



Shelby Public School District #14



1010 Oilfield Ave ~ Shelby, MT 59474

www.ShelbyPublicSchools.org

Phone: (406) 424-8910 ~ Fax: (406) 434-2959

SHELBY SCHOOL BOARD MEETING AGENDA

Location: Shelby Board Room, District Office

Date: Tuesday, June 14, 2016

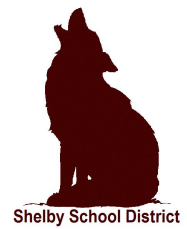
Time: 7:00 PM

5:30 PM Facility Walk Through

- | | |
|---|--------------|
| 1. Call To Order | Mr. Aklestad |
| 2. Pledge Allegiance | Mr. Aklestad |
| 3. Review and Approval of Minutes | Mr. Aklestad |
| 4. Review and Approval of Claims, Sequences and Voided Checks | Ms. Flynn |
| 5. Public Comment | Mr. Aklestad |
| 6. Reports | |
| a. Class Project Presentation | Mr. Buck |
| b. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Retirement/Resignation - Merilee Kleiber | |
| b. Hiring | |
| i. Counselor - Lisa Clark | |
| ii. Special Education - Mae Durotan | |
| iii. Special Education - Paul Ekness | |
| iv. Math - Benedicto Pastrana | |
| v. Coaching Recommendations | |
| 1. HS/JH Assistant Cross Country - Merle Raph | |
| 2. HS Assistant Football - Bob Brusven, Paul Schilling | |
| 3. JH Head Football - Bill Hansell | |
| 4. JH Head Wrestling - Thad White | |
| 5. JH Assistant Wrestling - Eric Mertz | |
| 6. HS GBB Assistant - Philip French | |
| 7. GBB 8th Grade - Mac McDermott | |
| 8. GBB 7th Grade - Zach Hayes | |
| 9. GBB 6th Grade - Kari Underdal | |
| 10. HS BBB Assistant - Mike White | |
| 11. HS BBB Assistant - CJ Nagel | |
| 12. HS VB Assistant - Jessica Brusven | |
| 13. BBB 8th Grade - Tom Reynolds | |
| 14. BBB 7th Grade - Zach Hayes | |
| 15. BBB 6th Grade - CJ Nagel | |
| vi. Summer Maintenance Crew - Full-time TBA / Part-time Wendy Reynolds and Kathje Griffis | |



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- vii. Custodian - David Wagner
- c. Classified Recommendations
 - i. Elementary/JH Paraprofessionals: Susan Carlstrom, Kelly Buxel, Linnet Doane, Jessica Donahue, Alyssa Edwards, Val Stratton, Debra Jordan. Danika Larson, Tun McCracken, Shannon Scarborough
 - ii. HS Paraprofessionals: Mike Alford, Alicia Baney, Terri Jo Baney, Sandra Blosser, Jane Garsjo, Julie Olsen, Amber Sanchez, Karen Watson
 - iii. Cafeteria Staff: Becky Hansell, Mary Garcia, Casey Clark, Inga Odden
 - iv. Custodians: Dave Clark, Lee Davis, Lyle Kimmet, Guy Knickerbocker, Janet Kuntz
 - v. Bus Drivers: Loren Bennett, Colleen Billman, Jeanne Wigen
 - vi. Secretaries: Dallas Stirling, Janet Flesch, Denise Flesch
 - vii. Business Manager: Melit Flynn
 - viii. Technology Director: John Hough
 - ix. GTCC: Diana Knudson, Brianna White
- d. Policy Updates
 - i. BP 1400 Board Meeting
 - ii. BP 3121P Enrollment and Attendance Records
 - iii. BP 4301 Visitors to School
 - iv. BP 4411 Investigations and Arrests by Police
 - v. BP 4313 Disruption of School Operations
 - vi. BP 5122F Authorization to Release Information
 - vii. BP 5232 Abused and Neglected Child Reporting
 - viii. BP 5322 Military Leave
 - ix. BP 8123 Driver Training Responsibility
 - x. BP 8430 Records Management
- e. 2016-17 Calendar Revision
- f. Year-End Spending
- 8. Discussion Items Mr. Crump
 - a. Superintendent Contract
 - b. JPT Insurance
 - c. Teacher Negotiations
 - d. Bus/Custodial Negotiations
- 9. Correspondence Mr. Crump
- 10. Next Meeting of the Board - Tuesday, July 12, 2016 Mr. Aklestad
- 11. Adjournment Mr. Aklestad

Special Education Assessment

Mr. Crump made a recommendation to pay an additional assessment amount of \$19,083.63 to Big Sky Special Needs Cooperative.

Motion: Rikki James

Second: Jay Hould- passed unanimously.

Discussion Items

Levy Election Results

Chairman of the Board Brian Aklestad announced that the school levy passed.

Teacher Negotiations

A negotiation meeting is scheduled on May 31, 2016.

Bus/Custodial Negotiations

No updates from the committee.

Correspondence

None.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, June 14, 2016, 7:00 p.m.

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

ADJOURNMENT

Chairperson Brian Aklestad adjourned the meeting at 8:00 p.m.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

MINUTES
May 10, 2016
Reorganization of the Board

CALL TO ORDER

The reorganizational meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 8:05 p.m. by Chairperson Brian Aklestad.

The Trustees **canvassed the results of the May 3, 2016 Levy Election.**

A motion was made to certify that the taxpayers of School District No. 14 and No. 21 of Toole County, Montana, on **May 3, 2016**, voted on an increase in local taxes to support the **High School General Fund** in the amount of **\$67,051.00** and being approximately **5.16** mills, for the purpose of operating and maintaining the **Shelby High School**.

Number of votes **FOR** an increase in High School General Fund: Shelby: 251 Galata: 40

Number of votes **AGAINST** an increase in the High School General Fund: Shelby: 156 Galata: 37

Motion: Jay Hould

Second: Dan Leck- passed unanimously.

Whereas, The Board of Trustees of Shelby School, District No. 14 of of Toole County, State of Montana, have received nomination petitions and write-in intent declarations equal to the number of positions to be elected for the Shelby Public School Board, notice was given by the clerk of the district that the Trustee Positions would be filled by acclamation. Therefore, the regular Trustee election was not held on May 3, 2016.

Be it Resolved, **Anna Fretheim, 658 S Telstad RD, Shelby Montana 59474**, is duly elected by acclamation to fill the Office of Trustee for the term of 3 years and **Krista Mellinger, 604 Alder Avenue, Shelby Montana 59474** for the term of 1 year.

Motion: Jay Hould

Second: Richard Jorata- passed unanimously.

Whereas, The Board of Trustees of Shelby School, District No. 14 and the The Board of Trustees of Galata Elementary School, District NO. 21 of Toole County, State of Montana, have received nomination petitions and write-in intent declarations equal to the number of positions to be elected for High School Nominating Trustee Position representing Galata Elementary on the Shelby High School Board, notice was given by the clerk of the district that the Trustee Position would be filled by acclamation.

Therefore, the regular Trustee election was not held on May 3, 2016.

Be it Resolved, **Richard Jorata, 28912 Hwy 2E, Shelby, Montana 59474**, is duly elected by acclamation to fill the Office of Trustee for the term of 3 years.

Motion: Jay Hould

Second: Richard Jorata- passed unanimously.

Swear in newly elected Trustees

The newly elected trustees, **Anna Fretheim, Richard Jorata and Krista Mellinger**, were sworn in by District Clerk, **Carmelita Flynn**.

Elect Officers

A motion was made to nominate Brian Aklestad as Chairperson.

Motion: Richard Jorata

Second: Jay Hould

Brian Aklestad was named Chairperson unanimously.

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

Motion: Richard Jorata

Second: Jay Hould

Rikki James was named Vice-Chairperson unanimously.

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

Motion: Brian Aklestad

Second: Richard Jorata- passed unanimously.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, June 14, 2016, at 7:00p.m.
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Chairperson Brian Aklestad adjourned the meeting at 8:17 p.m.

BUSINESS MANAGER/CLERK

CHAIRMAN OF THE BOARD

DRAFT

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 5 / 16

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Avai lable Appropriation
101 General Fund	534,151.21	2,278,225.36	8,133.25	2,286,358.61	2,565,462.00	279,103.39
110 Transportation Fund	15,430.45	119,902.88	0.00	119,902.88	198,900.00	78,997.12
111 Bus Depreciation Fund	0.00	0.00	40,000.00	40,000.00	87,805.73	47,805.73
113 Tuition	360.00	2,020.00	0.00	2,020.00	18,723.52	16,703.52
114 Retirement	76,231.36	293,469.18	0.00	293,469.18	364,020.00	70,550.82
128 Technology Fund	3,030.60	46,077.86	1,910.53	47,988.39	52,093.31	4,104.92
129 Flexibility Fund	0.00	4,236.65	0.00	4,236.65	55,714.27	51,477.62
150 Debt Service	0.00	19,337.51	0.00	19,337.51	283,375.00	264,037.49
201 General Fund	315,199.06	1,375,967.55	13,721.18	1,389,688.73	1,597,267.00	207,578.27
210 Transportation Fund	11,697.80	84,952.00	0.00	84,952.00	130,000.00	45,048.00
211 Bus Depreciation Fund	0.00	0.00	40,000.00	40,000.00	138,383.96	98,383.96
214 Retirement	43,280.08	174,043.40	0.00	174,043.40	225,996.00	51,952.60
217 ADULT EDUCATION FUND	20,621.04	70,771.81	0.00	70,771.81	75,000.00	4,228.19
228 Technology Fund	5,145.53	40,173.28	3,365.54	43,538.82	49,345.22	5,806.40
229 Flexibility Fund	0.00	27,472.24	0.00	27,472.24	102,384.83	74,912.59
250 Debt Service	0.00	9,896.88	0.00	9,896.88	144,493.76	134,596.88
261 Building Reserve	0.00	26,212.28	0.00	26,212.28	84,682.70	58,470.42
Grand Total :	1,025,147.13	4,572,758.88	107,130.50	4,679,889.38	6,173,647.30	1,493,757.92

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
51365		5143 3 RIVERS TELEPHONE COOPERATIVE	1,815.30						
	Camrose 0210								
9		06/01/16 fiber lease/dsl	439.81		101	100-1000	531		
10		06/01/16 fiber lease/dsl	439.81*		201	100-1000	531		
11		06/01/16 fiber lease/dsl	439.80*		101	100-2300	531		
12		06/01/16 fiber lease/dsl	439.80*		201	100-2300	531		
13		06/01/16 admin phone bill	24.00*		101	100-2300	531		
14		06/01/16 el phone bill	14.40		101	100-2400	531		
15		06/01/16 hs phone bill	16.88		201	100-2400	531		
16		06/01/16 GTCC phone bill	0.80		182	107-2212	531	570	
51414		5814 ANNA FRETHEIM	208.25						
3		06/02/16 student trans 2nd sem 2016	208.25*		110	100-2700	514		
51390		59 BEN TAYLOR INC	3,180.63						
1		1853 05/24/16 HS athletic trips	876.33		201	720-3500	624		
2		1853 05/24/16 HS extra-curricular trips	273.53		201	710-3400	624		
3		1853 05/24/16 bus route fuel 60% EL	708.59*		110	100-2700	624		
4		1853 05/24/16 bus route fuel 40% HS	472.38*		110	100-2700	624		
5		1853 05/24/16 Camrose school fuel	146.23*		101 71	100-1000	624		
7		1853 05/24/16 EL athletic trips	109.65		101	720-3500	624		
8		1853 05/24/16 EL trips/Sepcial Olympics	418.23*		101	710-3400	624		
9		1853 05/24/16 JMG trip to Billings	121.48		215	329-2213	582	114	
10		1853 05/24/16 Driver's Education	54.21		218	100-1000	624		
51421		6965 BRANDI BARNES	380.80						
1		06/02/16 student transp 2nd sem 2016	380.80*		110	100-2700	514		
51417		3975 BRIAN AKLESTAD	111.72						
1		06/02/16 student transp 2nd sem 2016	111.72		210	100-2700	514		
51422		6978 BROADUS PUBLIC SCHOOLS	20,000.00						
1		160531 05/31/16 METAL BLEACHERS	10,000.00*		101	100-4600	744		
2		160531 05/31/16 METAL BLEACHERS	10,000.00*		201	100-4600	744		
51359		1673 BRUCO INC	556.00						
1		350145 05/19/16 2 scs225 battery 12 v	556.00	10493	101	100-2600	610		
51399		6748 BRYSON SALES AND SERVICE OF	1,629.43						
1		245684 05/06/16 bus alternator	803.75		110	100-2700	610		
2		245684 05/06/16 bus alternator	535.82		210	100-2700	610		
3		245766 05/11/16 credit	-31.17		110	100-2700	610		
4		246304 06/02/16 bluebird surge kit	167.31		110	100-2700	610		
5		246304 06/02/16 bluebird surge kit	111.53		210	100-2700	610		
6		246331 06/03/16 cover, hub, rear/popout center	42.19		110	100-2700	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
51385	6010 BYTE SPEED LLC	2,114.89				
1	0105766 05/24/16 dlink 10gb smf gbi c	953.66	10494	228	100-1000	660
2	0105766 05/24/16 dlink 28port poe gig swit	1,161.23	10494	228	100-1000	660
51378	5023 CAMROSE COLONY	721.99				
B-1.53	(2015-2016 meal prices)					
L-2.88						
Reduced-B-1.21						
	L-2.45					
1	06/02/16 May/June food program	684.49*		212	910-3100	630
2	05/19/16 P Kleinsasser covered	37.50*		101 71	100-1000	320
3	05/19/16 1/2 day of class	0.00		101	100-1000	320
51410	6738 CASCADE COUNTY REGIONAL YOUTH	360.00				
1	16-04-353 04/30/16 1 student tuition	360.00*		113	200-2100	563
2	16-04-353 04/30/16 while attending JDC - 18 da	0.00*		113	200-2100	563
51384	4585 CDW GOVERNMENT, INC.	4,606.79				
1	DFJ6130 05/26/16 Tripp Lite 16p KVM	561.16	10502	128	100-1000	660
2	DFJ6130 05/26/16 Tripp Lite 16p KVM	561.17	10502	228	100-1000	660
3	05/26/16 Tripp Lite 8 pack usb siu	452.23	10502	128	100-1000	660
4	05/26/16 Tripp Lite 8 pack usb siu	452.23	10502	228	100-1000	660
5	DFT5558 05/24/16 Tripp Lite PDU 16 outlett	1,289.99	10502	128	100-1000	660
6	DFB1417 05/24/16 Tripp Lite PDU 16 outlett	1,290.01	10502	228	100-1000	660
51423	1833 CHEMSEARCH	9,021.60				
2	2329557 05/26/16 flash II aerosol	440.70*	10500	201	100-2600	610
3	2329557 05/26/16 glo-ss advanced aerosol	183.10*	10500	201	100-2600	610
4	2329557 05/26/16 ar-19	168.10*	10500	201	100-2600	610
5	2329557 05/26/16 chemsearch 565-boiler	8,229.70*	10500	201	100-2600	610
6	2329557 05/26/16 treatment	0.00*		201	100-2600	610
51356	95 CITY OF SHELBY	1,200.00				
1	07-0616 05/19/16 recreation pass 6/1/16-5/31/1	600.00		101	100-1000	330
2	07-0616 05/19/16 recreation pass 6/1/16-5/31/1	600.00*		201	100-1000	330
51366	3 CITY OF SHELBY WATER DEPT	2,222.55				
1	05/25/16 bus barn/water/garbage	83.20		110	100-2700	421
	BUS BARN WATER BILL					
2	05/25/16 bus barn/water/garbage	55.46		210	100-2700	421
	BUS BARN WATER BILL					
3	05/25/16 water/garbage/sewer/landfill	1,250.34		101	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
4	05/25/16 water/garbage/sewer/landfill	833.55		201	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
51353	6906 COLLEEN BILLMAN	221.00				
1	05/14/16 golf and track activity trips	100.00*		201	720-3500	582
2	05/14/16 art club in Missoula	41.00		201	710-3400	582
3	05/14/16 State Music Festival in Helena	58.00		201	710-3400	582
4	04/28/16 Special Olympics/MS to Helena	22.00*		101	710-3400	582
51379	3778 COMFORT INN - SHELBY	53.43				
1	30733848 05/30/16 Matt Berg's Lodging-speaker	53.43		201	100-1000	582
51391	6975 COMFORT SUITES	2,778.36				
1	05/28/16 Track team lodging in State	2,778.36*		201	720-3500	582
51407	3207 CRESCENT ELECTRIC SUPPLY CO	10.24				
1	04/14/16 lamps	10.24		101	100-2600	610
51371	15 CULLIGAN SOFT WATER SERVICE	363.00				
1	05/31/16 Admin water/cooler rental	16.00*		201	100-2600	450
2	05/31/16 EL water/cooler rental	41.00		101	100-2600	450
3	05/31/16 HS water/cooler rental -salt	306.00*		201	100-2600	450
4	05/31/16 charges for two monts	0.00*		201	100-2600	450
51354	6956 DANNY HINTZ	12.00				
1	04/23/16 softball in Conrad-meal	12.00*		201	720-3500	582
51425	5449 DASH INN	70.00				
1	06/01/16 ReAct-ice cream sandwiches	70.00		215	329-1000	610 161
51358	220 DAVIS BUSINESS MACHINES	3,812.10				
1	196548 05/03/16 copy charges 4-02 to 5-01	1,059.05		101	100-1000	440
	HOT LUNCH FOOD BILLS					
2	196548 05/03/16 copy charges 4-02 to 5-01	706.03*		201	100-1000	440
3	198302 06/02/16 contract base rate	176.89		101	100-1000	440
4	198302 06/02/16 contract base rate	117.92*		201	100-1000	440
5	198515 06/07/16 copy charges 5-02 to 6-01	1,051.33		101	100-1000	440
6	198515 06/07/16 copy charges 5-02 to 6-01	700.88*		201	100-1000	440
G666	2851 DIANA KNUDSON	546.80				
1	06/06/16 phone allowance	50.00		182	107-2212	531 570
2	06/06/16 out of district 340 miles	183.60*		182	108-2212	596 580
3	06/06/16 in district 580 miles	313.20		182	107-2212	582 570
51373	2896 EBMS	50,876.73				
1	06/01/16 health ins premium/June	42,745.66*		189	100-2500	260
2	06/01/16 EL retiree premium/June	2,017.05*		101	100-1000	261
3	06/01/16 HS retiree premium/June	942.05		201	100-1000	261
4	06/01/16 retirees premium/TRS ACH	4,389.62*		189	100-2500	260
5	06/01/16 GTCC	782.35*		182	107-2212	260 570

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
51357		6960 EBMS, INC	310.00						
1		000095032 03/31/16 ACA Management	186.00*		101	100-2400	810		
2		000095032 03/31/16 tool usage fee-March	124.00		201	100-2400	810		
51404		199 FIELDSTONE OFFICE SUPPLY	72.50						
1		125118 05/27/16 paper for yearbook insert	37.50	10514	215	100-1000	610	346	
2		125099 05/24/16 Montana frame-retirement gift	35.00		101	100-2400	610		
51429		6922 Fisher Scientific	213.55						
1		3586562 05/20/16 agar powder	24.50*	10495	201	100-1000	610		
2		3586562 05/20/16 nitrile gloves	57.90*	10495	201	100-1000	610		
3		3875866 05/31/16 nitrile gloves	69.90*	10495	201	100-1000	610		
4		3986078 06/02/16 human nose model	61.25*	10495	201	100-1000	610		
51387		74 FOOD SERVICES OF AMERICA	4,763.50						
1		5097502 05/03/16 food bill	424.71*		212	910-3100	630		
2		5101991 05/10/16 food bill	1,089.83*		212	910-3100	630		
3		5106396 05/17/16 food bill	1,539.45*		212	910-3100	630		
5		5110899 05/24/16 food bill	1,709.51*		212	910-3100	630		
51380		22 GENERAL DISTRIBUTING CO	131.75						
do not use program 300 anymore it will not work in Maefairs- use program 100 instead									
1		00440518 05/31/16 cylinder rentals/supplies	131.75						
			*		201	100-1000	450		
51401		1991 GOLDEN TRIANGLE COOP	180.00						
3		05/05/16 professional development dues	180.00		215	412-1000	320	515	
4		05/05/16 additional amount	0.00		215	412-1000	320	515	
51400		6976 IMPACT APPLICATIONS	600.00						
1		20162808 08/10/16 Impact software 1 yr subs.	600.00*		201	720-3500	681		
51367		6291 JEANNE M WIGEN	229.00						
1		05/18/16 track and golf teams trips	110.00*		201	720-3500	582		
2		04/26/16 JMG to Billings	52.00		215	329-2213	582	114	
3		05/03/16 Senior trip to Idaho	56.00		201	710-3400	582		
4		05/14/16 MS track to Cut Bank	11.00		101	720-3500	582		
51419		6753 JENNIFER FLESCHE	182.28						
6.10 miles X 2.17									
3		06/02/16 student trans 2nd sem 2016	182.28*		110	100-2700	514		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
51382	6619 JESSICA BUCK	30.00				
1	05/31/16 Choir Accompanist-3 hours X 10	30.00*		201	100-1000	330
51381	6210 KAYLEE BENJAMIN	305.00				
1	05/31/16 Choir Accompanist- 15-16 year	305.00*		201	100-1000	330
51368	3436 KENCO ENTERPRISES INC.	114.00				
1	1307244 06/01/16 alarm monitoring 6-01/06-30	68.40		101	100-2600	340
2	1307244 06/01/16 alarm monitoring 6-01/06-30	45.60*		201	100-2600	340
51420	6472 KIRBY AND KELLI LOHR	174.30				
1	06/02/16 student transp 2nd sem 2016	86.10*		110	100-2700	514
2	06/02/16 student transp 2nd sem 2016	88.20		210	100-2700	514
51411	6977 Krista Mellinger	39.16				
1	06/06/16 mileage to Conrad 54 X .54	29.16		101	100-2310	582
2	06/06/16 meal	10.00		201	100-2310	582
51406	6418 KUSTOM SERVICES	900.00				
1	1554 05/08/16 plow snow with loader-04/15	400.00		101	100-2600	432
2	1554 05/08/16 plow snow with loader-04/15	250.00*		110	100-2600	432
3	1554 05/08/16 plow snow with loader-04/15	250.00*		210	100-2600	432
51363	5735 LANE AND ASSOCIATES INC	500.00				
3	0016 05/01/16 1 year consortium fee	300.00*		110	100-2700	330
4	0016 05/01/16 1 year consortium fee	200.00		210	100-2700	330
5	05/01/16 for drug and alcohol testing	0.00		210	100-2700	330
51409	5735 LANE AND ASSOCIATES INC	148.50				
1	4757 05/09/16 3 breath tests/DOT	89.10*		110	100-2700	330
2	4757 05/09/16 3 breath tests/DOT	59.40		210	100-2700	330
51372	6853 LOREN BENNETT	82.00				
1	04/30/16 softball team trips-meals	82.00*		201	720-3500	582
51362	5480 MAAE	250.00				
1	05/24/16 Association of Agricultural	250.00*		215	451-1000	582 826
2	05/24/16 Educators fee	0.00*		215	451-1000	582 826
51352	4257 MAPT	1,130.00				
1	2013 05/24/16 Jeanne Wi gen	125.00*	10499	110	100-2700	330
2	2013 05/24/16 Danny Hintz	165.00*	10499	110	100-2700	330
3	2013 05/24/16 Thaddeus White	145.00	10499	210	100-2700	330
4	2013 05/24/16 Lyle Kimmert	125.00*	10499	110	100-2700	330
5	2013 05/24/16 Kevin Dodson	125.00*	10499	110	100-2700	330
6	2013 05/24/16 Loren Bennett	195.00	10499	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
7	2013 05/24/16 Cory Lamb	125.00	10499	210	100-2700	330
8	2013 05/24/16 Kevin Mitchell	125.00*	10499	110	100-2700	330
9	2013 05/24/16 drivers summer workshop	0.00*		110	100-2700	330
51369	2 MARIAS RIVER ELECTRIC COOP	5,773.64				
1	05/23/16 electric bill	3,144.12		101	100-2600	412
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	05/23/16 electric bill	2,096.07		201	100-2600	412
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	05/23/16 bus barn	350.13		210	100-2700	412
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
5	05/23/16 community garden-RECCS	183.32		115	434-1000	610 271
51416	6573 MARIE HOFFMAN	338.52				
1	06/02/16 student transp 2nd sem 2016	338.52		210	100-2700	514
51386	5930 MEADOW GOLD GREAT FALLS	3,059.67				
1	05/31/16 dairy products	3,059.67*		212	910-3100	630
51415	6546 MELISSA AKLESTAD	112.37				
1	06/02/16 student transp 2nd sem 2016	55.61*		110	100-2700	514
2	06/02/16 student transp 2nd sem 2016	56.76		210	100-2700	514
51418	6912 MELISSA OSTBERG	1,023.05				
	30 miles to schools @ 12.95(rate)					
1	05/26/16 student transp 2nd sem 2016	1,023.05		210	100-2700	514
51413	6320 MELODY TAYLOR	889.70				
1	06/02/16 student transp 2nd sem 2016	445.26*		110	100-2700	514
2	06/02/16 student transp 2nd sem 2016	444.44		210	100-2700	514
51427	181 MONTANA HIGH SCHOOL ASSOC	4,465.00				
	pay only out of high school fund					
1	06/14/16 16-17 catastrophic	345.00*		201	720-3500	520
2	06/14/16 16-17 dues	1,000.00		201	710-3400	810
3	06/14/16 16-17 dues	3,000.00		201	720-3500	810
4	06/14/16 concussion insurance	120.00		201	720-3500	810
51398	5571 MONTANA INTERQUEST CANINES	375.00				
1	644 04/30/16 K-9 inspection 04-11-16	375.00*		201	100-1000	340
51405	1136 Montana School Board Association	4,734.00				
1	31287 05/31/16 2016-2017 DUES & INS	2,840.40		101	100-2313	810
2	31287 05/31/16 2016-2017 DUES & INS	1,893.60		201	100-2313	810

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
51374	1534 MT School Nutrition Association	716.00				
1	709 05/27/16 Casey Clark	212.00*	10510	212	910-3100	582
2	709 05/27/16 Inga Odden	212.00*	10510	212	910-3100	582
3	709 05/27/16 Mary Garcia	212.00*	10510	212	910-3100	582
4	709 05/27/16 Becky Hansell	80.00*	10510	212	910-3100	582
51364	6114 OFFICE CENTER (THE)	45.00				
1	018079 05/20/16 billing 04-15-16/05-14-16	45.00*		182	108-2212	550 580
51355	758 QUILL CORPORATION	286.48				
1	5657535 05/06/16 keyboard for M Flynn	64.53		101	100-2400	610
2	5655421 05/06/16 coffee & snacks for board mtg	60.17		101	100-2400	610
3	5704383 05/10/16 coffee & snacks for board mtg	14.07		201	100-2400	610
4	5696546 05/10/16 Admin office supplies	106.38		101	100-2400	610
5	5707602 05/10/16 snacks for board meetings	30.14		201	100-2400	610
6	5979111 05/19/16 name plate	11.19*		201	100-2310	610
51424	4499 RENAISSANCE LEARNING, INC.	9,034.00				
1	1581939 06/01/16 STAR Reading and Math- EL	1,570.96		115	412-1000	681 515
2	1581939 06/01/16 STAR Reading and Math-HS	7,463.04		215	412-1000	681 515
3	1581939 06/01/16 2016-2017 school year	0.00		215	412-1000	681 515
51383	5960 RON GRUBER	105.68				
1	05/06/16 State Music Fest. -paid lunch	105.68		201	710-3400	582
2	05/06/16 school credit card declined	0.00		201	710-3400	582
51408	3951 SAFEGUARD BUSINESS SYSTEMS	197.44				
1	031422035 04/27/16 payroll warrants	118.47*		101	100-2500	610
2	031422035 04/27/16 payroll warrants	78.97		201	100-2500	610
51403	2683 SEYMOUR INCORPORATED	99.47				
1	64834 04/23/16 Lumber	81.90*	10474	201	100-1000	610
2	64919 05/03/16 sand bags	17.57*	10474	201	100-1000	610
51370	1 SHELBY GAS ASSOCIATION	4,475.40				
el 60%						
hs 40%						
switch between 110 & 210 every month						
cf						
1	05/23/16 bus barn gas	185.80		110	100-2700	411
2	05/23/16 EL & HS gas charges	2,573.76		101	100-2600	411
3	05/23/16 EL & HS gas charges	1,715.84		201	100-2600	411

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
5	605230717 05/23/16 food bill	1,324.76*		212	910-3100	610
6	605230717 05/23/16 non-food	100.96*		212	910-3100	630
7	605261862 05/26/16 food bill	511.58*		212	910-3100	630
8	605261862 05/26/16 non-food	200.03*		212	910-3100	610
9	605120953 05/12/16 RECCS snacks-reimb by State	224.11*		212	910-3100	630
51412	6153 UFI SANITATION	528.00				
1	17542 06/02/16 portables rental/softball	528.00*		201	720-3500	450
2	17542 06/02/16 mileage and cleaning service	0.00*		201	720-3500	450
3	17542 06/02/16 May 30- June 26, 2016	0.00*		201	720-3500	450
51360	2122 UNIVERSAL ATHLETIC SERVICE	2,383.48				
1	502-000200 05/04/16 mizuno catcher's mitt	86.06		201	720-3500	610
2	0024762-01 05/26/16 Safe Route to School shirt	1,700.00		115	329-2100	610 137
3	0024762-01 05/26/16 Safe Route to School shirt	597.42		101	100-1000	610
51389	6644 US BANCORP Equipment Finance Inc.	80.00				
3	06/01/16 copier lease/vo ag	80.00		201	100-1000	452
51377	5585 VERIZON WIRELESS	104.80				
1	9765791336 05/21/16 supt cell phone	40.78*		101	100-2300	531
2	9765791336 05/21/16 supt cell phone	40.77*		201	100-2300	531
3	9765791336 05/21/16 RECCS cell phone	23.25*		115	434-2210	531 271
G667	3484 VISA (for GTCC)	857.62				
1	06/06/16 MBI register & ASCD membership	267.00		182	107-2212	810 570
2	06/06/16 3 Rivers phone & internet	113.85		182	107-2212	531 570
3	06/06/16 books and office supplies	476.77		182	108-2212	600 580
51426	E 6023 WELLS FARGO BANK P CARD SYSTEM	17,067.99				
1	05/30/16 RECCS classroom, greenhouse	2,609.70		115	434-1000	610 271
2	05/30/16 E Allen purchases	677.97		101	100-1000	610
3	05/27/16 C Billman fuel-State Track	201.30		201	720-3500	624
4	05/23/16 R Buck-softball team meals	634.98*		201	720-3500	582
5	04/30/16 L Bennett fuel	117.30		201	710-3400	624
6	05/16/16 E Crump purchases/meals	278.69		101	100-2400	610
7	05/06/16 flourescent f32t8	363.18	10491	101	100-2600	610
8	05/06/16 70w halide lamp	218.40	10491	101	100-2600	610
9	05/06/16 shipping	61.99	10491	101	100-2600	610
10	05/27/16 L Davis supplies for May	533.30	10492	101	100-2600	610
11	05/06/16 P French-meal	26.26		201	100-2500	582
12	05/07/16 ST Music Fest. -meals&lodging	2,575.23		201	710-3400	582
13	05/04/16 K Griffis-Vocational Rehab	179.41		215	329-2210	610 112
14	05/30/16 D Hintz-transportation	1,075.22		110	100-2700	610
15	05/30/16 transportation supplies&parts	716.80		210	100-2700	610
16	05/30/16 J Hough-tech supplies	727.22*		128	100-1000	610
17	05/30/16 J Hough-tech supplies	727.23*		228	100-1000	610
18	05/09/16 driver's ed advertisement	43.20*		218	100-1000	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
19	05/09/16 Driver's Ed advertisement	43.20		218	100-1000	610
20	05/27/16 L Kimmet purchases for May	168.41*	10490	201	100-2600	610
21	05/19/16 G Knickerbocker-custodial supp	25.47		101	100-2600	610
22	05/03/16 G Laroche-lodging-Missoula	86.53		201	100-2500	582
23	05/26/16 G Maki-supplies for Camrose	7.97		101 71	100-1000	610
24	05/27/16 EV3 replacement parts	76.65	10497	215	451-1000	610 826
25	05/27/16 18-55mm lensw/filter	115.00	10498	215	451-1000	610 826
26	05/27/16 9v battery	11.38	10507	215	100-1000	610 346
27	05/27/16 Tape	20.28	10507	215	100-1000	610 346
28	05/27/16 Coding for Tech toys	40.00*	10518	215	451-1000	582 826
29	05/27/16 Classroom Tech Tools	40.00*	10518	215	451-1000	582 826
30	05/27/16 Grammar poster - Howl	14.95	10517	215	451-1000	610 826
31	05/27/16 Writing process chart	6.78	10517	215	451-1000	610 826
32	05/27/16 InDesign Learn video	13.76	10517	215	451-1000	610 826
33	05/27/16 Illustrator Learn video	62.98	10517	215	451-1000	610 826
34	05/27/16 Card reader	7.99	10517	215	451-1000	610 826
35	05/27/16 MicroSDcard & adapter	9.98	10517	215	451-1000	610 826
36	05/27/16 16G Sd card	11.29	10517	215	451-1000	610 826
37	05/27/16 Class10 32G	12.40	10517	215	451-1000	610 826
38	05/27/16 postage	7.49	10517	215	451-1000	610 826
39	05/27/16 125 Medals with engraving	405.00	10505	101	100-2225	610
40	05/27/16 Shipping-W Reynolds	54.93	10505	101	100-2225	610
41	05/27/16 66 shirts-Millionaire's Club	417.78	10506	201	100-2225	610
42	05/27/16 Shipping	41.78	10506	201	100-2225	610
43	05/10/16 T Reynolds-awards	91.45		101	100-1000	610
44	05/15/16 T Reynolds-State Golf meals	1,187.76*		201	720-3500	582
45	05/23/16 R Stubbs-kitchen supplies	30.03*		212	910-3100	610
46	05/28/16 E Tokerud-State track meals	1,022.66*		201	720-3500	582
47	05/27/16 cable, sheave bolt&sl eave	237.72*	10488	201	100-2600	610
48	05/27/16 cable, sheave bolt&sl eave	178.28*	10488	110	100-2600	610
49	05/27/16 cable, sheave bolt&sl eave	178.28*	10488	210	100-2600	610
50	05/30/16 M White travel expenses	542.43*		201	720-3500	582
51	05/03/16 J Wi gen-Senior's trip	130.00		201	710-3400	582
51376	6523 WELLS FARGO FINANCIAL LEASING	485.08				
1	5003115698 06/02/16 GTCC copier 06/29/16-07/28	485.08*		182	108-2212	550 580
# of Claims		81	Total :	187,092.81		
Total Electronic Claims		17,067.99				
Total Non-Electronic Claims		170,024.82				

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

Filed: _____

Allowed Amount \$ _____

Disallowed Amount \$ _____

Approved by the Board of Trustees

Chairman

Attest: _____
Clerk

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100	Regular Education Programs -						
107	GTCC Interlocal Funds						
2212	Instruction of Curriculum Development Services						
112-570	Professional -Education GTCC InterLocal Dues	5,798.25	63,780.75	0.00	63,780.75	69,578.00	5,797.25
115-570	Office/Clerical/Technology GTCC InterLocal Dues	2,726.64	30,293.34	0.00	30,293.34	37,784.23	7,490.89
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	633.79	7,222.60	0.00	7,222.60	7,600.00	377.40
220-570	Teachers' Retirement GTCC InterLocal Dues	502.71	5,529.81	0.00	5,529.81	5,900.00	370.19
230-570	PERS GTCC InterLocal Dues	218.13	2,623.47	0.00	2,623.47	2,800.00	176.53
240-570	Unemployment Compensation GTCC InterLocal Dues	15.35	173.88	0.00	173.88	500.00	326.12
250-570	Workers' Compensation GTCC InterLocal Dues	46.99	478.88	0.00	478.88	600.00	121.12
260-570	Health Insurance GTCC InterLocal Dues	782.35	20,043.60	0.00	20,043.60	20,000.00	-43.60
320-570	Professional -Educational Services GTCC InterLocal Dues	0.00	2,500.00	0.00	2,500.00	2,500.00	0.00
340-570	Technical Services GTCC InterLocal Dues	0.00	200.00	0.00	200.00	1,000.00	800.00
440-570	Repair and Maintenance Services GTCC InterLocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
531-570	Telephone GTCC InterLocal Dues	164.65	1,693.01	0.00	1,693.01	2,000.00	306.99
532-570	Postage GTCC InterLocal Dues	0.00	251.94	0.00	251.94	500.00	248.06
582-570	Travel Out-of-District GTCC InterLocal Dues	313.20	3,101.18	0.00	3,101.18	4,837.32	1,736.14
610-570	Supplies GTCC InterLocal Dues	0.00	1,402.47	0.00	1,402.47	3,000.00	1,597.53
650-570	Periodicals GTCC InterLocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
660-570	Minor Equipment-New GTCC InterLocal Dues	0.00	0.00	0.00	0.00	1,500.00	1,500.00
681-570	Software GTCC InterLocal Dues	0.00	0.00	0.00	0.00	400.00	400.00
810-570	Dues & Fees GTCC InterLocal Dues	267.00	587.00	0.00	587.00	800.00	213.00
	Function Total:	11,469.06	139,881.93	0.00	139,881.93	167,399.55	27,517.62
	Program Total:	11,469.06	139,881.93	0.00	139,881.93	167,399.55	27,517.62

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	3,000.00	0.00	3,000.00	5,800.00	2,800.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	229.51	0.00	229.51	250.00	20.49
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	2,141.50	0.00	2,141.50	4,000.00	1,858.50
	GTCC Professional Development Dues						
230-580	PERS	0.00	0.00	0.00	0.00	50.00	50.00
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	5.40	0.00	5.40	10.00	4.60
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	16.54	0.00	16.54	20.00	3.46
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	0.00	15,068.70	0.00	15,068.70	40,000.00	24,931.30
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	80.00	0.00	80.00	625.00	545.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	200.00	0.00	200.00	1,000.00	800.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	530.08	6,552.49	0.00	6,552.49	6,000.00	-552.49
	GTCC Professional Development Dues						
592-580	Meals & Lodging	0.00	13,150.38	0.00	13,150.38	25,000.00	11,849.62
	GTCC Professional Development Dues						
596-580	Mileage	183.60	4,271.07	0.00	4,271.07	4,000.00	-271.07
	GTCC Professional Development Dues						
600-580	Supplies and Materials	476.77	7,512.66	0.00	7,512.66	11,700.00	4,187.34
	GTCC Professional Development Dues						
	Function Total:	1,190.45	52,228.25	0.00	52,228.25	98,455.00	46,226.75
	Program Total:	1,190.45	52,228.25	0.00	52,228.25	98,455.00	46,226.75
	Program Group Total:	12,659.51	192,110.18	0.00	192,110.18	265,854.55	73,744.37
	Fund Total:	12,659.51	192,110.18	0.00	192,110.18	265,854.55	73,744.37
	Grand Total:	12,659.51	192,110.18	0.00	192,110.18	265,854.55	73,744.37

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 16

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
101 General Fund	144,781.11	1,725,747.11	6,279.00	-1,719,468.11	*** %
110 Transportation Fund	4,910.06	96,106.81	0.00	-96,106.81	** %
111 Bus Depreciation Fund	1,164.74	18,302.18	7,697.00	-10,605.18	238 %
113 Tuition	11.54	122.72	0.00	-122.72	** %
114 Retirement	1,764.41	188,366.72	364,020.00	175,653.28	52 %
128 Technology Fund	1,627.49	29,431.69	52,116.00	22,684.31	56 %
129 Flexibility Fund	25.30	1,378.85	25,941.00	24,562.15	5 %
150 Debt Service	8,368.97	140,522.98	274,447.00	133,924.02	51 %
201 General Fund	85,088.96	1,119,494.03	4,061.00	-1,115,433.03	*** %
210 Transportation Fund	1,381.42	56,770.35	0.00	-56,770.35	** %
211 Bus Depreciation Fund	1,093.87	22,390.35	13,500.00	-8,890.35	166 %
214 Retirement	1,061.50	107,276.03	225,996.00	118,719.97	47 %
217 ADULT EDUCATION FUND	1,878.89	41,351.96	44,271.00	2,919.04	93 %
228 Technology Fund	1,216.46	28,600.92	49,325.00	20,724.08	58 %
229 Flexibility Fund	61.45	6,317.00	62,886.00	56,569.00	10 %
250 Debt Service	3,328.98	75,186.29	153,641.00	78,454.71	49 %
261 Building Reserve	1,268.94	28,696.43	81,265.00	52,568.57	35 %
Grand Total :	259,034.09	3,686,062.42	1,365,445.00	-2,320,617.42	270 %

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	1065.11	197.50	0.00	1.18	0.00		0.07	0.00	868.86
101 ATHLETICS	1468.75	888.00	0.00	4506.60	0.00		0.44	0.00	5087.79
405 AUTO/WOOD SHOP/VICA	3501.05	0.00	0.00	4.75	0.00		0.27	0.00	3506.07
402 BAND	572.62	0.00	0.00	0.78	0.00		0.04	0.00	573.44
408 BAND & CHOIR UNIFORMS/TRAVEL	1049.68	0.00	0.00	10.55	0.00		0.08	0.00	1060.31
112 BOYS BASKETBALL	489.62	0.00	0.00	0.66	0.00		0.04	0.00	490.32
213 BPA	2938.54	0.00	0.00	3.99	0.00		0.23	0.00	2942.76
203 CHEERLEADERS	967.64	0.00	0.00	1.31	0.00		0.08	0.00	969.03
403 CHOIR	3816.60	0.00	0.00	5.18	0.00		0.30	0.00	3822.08
316 CLASS OF 2016 (SR)	5021.08	60.00	0.00	6.73	0.00		0.39	0.00	4968.20
317 CLASS OF 2017 (JR)	4682.17	430.00	0.00	393.95	0.00		0.36	0.00	4646.48
318 CLASS OF 2018 (SO)	7686.54	2070.00	0.00	7.62	0.00		0.44	0.00	5624.60
319 CLASS OF 2019 (FR)	2091.90	0.00	0.00	24.04	0.00		0.16	0.00	2116.10
202 CONCESSIONS	2018.78	758.14	0.00	1.51	-199.00		0.08	0.00	1063.23
108 CROSS COUNTRY	542.88	0.00	0.00	0.74	0.00		0.04	0.00	543.66
503 DISTRICT 7 MUSIC FESTIVAL	5350.13	6118.59	0.00	1821.62	225.00		0.10	0.00	1278.26
206 EXPLORE AMERICA	2415.03	128.06	0.00	56.28	0.00		0.18	0.00	2343.43
212 FCCLA	385.43	0.00	0.00	0.52	0.00		0.03	0.00	385.98
211 FFA	1841.54	1740.35	0.00	960.21	0.00		0.08	0.00	1061.48
209 FINE ARTS	1953.89	0.00	0.00	2.65	0.00		0.15	0.00	1956.69
107 FOOTBALL	434.66	0.00	0.00	0.59	0.00		0.03	0.00	435.28
406 FRENCH CLUB	2651.48	0.00	0.00	3.60	0.00		0.21	0.00	2655.29
111 GIRLS BASKETBALL	1360.15	0.00	0.00	1.85	0.00		0.11	0.00	1362.11
115 GOLF	212.41	5.50	0.00	0.25	-26.00		0.01	0.00	181.17
208 HOWL	99.70	0.00	0.00	0.14	0.00		0.01	0.00	99.85
221 JOBS FOR MONTANA GRADS	369.52	0.00	0.00	0.50	0.00		0.03	0.00	370.05
640 MIDDLE SCHOOL BAND	4403.10	0.00	0.00	0.00	0.00		0.34	0.00	4403.44
610 MIDDLE SCHOOL BOYS ATHLETICS	444.21	0.00	0.00	0.00	0.00		0.03	0.00	444.24
624 MIDDLE SCHOOL BUILDERS CLUB	1293.80	0.00	0.00	0.00	0.00		0.10	0.00	1293.90
622 MIDDLE SCHOOL CHEERLEADERS	2529.06	0.00	0.00	0.00	0.00		0.20	0.00	2529.26
641 MIDDLE SCHOOL CHOIR	2.29	0.00	0.00	0.00	0.00		0.00	0.00	2.29
611 MIDDLE SCHOOL GIRLS ATHLETICS	355.71	0.00	0.00	0.00	0.00		0.03	0.00	355.74
643 MIDDLE SCHOOL HOME EC	618.45	0.00	0.00	0.00	0.00		0.05	0.00	618.50
621 MIDDLE SCHOOL STUDENT COUNCIL	763.07	0.00	0.00	0.00	0.00		0.06	0.00	763.13
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	4466.58	0.00	0.00	0.00	0.00		0.35	0.00	4466.93
222 MISSOULA CHILDREN'S THEATRE	1699.29	500.00	0.00	1.63	0.00		0.09	0.00	1201.01
401 NHS	959.01	0.00	0.00	43.70	0.00		0.08	0.00	1002.79
501 RECOGNITION	6723.37	0.00	0.00	261.44	0.00		0.54	0.00	6985.35
214 SCHOOL PLAY	1565.14	0.00	0.00	2.12	0.00		0.12	0.00	1567.38
216 SCIENCE CLUB	1426.93	114.72	0.00	1.94	0.00		0.10	0.00	1314.25
700 SHELBY ELEMENTARY	1317.57	0.00	0.00	0.00	0.00		0.10	0.00	1317.67
114 SOFTBALL	407.56	0.00	0.00	0.55	0.00		0.03	0.00	408.14
205 SPEECH & DRAMA	2361.77	0.00	0.00	3.21	0.00		0.18	0.00	2365.16
201 STUDENT COUNCIL	1540.84	0.00	0.00	2.09	0.00		0.12	0.00	1543.05
102 TOURNAMENT FUNDS	703.29	0.00	0.00	0.95	0.00		0.05	0.00	704.29
113 TRACK	526.79	0.00	0.00	0.71	0.00		0.04	0.00	527.54
104 UNIFORM MAINTENANCE	4989.53	1397.50	0.00	5.00	0.00		0.28	0.00	3597.31
109 VOLLEYBALL	662.16	0.00	0.00	0.90	0.00		0.05	0.00	663.11
110 WRESTLING	1304.36	0.00	0.00	4101.77	0.00		0.42	0.00	5406.55
207 YEARBOOK	6775.47	0.00	0.00	62.20	0.00		0.53	0.00	6838.20

06/07/16
08:27:50

SHELBY SCHOOLS
Statement of Activity by Account Name for 05/01/16 to 05/31/16

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total for Student Accounts	102826.25	14408.36		12306.01			7.85		100731.75
Bank Account Totals	102826.25	14408.36	0.00	12306.01	0.00		7.85	0.00	100731.75
							Bank Balance		100731.75
							Plus Outstanding Checks		3088.91
							Minus Outstanding Deposits		0.00

							Balance		103820.66
							Minus Receipts in Transit		0.00

							Statement Balance		103820.66

June 10/2016

To : Mr. Crump, Mr. French, Shelby Public Schools Board of Trustees, Staff and Friends

From: Merilee Kleiber School Counselor Shelby Jr/Sr. High

I am not sure if you have ever been caught between two things you love, knowing you have to choose one. This is the crossroads which I have face. I must resign my position as the Jr/Sr High School Counselor with Shelby Public Schools at the Jr. /Sr. High school.

I want you to know that this decision has absolutely nothing to do with any dis-pleasure of the Shelby School District. I love my job. I especially love the students here. The staff are excellent teachers and care a great deal about the students. The administration has worked with me in a remarkable manner. The community is unique. Never will I experience the acceptance and friendliness anywhere else. I have enjoyed my experience volunteering at the prison, the animal shelter, the bell choir and other places. I have agonized for days over this decision and I have not had restful nights.

I have accepted a position, as an elementary school counselor, in the Lake Pend Oreille School District in Sandpoint, Idaho. This position is the first recognition in 9 years by this district to bring elementary school counselors back. The administration, staff and community have seen the need. In regards to Idaho this is revolutionary. My job will entail not only servicing 5 schools but proving elementary school counselors are necessary and for more of them to be hired in the district. It is a big task and I hope I can do it.

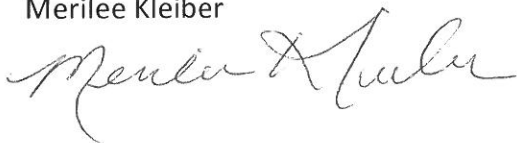
Sandpoint is my home. My husband recently experienced a severe accident with a chainsaw and a tree. While he is recovering physically, emotionally this has taken a toll and I need to go home. My daughter lives there as well and I hope I will be able to say I have a grandchild someday, other than a Chihuahua.

I do not do well with good byes but I have a number of people I need to say god-bye too. I am not looking forward to it.

I want to make my leaving easy for the new counselor coming in. I will leave as much information as I can and I will always be available to help in any way.

Respectfully and With Affection,

Merilee Kleiber

A handwritten signature in cursive script, appearing to read 'Merilee Kleiber', written in black ink.

BP1400 – Board Meetings. This is a clean-up revision. On line 7 of the first page it is recommended to delete the phrase “and/or committees of the Board”. This phrase does not fit with the policy, as the policy refers to “board meetings”. Policy 1130, Committees, covers committees of the Board.
Recommended change

BP 3121P – Enrollment and Attendance Records. MTSBA revised this policy and aligned it with the language in Montana Code. The original language could have been interpreted that it only applies to students who have been enrolled in a program for less than 180 hours. That was not accurate. It can be applied to any student who can demonstrate proficiency in a course in less time than it would normally take. Example: a student could demonstrate proficiency of a senior English class, by testing out using the district assessment for that course, in less than the usual number of hours it would take. Required change

BP 4301 –Visitors to School. After much discussion, the reference to this policy as “required” has been discontinued. The new reference is “optional”. MTSBA believes this policy is still important. We also added an option [school building office]. Recommended change

BP 4411 – Investigations and Arrests by Police. This policy has been completely revised by the MTSBA attorney staff. It is now titled: Interrogation and Investigations Conducted by School Officials. The complete revision of the policy stems from an increase in questions regarding investigations by school administration, cooperation with and when to involve law enforcement and what protocol should law enforcement follow when coming to the school, duties of the SRO, taking students in to custody, and the handling of disturbances at school. If a district does not have an SRO, that section can be (should be) deleted from the policy. The revision of this policy would also allow the deletion of Policy 4313-Disruption of School Operations. Recommended change

Delete - BP 4313 – Disruption of School Operations - See above

BP 5122F – Authorization to Release Information. MTSBA revised this form (in its entirety) to reflect the expectations of the Department of Justice regarding application and notice pursuant to the National Child Protection Act of 1993. It is recommended that districts replace their 5122F with this revision. Required change

BP 5232 – Abused and Neglected Child Reporting. MTSBA revised the first paragraph of this policy to reflect the language in MCA 41-3-201. It clearly states that an employee must report an abuse or neglect case if they have reasonable cause to suspect as a result of information they receive **in their professional or official capacity**.

BP 5322 – Military Leave. This is a clean-up change. It did not change any of the requirements. In making sure all leave was covered, it was best to refer to law and collective bargaining agreements. Optional change

BP 8123 – Driver Training and Responsibility. The deletion of paragraph two and the addition of the new paragraph two, reflects the changes in OPI’s Transportation Manual regarding school bus driver qualifications. Required change

BP 8430 – Records Management. Revised to include Information Security Breach language to reflect 30-14-1704, MCA Computer Security Breach.

5 Board Meetings

6
7 Meetings of the Board must occur at a duly called and legally conducted meeting. “Meeting” is
8 defined as the convening of a quorum of the constituent membership of the Board, whether in
9 person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the
10 Board has supervision, control, jurisdiction, or advisory power.

11
12 Regular Meetings

13
14 Unless otherwise specified, all meetings will take place in the Board meeting room. Regular
15 meetings shall take place at 7:00 p.m. on the second Tuesday of each month, or at other times
16 and places determined by a majority vote. Except for an unforeseen emergency, meetings must
17 be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible
18 building located within the District. If regular meetings are scheduled at places other than as
19 stated above or are adjourned to times other than the regular meeting time, notice of the meeting
20 shall be made in the same manner as provided for special meetings. The trustees may meet
21 outside the boundaries of the District for collaboration or cooperation on educational issues with
22 other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as
23 well as an agenda, must be provided to the public in advance. Decision making may only occur
24 at a properly noticed meeting held within the District’s boundaries. When a meeting date falls on
25 a school holiday, the meeting may take place the next business day.

26
27 Emergency Meetings

28
29 In the event of an emergency involving possible personal injury or property damage, the Board
30 may meet immediately and take official action without prior notification.

31
32 Budget Meetings

33
34 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
35 time, and place trustees will meet for the purpose of considering and adopting a final budget for
36 the District, stating that the meeting of the trustees may be continued from day to day until final
37 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
38 be heard for or against any part of the budget. This notice shall be published in the *Shelby*
39 *Promoter*.

40
41 On the date and at the time and place stated in the published notice (on or before August 20),
42 trustees shall meet to consider all budget information and any attachments required by law. The
43 meeting may continue from day to day; however, the Board must adopt a final budget not later
44 than August 25.

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Special Meetings

Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: February 8, 2005
Reviewed on:
Revised on: December 13, 2005. 08/09/2011, 10/09/2012, 06/10/2014

1 **Shelby School District**

2
3 **STUDENTS**

3121P

4 page 1 of 2

5 Enrollment and Attendance Records

6
7 Average Number Belonging

8
9 Average Number Belonging (ANB) is the enrollment measure used for the State Foundation
10 Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the
11 attendance records of the preceding year. Funding for districts is based on ANB, which is based
12 on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of
13 pupil instruction for which a school course or program is offered or for which a pupil is enrolled.
14

15 For a child to be counted for ANB purposes:

- 16
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
18
19 b) Attending 180 to 359 aggregate hours = One-quarter time enrollment
20
21 c) Attending 360 to 539 aggregate hours = One-half time enrollment
22
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
24
25 e) Attending 720 aggregate hours or more = Full-time enrollment
26

27 A school district may include in its calculation of ANB a pupil who is enrolled in a program
28 providing fewer than the required aggregate hours of pupil instruction required under subsection
29 20-9-311(4)(a) or (4)(b) if the pupil had demonstrated proficiency in the content ordinarily
30 covered by the instruction as determined by the school board using district assessments. The
31 ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily
32 provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).
33

34 Homebound Students

35
36 Students who are receiving instructional services, who were in the education program and, due to
37 medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may
38 be counted as enrolled for ANB purposes, if the student:

- 39
40 a) Is enrolled and is currently receiving organized and supervised pupil instruction;
41
42 b) Is in a home or facility which does not offer a regular educational program; and
43
44 c) Has instructional costs during the absence, which are financed by the District’s general
45 fund.
46

1 **Shelby School District**

2
3 **COMMUNITY RELATIONS**

4301

4
5 Visitors to Schools

6
7 The District welcomes visits by parents and citizens to all District buildings. All visitors shall
8 report to the principal's office [school building office] on entering any District building.
9 Conferences with teachers should be held outside school hours or during the teacher's
10 conference or preparation time.

11
12
13
14 Cross Reference: 4313 Disruption of School Operations

15
16 Policy History:

17 Adopted on:

18 Reviewed on: 08/09/2011

19 Revised on:

1 **Shelby School District**

2
3 **COMMUNITY RELATIONS**

4411
Page 1 of 4

5
6 **Interrogation and Investigations Conducted by School Officials**

7
8 The administration has the authority and duty to conduct investigations and to question students
9 pertaining to infractions of school rules, whether or not the alleged conduct is a violation of
10 criminal law. The administration shall determine when the necessity exists that law enforcement
11 officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the
12 safety of other people or school property or which interferes with the operation of the schools.
13

14 In instances when the administration has reasonable suspicion that a violation of district policy or
15 the student code of conduct has been violated, the administrator will investigate. The
16 administrator will notify the suspected rule violator(s) or potential witness(es) to the infraction.
17 The suspected student shall be advised orally or in writing of the nature of the alleged offense
18 and of the evidence against the student. Circumstances may arise where it would be advisable to
19 have another adult present during questioning of students.
20

21 **School Resource Officer**

22
23 Shelby School District contracts with the **Toole County Sheriffs Department** to provide School
24 Resource Officers (SROs) to maintain a safe and secure environment conducive to learning.
25 Whenever possible all interactions between students and law enforcement at schools with SROs
26 assigned shall be coordinated through the SROs as specified within the duties of the contract.
27

28 **Duties:**

- 29
- 30 1. Abide by school board policies and shall consult with and coordinate activities through
31 the school principal but shall remain fully responsive to the chain of command of the law
32 enforcement agency in all matters relating to employment and supervision.
33
 - 34 2. Develop expertise in presenting various subjects; particularly in meeting federal and state
35 mandates in drug abuse prevention education and shall provide these presentations at the
36 request of school personnel in accordance with the established curriculum.
37
 - 38 3. Encourage individual and small group discussions about law enforcement related matters
39 with students, faculty and parents.
40
 - 41 4. Attend meetings of parent and faculty groups to solicit their support and understanding of
42 the School Resource Officer Program and to promote awareness of law enforcement
43 functions.
44

5. Be familiar with all community agencies that offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc.
6. Confer with the administration to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
7. Coordinate with the administration when conducting an investigation into alleged violations of District policy that also could be a violation of the criminal code during school hours, on school property or students travelling to or from school.
8. Advise the administration before requesting additional enforcement assistance on campus and undertake all additional responsibilities at the administration's direction.
9. In order to assure the peaceful operation of school-related programs, SROs will whenever possible, participate in or attend school functions.
10. Reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for scheduled school activities. The uniform will also be worn at events where it will enhance the image of officers and their ability to perform their duties.
11. Coordinate with the administration and be responsible for law enforcement and security activity at extra-curricular events as determined by the principal.
15. File reports as required by the school district and/or law enforcement agency.

Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than a SRO must interact with a student, the officer(s) is requested to confer with the student when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- a. The officer shall contact the school principal and present proper identification in all occasions upon his/her arrival on school premises.
- b. Parents or guardians shall be notified by the law enforcement officer, school principal or assistant principal as soon as possible. The law enforcement officer, principal or assistant

principal shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.

- c. The student's parent or guardian should be present, if practicable, during any interrogation on school premises.

Cooperation with Law Enforcement

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the principal is not satisfied, he/she shall attempt to notify the Superintendent and the officer's superior, documenting such action.

In all cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agree to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

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When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal’s office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator or staff member, but have failed or refused to do so.

Legal Reference:	§ 20-1-206, MCA	Disturbance of school - penalty
	§ 20-5-201, MCA	Duties and sanctions
	§ 45-8-101, MCA	Disorderly conduct

Policy History:

Adopted on:
Reviewed on: 08/09/2011
Revised on:

1 **Shelby School District**

2
3 **COMMUNITY RELATIONS**

4313

4
5 Disruption of School Operations

6
7 The staff member in charge will immediately notify local law enforcement authorities, if any
8 person disrupts or obstructs any school program, activity, or meeting or threatens to do so, or
9 commits, threatens to imminently commit, or incites another to commit any act that will disturb
10 or interfere with or obstruct any lawful task, function, process, or procedure of any student,
11 official, employee, or invitee of the District.

12
13 The staff member in charge will make a written report detailing the incident no later than twenty-
14 four (24) hours after the incident occurs. A copy of the report will be given to the staff
15 member's immediate supervisor.

16
17
18
19 Cross Reference: 4301 Visitors to the Schools

20
21 Legal Reference: § 20-1-206, MCA Disturbance of school - penalty
22 § 20-5-201, MCA Duties and sanctions
23 § 45-8-101, MCA Disorderly conduct

24
25 Policy History:

26 Adopted on:

27 Reviewed on: 8/09/2011

28 Revised on:

**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF
1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

5122F

To Whom It May Concern:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to Shelby School District (the District) for the position of (please be specific)

_____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the district (a) to which you have applied for employment or to serve as a volunteer, or (b) by which you are employed or serve as a volunteer requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. [I understand the fingerprint background check will be at my expense]. These fingerprints will be used to conduct a search of FBI criminal history records. The district conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If district policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the district policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the district may choose to deny you unsupervised access to a person to whom the district provides care.

The [district] [Superintendent] [administration] shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the Board of Trustees. The district shall make reasonable efforts to respond to the inquiry within 15 business days.

1 **Shelby School District**

2
3 **PERSONNEL**

5232

4
5 **Abused and Neglected Child Reporting**

6
7 A District employee who has reasonable cause to suspect, as a result of information they receive
8 in their professional or official capacity, that a child is abused or neglected by anyone regardless
9 of whether the person suspected of causing the abuse or neglect is a parent or other person
10 responsible for the child's welfare, they shall report the matter promptly to the department of
11 public health and human services. An employee does not discharge the obligation to personally
12 report by notifying the Superintendent or principal.

13
14 Any District employee who fails to report a suspected case of abuse or neglect to the Department
15 of Public Health and Human Services, or who prevents another person from doing so, may be
16 civilly liable for damages proximately caused by such failure or prevention and is guilty of a
17 misdemeanor. The employee will also be subject to disciplinary action up to and including
18 termination.

19
20 When a District employee makes a report, the DPHHS may share information with that
21 individual or others as stated in 41-3-201(5). Individuals who receive information pursuant to
22 the above named subsection (5) shall maintain the confidentiality of the information as required
23 in 41-3-205.

24	25	26	Legal Reference:	§ 41-3-201, MCA	Reports
27		27		§ 41-3-202, MCA	Action on reporting
28		28		§ 41-3-203, MCA	Immunity from liability
29		29		§ 41-3-205, MCA	Confidentiality – disclosure exceptions
30		30		§ 41-3-207, MCA	Penalty for failure to report

31
32 **Policy History:**

33 Adopted on:

34 Reviewed on: 8/09/2011

35 Revised on: 07/09/2013

1 **Shelby School District**

2
3 **PERSONNEL**

5322

4
5 **Military Leave**

6
7 Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and
8 the Montana Military Service Employment Rights, the Superintendent shall grant military leave
9 to employees for voluntary or involuntary service in the uniformed services of the United States,
10 upon receipt of the required notice. Benefits shall be maintained for these employees as required
11 by law and/or collective bargaining agreements. A service member who returns to the District
12 for work following a period of active duty must be reinstated to the same or similar position and
13 at the same rate of pay unless otherwise provided by law.

14
15 Time spent in active military service shall be counted in the same manner as regular employment
16 for purposes of seniority or District service unless otherwise provided in a collective bargaining
17 agreement.

18
19 The District will not discriminate in hiring, reemployment, promotion, or benefits based upon
20 membership or service in the uniformed services.

21
22 All requests for military leave will be submitted to the Superintendent, in writing, accompanied
23 by copies of the proper documentation showing the necessity for the military leave request.

24
25 When possible, all requests for military leave will be submitted at least one (1) full month in
26 advance of the date military service is to begin.

27
28 Persons returning from military leave are asked to give the Superintendent notice of intent to
29 return, in writing, as least one (1) full month in advance of the return date.

30
31 The District shall post notice of the rights, benefits, and obligations of the District and employees
32 in the customary place for notices.

34	Legal Reference:	38 U.S.C. §§ 4301-4334	The Uniformed Services Employment and
35			Reemployment Act of 1994
36		§10-1-1004, MCA	Rights under federal law
37		§10-1-1005, MCA	Prohibition against employment
38			discrimination
39		§10-1-1006, MCA	Entitlement to leave of absence
40		§10-1-1007, MCA	Right to return to employment without loss
41			of benefits – exceptions – definition
42		§10-1-1009, MCA	Paid military leave for public employees

43 **Policy History:**

44 Adopted on: October 10, 2006

45 Reviewed on: 08/09/2011

46 Revised on:

4 **NONINSTRUCTIONAL OPERATIONS**

5
6
7
8
9 Driver Training and Responsibility

10
11 Bus drivers shall observe all state statutes and administrative rules governing traffic safety and
12 school bus operation. At the beginning of each school year, the District will provide each driver
13 with a copy of the District’s written rules for bus drivers and for student conduct on buses.
14

15 School bus drivers must hold a valid Montana school bus certificate in order for a district to
16 receive state reimbursement for that driver’s bus routes. Qualifications for bus drivers are
17 prescribed by 20-10.103, MCA, and by the board of Public Education in Arm 10.64.201. The
18 first aid certificate required by ARM 10.64.201 must include certification in CPR, be signed by a
19 certified instructor, and be received after an initial in-person training of at least four hours with
20 annual renewals.
21

22 A school bus driver is prohibited from operating a school bus while using a cellular phone,
23 including hands free cellular phone devices, except:

- 24 (1) During an emergency situation;
- 25 (2) To call for assistance if there is a mechanical breakdown or other mechanical
26 problem;
- 27 (3) When the school bus is parked.
28

29 A driver may not operate a school bus without a valid, current certificate.
30

31 A teacher, coach, or other certified staff member assigned to accompany students on a bus will
32 have primary responsibility for behavior of students in his or her charge. The bus driver has final
33 authority and responsibility for the bus. The Superintendent will establish written procedures for
34 bus drivers.
35
36
37

38 Legal Reference: § 20-10-103, MCA School bus driver qualifications
39 10.7.111, ARM Bus Drivers
40 Certification Requirement for
41 Reimbursement
42 10.64.201, ARM School Bus Driver Qualifications
43 National Highway Traffic Safety Administration
44

Policy History

Adopted on: 2/8/2005

Reviewed on: 8/9/11

Revised on: 1/10/2006, 6/29/10, 7/14/11

5 Records Management

6
7 The District will retain, in a manner consistent with applicable law and the state’s *Rules for*
8 *Disposition of Local Government Records*, such records as are required by law or regulations to
9 be created and/or maintained, and such other records as are related to students, school personnel,
10 and the operations of the schools.

11
12 For the purpose of this policy, “records” are all documentary materials, regardless of media or
13 characteristics, made or received and maintained by the school unit in transaction of its business.
14 Records include email and other digital communications sent and received.

15
16 Records may be created, received, and stored in multiple formats, including but not limited to
17 print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer
18 disks and CDs, servers, flash drives, etc.).

19
20 The Superintendent will be responsible for developing and implementing a records management
21 program for the cataloging, maintenance, storage, retrieval, and disposition of school records.
22 The Superintendent will also be responsible for developing guidelines to assist school employees
23 in understanding the kinds of information that must be saved and those which can be disposed of
24 or deleted. The Superintendent may delegate records-management responsibilities to other
25 school personnel at his/her discretion to facilitate implementation of this policy.

26
27 All personnel records made or kept by an employer, including, but not necessarily limited to,
28 application forms and other records related to hiring, promotion, demotion, transfer, layoff or
29 termination, rates of pay or other terms of compensation and selection for training or
30 apprenticeship, shall be preserved for 2 years from the date the record is made or from the date
31 of the personnel action involved, whichever occurs later.

32
33 Student records must be permanently kept, and employment records must be kept for 10 years
34 after termination.

35
36 Litigation Holds for Electronic Stored Information (ESI)

37
38 The School District will have an ESI Team. The ESI Team is a designated group of individuals
39 who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant
40 to a pending or imminent legal proceeding. The ESI Team will include a designated school
41 administrator, an attorney, and a member from the Technology Department. In the case of a
42 litigation hold, the ESI Team shall direct employees and the Technology Department, as
43 necessary, to suspend the normal retention procedure for all related records.

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Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Information Security Breach

Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer Security Breach, including, but not limited to, investigations and notifications.

Cross Reference: 1402 School Board Use of Electronic Mail
 3600, 3600P Student Records
 5231, 5231P Personnel Records
 5450 Employee Electronic Mail and On-Line Services Usage

Legal Reference: Montana Secretary of State (Rules for Disposition of Local Government Records)
 Federal Rules of Civil Procedure (FRCP)
 § 20-1-212, MCA Destruction of records by school officer
 § 20-9-215, MCA Destruction of certain financial records
 24.9.805 (4), ARM Employment Records
 30-14-1704, MCA Computer Security Breach

Policy History:

Adopted on: 02/08/2006
Reviewed on: 08/09/2011
Revised on: 12/12/2006, 09/11/2007

2016-2017

Shelby Public Schools Calendar

1010 Oilfield Ave, Shelby, MT 59474
Phone: 406-424-8910 ~ Fax: 406-434-2959

August

S	M	T	W	T	F	S
		1	2	3	4	5 6
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30						

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June

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July

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8/10-11	Coyote Days
8/12	First Day of Practice
8/19	New Teacher Orientation
8/22	Marsha Tate in Great Falls
8/23	Opening PIR Day
8/24	First Day of School
8/29	PD Day (No School)
9/5	Labor Day (No School)
9/26	PD Day (No School)
10/3-7	Homecoming Week
10/20-21	MEA-MFT (No School)
11/2	First Trimester
11/3	PD Day (No School)
11/3-4	Divisional Volleyball (No School)
11/15 & 17	Parent-Teacher Conferences
11/23	PIR Day (No School)
11/24-25	Thanksgiving (No School)
12/9	No School
12/22-1/2	Christmas Break (No School)
1/13	End of First Semester
1/16	PD Day (No School)
2/4	Divisional Wrestling
2/17	Second Trimester
2/20	PD Day (No School)
3/6-7	Parent-Teacher Conferences
3/10	PIR Day (No School)
4/13-17	Spring Break
5/1	PD Day (No School)
5/28	Graduation at 3 PM
5/29	Memorial Day (No School)
6/1	Early Release (1:00 PM)
6/2	PIR Day (No School)

2015-16 Suggested Items

- 1) Elementary Salad Bar (\$5,362.37)
- 2) Elem Social Studies Curriculum
- 3) Earth Science Textbooks \$2,094
- 4) Elementary/JH/HS Classroom Tables and Chairs - 2 Classrooms
 - a) \$3500 per room (25 desks and 25 chairs) HS
 - i) 2 sets (20 set and 25 set)
 - b) 4 Kidney Tables Elem
- 5) Paint north exterior of JH/HS Building - CCA is working on a date (material cost)
- 6) Paint all JH/HS
- 7) Create copier area in JH/HS Upstairs
 - a) Project Bid Coming
 - b) Electrical Bid Coming
- 8) Sports Complex Support
 - a) Bleacher Install
 - b) Parking Lot Creation
 - c) Turn Water On (\$????)
 - i) Sprinkler repair (\$4500)
 - d) Stripe Track (\$5,500 - \$6,500)
 - e) Tree Planting
 - f) Sidewalk outside fence along north side of track
 - g) Turn Babe Ruth Field
- 9) HS Foyer (windows and drop ceiling)
- 10) High School Classroom Updates
 - a) Windows
 - b) Drop Ceilings
 - c) Paint
- 11) Recoat Gym Floors
 - a) HS - \$5,950.80
 - b) Elem - \$4,975.00
- 12) Music Chairs
- 13) Choir Room
- 14) Gutters on Admin to get water away from building
- 15) Breezeway between JH/HS and AgEd
- 16) Entryway to Elementary Gym
- 17) Platform Risers for Auditorium
- 18) Replace/Sand Gym Floor
- 19) Elementary Drainage Project
- 20) Sewer Lift