT LUNCH FOOD BILLS						
50179		6637 Meca Sportswear	424.70					
1		SIP86443 12/12/14 sports letters/chenilles	424.70		201	720-3500	610	
50136		6568 MNESR	4,165.55					
1		12/16/14 mentoring-differentiation,CLI	2,082.77		115	412-1000	320	415
2		12/16/14 Common Core Math- ELA Literacy	2,082.78		215	412-1000	320	415
3		12/16/14 October 20-21; December 8-9	0.00		215	412-1000	320	415
4		12/16/14 2 facilitators,meals	0.00		215	412-1000	320	415
5		12/16/14 mileage	0.00		215	412-1000	320	415
50173		5788 MONTANA CORRECTIONAL ENTERPRISES	199.00					
1		57257 12/17/14 Christmas party giveaways	119.40		101	100-2400	610	
2		57257 12/17/14 Christmas party giveaways	79.60*		201	100-2400	610	
50162		4169 MONTANA SCHOOL EQUIPMENT CO.	690.00					
1		18962 01/06/15 chair-special ed room	360.00	9988	101	280-1000	610	
2		18962 01/06/15 chair-special ed room	180.00	9988	201	280-1000	610	
3		18962 01/06/15 freight	75.00	9988	101	280-1000	610	
4		18962 01/06/15 freight	75.00	9988	201	280-1000	610	
50185		6842 Montana State Thespians	700.00					
1		14-TNA20 01/09/15 registration fees/festival	700.00*	10005	201	710-3400	810	
2		01/09/15 Speech and Drama in Missoula	0.00*		201	710-3400	810	
50149		2071 MYRON FRYDENLUND	19.00					
1		128812 02/02/14 issued new keys/high school	19.00		201	100-2600	610	
50168		6114 OFFICE CENTER (THE)	45.00					
1		014966 12/18/14 billing 11/15/14-12/14/14	45.00		182	108-2212	550	580
50132		5530 OFFICE OF PUBLIC INSTRUCTION	318.03					
1		12/12/14 admin fees/coop purchase progr	318.03*		212	910-3100	810	
50169		39 PITNEY BOWES INC	449.34					
1		DC14 12/13/14 postage machine rental/4th qu.	224.67		101	100-5200	840	
2		DC14 12/13/14 postage machine rental/4th qu.	224.67		201	100-5200	840	
50128		6897 ROBERT A. CLARY, D.O., P.C.	150.00					
3		918C8501 12/08/14 DOT/Ed Delzer	75.00		110	100-2700	330	
4		918C8501 12/08/14 DOT/Ed Delzer	75.00		210	100-2700	330	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
50184		3951 SAFEGUARD BUSINESS SYSTEMS	173.47					
1		030375655 12/19/14 checks ordered	173.47		101	100-2500	610	
50181		97 SCHOOL ADMINISTRATORS OF MT	300.00					
1		945 12/08/14 P Taylor/MAEMSP conference fee	300.00		101	100-2400	810	
50144		1 SHELBY GAS ASSOCIATION	12,795.40					
el 60%								
hs 40%								
switch between 110 & 210 every month								
cf								
1		12/22/14 bus barn gas	1,009.00		210	100-2700	411	
2		12/22/14 gas	7,071.84		101	100-2600	411	
3		12/22/14 gas	4,714.56		201	100-2600	411	
50122		6149 SHELBY HIGH SCHOOL - BPA	53.00					
Lunch Workers # of days X 4 hours X 2.65 per hour								
df								
1		12/19/14 lunch workers Dec 15-19	53.00					
				*	212	910-3100	570	
50123		911 SHELBY HIGH SCHOOL - CHOIR	53.00					
Lunch Workers # of days X 4 hours X 2.65 per hour								
cf								
1		12/12/14 lunch workers Dec 8-12	53.00					
				*	212	910-3100	570	
50124		5789 SHELBY HIGH SCHOOL - JUNIOR CLASS	21.20					
Lunch Workers # of days X 4 hours X 2.65 per hour								
cf								
1		11/25/14 lunch workers Nov 24-25	21.20					
				*	212	910-3100	570	
50125		6292 SHELBY HIGH SCHOOL - SENIOR CLASS	53.00					
Lunch Workers # of days X 4 hours X 2.65 per hour								
cf								
1		12/05/14 lunch workers Dec 1-5	53.00					
				*	212	910-3100	570	
50182		8 SHELBY PROMOTER	65.60					
1		1451019 12/17/14 Christmas greeting	65.60		101	100-2300	540	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
50190		75 SYSCO FOOD SERVICES OF MONTANA	4,077.49					
4		412170064 12/17/14 credit	-50.90*		212	910-3100	630	
5		412080645 12/08/14 Foods class	161.09		201	100-1000	610	
6		412021406 12/02/14 mop holder	55.10*		212	910-3100	610	
7		412080644 12/08/14 food bill	1,567.49*		212	910-3100	630	
8		412150571 12/15/14 food bill	2,344.71*		212	910-3100	630	
50174		3128 TLC CATERING PLUS	2,173.50					
1		495784 12/15/14 Christmas party/dinner	1,304.10		101	100-2400	610	
2		495784 12/15/14 Christmas party/dinner	869.40*		201	100-2400	610	
50137		2598 TOOLE CO HEALTH DEPT	200.00					
1		375014 12/23/14 tb tests-Aug 19-Dec 17,2014	100.00		101	100-1000	340	
2		375014 12/23/14 tb tests-Aug 19-Dec 17,2014	100.00*		201	100-1000	340	
50151		6710 TSM SHELBY	300.00					
1		cc-1141222 12/31/14 Coyote React -radio broadc	300.00		215	329-1000	540	161
50176		5180 U.S. BANK	600.00					
1		3837432 11/25/14 agent fees-refunding bonds-EL	300.00		150	100-5100	860	
2		3837433 11/25/14 agent fees-refunding bonds-HS	300.00		250	100-5100	860	
50155		3705 UNITED STATES POSTAL SERVICE	1,467.72					
	gtcc Act 5	182 107 2212 532 570						
	reccs Act 3	115 434 2000 532 XXX						
CF								
1		01/06/15 postage admin Act 1	112.23		101	100-2500	532	
2		01/06/15 postage admin Act 1	112.23		201	100-2500	532	
3		01/06/15 postage el/hs Act 2,4	496.48		101	100-2400	532	
4		01/06/15 postage el/hs Act 2,4	496.47		201	100-2400	532	
5		01/06/15 postage gtcc Act 5	250.31*		182	107-2212	532	570
50191		2122 UNIVERSAL ATHLETIC SERVICE	918.32					
1		46040-01 11/24/14 mueller ankle brace	39.52		201	100-1000	610	
2		20139-01 12/10/14 Girls BB balls	298.05	10000	201	720-3500	610	
3		20139-02 12/11/14 Girls BB balls	201.83	10000	201	720-3500	610	
4		0046174 01/19/15 wrestling team head gear/pads	378.92		201	720-3500	610	
50142		6644 US BANCORP Equipment Finance Inc.	2,295.80					
1		268652492 12/22/14 Davis Business Lease	1,324.02		101	100-1000	452	
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-452-						
2		268652492 12/22/14 Davis Business Lease	882.68		201	100-1000	452	
3		269620134 01/03/15 vo-ag building copier	89.10		201	100-1000	452	



\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
50178		5343 VARSITY SPIRIT FASHIONS	603.60						
1		82301942 02/03/14 Cheer Uniforms	603.60	10004	201	720-3500	610		
50146		5585 VERIZON WIRELESS	22.58						
		470-1311- number discontinued							
3		9737560749 12/21/14 RECCS	22.58						
					115	434-2000	530	185	
G571		3484 VISA (for GTCC) 3278	1,909.17						
1		01/07/15 meetings/training lunches	1,468.35		182	108-2212	592	580	
2		01/07/15 office supplies	331.29		182	108-2212	600	580	
3		01/07/15 internet and phone seriveces	109.53		182	107-2212	531	570	
50171		2693 WARDEN PAPER	183.54						
1		5771 01/07/15 price/1000 sheets	73.00	10003	101	100-1000	610		
2		5771 01/07/15 8-1/2x11 Juniper Brown`	20.72	10003	101	100-1000	610		
3		5771 01/07/15 price/1000 sheets	89.82	10003	101	100-1000	610		
50140		2127 WELLS FARGO BANK	55.00						
1		12/30/14 safe deposit box rent	27.50*		101	100-2300	450		
2		12/30/14 safe deposit box rent	27.50		201	100-2300	450		
50187	E	6023 WELLS FARGO BANK P CARD SYSTEM	6,509.10						
1		12/16/14 RECCS supplies	66.84		115	434-1000	610	185	
2		12/24/14 Superintendent's purchases	192.32		101	100-2500	610		
3		12/24/14 Superintendent's purchases	128.21		201	100-2500	610		
4		12/24/14 Lee Davis purchases	12.68	9993	101	100-2600	610		
5		12/05/14 adult ed books	13.89		217	100-1000	640		
7		12/31/14 Camrose vehicle repair	867.47*		101	71 100-2600	440		
8		12/30/14 Ed Delzer's purchases	22.98		110	100-2700	610		
9		12/03/14 Alternative school/cooking sup	23.64		217	100-1000	610		
10		12/11/14 Admin office supplies	45.17*		201	100-2400	610		
11		12/04/14 Title 1 classrooom supplies	60.33		115	420-1000	610	325	
12		12/15/14 Christmas party supplies	68.91		101	100-2500	610		
13		12/09/14 music conference fee/R Gruber	244.00*	9977	201	100-1000	582		
14		12/20/14 J Hough/wireless mouse	25.98		128	100-1000	610		
15		12/09/14 L Kimmert December purchases	494.86	9992	201	100-2600	610		
16		12/09/14 Foods 1, Foods 2	200.00*	9980	201	52 300-1000	610		
17		12/09/14 FACS	100.00	9980	101	52 300-1000	610		
18		12/14/14 Girls basketball meals	250.20		201	720-3500	582		
19		12/09/14 toilet system/special ed	1,310.00	9982	101	280-1000	610		
20		12/14/14 Special Ed class supplies	247.72		101	280-1000	610		
21		12/03/14 purchase reimb by D Stirling	64.17		201	100-1000	610		
22		12/04/14 board members lodging/Helena	254.52*		101	100-2310	582		
23		12/03/14 board members lodging/Helena	254.52		201	100-1000	610		
24		12/18/14 Alternative-cooking class supp	27.00		217	100-1000	610		
25		12/16/14 Speech&Drama/lodging-meals	769.99		201	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	
26		12/09/14 batteries/S O'Brien	20.00	9981	201	300-1000	610		
27		12/09/14 earphones w/mike	13.95	9981	201	300-1000	610		
28		12/09/14 Microsoft Access books	294.75	9984	215 50	300-1000	610	345	
29		12/09/14 Resource CD/S O'Brien	399.95	9984	215 50	300-1000	610	345	
30		12/09/14 postage	35.05	9984	215 50	300-1000	610	345	
50189	E	6023 WELLS FARGO BANK P CARD SYSTEM	6,431.16						
1		12/04/14 Wrestling gear/by Booster Club	699.90	9995	201	720-3500	610		
2		12/07/14 wrestling video stats	499.00	9999	201	720-3500	610		
3		12/12/14 wrestling team-meals&lodging	1,610.34		201	720-3500	582		
4		12/14/14 BBB team meals/Three Forks	598.23		201	720-3500	582		
5		12/02/14 19 AR BOOKS/W Reynolds	202.33	9979	201	100-2225	640		
6		12/30/14 supplies for Dec./M Schwenke	266.06	9989	101	100-2600	610		
7		12/09/14 R Stubbs/kitchen supplies	15.37*		212	910-3100	630		
8		12/01/14 RAZ kids License for 10	655.73	9983	101	100-1000	610		
9		12/03/14 P Taylor/classroom supplies	17.75		101	100-1000	610		
10		12/01/14 conference fees/Peggy Taylor	246.97	10006	101	100-2400	810		
11		12/15/14 BBB&GBB lodging in Three Forks	1,187.70		201	720-3500	582		
12		12/01/14 shop class supplies	74.24	9978	201	100-1000	610		
13		12/22/14 FFA supplies/reimb by S Acct.	188.00		201	100-1000	610		
14		12/13/14 J Wigen-gas&lodging Whitehall	169.54		201	720-3500	582		
50177		6523 WELLS FARGO FINANCIAL LEASING	485.08						
1		5001805634 01/02/15 GTCC copier 01/29/15-02/27	485.08		182	108-2212	550	580	
50150		5809 WHITEHALL SCHOOLS	156.00						
1		127 12/17/14 wrestling team-concessions	156.00		201	720-3500	582		
50141		1916 WORLD BOOK, INC	1,145.00						
1		0001501816 12/19/14 World Book Online Renewal	1,145.00*	9997	101	100-2225	650		
		# of Claims	73	Total:			160,031.51		
		Total Electronic Claims	12,940.26						
		Total Non-Electronic Claims	147,091.25						



01/09/15  
17:57:54

SHELBY SCHOOL DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 12/14

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

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	0.00	28,422.50	0.00	28,422.50	68,213.76	39,791.26
115-570	Office/Clerical/Technology GTCC Interlocal Dues	2,856.48	19,322.40	0.00	19,322.40	37,784.23	18,461.83
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	218.52	3,606.60	0.00	3,606.60	7,600.00	3,993.40
220-570	Teachers' Retirement GTCC Interlocal Dues	0.00	2,435.80	0.00	2,435.80	5,559.48	3,123.68
230-570	PERS GTCC Interlocal Dues	225.66	1,526.46	0.00	1,526.46	2,500.00	973.54
240-570	Unemployment Compensation GTCC Interlocal Dues	5.43	90.73	0.00	90.73	500.00	409.27
250-570	Workers' Compensation GTCC Interlocal Dues	15.48	256.89	0.00	256.89	600.00	343.11
260-570	Health Insurance GTCC Interlocal Dues	0.00	14,154.60	0.00	14,154.60	14,154.60	0.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,036.30	2,036.30
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,800.00	2,800.00
531-570	Telephone GTCC Interlocal Dues	110.25	812.29	0.00	812.29	2,000.00	1,187.71
532-570	Postage GTCC Interlocal Dues	250.31	732.37	0.00	732.37	500.00	-232.37
582-570	Travel Out-of-District GTCC Interlocal Dues	0.00	1,565.76	0.00	1,565.76	5,500.00	3,934.24
610-570	Supplies GTCC Interlocal Dues	0.00	556.86	0.00	556.86	8,291.12	7,734.26
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	1,199.00	0.00	1,199.00	3,000.00	1,801.00
681-570	Software GTCC Interlocal Dues	0.00	99.95	0.00	99.95	1,500.00	1,400.05
	Function Total :	3,682.13	74,782.21	0.00	74,782.21	167,639.49	92,857.28
	Program Total :	3,682.13	74,782.21	0.00	74,782.21	167,639.49	92,857.28

108 GTCC Professional Development - Dues

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	2,250.00	0.00	2,250.00	5,600.00	3,350.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	172.14	0.00	172.14	250.00	77.86
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	2,566.60	0.00	2,566.60	2,600.00	33.40
	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	4.29	0.00	4.29	10.00	5.71
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	12.09	0.00	12.09	20.00	7.91
	GTCC Professional Development Dues						
320-580	Professional -Educational Services	0.00	30,179.12	0.00	30,179.12	40,000.00	9,820.88
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	120.00	0.00	120.00	625.00	505.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	550.00	0.00	550.00	2,000.00	1,450.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	530.08	3,976.43	0.00	3,976.43	5,000.00	1,023.57
	GTCC Professional Development Dues						
592-580	Meals & Lodging	1,468.35	34,843.23	0.00	34,843.23	36,500.00	1,656.77
	GTCC Professional Development Dues						
596-580	Mileage	0.00	3,205.44	0.00	3,205.44	8,000.00	4,794.56
	GTCC Professional Development Dues						
600-580	Supplies and Materials	331.29	6,555.95	0.00	6,555.95	8,000.00	1,444.05
	GTCC Professional Development Dues						
	Function Total :	2,329.72	84,435.29	0.00	84,435.29	108,655.00	24,219.71
	Program Total :	2,329.72	84,435.29	0.00	84,435.29	108,655.00	24,219.71
	Program Group Total :	6,011.85	159,217.50	0.00	159,217.50	276,294.49	117,076.99
	Fund Total :	6,011.85	159,217.50	0.00	159,217.50	276,294.49	117,076.99
	Grand Total :	6,011.85	159,217.50	0.00	159,217.50	276,294.49	117,076.99

January Board Report  
Shelby Elementary School

The holiday concerts took place in December. All were well attended. Mrs. Hintz, Mr. Gruber, and our guest conductors, Melanie Hoggan and Diane Hould should be commended for a job well done.

Kudos also to our hard working custodian crew who worked over Christmas break cleaning and diligently attempt to stay on top of our snow removal every day.

K-6th teachers began the New Year with a review of the routines and procedures of the school. We will focus on continuing our Kindness campaign and focusing on teaching specific social skills each week. For example, this week is : Accepting consequences and contributing to a discussion.

We welcomed five new students last week and our enrollment is now 229.

School enrollment:

455

Camrose - 14

K-6 - 229

7-8 - 69

9-12 - 143

Upcoming events:

Home N School Bingo night----Jan. 20th

DARE graduation for 5th graders--Pizza at lunch with Officer Rivera; Roller skating 1:00-3:00; Ceremony at 5:00 pm in the H. S auditorium. Please join us if you can.

Professional Development--Jan. 23rd.

Star Lab with Native American stories--Week of Jan. 26th

Mrs. Taylor will be attending the Elementary Principal's Association conference on January 28th, 29th, and 30th in Missoula. The theme is Brain-based learning with Dr. Marcia Tate presenting. She is the author of the book, Worksheets Don't Grow Dendrites.

Shelby JH/HS Monthly Report  
January 2015

Student projected enrollment by grade level for January 2015:

7	8	9	10	11	12	Total
41	28	33	31	41	38	212

Student enrollment by grade level for December 2014:

7	8	9	10	11	12	Total
39	27	34	34	40	38	212

Student enrollment by grade level for November 2014:

7	8	9	10	11	12	Total
39	27	35	32	40	38	211

Student enrollment by grade level for October 2014:

7	8	9	10	11	12	Total
38	27	37	32	40	40	214

Student enrollment by grade level for September 2014:

7	8	9	10	11	12	Total
37	27	35	32	40	39	210

Student enrollment by grade level for the 2013-2014 school year as of June 2014:

7	8	9	10	11	12	Total
28	34	31	39	39	18	189

**Recognition**

Student (include grade and reason for recognition)	Student of the month nominations will be available for Nov/Dec/Jan in the February Board Report.
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**School/Community Events**

Event Name	Date	Time	Location
<b>C-Squad BBB vs. Conrad</b>	<b>1/19</b>	<b>6:00pm</b>	<b>SHS Gym</b>
<b>FAFSA Financial Aide Night</b>	<b>1/19</b>	<b>5:30pm</b>	<b>HS Computer Lab</b>
<b>Kaliedoscope of Emotional Torment Production by SHS Speech, Debate, Drama</b>	<b>1/20</b>	<b>6:00pm</b>	<b>SHS Auditorium</b>



<b>End of Semester 1</b>	<b>1/22</b>		
<b>PIR for Teachers-No School for students</b>	<b>1/23</b>	<b>All day</b>	<b>SHS</b>
<b>SHS Wrestling @ Chinook</b>	<b>1/23</b>	<b>All day</b>	<b>Chinook</b>
<b>7/8 JH Volleyball @ Browning A</b>	<b>1/23</b>	<b>All day</b>	<b>Browning</b>
<b>SHS GBB/BBB vs. Conrad</b>	<b>1/23</b>	<b>4:30pm</b>	<b>SHS Gym</b>
<b>SHS Wrestling @ Harlem Invite</b>	<b>1/24</b>	<b>All day</b>	<b>Harlem</b>
<b>SHS GBB/BBB @ Rocky Boy</b>	<b>1/24</b>	<b>1:00pm</b>	<b>Rocky Boy</b>
<b>FFA @ Great Falls KMON Contests</b>	<b>1/24</b>	<b>All Day</b>	<b>Great Falls</b>
<b>C-Squad BBB vs. Box Elder</b>	<b>1/27</b>	<b>4:30pm</b>	<b>SHS Gym</b>
<b>SHS Wrestling @ Browning Mixer</b>	<b>1/27</b>	<b>All day</b>	<b>Browning</b>
<b>HS OSHA Training</b>	<b>1/28-1/29</b>	<b>All day</b>	<b>HS Ag Science</b>
<b>HS State Speech and Drama Meeting @ Ennis</b>	<b>1/30-1/31</b>	<b>All day</b>	<b>Ennis</b>
<b>6/7/8 JH Volleyball vs. Fairfield</b>	<b>1/30</b>	<b>3:30pm</b>	<b>SES Gym</b>
<b>SHS GBB/BBB @ Choteau</b>	<b>1/30</b>	<b>3:30pm</b>	<b>Choteau</b>
<b>SHS Wrestling @ Fairfield</b>	<b>1/31</b>	<b>All day</b>	<b>Fairfield</b>
<b>6/7/8 Jh Volleyball @ Choteau</b>	<b>1/31</b>	<b>10:00 am</b>	<b>Choreau</b>
<b>SHS GBB/BBB vs. Browning</b>	<b>1/31</b>	<b>12:30pm</b>	<b>SHS Gym</b>
<b>FAA @ Lewistown Fergus Mechanics Contest</b>	<b>1/31</b>	<b>All day</b>	<b>Lewistown</b>
<b>C-Squad BBB vs. Browning</b>	<b>2/2</b>	<b>4:30pm</b>	<b>SHS Gym</b>
<b>C-Squad BBB vs. Sunburst</b>	<b>2/5</b>	<b>6:00pm</b>	<b>SHS Gym</b>
<b>SHS GBB/BBB vs. Chinook (Senior Night)</b>	<b>2/6</b>	<b>4:30pm</b>	<b>SHS Gym</b>
<b>Divisional Wrestling @ Big Sandy</b>	<b>2/7</b>	<b>All day</b>	<b>Big Sandy</b>
<b>SHS GBB/BBB @ Harlem</b>	<b>2/7</b>	<b>All day</b>	<b>Harlem</b>
<b>JH Wrestling first day of practice</b>	<b>2/9</b>		
<b>Gifted and Talented Meeting</b>	<b>2/9</b>	<b>3:30pm</b>	<b>Elementary Library</b>
<b>State Wrestling in Billings</b>	<b>2/13-2/14</b>	<b>All day</b>	<b>Billings</b>
<b>SHS GBB/BBB @ Fairfield</b>	<b>2/13</b>	<b>TBA</b>	<b>Fairfield</b>
<b>7/8 JH Volleyball @ Conrad</b>	<b>2/14</b>	<b>10:00am</b>	<b>Conrad</b>
<b>SHS GBB/BBB @ Cut Bank</b>	<b>2/14</b>	<b>3:00pm</b>	<b>Cut Bank</b>

#### Projects

Projects Completed	Invited for our one day Speech and Drama Tournament in Shelby have been sent out to all B and C schools in the Northern Division.
Projects for the Month	Continued work with Superintendent on Counselor Evaluation Tool and finalizing Classified Evaluation Tool. Continuation of round 2 of non-tenured teachers observations/evaluations and tenured teachers. Anticipated to be done

	<p>with round 2 of non-tenured by the end of January.</p> <p>Begin planning and working with AD for the divisional Boys Basketball Tournament that we are hosting the first weekend in March.</p> <p>Start to pull together elective course options for next year and work with Counselor, Secretary and Technology Coordinator on getting online registration ready for students to use that tool within Infinite Campus.</p> <p>Continuation of scholarship information shared to our seniors. Very glad that we now have a counselor back in the position to work with this group on these applications and verification of transcripts.</p>
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MONTANA HIGH SCHOOL ASSOCIATION  
2015 ANNUAL MEETING

Monday, January 19, 2015  
Hilton Garden Inn  
Kalispell, Montana

PROPOSALS

- 1. Proposal to Amend Eligibility By-Law in Consideration of Gender Identity ----- 1  
*Presented by: MHSAA Executive Board*
  
- 2. Proposal to Amend the Award Rule ----- 2  
*Presented by: MHSAA Executive Board*
  
- 3. Proposal to Delete Prohibition of Sunday Activities ----- 3  
*Presented by: MHSAA Executive Board*
  
- 4. Proposal to Amend Golf Coaching Regulations ----- 4  
*Presented by: Billings Senior High School*

## 1. PROPOSAL TO AMEND ELIGIBILITY BY-LAW IN CONSIDERATION OF GENDER IDENTITY

The MHSA Executive Board proposes the following addition to By-Laws, Section (2) Eligibility on page 10 of the current MHSA Handbook:

***The MHSA allows all students, regardless of gender identity or expression, the opportunity to participate in a safe, competitive environment free of discrimination. The MHSA Executive Board shall designate criteria under which transgender student-athletes may request to participate in an activity sanctioned for a specific gender that differs from the student's sex assignment at birth.***

***For the purpose of this policy, the following definitions apply:***

- 1. Transgender Individual: an individual whose gender identity does not match the sex assigned to him or her at birth.***
- 2. Gender Identity: an individual's deeply-felt innate sense of one's own gender.***
- 3. Gender Expression: an individual's external characteristics and/or behaviors that are culturally defined as either masculine or feminine (dress, speech, mannerisms, social interactions etc.)***

***A member school may apply for gender identity eligibility for any student who meets all other eligibility requirements. The official MHSA form must be used.***

### Rationale:

Transgender students are being identified in Montana middle schools and high schools. There will be requests to participate in MHSA sanctioned athletics, and it is imperative that the membership adopt a policy that will be applied consistently in regard to gender identity eligibility.

The MHSA Executive Board will establish criteria and approve an application in accordance with the By-Law change noted above. The application will stipulate the following progression for any student requesting eligibility under the gender identity section of the By-Law:

- Notice to the member school by student
- Completion of the official MHSA Gender Identity Eligibility Application and collection of required documentation by the member school
- Notice to MHSA and submission of application and supporting documentation
- Referral to Gender Identity Eligibility Committee (to be comprised of a physician, a mental health worker, and a gender identity advocate, with a resource liaison from the MHSA staff or board assigned by the Executive Director)
- Initial determinations to be made within fourteen days of receipt of the application
- Appeals to be filed within seven days of the initial determination

## 2. PROPOSAL TO AMEND THE AWARDS RULE

The MHSА Executive Board proposes the following amendment to By-Laws, Section (15) Award Rule on page 14 of the current MHSА Handbook:

### Section (15) AWARD RULE

15.1 No award exceeding ~~fifty~~ **one hundred** dollars (~~\$50.00~~ **\$100.00**) in value shall be given per event in any MHSА sanctioned sport or in any MHSА sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fundraiser or similar function. ***Special awareness functions (i.e. pink week) are included as defined events with the following limitation: merchandise retained by students in conjunction with awareness events is restricted to disposable items such as basic t-shirts, socks, headbands/wristbands and similar items.*** Cash cannot be awarded **for any event**. A single Association Contest is not considered an "event" for the purpose of this rule.

#### Rationale:

The MHSА award rule maximum amount has been set at \$50.00 since 2009. With the increasing costs for plaques, trophies and other similar awards it may be time to increase the awards amount. The \$100 limit is similar to other state associations' award rules and is a reflection of current trends and expectations.

The addition of awareness functions as a defined event allows student participants to retain disposable items that are usually provided by the event organizers and are of little or no value to the school if added to its inventory. Such designation would ensure that students receiving items in conjunction with awareness functions would not be in violation of the award rule.

### 3. PROPOSAL TO DELETE PROHIBITION OF SUNDAY ACTIVITIES

The MHSA Executive Board proposes the following deletion of Rules and Regulations, Section (14) No Activities Participation on Sunday on page 44 of the current MHSA Handbook:

#### ~~Section (14) — NO ACTIVITIES PARTICIPATION ON SUNDAY~~

~~The Association prohibits member schools or students of a member school from participating in any interschool contest or activity, or practice including chalk talks or meetings for such contests or activities, including cheerleading, on Sunday, EXCEPT that member Catholic high schools may hold religious speech meets on Sunday when such religious speech meets are under the auspices of that religious group, or are held with the approval of that religious group, and when all participating schools are members of that religious group. Also, an exception will be made for All Northwest music groups—PROVIDING local school districts realize that students are not required to audition and also have the opportunity to not accept the invitation if they are selected. Other exceptions to the Sunday rule may be made by the Executive Director when tournaments or meets at the state, divisional or district level must be extended because extraordinary circumstances cause delays or postponements of scheduled competitions.~~

#### Rationale:

Having a rule that specifically prohibits participation by Association schools or students on Sunday (Christian day of celebration/commemoration) may lead to legal action by other religious groups. When the Seventh Day Adventists brought their religious discrimination claim against the Oregon School Activities Association, the state association was advised by its legal counsel to eliminate its policy prohibiting Sunday competition. The OSAA did eliminate this Sunday prohibition, but the case ultimately ended with the court still ruling against the OSAA. The OSAA spent hundreds of thousands of dollars defending the suit brought against them.

Local school districts could still implement a Sunday restriction, and the MHSA would not schedule events on Sundays unless, as in the past, emergency situations arose.

In addition, if the local school districts choose, this change would allow another day to be used in consideration of weather or holiday-related issues to fulfill the required initial practice days before the start of the season.

#### 4. PROPOSAL TO AMEND GOLF COACHING REGULATIONS

Billings Senior High School proposes the following amendment to Golf, I-General Rules and Regulations, Section (13) on pages 66-67 of the current MHSA Handbook:

- (13) Coaching – Each school may appoint up to two certified coaches (head coach or assistant coach) to give advice to participants representing that school each day of the competition ~~from green to tee~~ provided that:
- a. The coaches must have been approved by their local school district administration, have passed the MHSA Coaches Education Requirements, have completed the MHSA Golf Rules Clinic for the current season and have been a bona fide member of the coaching staff during the entire season.
  - b. The coaches are identified by tournament management before the start of the competition each day with credentials / access passes displayed on a lanyard which must be worn and visible at all times;
  - c. The coaches shall not give advice to, or ask for advice from, another school's participants;
  - d. The advice ~~shall not be given during the playing of a hole but rather from the time all of the participants hole out on a hole until one of the players is ready to tee off on the next hole (or during a suspension of play);~~ **may be given at any time during the period.**
  - e. The advice shall be given in a private manner and does not unduly delay play; and
  - f. Motorized carts will be allowed for coaches if the golf course allows.

#### Rationale:

The rationale behind this proposal is to allow coaching on the golf course at all times. This proposal would allow coaches to visit with their players, make rulings, help with the pace of play and monitor the golf course at all times. With golf courses being a large expanse of ground, and locating players is a time constraint, this would allow coaches to give advice to their players during the round instead of merely between green and tee.



# Policy Notes

November 2014

A PUBLICATION OF THE MONTANA SCHOOL BOARDS  
ASSOCIATION POLICY SERVICES – JOE BROTT, DIRECTOR

*This edition of Policy Notes provides an explanation of the changes to mandatory, recommended, and optional policies contained in the MTSBA Master Policy Manual. A summary of the changes to affected policies is listed below.*

## Revised Policies

**BP 1310-District Policy and Procedures.** There has always been a “myth” that policy adoption or revision requires three readings. There is not any law that requires any number of readings to adopt, revise, or delete a policy. Recommendation from MTSBA has always been to make sure the people in your community have been given adequate notice (board agenda) that a policy is up for adoption, revision or deletion and that the people attending that meeting have an opportunity to make a comment before a vote is taken to adopt, revise, or delete. With that in mind, MTSBA staff has developed OPTIONAL language a district may insert in Policy 1310 to adopt or revise a policy on one reading. Policy 1310-lines 11-16: Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2<sup>nd</sup>) reading [final reading]. The final vote for adoption shall take place not earlier than at the second (2<sup>nd</sup>) reading of the particular policy. [New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1<sup>st</sup>) reading if sufficient notice has been given through the board agenda.] This last language (in red) would allow districts to approve language to revisions or new policies, on one reading, that are required by law. Example: the 2015 Legislature passes a bill that requires only 2 counts for ANB instead of the 3 counts we have currently. A board could approve the revision (changing 3 counts to 2 counts) in Policy 3121P on one reading.

## BP 2410P-High School Graduation

**Requirements.** The RECOMMENDED language change in this policy is consistent with the language in 20-9-313, MCA. The question that comes up is: If we have approved for a student to graduate early at the end of the 5<sup>th</sup> semester (middle of junior year) is the district eligible to receive ANB for that student until the end of that year? The answer is yes. MTSBA did not feel the model policy was clear therefore we clarified the provision through policy. Lines 19-26: In accordance with provisions of § 20-9-313, MCA, ~~the Board hereby authorizes the high school principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7<sup>th</sup>) semester~~ the ANB of a school may be increased when a high school district provides early graduation for a student who completes graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. The increase must be established by the trustees as though the student had attended to the end of the school fiscal year and must be approved, disapproved, or adjusted by the superintendent of public instruction.

The last paragraph conforms to 20-9-213, MCA. The Board hereby authorizes the [high school principal] [superintendent] [administration] to grant permission to [recommend to the Board for early graduation] students who have completed the minimum requirements for graduation in less than eight semesters.

**BP 3210-Equal Education, Nondiscrimination and Sex Equity.** The Federal Office of Civil Rights has binding guidance regarding the scope of Title IX's sex discrimination prohibition. At this time,



MTSBA felt compelled to include that language in the model Nondiscrimination and Sex Equity policy. MTSBA considers this a REQUIRED change in policy. Legal references were also added to support the language change. The following language was added in the first and second paragraphs of this policy: ... , or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

**BP 3231-Search and Seizures.** Some recent issues in Montana have led to this RECOMMENDED revision of the Search and Seizures policy. Although it may seem obvious, this additional language will guide school officials and/or employees of the proper procedure to follow if conducting a search of a student. This additional language would go on lines 31-32 of Policy 3231. The "pat down" or "search" of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

**BP 3600P-Students Records Procedure.** A few school districts in Montana have come under challenge of student records. Questions have been asked of MTSBA as to the procedures for student record challenges. After extensive research in C.F.R. 99 we revised the Student Record Challenges section of Policy 3600P, page 5 of 5, to clarify the process and procedures for parents or an eligible student. We RECOMMEND districts make this change.

**BP 5336-Compensatory Time and Overtime.** The language added in this policy is OPTIONAL. Many districts have classified employees filling more than one position within the district. The issue in these cases deals with overtime and at what hourly rate they are paid for overtime. This "blended time" language is one way of determining overtime and at what hourly salary it is to be paid. If your district already has a formula used for determining how to pay overtime for this type of employee, you would not need this new language unless you want to change.

#### Blended Time

*Classified Employees working two or more jobs for the District at different rates of pay shall be paid overtime at a weighted average of the differing*

*wages. This shall be determined by dividing the total regular remuneration for all hours worked by the number of hours worked in that week to arrive at the weighted average. One half that rate is then multiplied times the number of hours worked over 40 to arrive at the overtime compensation due.*

*Example: Employee works one job at 30 hrs./week at \$10.00/hr. The same employee works a different job at 20 hrs./week at \$12.00/hr. (Same district). The employee would get \$300.00 per week for the 30 hr/week job (\$10.00X30) and \$240.00 per week for the 20 hr./week job (\$12.00X20). A total of \$540.00 (regular remuneration). Divide \$540.00 by 50(total hours worked) = \$10.8/hr (weighted average). One-half that rate (\$10.80/2 = \$5.40) is multiplied by 10 (number of hours over 40). \$54.00 is the amount of overtime compensation due the employee based on the "blended time."*

## New Policies

**BP 5125-Whistle Blowing and Retaliation.** This is a RECOMMENDED policy. Many districts are being asked if they have a "whistle blowing" policy. MTSBA did not have a model and felt it was time to develop one. Even though there are other policies which may mention retaliation, etc., this policy is one which would be asked for in case of litigation on discrimination.

## Point of Policy

The future looks bright for MTSBA's policy section on the website. Access to policies will become more user friendly as well as re-establishing the "search" function. We are also contemplating using "flipbook" as the program for policies. I will keep everyone updated on the progress as well as sending out instructions for accessing and using the new program.

MTSBA is also in the process of developing language guiding school districts on Best Practices for Serving Transgender and Gender Non-conforming Students in the daily education setting and extracurricular activities.

**BE SURE TO WATCH FOR THE NEXT EDITION OF *Policy Notes*, WHICH WILL HIGHLIGHT POLICY CHANGES TO IMPLEMENT LAWS ENACTED IN THE 2015 LEGISLATIVE SESSION.**

*IS THERE ANY TOPIC YOU WOULD LIKE TO SEE ADDRESSED IN FUTURE EDITIONS OF Policy Notes? IF YOU HAVE A TOPIC OF INTEREST, PLEASE CALL OR EMAIL JOE BROTT AT MTSBA. Policy Notes WILL ATTEMPT TO COVER AS MANY REQUESTED TOPICS AS POSSIBLE.*

FOR MORE INFORMATION, PLEASE CONTACT:  
Joe Brott, Director of Policy Services  
Montana School Boards Association  
The Compass Block  
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Policies mentioned in *Policy Notes* are available for viewing on our website, [www.mtsba.org](http://www.mtsba.org), under MTSBA's Programs, click on Policy Notes. Click on the 2014 folder and go to the November folder. There are two sets of policies. One set indicates the changes. The other set (indicated by a "c" after the policy number) is a clean policy.  
F.Y.I.: Because the updated policies are available on our website, the policies ARE NOT sent to each school district.

**Note:** District Members must login to the MTSBA website to access the policies. If you have not registered before, please follow the instructions on the home page to register. If it has been more than a year since you have logged in, please call the MTSBA Office at (406) 442-2180 and have Carol update your securities.

1 **Shelby School District**

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3 **THE BOARD OF TRUSTEES**

1310

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5 District Policy and Procedures

6  
7 Adoption and Amendment of Policies

8  
9 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading  
10 and discussion at a regular or special Board meeting. Interested parties may submit views, present data or  
11 arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement  
12 by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to  
13 the ~~second (2<sup>nd</sup>) reading~~ **[final reading]**. The final vote for adoption shall take place not earlier than at the  
14 second (2<sup>nd</sup>) reading of the particular policy. **[New or revised policies that are required, or have  
15 required language changes based on State or Federal law, or are required changes by  
16 administrative rule, may be adopted after the first (1<sup>st</sup>) reading if sufficient notice has been given  
17 through the board agenda.]**

18  
19 All new or amended policies shall become effective on adoption, unless a specific effective date is stated  
20 in the motion for adoption.

21  
22 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was  
23 taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed  
24 on a regular basis.

25  
26 Policy Manuals

27  
28 The Superintendent shall develop and maintain a current policy manual which includes all policies of the  
29 District. Every administrator, as well as staff, students, and other residents, shall have ready access to  
30 District policies.

31  
32 Suspension of Policies

33  
34 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of  
35 the trustees present. To suspend a policy, however, all trustees must have received written notice of the  
36 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such  
37 proposed suspension.

38  
39 Administrative Procedures

40  
41 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent  
42 implementation of policies adopted by the Board.

43  
44 When a written procedure is developed, the Superintendent shall submit it to the Board as an information  
45 item.

46  
47 Legal References:           § 20-3-323, MCA                           District policy and record of acts  
48                                   10.55.701, ARM                               Board of Trustees

49  
50 Policy History:

- 1 Adopted on:
- 2 Reviewed on: 8/09/2011
- 3 Revised on: 06/10/2014

## **Shelby School District**

### **INSTRUCTION**

2410P  
page 1 of 2

#### High School Graduation Requirements

##### Publication of Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements will also be included in the student handbook.

##### Credits

Students will be expected to earn a total of twenty-two (22) credits in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

##### Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent approve minor deviation from graduation requirements.

##### Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. Credit for work experience may be offered, when the work program is a part of and supervised by the school.

All classes attempted at Shelby High School and all acceptable transfer credits will be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit will be awarded only once regardless of repetition of the course. For purpose of Grade Point Average calculations with course repetition, the higher grade will be utilized.

##### Dual Credit

Dual credit allows high schools students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Shelby School District has dual credit partnerships with [name of post-secondary institutions]. Students interested in dual credit opportunities must meet with their building administration to determine available options.

Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

### Honor Roll

A student must have a minimum grade-point average of 3.00 to be placed on the regular honor roll. Specific information regarding honors at graduation are included in the student handbook.

### Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

### Early Graduation

In accordance with provisions of § 20-9-313, MCA, ~~the Board hereby authorizes the high school principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester~~ **the ANB of a school may be increased when a high school district provides early graduation for a student who completes graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. The increase must be established by the trustees as though the student had attended to the end of the school fiscal year and must be approved, disapproved, or adjusted by the superintendent of public instruction.**

The Board hereby authorizes the high school principal to ~~grant permission to~~ **recommend to the Board for early graduation** students who have completed the minimum requirements for graduation in less than eight semesters.

A student who, for sound educational and vocational reasons, wishes to graduate from high school in less time than the ordinary four (4) years may request permission to complete graduation requirements on an altered schedule. The student and the student's parents will consult with the high school guidance counselor in order to develop a graduation plan. Their intention to accomplish this should be stated in writing to the principal. The principal may recommend to the Superintendent and the Board whether to approve an early graduation request. If the Board approves the request, the student will be allowed to graduate early.

### Graduation Ceremonies

Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.

Legal Reference: § 20-9-313, MCA      Circumstances under which regular average number  
belonging may be increased

Procedure History:

Promulgated on:

Revised on:

1 **Shelby School District**

2  
3 **STUDENTS**

3210

4  
5 Equal Education, Nondiscrimination and Sex Equity

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7 The District will make equal educational opportunities available for all students without regard to race,  
8 color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental  
9 handicap or disability, economic or social condition, actual or potential marital or parental status, **or, in**  
10 **accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title**  
11 **IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to**  
12 **stereotypical notions of masculinity or femininity.**

13  
14 No student, on the basis of sex **or, in accordance with binding guidance of the Federal Office of Civil**  
15 **Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual**  
16 **orientation, or failure to conform to stereotypical notions of masculinity or femininity** will be denied  
17 equal access to programs, activities, services, or benefits or be limited in the exercise of any right,  
18 privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

19  
20 Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator.  
21 Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint  
22 Procedure (Policy 1700).

23  
24 The District, in compliance with federal regulations, will notify annually all students, parents, staff, and  
25 community members of this policy and the designated coordinator to receive inquiries. This annual  
26 notification will include the name and location of the coordinator and will be included in all handbooks.

27  
28 The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against  
29 students, staff, or volunteers with disabilities. The District will consider such behavior as constituting  
30 discrimination on the basis of disability, in violation of state and federal law.

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32  
33 Cross Reference: 1700 Uniform Complaint Procedure

34  
35 Legal Reference: Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education  
36 § 49-2-307, MCA Discrimination in education  
37 24.9.1001, et seq., ARM Sex Discrimination in Education  
38 **Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.**  
39 **34 CFR Part 106 Nondiscrimination on the basis of sex in**  
40 **education programs or activities receiving**  
41 **Federal financial assistance**  
42 **OCR’s Questions and Answers on Title IX and Sexual Violence:**  
43 <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>

44  
45 Policy History:

46 Adopted on:

47 Reviewed on: 8/09/2011

48 Revised on:



1 **Shelby School District**

2  
3 **STUDENTS**

3231  
page 1 of 2

4  
5 Searches and Seizure

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7 The goal of search and seizure with respect to students is meeting the educational needs of  
8 children and ensuring their security. The objective of any search and/or seizure is not the  
9 eradication of crime in the community. Searches may be carried out to recover stolen property,  
10 to detect illegal substances or weapons or to uncover any matter reasonably believed to be a  
11 threat to the maintenance of an orderly educational environment. The Board authorizes school  
12 authorities to conduct reasonable searches of school property and equipment, as well as of  
13 students and their personal effects, to maintain order and security in the schools

14  
15 The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified  
16 at its inception, and (2) reasonably related in scope to the circumstances which justified the  
17 interference in the first place.

18  
19 School authorities are authorized to utilize any reasonable means of conducting searches,  
20 including but not limited to the following:

- 21 1. A “pat down” of the exterior of the student’s clothing.  
22 2. A search of the student’s clothing including pockets;  
23 3. A search of any container or object used by, belonging to or otherwise in the  
24 possession or control of a student; and/or  
25 4. Devices or tools such as breath-test instruments, saliva test strips, etc.

26  
27 **The “pat down” or “search” of a student, if conducted, will be conducted by a school**  
28 **official or employee of the same gender as the student being searched.**

29  
30 School Property and Equipment and Personal Effects of Students

31  
32 School authorities may inspect and search school property and equipment owned or controlled  
33 by the District (such as lockers, desks, and parking lots).

34  
35 The Superintendent may request assistance of law enforcement officials, including their use of  
36 specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and  
37 other school property and equipment for illegal drugs, weapons, or other illegal or dangerous  
38 substances or material.

39  
40 Students

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42 School officials may search any individual student, his/her property, or district property under  
43 his/her control when there is a reasonable suspicion that the search will uncover evidence that  
44 he/she is violating the law, Board policy, administrative regulation, or other rules of the district  
45 or the school. Reasonable suspicion shall be based on specific and objective facts that the search  
46 will produce evidence related to the alleged violation. The types of student property that may be

1 searched by school officials include, but are not limited to, lockers, desks, purses, backpacks,  
2 student vehicles parked on district property, cellular phones, or other electronic communication  
3 devices.

4 3231  
5 page 2 of 2  
6

7 student and the nature of the suspected infraction.  
8

9 Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles  
10 on school property. While on school property, vehicles may be inspected at any time by staff, or  
11 by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs,  
12 drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug  
13 paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will  
14 be searched, and the student expressly consents to such a search.  
15

16 Also, by parking in the school parking lots, the student consents to having his/her vehicle  
17 searched if the school authorities have any other reasonable suspicion to believe that a violation  
18 of school rules or policy has occurred.  
19

#### 20 Seizure of Property 21

22 When a search produces evidence a student has violated or is violating either a law or District  
23 policies or rules, such evidence may be seized and impounded by school authorities, and  
24 disciplinary action may be taken. As appropriate, such evidence may be transferred to law  
25 enforcement authorities.  
26

27  
28 Legal Reference: *Redding v. Safford Unified School District,*  
29 *---F.3d---*, 2007 WL 2743594(C.A. 9 (Ariz.))  
30 *Terry v. Ohio*, 392 U.S. 1, 20 (1968)  
31 *B.C. v. Plumas*, (9th Cir. 1999) 192 F.3d 1260  
32

#### 33 Policy History:

34 Adopted on:

35 Revised on: 4/14/09

1 **Shelby School District**

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3 **STUDENTS**

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5 Student Records

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7 Maintenance of School Student Records

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9 The District maintains two (2) sets of school records for each student — a permanent record and a  
10 cumulative record.

11  
12 The permanent record will include:

- 13
- 14 Basic identifying information
- 15 Academic work completed (transcripts)
- 16 Level of achievement (grades, standardized achievement tests)
- 17 Immunization records (per § 20-5-506, MCA)
- 18 Attendance record
- 19 Statewide student identifier assigned by the Office of Public Instruction
- 20

21 Each student’s permanent file, as defined by the board of public education, must be permanently kept in a  
22 secure location.

23  
24 The cumulative record may include:

- 25
- 26 Intelligence and aptitude scores
- 27 Psychological reports
- 28 Participation in extracurricular activities
- 29 Honors and awards
- 30 Teacher anecdotal records
- 31 Verified reports or information from non-educational persons
- 32 Verified information of clear relevance to the student’s education
- 33 Information pertaining to release of this record
- 34 Disciplinary information
- 35 Camera footage only for those students directly involved in the incident
- 36

37 Information in the permanent record will indicate authorship and date and will be maintained in  
38 perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained  
39 for eight (8) years after the student graduates or permanently leaves the District. Cumulative records  
40 which may be of continued assistance to a student with disabilities, who graduates or permanently  
41 withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the  
42 student has succeeded to the rights of the parents.

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44 The building principal will be responsible for maintenance, retention, or destruction of a student’s  
45 permanent or cumulative records, in accordance with District procedure established by the  
46 Superintendent.

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4 Access to Student Records  
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6 The District will grant access to student records as follows:  
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- 8 1. The District or any District employee will not release, disclose, or grant access to information  
9 found in any student record except under the conditions set forth in this document.  
10  
11 2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy  
12 information in the child's school records. Such requests will be made in writing and directed to  
13 the records custodian. A parent of any student is allowed to view the footage but is not permitted  
14 to receive a copy unless the parents of the other involved students provide consent. Consent from  
15 parents of students in the background is not required. Access to the records will be granted  
16 within fifteen (15) days of the District's receipt of such request.  
17

18 Where the parents are divorced or separated, both will be permitted to inspect and copy the  
19 student's school records, unless a court order indicates otherwise. The District will send copies  
20 of the following to both parents at either one's request, unless a court order indicates otherwise:  
21

- 22 a. Academic progress reports or records;  
23 b. Health reports;  
24 c. Notices of parent-teacher conferences;  
25 d. School calendars distributed to parents/guardians; and  
26 e. Notices about open houses and other major school events, including pupil-parent  
27 interaction.  
28

29 A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible  
30 student has the right to access and inspect their student records. An eligible student may not  
31 prevent their parents from accessing and inspecting their student records if they are a dependent  
32 of their parents in accordance with Internal Revenue Service regulations.  
33

34 Access will not be granted to the parent or the student to confidential letters and  
35 recommendations concerning admission to a post-secondary educational institution, applications  
36 for employment, or receipt of an honor or award, if the student has waived his or her right of  
37 access after being advised of his or her right to obtain the names of all persons making such  
38 confidential letters or statements.  
39

- 40 3. The District may grant access to or release information from student records without prior written  
41 consent to school officials with a legitimate educational interest in the information. A school  
42 official is a person employed by the District in an administrative, supervisory, academic, or  
43 support staff position (including, but not limited to administrators, teachers, counselors,  
44 paraprofessionals, coaches, and bus drivers ), and the board of trustees. A school official may  
45 also include a volunteer or contractor not employed by the District but who performs an  
46 educational service or function for which the District would otherwise use its own employees and  
47 who is under the direct control of the District with respect to the use and maintenance of  
48 personally identifying information from education records, or such other third parties under  
49 contract with the District to provide professional services related to the District's educational  
50 mission, including, but not limited to, attorneys and auditors. A school official has a legitimate  
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4 educational interest in student education information when the official needs the information in  
5 order to fulfill his or her professional responsibilities for the District. Access by school officials  
6 to student education information will be restricted to that portion of a student's records necessary  
7 for the school official to perform or accomplish their official or professional duties.  
8

- 9 4. The District may grant access to or release information from student records without  
10 parental consent or notification to any person, for the purpose of research, statistical  
11 reporting, or planning, provided that no student or parent can be identified from the information  
12 released, and the person to whom the information is released signs an affidavit agreeing to  
13 comply with all applicable statutes and rules pertaining to school student records.  
14
- 15 5. The District may grant release of a child's education records to child welfare agencies without the  
16 prior written consent of the parents.  
17
- 18 6. The District will grant access to or release information from a student's records pursuant to a  
19 court order.  
20
- 21 7. The District will grant access to or release information from any student record, as specifically  
22 required by federal or state statute.  
23
- 24 8. The District will grant access to or release information from student records to any person  
25 possessing a written, dated consent, signed by the parent or eligible student, with particularity as  
26 to whom the records may be released, the information or record to be released, and reason for the  
27 release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be  
28 mailed to the parent or eligible student by the Superintendent. Whenever the District requests  
29 consent to release certain records, the records custodian will inform the parent or eligible student  
30 of the right to limit such consent to specific portions of information in the records.  
31
- 32 9. The District may release student records to the superintendent or an official with similar  
33 responsibilities in a school in which the student has enrolled or intends to enroll, upon written  
34 request from such official. School officials may also include those listed in #3 above.  
35
- 36 10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will  
37 provide prompt written notice to the parents or eligible student of this intended action. This  
38 notification will include a statement concerning the nature and substance of the records to be  
39 released and the right to inspect, copy, and challenge the contents.  
40
- 41 11. The District may release student records or information in connection with an emergency, without  
42 parental consent, if the knowledge of such information is necessary to protect the health or safety  
43 of the student or other persons. The records custodian will make this decision, taking into  
44 consideration the nature of the emergency, the seriousness of the threat to the health and safety of  
45 the student or other persons, the need for such records to meet the emergency, and whether the  
46 persons to whom such records are released are in a position to deal with the emergency. The  
47 District will notify the parents or eligible student, as soon as possible, of the information released,  
48 date of the release, the person, agency, or organization to whom the release was made, and the  
49 purpose of the release.  
50  
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12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
  - a. Information released or made accessible.
  - b. Name and signature of the records custodian.
  - c. Name and position of the person obtaining the release or access.
  - d. Date of release or grant of access.
  - e. Copy of any consent to such release.

#### Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

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6 Military Recruiters/Institutions of Higher Education  
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8 Pursuant to federal law, the District is required to release the names, addresses, and telephone  
9 numbers of all high school students to military recruiters and institutions of higher education upon  
10 request. The notification to parents and students concerning school records will inform them of their right  
11 to object to the release of this information.  
12

13 Student Record Challenges  
14

15 **The District shall give a parent or eligible student, on request, an opportunity for a hearing to**  
16 **challenge content of the student's education records on the grounds that the information contained**  
17 **in the education records is inaccurate, misleading, or in violation of the privacy rights of the**  
18 **student.**

19 ~~The parents may challenge the accuracy, relevancy, or propriety of the records, except (1) grades, and (2)~~  
20 ~~references to expulsions or out-of-school suspensions, if the challenge is made when the student's school~~  
21 ~~records are being forwarded to another school. **The hearing required by 34 C.F.R. 99.21 must meet, at**~~  
22 ~~**a minimum, the following requirements:**~~

- 23 • **The District shall hold the hearing within a reasonable time after it has received the request**  
24 **for the hearing from the parent or eligible student.**
- 25 • **The District shall give the parent or eligible student notice of the date, time, and place,**  
26 **reasonably in advance of the hearing.**
- 27 • **The hearing may be conducted by any individual including an official of the District who**  
28 **does not have direct interest in the outcome of the hearing.**
- 29 • **The District shall make its decision in writing within a reasonable amount of time after the**  
30 **hearing.**
- 31 • **The decision must be based solely on the evidence presented at the hearing, and must**  
32 **include a summary of the evidence and the reasons for the decision.**  
33

34 The parent or eligible student has:  
35

- 36 • The right to present evidence and to call witnesses;
- 37 • The right to cross-examine witnesses;
- 38 • The right to counsel;
- 39 • The right to a written statement of any decision and the reasons therefor;
- 40 • ~~The right to appeal an adverse decision to an administrative tribunal or official, to be established~~  
41 ~~or designated by the State Board.~~  
42

43 The parents may insert a written statement of reasonable length describing their position on disputed  
44 information. The school will **maintain the statement with the contested part of the record for as long**  
45 **as the record is maintained and will disclose the statement whenever it discloses the portion of the**  
46 **record to which the statement relates** ~~include the statement in any release of the information in dispute.~~  
47  
48

49 Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R.  
50 99 (2011)

1 § 20-5-201, MCA Duties and sanctions  
2 § 40-4-225, MCA Access to records by parent  
3 § 41-5-215, MCA Youth court and department records – notification of  
4 school  
5 10.55.909, ARM Student records  
6

7 Procedure History:

8 Promulgated on: August 9, 1999  
9 Reviewed on: 8/09/2011  
10 Revised on: February 8, 2005, 11/13/2012, 07/09/13, 06/10/2014  
11



[Shelby School District]

Adopted on:  
Reviewed on:  
Revised on:

5125

PERSONNEL

Whistle Blowing and Retaliation

When district employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Superintendent or Board Chairperson.

For purposes of this policy, the term “wrongful conduct” shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

The Board of Trustees will not tolerate any form of reprisal, retaliation or discrimination against:

- Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability.
- Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy; or,
- Any employee or applicant because he/she reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation or discrimination in violation of this policy shall report the incident(s) to the Superintendent or his/her designee. The Board of Trustees guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation or discrimination for making the report. Individuals are forbidden from preventing or interfering with whistle blowers who make good faith disclosures of misconduct.

The Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee or someone acting on the employee’s behalf, reports, verbally or in writing, a violation or suspected violation of any state or federal law or regulation or any town/city ordinance or regulation to a

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public body, or because an employee is requested by a public body to participate in an investigation, hearing or inquiry held by that public body, or a court action. Further, the Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee, or a person acting on his/her behalf, reports, verbally or in writing, to a public body, as defined in the statutes, concerning unethical practices, mismanagement or abuse of authority by the employer. This section does not apply when an employee knowingly makes a false report.

The District will exercise reasonable efforts to:

- investigate any complaints of retaliation or interference made by whistle blowers;
- take immediate steps to stop any alleged retaliation; and
- discipline any person associated with the District found to have retaliated against or interfered with a whistle blower.

The Board of Trustees considers violations of this policy to be a major offense that will result in disciplinary action, up to and including termination, against the offender, regardless of the offender's position within the District.


The Board shall make this policy available to its staff by posting it on its website with its other District policies.

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-3(a)  
Age Discrimination in Employment Act, 29 U.S.C. §623 (d)  
Americans with Disabilities Act, 42 U.S.C. §12203(a) and (b)  
Fair Labor Standards Act, 29 U.S.C. §215(a)(3)  
Occupational Safety and Health Act, 29 U.S.C. §6660(c)  
Family and Medical Leave Act, 29 U.S.C. §2615  
National Labor Relations Act, 29 U.S.C. §158(a)

## SCHOOL ELECTIONS CALENDAR 2015

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 135 days, or later than 40 days before	<b>Sunday, December 21 through Thursday, March 26</b>	<b>Trustee candidates file for election.</b> Nomination Petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b>  <i>Candidate must be registered to vote at the time the petition is filed.</i>	<a href="#">20-3-305</a> <a href="#">20-3-344</a>
Within 5 days of becoming a candidate	<b>Friday, December 26 through Tuesday, March 31</b>	<b>Contact the Montana Commissioner of Political Practices (MCPP)</b> office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more. The filing of C-1-A is required within 5 days of becoming a candidate.	<a href="#">13-37-206</a> <a href="#">13-37-201</a>
At least 70 days before	<b>Tuesday, February 24</b>	<b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	<a href="#">13-19-202</a> <a href="#">13-19-203</a>
At least 60 days before	<b>Friday, March 6</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election.	<a href="#">13-19-205</a>
At least 40 days before	<b>Thursday, March 26</b>	<b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. <b>Bond Elections are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</b>	<a href="#">20-20-201</a> <a href="#">20-20-203</a> <a href="#">20-9-422</a>
At least 38 days before	<b>Friday, March 27</b>	<b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305</a>
At least 35 days before	<b>Tuesday, March 31</b>	<b>Last day to file resolutions for school election with county election administrator.</b>	<a href="#">20-20-201(2)</a>
No later than the 30th day before	<b>Friday, April 3</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-102</a>
30 days before	<b>Monday, April 6</b>	<b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	<a href="#">20-20-311</a> <a href="#">20-20-312</a>
30 days before	<b>Monday, April 6</b>	<b>Absentee ballots must be available for bond elections.</b> If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.	<a href="#">20-9-426</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 30 days before	<b>Monday, April 6</b>	<b>Contact your county election administrator</b> for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Not less than 20 days, or more than 30 days before	<b>Sunday April 5 through Wednesday, April 15</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained.  If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	<a href="#">20-20-204</a>
No later than 26 days before	<b>Thursday, April 9 (By 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b>	<a href="#">13-10-211(3)</a>
Not less than 25 days before	<b>Friday, April 10</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
Not less than 25 days before	<b>Friday, April 10</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not before the 25 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Friday, April 10 through Monday, April 20</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
At least 20 days before	<b>Wednesday, April 15</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>● The ballot (with stubs removed)</li> <li>● Instructions for voting and returning the ballot</li> <li>● A secrecy envelope, free of any marks that would identify the voter</li> <li>● A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Day before	<b>Monday, May 4 (By Noon)</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>**Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 4</b>	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	<a href="#">20-20-313</a>
Election Day 	<b>Tuesday, May 5</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
Following receipt of the tally sheets from all polls and within 15 days after election	<b>Wednesday, May 20</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvas	<b>Monday, May 11 through Monday, May 25</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 11 through Monday, May 25</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 15 days of election	<b>Wednesday, May 20</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
12 days before and 20 days after	<b>Thursday, April 23 through Monday, May 25</b>	<b>Filing Report:</b> Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.	<a href="#">13-37-226(4)</a>
June 1	<b>Monday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>Thursday, June 4</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>**Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

*If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.*

**Additional References:**

Sample forms can be found at this address:

[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

Election Manual: [http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>