



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, October 10, 2017

Time: 7:00 PM

- | | |
|---|---------------|
| 1. Call To Order | Mr. Aklestad |
| 2. Pledge Allegiance | Mr. Aklestad |
| 3. Review and Approval of Minutes | Mr. Aklestad |
| 4. Review and Approval of Claims, Sequences and Voided Checks | Ms. Flynn |
| 5. Public Comment | Mr. Aklestad |
| 6. Reports | |
| a. New Teacher Report | Mark Ayers |
| b. New Teacher Report | Kristen Cruze |
| c. Elem Principal Report | Ms. Allen |
| d. JH/HS Principal Report | Mr. French |
| e. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Hiring | |
| i. Assistant HS BBB Coach - Mike White | |
| ii. Assistant HS BBB Coach - CJ Nagel | |
| iii. Head JH BBB Coach - Tom Reynolds | |
| iv. Assistant JH BBB Coach - Zach Hayes | |
| v. Assistant JH BBB Coach - CJ Nagel | |
| b. Second Reading Board Policy Updates and Approvals | |
| i. 3630 Cell Phone Changes | |
| ii. New 1014FE & 1014FE-F1 Intent to Increase Non-Voted Levy and Form | |
| iii. New 3124 Military Compact Waiver | |
| iv. 3224 Student Dress | |
| v. 5122F Applicant Rights and Consent to Fingerprint | |
| vi. 3416 Administering Medicine to Students | |
| vii. New 4350 Website Accessibility and Nondiscrimination | |
| c. Attendance/Transportation Agreements | |
| 8. Discussion Items | Mr. Crump |
| a. Staff Christmas Dinner | |
| b. Protested Tax Update | |
| 9. Correspondence | Mr. Crump |
| 10. Next Meeting of the Board - Tuesday, November 14, 2017 | Mr. Aklestad |
| 11. Informal Superintendent Evaluation | Mr. Aklestad |
| 12. Adjournment | Mr. Aklestad |

MINUTES
September 12, 2017

CALL TO ORDER

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 7:00 p.m. by Vice-Chairperson Rikki James.

Members present were: Rikki James, Anna Fretheim, Krista Mellinger, Jay Hould and Dan Leck. Member(s) absent: Brian Aklestad and Richard Jorata. The superintendent, clerk, elementary and high school principal were present. Visitors present were Suzanne Hough, John Hough, Ron Gruber, Janelle Koschmeder, Jennifer Mosley and Carol Perisho. The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the amended minutes of the August 8, 2017 regular board meeting.
Motion: Jay Hould Second: Krista Mellinger- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 68890 through 68957. The student activity checks for this month were numbered 14088 through 14091. The claims approval list may be referenced in the claims approval file in the Administration office and the Student Activities accounts may be referenced in the Student Activities file in the administration office.

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

Voided Checks

A motion was made to void the following Student Account checks:

Check # 14096= \$72.00- payable to Fieldstone Office Supply

14098= \$ 88.84- payable to Universal Awards

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

Public Comment

Sue Hough thanked Danny Hintz for working and maintaining the Driver's Education vehicle.

Reports

Elementary Principal

Mrs. Allen reported that the elementary staff had been busy and a lot of work has been done. She announced that on September 6th will be the first walk and wheel morning and there will be bus safety drills and fire drills during the month of September and October.

Junior High/High School Principal

Mr. French announced that on August 30th was the open house and JMG class is helping with the T-Shirt Drive for the victims of Hurricane Harvey. He said that the fall sports are in full swing and added that the PAWS Club will again be a focal point of recognition for the students on a monthly basis.

Superintendent Schedule

Mr. Crump informed the Board that Joint Powers Trust has asked him to be a member of their board. He explained that being a member will require him to be in Billings twice a year.

ACTION ITEMS

Resignations

A motion was made to accept the resignations of David Wagner and Jane Garsjo. We thanked them for their time and commitment to the district.

Motion: Krista Mellinger Second: Dan Leck- passed unanimously.

Staff Hiring

The Superintendent made recommendations to hire the following staff:

Custodian- Jonathan Aspensen

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

Paraprofessional- Janeen Caffrey

Motion: Krista Mellinger

Second: Dan Leck- passed unanimously.

Coaches

Assistant High School Football- Randy Kramer

Assistant Junior High Football- Doug Richman

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

Mark Taylor is a volunteer Assistant High School Football coach.

Bus Route Change

A motion was made to approve the bus route changes as recommended by the transportation director, Danny Hintz.

Motion: Dan Leck

Second: Jay Hould- passed unanimously.

Joint Power Trust/EBMS

Mr. Crump made a recommendation to approve the new insurance agreement with Joint Powers Trust.

Motion: Krista Mellinger

Second: Anna Fretheim- passed unanimously.

Big Sky Special Needs Coop

Mr. Crump made a recommendation to appoint him as a board member for the Big Sky Special Needs Coop.

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

Board Policy Updates and Approvals

Mr. Crump made a recommendation to approve the first reading of the following policies:

3630- Cell Phone Changes

1014FE & 1014FE-F1- New- Intent to Increase Non-Voted Levy and Form

3124-New- Military Compact Waiver

3224- Student Dress

3416- Administering Medicine to Students

4350-New- Website Accessibility and Non-discrimination

5122F- Applicant Rights and Consent to Fingerprint

Motion: Krista Mellinger

Second: Anna Fretheim- passed unanimously.

Student Attendance Agreements

A motion was made to approve the student attendance agreements as presented.

Motion: Dan Leck

Second: Anna Fretheim- passed unanimously.

Discussion Items

State Budget Cuts

Mr. Crump announced that there will be more budget cuts for the State of Montana, approximately 10%.

Protested Tax Update

The superintendent announced that NaturEner has a new CEO and will be in Shelby this week.

Correspondence

None

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, October 10, 2017, 7:00 p.m.

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

ADJOURNMENT

Vice-Chairperson Rikki James adjourned the meeting at 7:54 p.m.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

DRAFT

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 9 / 17

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Avai l a b l e Appropriation
101 General Fund	197,061.09	285,023.17	1,296.55	286,319.72	2,591,393.00	2,305,073.28
110 Transportation Fund	11,075.15	25,672.32	0.00	25,672.32	193,544.00	167,871.68
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	35,000.00	35,000.00
113 Tuition	0.00	21,699.20	0.00	21,699.20	30,000.00	8,300.80
114 Retirement	24,069.38	33,469.09	0.00	33,469.09	364,020.00	330,550.91
128 Technology Fund	1,179.90	5,346.08	0.00	5,346.08	52,086.00	46,739.92
129 Flexibility Fund	0.00	997.35	0.00	997.35	42,240.00	41,242.65
150 Debt Service	0.00	0.00	0.00	0.00	283,475.00	283,475.00
201 General Fund	114,539.13	188,945.80	1,552.45	190,498.25	1,597,268.00	1,406,769.75
210 Transportation Fund	7,492.40	18,898.89	0.00	18,898.89	135,356.00	116,457.11
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	136,862.00	136,862.00
213 Tuition	0.00	21,699.19	0.00	21,699.19	50,000.00	28,300.81
214 Retirement	15,201.90	24,675.49	0.00	24,675.49	225,996.00	201,320.51
217 ADULT EDUCATION FUND	5,490.98	5,631.74	0.00	5,631.74	80,000.00	74,368.26
228 Technology Fund	967.93	2,852.70	0.00	2,852.70	49,201.00	46,348.30
229 Flexibility Fund	0.00	600.00	0.00	600.00	39,372.00	38,772.00
250 Debt Service	0.00	0.00	0.00	0.00	141,994.00	141,994.00
261 Building Reserve	360.00	8,569.34	0.00	8,569.34	50,000.00	41,430.66
Grand Total :	377,437.86	644,080.36	2,849.00	646,929.36	6,097,807.00	5,450,877.64

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
52635		32 ADMINISTRATION PETTY CASH	833.25					
1		10/06/17 background checks	297.75		101	100-2300	340	
2		10/06/17 background checks	297.75		201	100-2300	340	
3		10/06/17 notary/bond fees	50.00		101	100-2400	810	
4		10/06/17 notary/bond fees	50.00		201	100-2400	810	
5		10/06/17 MVD/driving record	20.00		110	100-2700	810	
6		10/06/17 MVD/driving record	20.00		210	100-2700	810	
7		10/06/17 painters lunch	58.65		110	100-2700	610	
8		10/06/17 painters lunch	39.10		210	100-2700	610	
52610		3364 AFFIRMED MEDICAL SERVICES	26.75					
1		0386720 08/30/17 Ice Pack reusable	26.75					
					101	100-1000	610	
6813		7053 ALYSSA PRICE	43.20					
1		09/12/17 mileage FBenton/Great Falls	43.20		182	108-2212	596	580
52603		6830 AMBER D. SANCHEZ	60.00					
1		09/26/17 verizon data plan-2months	60.00		201	100-1000	531	
2		09/26/17 August-September	0.00		201	100-1000	531	
52598		5928 ARMACOST TRANE SERVICE CO	360.00					
1		36123 08/31/17 additional amount on previous	360.00		261	100-2600	440	
2		36123 08/31/17 invoice/services	0.00		261	100-2600	440	
52627		59 BEN TAYLOR INC	2,529.15					
3		8860 09/30/17 bus barn fuel	599.21		210	100-2700	624	
4		8860 09/30/17 bus barn fuel	399.47		110	100-2700	624	
11		8860 09/30/17 HS athletic trips	837.23		201	720-3500	624	
13		8860 09/30/17 HS non-athletic trips	237.79		201	710-3400	624	
14		8860 09/30/17 Colony vehicle	103.11		101 71	100-1000	624	
15		8860 09/30/17 JH athletic trips	313.84		101	720-3500	624	
16		8860 09/30/17 driver's education	36.71		218	100-1000	624	
17		151214 09/11/17 custodial supply	1.79		101	100-2600	610	
52588		274 BIG SKY SPECIAL NEEDS CO-OP	7,165.54					
1		09/22/17 EL Match	5,153.87		101	280-6200	920	
2		09/22/17 HS Match	2,011.67		201	280-6200	920	
52619		4097 BLACK MOUNTAIN SOFTWARE	10,480.00					
1		22677 10/01/17 annual maintenance-2017-2018	5,659.20*		101	100-2500	355	
2		22677 10/01/17 annual maintenance-2017-2018	3,772.80*		201	100-2500	355	
3		22677 10/01/17 annual maintenance-2017-2018	1,048.00*		110	100-2700	355	
4		22677 10/01/17 and cloud hosting	0.00*		101	100-2500	355	

10/06/17
16:33:31

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 9/17

Page: 2 of 11
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
G812	4996 BRIANNA WHITE	185.76				
1	09/14/17 mileage to Great Falls(2)	92.88		182	107-2212	582 570
2	10/01/17 mileage to Great Falls(2)	92.88		182	107-2212	582 570
52625	6748 BRYSON SALES AND SERVICE OF	179.43				
1	256396 09/14/17 bus parts	107.66		110	100-2700	610
2	256396 09/14/17 bus parts	71.77		210	100-2700	610
52590	6010 BYTE SPEED LLC	119.00				
1	0900117757 09/01/17 Battery for 1757 laptop	119.00*	10895	128	100-1000	670
52612	5023 CAMROSE COLONY	1,033.86				
breakfast R- 215 X 1.21= 260.15						
F- 56 X 1.5 = 85.68						
Lunch- R- 215 X 2.45 = 526.75						
F 56 X 2.88 = 161.28						
2	09/30/17 food program-September 20 days	1,033.86		212	910-3100	630
52604	3 CITY OF SHELBY WATER DEPT	2,651.13				
1	09/25/17 bus barn/water/garbage	92.29		110	100-2700	421
BUS BARN WATER BILL						
2	09/25/17 bus barn/water/garbage	61.52		210	100-2700	421
BUS BARN WATER BILL						
3	09/25/17 water/garbage/sewer/landfill	1,498.40		101	100-2600	421
WATER, GARBAGE & LANDFILL BILL						
4	09/25/17 water/garbage/sewer/landfill	998.92		201	100-2600	421
WATER, GARBAGE & LANDFILL BILL						
52587	6624 CONRAD BUILDING CENTER, INC	488.60				
1	411472 09/19/17 Lumber for shop class	488.60	10898	215	329-1000	610 346
52605	15 CULLIGAN SOFT WATER SERVICE	187.00				
1	09/30/17 Admin water/cooler rental	8.00*		110	100-2700	450
2	09/30/17 EL water/cooler rental	8.00		101	100-2600	450
3	09/30/17 HS water/cooler rental	171.00		201	100-2600	450
52637	5932 DALLAS STIRLING	60.00				
2	10/06/17 verizon data plan/Sept 2017	30.00		201	100-1000	531
3	10/06/17 verizon data plan/Oct. 2017	30.00		201	100-1000	531
52594	6642 DATA MANAGEMENT INC	877.59				
1	434991 09/11/17 system support 10/17-10/18	526.56*		101	100-2500	355
2	434991 09/11/17 system support 10/17-10/18	351.03*		201	100-2500	355

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
52595		220 DAVIS BUSINESS MACHINES	1,398.33						
	#4048-01- GTCC								
1		226275 10/03/17 base rate-9-01 to 9-30	155.31		101	100-1000	440		
2		226275 10/03/17 base rate-9-01 to 9-30	103.54		201	100-1000	440		
5		225053 09/11/17 GTCC copier	222.68		182	108-2212	550	580	
6		226349 10/04/17 copy charges 9-02 to 10-01	550.08		101	100-1000	440		
7		226349 10/04/17 copy charges 9-02 to 10-01	366.72		201	100-1000	440		
52591		7009 DE LAGE LANDEN FINANCIAL SERVICES,	275.00						
1		56213289 09/16/17 GTCC copier lease	275.00		182	108-2212	550	580	
52614		3263 DEBBIE MUNSON	59.90						
1		10/04/17 reimb meals paid	59.90		201	720-3500	582		
2		10/04/17 Croos Country meet/Missoula	0.00		201	720-3500	582		
G809		2851 DIANA KNUDSON	573.80						
1		10/03/17 mileage out of district	275.40		182	107-2212	582	570	
2		10/03/17 mileage in district	248.40		182	108-2212	596	580	
3		10/03/17 phone allowance	50.00		182	107-2212	531	570	
52613		2896 EBMS	101,454.02						
8		09/01/17 health ins premium/September	47,010.20*		189	100-2500	260		
9		09/01/17 EL retiree premium/September	1,652.50		101	100-2500	261		
11		10/01/17 health ins premium/October	47,460.00*		189	100-2500	260		
12		10/01/17 EL retiree premium/October	1,652.50		101	100-2500	261		
13		10/01/17 retirees premium/TRS ACH	3,678.82*		189	100-2500	260		
52602		6960 EBMS, INC	536.00						
1		108146 05/31/17 May 2017 ACA fee	168.00		101	100-2400	810		
2		108146 05/31/17 May 2017 ACA fee	112.00		201	100-2400	810		
3		110104 07/30/17 July 2017 ACA fee	153.60		101	100-2400	810		
4		110104 07/30/17 July 2017 ACA fee	102.40		201	100-2400	810		
52599		1721 EDUCATORS PUBLISHING SERVICE	303.60						
1		1470677 09/16/17 WW 4th Ed Tchr Man gr. 4	138.00*	10889	101	1 100-1000	610		
2		1470677 09/16/17 WW 4th Ed Tchr Man Gr 5	69.00*	10889	101	1 100-1000	610		
3		1470677 09/16/17 WW 4th Ed Tchr Man gr 6	69.00*	10889	101	1 100-1000	610		
4		1470677 09/16/17 shipping and handling	27.60		101	100-1000	610		
52592		4536 EMC INSURANCE COMPANIES	374.00						
1		P77540218 09/11/17 full premium-van	374.00*		218	100-1000	520		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52608	4550 FOLLETT SCHOOL SOLUTIONS, INC	1,455.00				
1	1282307 09/01/17 Destiny Library Manager	727.50		128	100-1000	680
2	1282307 09/01/17 Destiny Library Manager	727.50		228	100-1000	680
3	1282307 09/01/17 Online service renewal	0.00		228	100-1000	680
52634	74 FOOD SERVICES OF AMERICA	5,841.84				
1	5388970 09/05/17 food bill	351.60		212	910-3100	630
2	5388971 09/05/17 fresh fruit & vegetable prog.	457.75*		212	460-3100	630
3	5393550 09/12/17 food bill	665.37		212	910-3100	630
4	5393551 09/12/17 food bill	264.41		212	910-3100	630
5	5393552 09/12/17 food bill	561.03		212	910-3100	630
6	5395866 09/14/17 credit	-33.21		212	910-3100	630
7	5397889 09/19/17 food bill	253.34		212	910-3100	630
8	5397890 09/19/17 food bill	451.36		212	910-3100	630
9	5397891 09/19/17 food bill	268.98		212	910-3100	630
10	5402053 09/26/17 fresh fruit & vegetable prog.	300.75*		212	460-3100	630
11	5402051 09/26/17 food bill	790.78*		212	460-3100	630
12	5402054 09/26/17 SWMSS- food bid	1,509.68		212	910-3100	630
52636	6843 Gaffaney Electric, LLC	921.00				
1	6298 09/22/17 fluorescent bulbs	201.00	10901	201	100-2600	610
2	6298 09/22/17 2 Imp ballast	180.00	10901	201	100-2600	610
3	6297 09/22/17 led wall pack fixture 60w	540.00	10901	201	100-2600	610
52609	22 GENERAL DISTRIBUTING CO	46.50				
1	00577962 09/30/17 CO2-Acetylene	46.50		201	100-1000	610
G816	5633 HAMPTON INN	881.06				
1	09/14/17 fall meeting- room/lunch	881.06		182	108-2212	592 580
52607	1356 Hi Line Redi-Mix, LLC	755.23				
1	27926 09/05/17 washed sand and delivery	425.31*		201	100-4600	610
2	28001 09/21/17 washed sand and delivery	329.92*		201	100-4600	610
52624	6952 ID WHOLESALER SOUTH	109.07				
1	1383479 09/15/17 clear rigid badge holder	25.00*	10896	128	100-1000	682
2	1383479 09/15/17 clear rigid badge holder	25.00*	10896	228	100-1000	682
3	1383479 09/15/17 Fargo 89200 cleaning kit	20.98*	10896	128	100-1000	682
4	1383479 09/15/17 Fargo 89200 cleaning kit	20.97*	10896	228	100-1000	682
5	1383479 09/15/17 S&H UPS Ground	8.56*	10896	128	100-1000	682
6	1383479 09/15/17 S&H UPS Ground	8.56*	10896	228	100-1000	682

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52617 1	2752 J & V RESTAURANT SUPPLY 157308 08/08/17 2 extinguishers serviced	32.00 32.00		201	100-2600	440
52631 1	6291 JEANNE M WIGEN 09/14/17 HSVB 3 trips	82.00 53.00		201	720-3500	582
2	09/01/17 HS football in Missoula	18.00		201	720-3500	582
3	09/12/17 HS Science in Many Glacier	11.00		201	710-3400	582
52600 1	3436 KENCO ENTERPRISES INC. 1420355 10/01/17 alarm monitoring 10-01/10-31	118.00 70.80		101	100-2600	340
2	1420355 10/01/17 alarm monitoring 10-01/10-31	47.20		201	100-2600	340
52630 1	6458 KEVIN DODSON 09/01/17 CC in Cut Bank	29.00 12.00		201	720-3500	582
2	09/02/17 JH football in Havre	6.00		101	720-3500	582
3	09/09/17 JH GBBall in Rocky Boy	11.00		101	720-3500	582
52593 1	7052 KG Building LLC 10249D 09/11/17 replace cables & opener trolley	377.69 226.62		110	100-2600	440
2	10249D 09/11/17 bus barn garage door	151.07		210	100-2600	440
52626 SC 3	42 MARIAS HEALTHCARE SERVICES INC 09/26/17 DOT physical - bus driver	150.00 150.00		110	100-2700	330
52622 1	2 MARIAS RIVER ELECTRIC COOP 09/22/17 electric bill	5,815.25 2,740.78		101	100-2600	412
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452- 09/22/17 electric bill	2,740.77		201	100-2600	412
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452- 09/22/17 bus barn	277.41		110	100-2700	412
4	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452- 09/22/17 RECCS-community garden	56.29		115	434-1000	610 273
G815 1	3932 Medicine River Trading Company 10/04/17 facilitator-fall meeting	392.88 300.00		182	108-2212	320 580
2	10/04/17 mileage- Valier/GFalls(2)	92.88		182	108-2212	596 580
G811 1	7035 MELANIE A. HOME GUN 10/03/17 stipend less TRS contribution	390.03 275.55		182	108-2212	320 580
2	10/03/17 mileage Cut Bank to GFalls(2)	114.48		182	108-2212	596 580

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
G810 1	6742 MONTANA TEACHERS RETIREMENT 10/03/17 employee/employer contribution	51.06 51.06		182	108-2212	220 580
52616 1	2071 MYRON FRYDENLUND 415639 09/27/17 broken key on lock	40.00 40.00		201	100-2600	440
G814 1	6561 PATTI ARMBRISTER 09/25/17 reimb class materials purchase	332.96 332.96		182	108-2212	600 580
52618 1	6625 Pearson Education Inc. 4025264801 09/27/17 MT My World Soc. St. 4th G	356.08 329.70	10890	101 1	100-1000	640
2	4025264801 09/27/17 Shipping	26.38	10890	101 1	100-1000	640
52589 1	39 PITNEY BOWES 3304265349 08/31/17 postage machine rental	415.17 207.59		101	100-5200	840
2	3304265349 08/31/17 postage machine rental	207.58		201	100-5200	840
52620 1	758 QUI L L CORPORATION 1058296 09/21/17 Admin office supplies	889.76 114.74		115	100-1000	610 102
2	1208399 09/27/17 bus barn supplies	19.99		110	100-2700	610
3	1208385 09/27/17 EL supplies	7.19		101	100-1000	610
4	1103556 09/25/17 Admin office supplies	48.82		215	100-1000	610 102
5	1073258 09/22/17 Admin office supplies	3.78		215	100-1000	610 102
6	9715835 09/08/17 copy paper/stapler/Admin	184.13		115	100-1000	610 102
7	1071530 09/22/17 EL supplies-cardstock	107.95		101	100-1000	610
8	1399086 10/04/17 EL- receipt book	11.03		101	100-1000	610
9	1399458 10/04/17 EL copy paper- 11 boxes	329.89		101	100-1000	610
10	1358174 10/03/17 stamp-Pre ETS	2.99		215	474-1000	610 112
11	1408653 10/04/17 Pre ETS -CD player	51.27		215	474-1000	610 112
12	1208528 09/27/17 stamp & ink	7.98		215	474-1000	610 112
52597 1	6931 School Datebooks, Inc. 0128815 09/23/17 Student planners	720.87 458.95	10846	101	999	
2	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 0134714 09/23/17 Planners - 100	262.08	10904	215	474-1000	610 112
3	0128815 09/23/17 less amount on P0	-0.16		101	100-1000	610
52623 1	1 SHELBY GAS ASSOCIATION 09/22/17 bus barn gas	1,092.20 47.40		210	100-2700	411
2	09/22/17 EL & HS gas charges	522.40		101	100-2600	411
3	09/22/17 EL & HS gas charges	522.40		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
52632 1	699 SHELBY HIGH SCHOOL - ATHLETICS 09/15/17 reimb SA- Retail Food License	115.00 115.00*		212	910-3100	810
52638 1	470 SHELBY HIGH SCHOOL - BAND Lunch Workers # of days X 4 hours X 2.65 per hour cf 09/08/17 Lunch workers/Sept 5-8	42.40 42.40		212	910-3100	570
52640 1	6149 SHELBY HIGH SCHOOL - YEARBOOK Lunch Workers # of days X 4 hours X 2.65 per hour cf 09/15/17 Lunch workers/Sept 11-15	53.00 53.00		212	910-3100	570
52639 1	7054 SHELBY HIGH SCHOOL- STUDENT Lunch Workers # of days X 4 hours X 2.65 per hour cf 09/01/17 Lunch workers/AUG 29-31	42.40 42.40		212	910-3100	570
52639 2	09/01/17 and Sept 1st	0.00		212	910-3100	570
52615 1	61 SHELBY PAINT AND HARDWARE 61252 09/14/17 Shop class supplies	393.57 0.99	10899	215	329-1000	610 346
2	11671 09/25/17 Shop class materials	13.96	10899	215	329-1000	610 346
3	11679 09/26/17 Shop class materials	20.97	10899	215	329-1000	610 346
4	61313 09/27/17 Shop class supplies	246.18	10899	215	329-1000	610 346
5	61371 09/27/17 Shop class supplies	111.47	10899	215	329-1000	610 346
52628 1	8 SHELBY PROMOTER 10/05/17 HS renewal # 1092	133.54 40.00*		201	100-1000	650
2	JT24012 08/25/17 500 ID Cards	93.54		201	100-1000	610
52611 1	6974 Southwest Montana School Services 79 10/01/17 Coop Purchasing-fee	156.60 156.60*		212	910-3100	810
2	79 10/01/17 Fall 2017 Food order fee	0.00*		212	910-3100	810
3	79 10/01/17 174 cases @.90	0.00*		212	910-3100	810
52629 1	7037 SUSAN CLEVERLEY 09/02/17 reimb meal s HSVB-Chi nook	36.00 36.00		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	
52596		75 SYSCO FOOD SERVICES OF MONTANA	16,045.85						
1		143414541 09/05/17 credit	-12.26		212	910-3100	630		
2		14307107p 09/06/17 credit	-142.10		212	910-3100	630		
3		143427834 09/13/17 credit	-24.00		212	910-3100	630		
4		143428942 09/14/17 credit	-65.05		212	910-3100	630		
5		143443880 09/25/17 credit	-27.16		212	910-3100	630		
6		143412365 09/01/17 kitchen supply	66.01		212	910-3100	610		
7		143415466 09/05/17 food bill/milk/supplies	3,563.78		212	910-3100	630		
8		143419710 09/07/17 food bill	2,840.76		212	910-3100	630		
9		143423752 09/11/17 food bill	2,244.48		212	910-3100	630		
10		143429866 09/14/17 food bill	1,466.48		212	910-3100	630		
11		143433829 09/18/17 food bill	1,810.88		212	910-3100	630		
12		143436578 09/19/17 food bill	356.95		212	910-3100	630		
13		143439644 09/21/17 food bill	790.78		212	910-3100	630		
14		143443511 09/25/17 food bill/milk	347.17		212	910-3100	630		
15		143446302 09/26/17 food bill/supplies	1,266.93		212	910-3100	630		
16		143448190 09/27/17 kitchen supplies	189.15		212	910-3100	610		
17		143449278 09/28/17 food bill/milk	967.94		212	910-3100	630		
18		143423753 09/11/17 RECCS snacks/reimb by State	239.04		212	910-3100	630		
19		143443512 09/25/17 RECCS snacks/reimb by State	197.72		212	910-3100	630		
20		143427835 09/13/17 RECCS snacks/credit	-31.65		212	910-3100	630		
52633		6972 TEN PIN ALLEY	169.95						
1		10/02/17 staff event/snacks	101.97		115	100-1000	610	102	
2		10/02/17 staff event/snacks	67.98		215	100-1000	610	102	
52601		3128 TLC CATERING PLUS	135.30						
1		536208 09/20/17 preschool screening lunch	135.30		101	100-1000	610		
52606		5585 VERIZON WIRELESS	151.02						
1		9793151987 09/21/17 Hintz/Crump	128.05		110	100-2700	531		
2		9793151987 08/21/17 RECCS cell phone bill	22.97		115	434-2210	531	273	
G817		3484 VISA (for GTCC)	1,178.87						
1		10/04/17 staff lunch	35.97		182	108-2212	592	580	
2		10/04/17 3 Rivers internet & phone	107.77		182	107-2212	531	570	
3		10/04/17 supplies/training materials	1,035.13		182	108-2212	600	580	
52621	E	6023 WELLS FARGO BANK P CARD SYSTEM	10,515.53						
1		09/30/17 RECCS supplies	143.72		115	434-1000	610	273	
2		09/30/17 E Allen purchases	159.66		101	100-1000	610		
3		09/30/17 R Buck-Vball lodging meals	680.66		201	720-3500	582		
4		09/30/17 C Clark- kitchen supplies	152.21		212	910-3100	610		
5		09/25/17 E Crump- meals/fuel	27.03		101	100-2500	582		
6		09/27/17 L Davis- custodial purchases	426.39		101	100-2600	610		
7		09/15/17 Art Class trip fuel -Helena	62.56		201	710-3400	582		
8		09/25/17 P French- meals- membership	111.08		201	100-2400	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
9	09/25/17 fee will be reimbursed	0.00		201	100-2400	582
10	09/30/17 Items for Classroom- Pre-ETS	1,904.15	10908	215	474-1000	610 112
11	09/05/17 D Hintz- bus repairs	293.69		110	100-2700	440
12	09/05/17 D Hintz- bus repairs	195.78		210	100-2700	440
13	09/21/17 D Hintz- supplies	740.25		110	100-2700	610
14	09/21/17 D Hintz- supplies	493.50		210	100-2700	610
15	09/15/17 J Hough- tech supplies	278.86*		128	100-1000	682
16	09/15/17 J Hough- tech supplies	185.90*		228	100-1000	682
17	09/28/17 L Kimmet custodial supplies	591.17	10892	201	100-2600	610
18	09/12/17 G Knickerbocker custodial supp	137.07		110	100-2600	610
19	09/12/17 G Knickerbocker custodial supp	91.37		210	100-2600	610
20	09/22/17 E Crump- MCEL registration	165.00		101	100-2500	810
21	09/22/17 E Crump- MCEL registration	110.00		201	100-2500	810
22	09/26/17 S O'Brien- digital download	5.00		201	100-1000	645
23	09/05/17 tootsie pop	569.15	10893	215	329-2311	610 161
24	09/05/17 notebooks	198.00	10893	215	329-2311	610 161
25	09/25/17 M White- no receipts	1,878.15		201	100-1000	610
26	09/05/17 Hotels and Dinner- FFA	592.68	10907	201	100-1000	582
27	09/26/17 J Wigen- Coyote bus repair	322.50		210	100-2700	440
# of Claims		63	Total :	182,718.59		
		Total Electronic Claims	10,515.53			
		Total Non-Electronic Claims	172,203.06			

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

Filed: _____

Allowed Amount \$ _____

Disallowed Amount \$ _____

Approved by the Board of Trustees

Chairman

Attest: _____
Clerk

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100	Regular Education Programs -						
107	GTCC Interlocal Funds						
2212	Instruction of Curriculum Development Services						
112-570	Professional -Education GTCC InterLocal Dues	6,032.54	18,097.62	0.00	18,097.62	72,384.54	54,286.92
115-570	Office/Clerical/Technology GTCC InterLocal Dues	2,839.20	8,788.00	0.00	8,788.00	40,635.60	31,847.60
160-570	Sick Leave GTCC InterLocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
170-570	Vacation Leave GTCC InterLocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
210-570	Social Security/Medicare GTCC InterLocal Dues	656.50	2,264.07	0.00	2,264.07	6,000.00	3,735.93
220-570	Teachers' Retirement GTCC InterLocal Dues	535.09	1,738.31	0.00	1,738.31	6,500.00	4,761.69
230-570	PERS GTCC InterLocal Dues	232.81	842.12	0.00	842.12	3,200.00	2,357.88
240-570	Unemployment Compensation GTCC InterLocal Dues	15.09	73.77	0.00	73.77	2,000.00	1,926.23
250-570	Workers' Compensation GTCC InterLocal Dues	47.84	161.32	0.00	161.32	600.00	438.68
260-570	Health Insurance GTCC InterLocal Dues	0.00	26,595.90	0.00	26,595.90	26,595.90	0.00
320-570	Professional -Educational Services GTCC InterLocal Dues	0.00	3,000.00	0.00	3,000.00	4,216.97	1,216.97
340-570	Technical Services GTCC InterLocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
440-570	Repair and Maintenance Services GTCC InterLocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
531-570	Telephone GTCC InterLocal Dues	157.77	472.97	0.00	472.97	2,000.00	1,527.03
532-570	Postage GTCC InterLocal Dues	0.00	0.00	0.00	0.00	1,700.00	1,700.00
582-570	Travel Out-of-District GTCC InterLocal Dues	461.16	920.16	0.00	920.16	5,404.10	4,483.94
610-570	Supplies GTCC InterLocal Dues	0.00	0.00	0.00	0.00	8,000.00	8,000.00
650-570	Periodicals GTCC InterLocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
660-570	Minor Equipment-New GTCC InterLocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
681-570	Software GTCC InterLocal Dues	0.00	0.00	0.00	0.00	400.00	400.00
810-570	Dues & Fees GTCC InterLocal Dues	0.00	49.94	0.00	49.94	500.00	450.06
	Function Total:	10,978.00	63,004.18	0.00	63,004.18	190,237.11	127,232.93
	Program Total:	10,978.00	63,004.18	0.00	63,004.18	190,237.11	127,232.93

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	0.00	0.00	0.00	4,400.00	4,400.00
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	51.06	2,493.28	0.00	2,493.28	3,400.00	906.72
	GTCC Professional Development Dues						
230-580	PERS	0.00	0.00	0.00	0.00	50.00	50.00
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	0.00	0.00	0.00	30.00	30.00
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	0.00	0.00	0.00	30.00	30.00
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	575.55	16,441.99	0.00	16,441.99	39,500.00	23,058.01
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	497.68	1,315.67	0.00	1,315.67	8,000.00	6,684.33
	GTCC Professional Development Dues						
592-580	Meals & Lodging	917.03	12,224.17	0.00	12,224.17	40,397.22	28,173.05
	GTCC Professional Development Dues						
596-580	Mileage	498.96	2,533.68	0.00	2,533.68	10,000.00	7,466.32
	GTCC Professional Development Dues						
600-580	Supplies and Materials	1,368.09	4,440.08	0.00	4,440.08	10,000.00	5,559.92
	GTCC Professional Development Dues						
	Function Total:	3,908.37	39,448.87	0.00	39,448.87	121,307.22	81,858.35
	Program Total:	3,908.37	39,448.87	0.00	39,448.87	121,307.22	81,858.35
	Program Group Total:	14,886.37	102,453.05	0.00	102,453.05	311,544.33	209,091.28
	Fund Total:	14,886.37	102,453.05	0.00	102,453.05	311,544.33	209,091.28
	Grand Total:	14,886.37	102,453.05	0.00	102,453.05	311,544.33	209,091.28

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 17

Fund	Recei ved Current Month	Recei ved YTD	Esti mated Revenue	Revenue To Be Recei ved	% Recei ved
101 General Fund	0.00	122,200.82	0.00	-122,200.82	** %
110 Transportati on Fund	0.00	12,808.79	0.00	-12,808.79	** %
111 Bus Depreciati on Fund	0.00	395.62	0.00	-395.62	** %
113 Tui ti on	0.00	127.58	0.00	-127.58	** %
114 Reti rement	0.00	2.98	0.00	-2.98	** %
128 Technol ogy Fund	0.00	527.24	0.00	-527.24	** %
129 Flexi bili ty Fund	0.00	2,532.38	0.00	-2,532.38	** %
150 Debt Servi ce	0.00	2,968.73	0.00	-2,968.73	** %
201 General Fund	0.00	68,544.76	0.00	-68,544.76	** %
210 Transportati on Fund	0.00	7,879.23	0.00	-7,879.23	** %
211 Bus Depreciati on Fund	0.00	526.61	0.00	-526.61	** %
213 Tui ti on	0.00	465.00	0.00	-465.00	** %
214 Reti rement	0.00	30.67	0.00	-30.67	** %
228 Technol ogy Fund	0.00	487.03	0.00	-487.03	** %
229 Flexi bili ty Fund	0.00	5,052.58	0.00	-5,052.58	** %
250 Debt Servi ce	0.00	1,440.11	0.00	-1,440.11	** %
261 Bui lding Reserve	0.00	507.34	0.00	-507.34	** %
Grand Total :	0.00	226,497.47	0.00	-226,497.47	** %

Account	Receipts					Invest	Misc.	Misc.	Closing
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	1799.34	0.00	0.00	0.00	403.65		0.00	0.00	2202.99
101 ATHLETICS	21548.99	3237.24	0.00	1904.00	0.00		0.00	0.00	20215.75
405 AUTO/WOOD SHOP/VICA	3185.42	509.20	0.00	0.00	0.00		0.00	0.00	2676.22
402 BAND	633.12	0.00	0.00	0.00	0.00		0.00	0.00	633.12
408 BAND & CHOIR UNIFORMS/TRAVEL	1067.55	0.00	0.00	0.00	0.00		0.00	0.00	1067.55
112 BOYS BASKETBALL	493.64	0.00	0.00	0.00	0.00		0.00	0.00	493.64
213 BPA	2892.91	0.00	0.00	0.00	0.00		0.00	0.00	2892.91
203 CHEERLEADERS	1285.97	0.00	0.00	0.00	0.00		0.00	0.00	1285.97
403 CHOIR	3191.32	0.00	0.00	0.00	0.00		0.00	0.00	3191.32
318 CLASS OF 2018 (SR)	6358.26	0.00	0.00	0.00	0.00		0.00	0.00	6358.26
319 CLASS OF 2019 (JR)	3756.10	0.00	0.00	0.00	50.00		0.00	0.00	3806.10
320 CLASS OF 2020 (SO)	2432.24	0.00	0.00	0.00	0.00		0.00	0.00	2432.24
321 CLASS OF 2021 (FR)	150.30	1982.50	0.00	3583.00	0.00		0.00	0.00	1750.80
202 CONCESSIONS	6303.59	4096.11	0.00	3913.25	-1311.35		0.00	0.00	4809.38
108 CROSS COUNTRY	547.43	0.00	0.00	0.00	0.00		0.00	0.00	547.43
503 DISTRICT 7 MUSIC FESTIVAL	3059.68	0.00	0.00	0.00	0.00		0.00	0.00	3059.68
702 EL STUDENT COUNCIL	971.65	0.00	0.00	0.00	0.00		0.00	0.00	971.65
206 EXPLORE AMERICA	3062.71	0.00	0.00	0.00	233.80		0.00	0.00	3296.51
212 FCCLA	388.73	0.00	0.00	0.00	0.00		0.00	0.00	388.73
211 FFA	3913.73	1479.29	0.00	1182.08	412.20		0.00	0.00	4028.72
209 FINE ARTS	2293.19	540.00	0.00	0.00	0.00		0.00	0.00	1753.19
107 FOOTBALL	438.27	0.00	0.00	0.00	0.00		0.00	0.00	438.27
406 FRENCH CLUB	2672.82	0.00	0.00	0.00	0.00		0.00	0.00	2672.82
111 GIRLS BASKETBALL	265.40	0.00	0.00	0.00	0.00		0.00	0.00	265.40
115 GOLF	182.38	0.00	0.00	0.00	0.00		0.00	0.00	182.38
208 HOWL	100.64	0.00	0.00	0.00	0.00		0.00	0.00	100.64
221 JOBS FOR MONTANA GRADS	272.52	0.00	0.00	50.00	0.00		0.00	0.00	322.52
220 KEY CLUB	509.54	0.00	0.00	0.00	50.00		0.00	0.00	559.54
640 MIDDLE SCHOOL BAND	6454.01	103.16	0.00	0.00	0.00		0.00	0.00	6350.85
610 MIDDLE SCHOOL BOYS ATHLETICS	815.99	324.00	0.00	0.00	0.00		0.00	0.00	491.99
624 MIDDLE SCHOOL BUILDERS CLUB	1305.78	0.00	0.00	0.00	0.00		0.00	0.00	1305.78
622 MIDDLE SCHOOL CHEERLEADERS	2532.86	0.00	0.00	0.00	0.00		0.00	0.00	2532.86
641 MIDDLE SCHOOL CHOIR	587.85	0.00	0.00	0.00	0.00		0.00	0.00	587.85
611 MIDDLE SCHOOL GIRLS ATHLETICS	436.53	72.00	0.00	335.00	0.00		0.00	0.00	699.53
643 MIDDLE SCHOOL HOME EC	619.37	0.00	0.00	0.00	0.00		0.00	0.00	619.37
621 MIDDLE SCHOOL STUDENT COUNCIL	912.28	0.00	0.00	0.00	0.00		0.00	0.00	912.28
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5288.99	0.00	0.00	0.00	0.00		0.00	0.00	5288.99
222 MISSOULA CHILDREN'S THEATRE	440.61	0.00	0.00	0.00	0.00		0.00	0.00	440.61
401 NHS	1442.25	0.00	0.00	0.00	0.00		0.00	0.00	1442.25
501 RECOGNITION	11446.40	411.65	0.00	106.33	0.00		0.00	0.00	11141.08
214 SCHOOL PLAY	1574.74	0.00	0.00	0.00	0.00		0.00	0.00	1574.74
216 SCIENCE CLUB	1348.13	0.00	0.00	0.00	0.00		0.00	0.00	1348.13
700 SHELBY ELEMENTARY	2778.18	0.00	0.00	0.00	0.00		0.00	0.00	2778.18
114 SOFTBALL	410.96	0.00	0.00	0.00	0.00		0.00	0.00	410.96
205 SPEECH & DRAMA	2120.08	0.00	0.00	0.00	0.00		0.00	0.00	2120.08
201 STUDENT COUNCIL	1611.38	0.00	0.00	6.00	0.00		0.00	0.00	1617.38
102 TOURNAMENT FUNDS	9926.30	0.00	0.00	0.00	0.00		0.00	0.00	9926.30
113 TRACK	531.13	0.00	0.00	0.00	0.00		0.00	0.00	531.13
104 UNIFORM MAINTENANCE	6465.44	0.00	0.00	0.00	0.00		0.00	0.00	6465.44
109 VOLLEYBALL	667.67	0.00	0.00	0.00	0.00		0.00	0.00	667.67
110 WRESTLING	1128.70	0.00	0.00	0.00	0.00		0.00	0.00	1128.70
207 YEARBOOK	9483.39	2777.70	0.00	0.00	161.70		0.00	0.00	6867.39

10/06/17
10:37:01

SHELBY SCHOOLS
Statement of Activity by Account Name for 09/01/17 to 09/30/17

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total for Student Accounts	144106.46	15532.85		11079.66					139653.27
Bank Account Totals	144106.46	15532.85	0.00	11079.66	0.00		0.00	0.00	139653.27
							Bank Balance		139653.27
							Plus Outstanding Checks		15723.11
							Minus Outstanding Deposits		11079.66

							Balance		144296.72
							Minus Receipts in Transit		0.00

							Statement Balance		144296.72

Elementary Board Report

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Colony #s	14	14								
K	33	35								
1	34	34								
2	41	41								
3	30	30								
4	35	35								
5	35	34								
6	27	26								
Total Elem.	249	249								

Month in Review:

- Sept. 18th thru October 6th - We completed 4 fire drills, culminating with field trips to the fire hall for K-3 students on Oct. 13th.
- Sept. 11th - 29th - Benchmark Testing - Math and Reading
- Sept. 13th - Picture Day
- Sept. 21st - Preschool Screening
- Sept. 20th - Birthday Lunch for September Birthdays
- Sept. 27th - 3rd Grade Tour of Shelby
- Sept. 29th - 4th Grade Wheat Unit Culmination - Bread Baking
- Sept. 29th - MBI Assembly - All-School Picture
- October 2nd - IReady/Ready Math Professional Development
- October 3rd - Staff Math Curriculum Discussion, MBI Classroom Work
- October 5th - 3rd Grade Field Trip to Camrose Colony
- October 6th - International Walk To School Celebration

Schedule for this Month:

- October 13th - Fire Hall/Fire Prevention Field trips
- October 17th - Picture Retakes
- October 18th - IAT Meeting
- October 19th & 20th - MEA Conventions
- October 23rd - 27th - Red Ribbon Week
- October 30th - Home N' School Science Night
- October 31st - Halloween Field Trips 12:30 p.m., Parade - 2:15 p.m.
- November - 1st & 2nd - Dance Man presentations

Special Notifications:

JH/High School Board Report October 10, 2017

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
7	38	38	37							
8	26	26	26							
9	28	29	29							
10	37	37	37							
11	22	22	22							
12	30	31	31							
Total	181	183	182							

Month in Review:

- Sept. 25 - 29 Homecoming Week
 - 25th was cross-country homecoming meet
 - 28th was volleyball homecoming match
 - 29th was football homecoming game
- Sept. 29 Homecoming Parade, Game and Dance
- Oct. 2 - 3 Mental Health Med Prep Camp in Shelby
 - Students would like to present their ideas of sustainability and inclusion to the Board at the November meeting
- Oct. 7 Jr. High GBB completed their season with games in Rocky Boy

Schedule for this Month:

- Oct. 10 FFA to Choteau for Greenhand Seminar
- Oct. 12 9th & 10th graders to GFC for a Career Fair
- Oct. 14 Final game for Jr. High Football (at home vs. Cut Bank)
- Oct. 12 Health Screening at the High School
- Oct. 17 ASVAB (Armed Services Vocational Aptitude Battery) testing
- Oct. 17 Art Club to Archie Bray Foundation in Helena
- Oct. 21 State Cross-Country Meet in Helena
- Oct. 27-28 District Volleyball Tournament in Choteau
- Oct. 28 1st round of Football Playoffs
- Oct. 31 JMG Conference in Helena
- Nov. 8-9 FFA to John Deere Days in Helena

High School PAWS Club for September**Junior High PAWS Club for September**

Ag Science	Ethan Swenke	Ag Science	Harold Miller
Art	Aubrey Larson	Art	Elise Asper
Business Ed	Kim Riehl	English	Vivi McDermott
English	Barrett Hanson	Math	Ryan Simpson
Math	Curtis Conant	Music	Annaliese Hagood
Music	Bailey Johnson	Physical Education	Jori Clary
Physical Education	Mark Clark	Science	Emerson Hoover
Science	Kayala Peterson	Social Studies	Brice Lee
Social Studies	Allyson Bleecker		

PAWS Club will again be a focal point of recognition for our students on a monthly basis. The monthly categories will focus on a variety of student qualities:

- September Best Attitude
- October Most Improved Student
- November Most Courageous Student
- December Best Peer
- January Best Student
- February Student with the Most Grit and Perseverance
- March Student that best represents Citizenship
- April Overall Student of the Year

DATE | FROM JOE BROTT, DIRECTOR OF POLICY SERVICES

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

Required Changes

Policy 3224 – Student Dress – The additional language to this policy reflects the intent of SB 319 – Tribal regalia and objects of cultural significance – allowed at public events.

Policy 3416 – Administering Medicine to Students – The passage of HB 323 allows school districts to maintain a stock supply of opioid antagonist to be administered by a school nurse, or other authorized personnel, to any student or nonstudent as needed for an actual or perceived opioid overdose. MTSBA added language from the bill which allows districts to maintain this supply.

Policy 5122F – Applicant Rights and Consent to Fingerprint – This is the updated form from the Department of Justice. They are requiring school districts to replace their old form 5122F with the new form.

NEW POLICIES

Policies 1014FE and 1014FE-F1– Intent to Increase Non-Voted Levy and Form– MTSBA developed this new policy and form as part of the Flexibility and Efficiency policy series to help school districts meet the requirement under SB 307.

Policy 3124 – Military Compact Waiver – MTSBA classifies this as a “required” policy. As a school district within the state of Montana subject to the laws of the State of Montana, the district shall follow the requirements of the Compact for students who enroll at the district for whom the Compact applies.

Policy 4350 – Website Accessibility and Nondiscrimination – OCR is finding school districts to be in non-compliance by not having a policy outlining the equal opportunity of individuals with disabilities as those without disabilities, including those opportunities delivered through electronic and information technology. This policy was developed by MTSBA to help school districts meet that compliance. It is strongly recommended that school districts adopt this policy.

Shelby School District

Adopted on:
Reviewed on:
Revised on:

1014FE-F1

FLEXIBILITY AND EFFICIENCY

Notice of Intent to Impose an Increase in Levies Form

As an essential part of its budgeting process, the Shelby Board of Trustees is authorized by law to impose levies to support its budget. The Shelby Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, _____, using certified taxable valuations from the current school fiscal year as provided to the district:

Fund Supported	Estimated Change in Revenues*	Estimated Change in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$200,000*
Adult Education	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Bus Depreciation	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Transportation	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Tuition	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Building Reserve	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Total	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease

*Impacts above are based on current certified taxable valuations from the current school fiscal year

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. _____
2. _____
3. _____
4. _____

Legal Reference: SB 307, 2017 Legislative Session

Shelby School District

Adopted on:
Reviewed on:
Revised on:

3124-R

STUDENTS

Military Compact Waiver

The State of Montana is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a school district within the State of Montana subject to the laws of the State of Montana, the District shall follow the requirements of the Compact for students who enroll at the District for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular, and extra-curricular), timely graduation, and the facilitation of cooperation and communication between various member states' schools.

Applicability

This Compact applies only to children of:

1. Active duty members of the uniformed services as defined in the Compact, including member of the national guard and reserve on active duty orders pursuant to 10 U.S.C., 12301(d) and 12304;
2. Members of the veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

Educational Records and Enrollment

1. **Hand Carried/Unofficial Educational Records:** In the event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

1
2
3
4 Upon receipt of the unofficial educational records, the District shall enroll and
5 appropriately place the student based upon the information the school receives in the
6 unofficial educational records, pending validation by the official records, as soon as
7 possible.
8

- 9
10 2. **Official Educational Records/Transcripts:** At the time of enrollment and conditional
11 placement of a qualifying student at the District, the District shall request the student's
12 official educational records from their last school of attendance.

13 A school receiving such a request shall process the official educational records request
14 and furnish such within a period of ten (10) days, or within the timeline determined to be
15 reasonable by the Interstate Commission.
16

- 17 3. **Immunizations:** The District shall provide a period of thirty (30) days from the date of
18 enrollment, or such other time frame as determined by the rules of the Interstate
19 Commission, within which students may obtain any immunizations required by the
20 District. Where the District's requirements include a series of immunizations, initial
21 vaccinations must be obtained within thirty (30) days, or within the timeline determined
22 to be reasonable by the Interstate Commission.
23

- 24 4. **Kindergarten and First Grade Entrance Age:** Students shall be allowed to continue
25 their enrollment at grade level at the District, commensurate with their grade level from
26 their receiving school, including kindergarten, at the time of transition. However, the
27 provisions of Montana Code 20-5-101 regarding trustees enrolling a child in kindergarten
28 or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th)
29 day of September of the school year in which the child is to enroll but is not yet 19 years
30 of age, shall continue to apply.
31

32 A student who has satisfactorily completed the prerequisite grade level in the sending
33 school shall be eligible for enrollment in the next highest grade level in the District, at the
34 receiving school, regardless of age.
35

36 A student who is transferring into the District after the start of the school year shall enter
37 the District on the student's validated grade level from an accredited school in the
38 sending state.
39

40 Placement and Attendance

- 41
42 1. **Course Placement:** Upon transfer of a qualifying student, the receiving District shall
43 place the student in courses consistent with the student's courses in the sending school
44 and/or the school's educational assessments.
45
46

Course placement includes, but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses.

Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

- 2. Educational Program Placement:** The District shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending school or participation/placement in similar programs at the sending school.

Educational program placement includes, but is not limited to, gifted and talented programs and English as a second language. This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student.

- 3. Special Education Services:** In compliance with the federal requirements of the Individuals with Disabilities Education Act, the District, as the receiving school, shall initially provide comparable services to a student with disabilities based on his or her current Individual Education Plan.

In compliance with Section 504 of the Rehabilitation Act and with Title II of the Americans with Disabilities Act, the District, as the receiving school, shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities consistent with his or her existing 504 or Title II Plan.

This does not preclude the District, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

- 4. Placement Flexibility:** The District's Administration shall have the flexibility to waive course/program prerequisites or other preconditions for placement in courses/programs offered by the receiving District.

- 5. Absences Relating to Deployment Activities:** A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment in a combat zone or combat support position, shall be granted additional excused absences at the discretion of the District's Superintendent to visit with his or her parent/legal guardian relative to such leave or deployment of the parent/guardian.

1
2
3 Eligibility
4

- 5 **1. Eligibility for Enrollment:** A Special Power of Attorney pertaining to the guardianship
6 of a student of a military family and executed under applicable law shall be sufficient for
7 the purposes of enrollment and all other actions requiring parental participation and
8 consent.
9

10 The receiving District shall not charge tuition to a transitioning military student placed in
11 the care of a noncustodial parent or other person standing in loco parentis who lives in a
12 jurisdiction other than that of the custodial parent.
13

14 A transitioning military student, placed in the care of a noncustodial parent or other
15 person standing in loco parentis who lives in a jurisdiction other than that of the custodial
16 parent, may continue to attend the school in which he or she was enrolled when residing
17 with the custodial parent.
18

- 19 **2. Eligibility for Extra-Curricular Activity Participation:** The District shall facilitate the
20 opportunity for transitioning military students' inclusion in extracurricular activities,
21 regardless of application deadlines, to the extent the student is otherwise qualified.
22

23 Graduation
24

25 In order to facilitate the on-time graduation of children of military families, the receiving District
26 shall incorporate the following procedure:
27

- 28 **1. Graduation Course Requirements – Waiver:** The receiving District's Administration,
29 through the Superintendent or designee, shall waive specific courses that are required for
30 graduation if similar coursework has been satisfactorily completed at another school.
31

32 If the District does not waive the specific course requirement for graduation, the District
33 shall provide a reasonable justification for the denial. This justification shall be provided
34 to the parent/legal guardian in writing.
35

36 If the receiving District does not waive the specific course requirement for graduation
37 and the student would have otherwise qualified to graduate from the sending school, the
38 receiving District shall provide an alternative means of acquiring required course work to
39 ensure that the student's graduation will occur on time.
40

- 41 **2. Exit Exams:** In lieu of testing requirements required for graduation at the receiving
42 District, the District and the State of Montana shall accept any or all of the following:
43

- 44 A. Exit exams or end-of-course exams required for graduation from the sending
45 school;
46 B. National norm-referenced achievement tests; or

C. Alternative testing.

In the event the above alternatives cannot be accommodated by the receiving District for a student transferring during his or her senior year, subsection 3, below, shall apply.

3. Transfer During Senior Year of High School: Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from the receiving District after all alternatives have been considered, the sending school and the receiving District shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All state laws and District policies that conflict with this policy and/or in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving District, through its administration, shall timely cooperate with all state agency inquiries and other District/school inquiries relating to a student who is covered by the Compact.

Cross Reference:	2333	Participation in Commencement Exercises
	2410 – 2410P	High School Graduation Requirements
	2413	Credit Transfer and Assessment for Placement
	3110	Entrance, Placement, and Transfer
Legal Reference:	20-1-230, MCA	Enactment – interstate Compact on Educational Opportunity for Military Children - provisions

1 **Shelby School District**

2
3 **STUDENTS**

3224

4
5 Student Dress

6
7 The District recognizes that a student's choice of dress and grooming habits demonstrate
8 personal style and preference. The District has the responsibility to ensure proper and
9 appropriate conditions for learning, along with protecting the health and safety of its student
10 body. Even though the schools will allow a wide variety of clothing styles, dress and grooming
11 must not materially or substantially disrupt the educational process of the school or create a
12 health or safety hazard for students, staff, or others.

13
14 Building administrators will establish procedures for the monitoring of student dress and
15 grooming in school or while engaging in extracurricular activities. **Students attending public**
16 **events sponsored by the school district are permitted to honor their American Indian heritage**
17 **through the display of culturally significant tribal regalia at a public event sponsored by the school**
18 **district. Any item that promotes drug use, weapon use, threats of violence, sexual harassment,**
19 **bullying, or other intimidation, or violates another district policy, state, or federal law may not be**
20 **worn at a public event sponsored by the school district.** Specific regulations shall be published
21 annually in student handbooks.

22
23
24 **Cross Reference: Policy 2333 Participation in Commencement Exercises**

25
26
27 **Legal Reference: SB 319-Chapter 229 Tribal regalia and objects of cultural significance**
28 **allowed at public events**

29
30
31 Policy History:

32 Adopted on:

33 Reviewed on: 8/09/2011

34 Revised on:
35

1 **Shelby School District**

2
3 **STUDENTS**

3416
page 1 of 4

4
5
6 “Medication” means prescribed drugs and medical devices that are controlled by the U. S. Food
7 and Drug Administration and are ordered by a health care provider. It includes over-the-counter
8 medications prescribed through a standing order by the school physician or prescribed by the
9 student’s health care provider.

10
11 Administering Medicines to Students

12
13 A building principal or other administrator may authorize, in writing, any school employee:

14
15 To assist in self-administration of any drug that may lawfully be sold over the counter
16 without a prescription to a student in compliance with the written instructions and with
17 the written consent of a student’s parent or guardian, and

18
19 To assist in self-administration of a prescription drug to a student in compliance with
20 written instructions of a medical practitioner and with the written consent of a student’s
21 parent or guardian.

22
23 Except in an emergency situation, only a qualified health care professional may administer a
24 drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and
25 the prescribing of drugs are never the responsibility of a school employee and should not be
26 practiced by any school personnel.

27
28 Administering Medication

29
30 The Board will permit administration of medication to students in schools in its jurisdiction.

31
32 Emergency Administration of Medication

33
34 In case of an anaphylactic reaction or risk of such reaction, a school designee may administer
35 emergency oral or injectable medication to any student in need thereof on school grounds, in a
36 school building, or at a school function, according to a standing order of a chief medical advisor
37 or a student’s private physician.

38
39 In the absence of a school nurse, an administrator or designated staff member exempt from the
40 nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in
41 administration of medication, may give emergency medication to students orally or by injection.

42
43 The Board requires that there must be on record a medically diagnosed allergic condition that
44 would require prompt treatment to protect a student from serious harm or death.

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4 A building administrator or designee will enter any medication to be administered in an
5 emergency on an individual student medication record and will file it in a student's cumulative
6 health folder.

7
8
9 Self-Administration of Medication

10
11 The District will permit students who are able to self-administer specific medication to do so
12 provided that:

- 13
14
- 15 • A physician or dentist provides a written order for self-administration of said
16 medication;
 - 17 • Written authorization for self-administration of medication from a student's
18 parent, an individual who has executed a caretaker relative educational
19 authorization affidavit, or guardian is on file; and
 - 20 • A principal and appropriate teachers are informed that a student is self-
21 administering prescribed medication.

22 A building principal or school administrator may authorize, in writing, any employee to assist
23 with self-administration of medications, provided that only the following may be employed:

- 24
- 25 • Making oral suggestions, prompting, reminding, gesturing, or providing a written
26 guide for self-administering medications;
 - 27 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose
28 container, syringe, or original marked and labeled container from a pharmacy;
 - 29 • Opening the lid of a container for a student;
 - 30 • Guiding the hand of a student to self-administer a medication;
 - 31 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral
32 medications; and
 - 33 • Assisting with removal of a medication from a container for a student with a
34 physical disability that prevents independence in the act.
- 35

36 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

37
38 Students with allergies or asthma may be authorized by the building principal or Superintendent,
39 in consultation with medical personnel, to possess and self-administer emergency medication
40 during the school day, during field trips, school-sponsored events, or while on a school bus. The
41 student shall be authorized to possess and self-administer medication if the following conditions
42 have been met.

43
44
45
46

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to the employee assisting with self-administration of medication. The employee:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician’s name;
- Must develop a medication administration plan, if administration is necessary for a student before any medication is given by school personnel;
- Must record on student’s individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-420, Section 2, MCA.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Legal Reference: § 20-5-412, MCA

§ 20-5-420, MCA

Definition – parent-designated adult administration of glucagons – training Self-administration or possession of asthma, severe allergy, or anaphylaxis medication

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§ 20-5-421, MCA
§ 37-8-103(1)(c), MCA
ARM 24.159.1604
HB 323, Chapter #154

Emergency use of epinephrine in school setting
Exemptions – limitations on authority conferred
Tasks Which May Be Routinely Assigned to an Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists
Emergency use of an opioid antagonist in school setting – limit on liability – signed by Governor 4/4/2017 - (effective July 1, 2017)

Policy History:

Adopted on: February 8, 2005
Revised on: December 13, 2005, 07/09/13

Shelby School District

Adopted on:
Reviewed on:
Revised on:

4350

COMMUNITY RELATIONS

Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District’s programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on the District’s website will conform to the W3C Web Accessibility Initiative’s (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to the District’s website and any official District web presence which is developed by, maintained by or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing web content produced by the District, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1 .0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

The following statement will appear on the District’s website homepage and all subsidiary pages:

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

1
2
3 *Under District developed administrative procedures, students, parents, and members of the*
4 *public may present a complaint regarding a violation of the Americans with Disabilities Act*
5 *(ADA), Section 504 related to the accessibility of any official District web presence which is*
6 *developed by, maintained by, or offered through the District or third party vendors and open*
7 *sources.*

8
9 A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a
10 violation of the ADA, Section 504 or Title II related to the accessibility of any official District web
11 presence that is developed by, maintained by, or offered through the District, third party vendors and/or
12 open sources may complain directly to a school administrator. The initial complaint or grievance should
13 be made using the District’s Uniform Grievance Form, upon request at the District office, however, a
14 verbal complaint or grievance may be made. When a school administrator receives the information, they
15 shall immediately inform the District’s IT Department. The Complainant need not wait for the
16 investigation of any grievance or complaint in order to receive the information requested.

17
18 Whether or not a formal complaint or grievance is made, once the District has been notified of
19 inaccessible content, effective communication shall be provided as soon as possible to the reporting party
20 to provide access to the information.

21
22 **Testing and Accountability**

23
24 The District will ensure website accessibility training to all appropriate personnel, including employees
25 who are responsible for developing, loading, maintaining, or auditing web content functionality.
26 Administration will be responsible for reviewing and evaluating new material that is published by
27 designated staff and uploaded to the website for accessibility on a periodic basis. Administration and IT
28 Department will be responsible for reviewing all areas of the District’s website and evaluating its
29 accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be
30 corrected in a timely manner.

31
32 This policy shall be available to the public via a link entitled “Accessibility,” which shall be located on
33 the District’s homepage.

34
35
36 Cross Reference: Policy 1700 Uniform Grievance Procedure

37
38
39 Legal Reference: Title II of the Americans with Disabilities Act of 1990
40 Section 504 of the Rehabilitation Act
41

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by Shelby Public School District that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes 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.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency 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>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name	Date
------	------

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 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).

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) _____ 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.

1. 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).
2. 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.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity 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 qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____

First Middle Maiden Last

Date of Birth: _____

Address: _____

City State Zip

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes

I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Shelby Public School District.

Signature of Applicant

Date