



# Shelby Public School District #14



1010 Oilfield Ave ~ Shelby, MT 59474  
www.ShelbyPublicSchools.org  
Phone: (406) 424-8910 ~ Fax: (406) 434-2959

## SHELBY SCHOOL BOARD MEETING AGENDA

Location: Shelby Board Room, District Office

Date: Tuesday, July 10, 2018

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 and Voided Checks   | Ms. Flynn    |
| 5. Public Comment  | Mr. Aklestad |
| 6. Reports   | Mr. Crump    |
| a. Superintendent Schedule   |              |
| 7. Action Items  | Mr. Crump    |
| a. Resignation/Retirement  |              |
| b. Hiring  |              |
| c. Classified Recommendations  |              |
| i. Elementary/JH Paraprofessionals: Shannon Scarborough, Alecia Perry, Katelyn Bohmer, Melody Taylor, Valerie Stratton, Kelly Buxel, Tun McCracken, Linnet Doane |              |
| ii. HS Paraprofessionals: Debra Jordan, Julie Olsen, Karen Watson, Sandra Blosser, Terri Jo Baney, Carissa Buxel   |              |
| iii. Cafeteria Staff: Becky Hansell, Casey Clark, Inga Odden, Judy Swick-Scofield, Teresa Baney  |              |
| iv. Custodians: Dave Clark, Lee Davis, Lyle Kimmet, Guy Knickerbocker, Janet Kuntz, Jonathan Aspensen  |              |
| v. Transportation/Maintenance Director - Danny Hintz   |              |
| vi. Bus Drivers: Jeanne Wigen, Sue Cleverley   |              |
| vii. Secretaries: Dallas Stirling, Alyssa Edwards, Jessica Ruff, Amber Sanchez   |              |
| viii. Business Manager: Melit Flynn  |              |
| ix. Technology Director: John Hough  |              |
| d. Year-end Spending   |              |
| e. Elementary Account  |              |
| f. Board Policy Updates (Second Reading)   |              |
| i. 1401 - Records Available to Public  |              |
| ii. 1420 - School Board Meeting Procedure  |              |
| iii. 3141 - Discretionary Nonresident Student Attendance   |              |
| iv. 4330F - School Facilities and Grounds Use and Liability Release Agreement  |              |



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- v. 5002 - Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973
  - vi. 5500 - Payment of Wages Upon Termination
  - vii. 6110P - Superintendent - Board Job Responsibilities
  - viii. 7260 - Endowments, Gifts, and Investments
  - ix. 7320 - Purchasing
  - x. 7332 - Advertising in Schools - Revenue Enhancement
  - xi. 7530 - Procurement of Supplies or Services
  - xii. 8124 - Student Conduct on Buses
  - xiii. 5000 - Personnel Goals (Deletion)
  - g. Attendance/Transportation Agreements
8. Discussion Items Mr. Crump
- a. Staff Handbook Review
  - b. Elementary Handbook Review
  - c. JH/HS Handbook Review
  - d. JH/HS Schedule
  - e. School App Update
  - f. RECCS Program Update
  - g. Special Education Co-op Update
9. Correspondence Mr. Crump
10. Next Meeting of the Board - Tuesday, August 14, 2018 Mr. Aklestad
11. Adjournment Mr. Aklestad

**MINUTES**  
**June 12, 2018**

**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: Brian Aklestad, Rikki James, Dan Leck, Anna Fretheim and Krista Mellinger. Member(s) absent: Richard Jorata and Jay Hould. The superintendent and clerk were present. Visitors present were Suzanne Hough, John Hough, Julie Olsen, Travis Clark and Philip Kleinsasser.

The **Pledge of Allegiance** was recited.

**APPROVAL OF MINUTES**

A motion was made to approve the minutes of the May 8, 2018 regular board meeting.

Motion: Dan Leck

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 69391 through 69466. The student activity checks for this month were numbered 14543 through 14559. 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: Krista Mellinger passed unanimously.

**Public Comment**

Mr. Crump read the public comment from Sara White:

Mrs. Kiefer and Mrs. White would like to give a shout out to the following:

Camrose Hutterite Colony and Mark Ayers- learning about the surrounding area and diverse people and culture

Joe and Anna Fretheim- for the Fretheim Farm Trip

Jodie Duncan, Alice Burchak and Kim Woodring the staff at the Toole County Extension Agent's Office- for helping to provide students with various hands on field trips throughout the year

Mrs. White added that they enjoy getting out and about to explore, learn and to offer real life experiences to our students.

Travis Clark thanked the district for their support during the golf season, Mr. Crump thanked Travis Clark for a successful golf season and the district clerk thanked all the voters that voted during the school levy election and for passing the elementary and high school levy.

Kathje Griffis explained further the dual credits courses to the Board.

**Reports**

Superintendent's Schedule

The Superintendent told the Board that he does not have any plans for June but he is working on his July schedule.

**ACTION ITEMS**

Insurance Renewal

Mr. Crump made a recommendation to approve the district's 2018-2019 property insurance with EMC Insurance Company as presented by Travis Clark. The new amount is \$40,164 which is 2.5% increase from last year.

Motion: Krista Mellinger

Second: Rikki James- passed unanimously.

Resignation/Retirement

Mr. Crump made a recommendation to accept the letter of resignation from Carol Perisho .

Motion: Rikki James

Second: Dan Leck- passed unanimously.

### Staff Hiring

The Superintendent made recommendations to hire the following staff:

Junior High/High School Counselor- Anthony Heaton

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

Summer School Teachers- Kathje Griffis and Robyn Skillman

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Speech and Drama- Jodi Aklestad

Motion: Krista Mellinger

Second: Dan Leck

Brian Aklestad abstain from voting due to conflict of interest. The motion passed with Rikki James, Krista Mellinger, Dan Leck and Anna Fretheim voting in favor of the motion.

Junior High/High School Assistant Cross Country Coach- Merle Raph

High School Cheerleading Coaches- Jessica Buck and Darcy White

High School Head Girls Basketball Coach- Mac McDermott

High School Assistant Football Coach- Logan Erickson

Motion: Krista Mellinger

Second: Dan Leck- passed unanimously.

Junior High Head Football Coach- Bill Hansell

Junior High Football Assistant Coaches- Eric Tokerud and Tom Reynolds

Junior High Head Wrestling- Thad White

Motion: Dan Leck

Second: Anna Fretheim- passed unanimously.

Summer Maintenance Crew - Karen Watson, Dallas Stirling and Brittany Brusven

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

### Classified Staff Wage Increases

Mr. Crump made recommendations to approve the classified staff wage increases:

2018-2019 = 1.4%

2019-2020 = 1.6%

Secretaries = \$.75 this year to the base secretarial salary

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

### Administrative Contracts:

2018-2019 = 1.4% + Step prorated for 260 days (\$1,354) for Elliott Crump, John Hough and Melit Flynn

2019-2020 = 1.6% + Step prorated for 260 days (\$1,376) for Elliott Crump and John Hough

### JPT Insurance Rates

The superintendent made a recommendation to approve the 2018-2019 Joint Powers Trust insurance rate which is Renewal Option 1 with a three-year commitment.

Motion: Krista Mellinger

Second: Rikki James- passed unanimously.

### Board Policy Updates (First Reading)

Motion to approve the first reading and updates to the following board policies coming from the policy committee:

1401- Records Available to Public

1420- School Board Meeting Procedure

3141- Discretionary Nonresident Student Attendance

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

5002- Accomodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973

5500- Payment of Wages Upon Termination

6110P- Superintendent – Board Responsibilities

7260- Endowments, Gifts and Investments

7320- Purchasing

7332- Advertising in Schools – Revenue Enhancement

7530- Procurement of Supplies or Services  
8124- Student Conduct on Buses  
5000- Personnel Goals (Deletion)  
Second: Anna Fretheim - passed unanimously.

Student Attendance Agreements

A motion was made to approve the student attendance agreement that was presented to the Board.  
Motion: Rikki James Second: Krista Mellinger- passed unanimously.

**DISCUSSION**

Year End Spending

Mr. Crump said that he is waiting for an estimate cost on the drainage problem and will determine what other projects needed to be done after the drainage issue is solved.

Special Education Co-op Update

Mr. Crump said that there are more discussions to move the Co-op to Shelby.

Correspondence

None.

**NEXT MEETING OF THE BOARD**

Regular Meeting, Tuesday, July 10, 2018 7:00 p.m.  
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

**ADJOURNMENT**

Chairperson Brian Aklestad adjourned the meeting at 8:14 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**

SHELBY SCHOOL DISTRICT  
Budget vs. Actual Report  
For the Accounting Period: 6 / 18

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	79,419.51	2,204,049.22	17,716.93	2,221,766.15	2,593,362.36	371,596.21
110 Transportation Fund	15,487.87	130,264.37	0.00	130,264.37	204,083.00	73,818.63
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	93,118.15	93,118.15
113 Tuition	0.00	22,819.20	0.00	22,819.20	65,000.00	42,180.80
114 Retirement	9,499.67	279,973.22	0.00	279,973.22	365,000.00	85,026.78
128 Technology Fund	8,929.67	18,914.24	11,958.77	30,873.01	50,000.00	19,126.99
129 Flexibility Fund	5,732.84	7,531.06	0.00	7,531.06	64,888.19	57,357.13
150 Debt Service	0.00	14,387.51	0.00	14,387.51	288,475.00	274,087.49
161 Building Reserve	7,430.78	19,794.08	0.00	19,794.08	47,000.00	27,205.92
201 General Fund	61,732.86	1,444,922.43	1,128.00	1,446,050.43	1,577,107.16	131,056.73
210 Transportation Fund	11,646.37	103,722.63	0.00	103,722.63	135,356.62	31,633.99
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	163,119.61	163,119.61
213 Tuition	0.00	21,699.19	0.00	21,699.19	70,000.00	48,300.81
214 Retirement	7,083.78	195,402.00	0.00	195,402.00	230,000.00	34,598.00
217 ADULT EDUCATION FUND	-10.35	64,691.76	0.00	64,691.76	95,000.00	30,308.24
228 Technology Fund	8,391.72	16,467.56	11,219.18	27,686.74	48,000.00	20,313.26
229 Flexibility Fund	5,724.80	7,408.00	0.00	7,408.00	86,268.56	78,860.56
250 Debt Service	0.00	7,396.88	0.00	7,396.88	144,493.76	137,096.88
261 Building Reserve	6,311.32	32,484.41	0.00	32,484.41	112,382.71	79,898.30
<b>Grand Total:</b>	<b>227,380.84</b>	<b>4,591,927.76</b>	<b>42,022.88</b>	<b>4,633,950.64</b>	<b>6,432,655.12</b>	<b>1,798,704.48</b>

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53099	6752 1ST CHOICE PLUMBING LLC	309.00				
1	5832 06/25/18 repair 3" PVC in pit	309.00		201	100-2600	440
53086	5143 3 RIVERS TELEPHONE COOPERATIVE	1,286.89				
Camrose 0210						
1	07/01/18 fiber lease/dsl	309.96		101	100-1000	531
2	07/01/18 fiber lease/dsl	309.96		201	100-1000	531
3	07/01/18 fiber lease/dsl	309.96		101	100-2300	531
4	07/01/18 fiber lease/dsl	309.94		201	100-2300	531
5	07/01/18 admin phone bill	13.60		101	100-2300	531
6	07/01/18 el phone bill	14.87		101	100-2400	531
7	07/01/18 hs phone bill	18.60		201	100-2400	531
53100	647 BEBICH WELDING SERVICE	26.00				
1	9152 06/18/18 repair vent covers	26.00		201	100-2600	440
53094	59 BEN TAYLOR INC	1,773.85				
1	13187 06/26/18 bus route fuel	316.56		110	100-2700	624
2	13187 06/26/18 bus route fuel	211.12		210	100-2700	624
3	13187 06/26/18 Mike White-football camp	385.09*		201	720-3500	624
4	13187 06/26/18 summer grounds work	101.06*		201	100-2600	624
5	13187 06/26/18 Colony vehicle	42.61		101 71	100-1000	624
6	13187 06/26/18 FFA trip	243.00*		201	710-3400	624
8	13187 06/26/18 MBI training	116.88*		101	280-1000	624
9	171607 06/01/18 summer grounds supplies	7.50		201	100-2600	610
10	665914 06/03/18 summer grounds-diesel	21.77*		261	100-2600	624
11	665931 06/04/18 summer grounds-diesel	20.24*		261	100-2600	624
12	173596 06/19/18 paint and supplies	161.36*		210	100-2700	610
13	174270 06/25/18 paint and supplies	93.98		110	100-2700	610
14	174409 06/26/18 paint and supplies	52.68		110	100-2700	610
53116	59 BEN TAYLOR INC	717.28				
1	174772 07/01/18 shop supplies-Perkins	350.60*		215	451-1000	610 828
2	174772 07/01/18 shop supplies-Perkins	366.68		215	329-1000	610 346
53093	6748 BRYSON SALES AND SERVICE OF	151.22				
1	263857 06/27/18 bus filters	90.73		110	100-2700	610
2	263857 06/27/18 bus filters	60.49*		210	100-2700	610
53109	6010 BYTE SPEED LLC	10,995.00				
1	0124448 06/21/18 2U Rackmount Server	5,497.50*	10977	128	100-1000	735
2	0124448 06/21/18 2U Rackmount Server	5,497.50*	10977	228	100-1000	735

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53097	5023 CAMROSE COLONY	6,076.08				
	summer rate- 2018					
	breakfast-\$2.07					
	Lunch- \$3.50					
1	06/30/18 summer food program-June reimb	6,076.08*		212	910-3100	631
2	06/30/18 1094 breakfasts/1089 lunches	0.00*		212	910-3100	631
53090	5965 CARMELITA FLYNN	364.81				
1	06/15/18 mileage & meals	218.89		101	100-2500	582
2	06/15/18 MASBO conf. / Billings	145.92		201	100-2500	582
53091	7027 CASEY CLARK	22.72				
1	07/02/18 reimb milk purchased-summer fo	22.72*		212	910-3100	631
2	07/02/18 food program	0.00*		212	910-3100	631
53103	95 CITY OF SHELBY	643.46				
1	1086-013 07/02/18 rental equipment-change ligh	643.46*		261	100-2600	452
2	1086-013 07/02/18 1/2 amount-shared with City	0.00*		261	100-2600	452
3	1086-013 07/02/18 Shelby	0.00*		261	100-2600	452
53078	3 CITY OF SHELBY WATER DEPT	3,942.80				
1	06/21/18 bus barn/water/garbage	96.01		110	100-2700	421
	BUS BARN WATER BILL					
2	06/21/18 bus barn/water/garbage	64.00		210	100-2700	421
	BUS BARN WATER BILL					
3	06/21/18 water/garbage/sewer/landfill	2,269.67*		101	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
4	06/21/18 water/garbage/sewer/landfill	1,513.12*		201	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
5	06/21/18 water usage charges increased	0.00*		201	100-2600	421
6	06/21/18 by \$1717.59-HS & EL	0.00*		101	100-2600	421
53112	1610 COMBUSTION SERVICE COMPANY INC	3,737.41				
1	30099 06/10/18 gaskets/brass rings	127.50*		120	100-2600	610
2	30134 06/11/18 install eye on burner, replace	1,804.96		160	100-2600	440
3	30134 06/11/18 seal on pump , armstrong seal	1,804.95		161	100-2600	440
4	30134 06/11/18 kit, labor	0.00		161	100-2600	440
53096	15 CULLIGAN SOFT WATER SERVICE	197.00				
1	06/30/18 Admin water/cooler rental	8.00*		210	100-2700	450
2	06/30/18 EL water/cooler rental	8.00		101	100-2600	450
3	06/30/18 HS water/cooler rental /50 lb	181.00		201	100-2600	450
4	06/30/18 solar salt delivery	0.00		201	100-2600	450



\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
53104	220 DAVIS BUSINESS MACHINES	293.46					
#4048-02- GTCC							
1	241080 07/03/18 base rate-June 2018	155.31		101	100-1000	440	
2	241080 07/03/18 base rate-June 2018	103.54*		201	100-1000	440	
5	239829 06/11/18 GTCC copier	34.61		182	108-2212	550 580	
G859	6928 DAWN L SIEVERS	1,709.48					
1	06/04/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580	
2	06/04/18 mileage Vaughn to Power	30.52		182	108-2212	596 580	
3	06/04/18 supplies and 2 lunches	301.21		182	108-2212	600 580	
G860	6928 DAWN L SIEVERS	1,592.89					
1	06/25/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580	
2	06/25/18 mileage Vaughn-Shelby-2 days	159.14		182	108-2212	596 580	
3	06/25/18 meals- 2 days	46.00		182	108-2212	592 580	
4	06/25/18 supplies	10.00		182	108-2212	600 580	
53073	7009 DE LAGE LANDEN FINANCIAL SERVICES,	275.00					
1	59588007 06/16/18 GTCC copier lease	275.00		182	108-2212	550 580	
G869	2851 DIANA KNUDSON	807.55					
1	06/28/18 mileage in district	479.60		182	108-2212	596 580	
2	06/28/18 mileage out district	277.95		182	107-2212	582 570	
3	06/28/18 phone allowance	50.00		182	107-2212	531 570	
53107	6960 EBMS, INC	248.00					
1	000118624 05/31/18 ACA fee 129 X \$2	148.80		101	100-2400	810	
2	000118624 05/31/18 May 2018	99.20		201	100-2400	810	
53105	6879 ELLIOTT CRUMP	62.64					
1	06/12/18 mileage to Choteau	62.64					
				*	201	720-3500	582
2	06/12/18 MHSA meeting	0.00*		201	720-3500	582	
53113	4536 EMC INSURANCE COMPANIES	40,179.00					
1	P-86620208 06/11/18 business auto/inland marin	3,854.40		110	100-2700	520	
2	P-86620208 06/11/18 business auto/inland marin	2,569.60		210	100-2700	520	
3	P-86620208 06/11/18 property liability	5,625.83*		129	100-2600	520	
4	P-86620208 06/11/18 general liability	5,625.83*		161	100-2600	520	
5	P-86620208 06/11/18 umbrella, linebacker, cybe	5,625.83		160	100-2600	520	
6	P-86620208 06/11/18 solutions-fidelity ISO pac	5,625.83*		229	100-2600	520	
7	P-86620208 06/11/18 property liability	5,625.85*		261	100-2600	520	
8	P-86620208 06/11/18 property liability	5,625.83*		260	100-2600	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
53074	7078 EME MANDA	92.00				
1	06/22/16 reimb meals-MBI conference	92.00		115	420-1000	582 337
53083	2287 ERIC TOKERUD	228.70				
1	05/19/18 used own credit card to pay	228.70*		201	720-3500	582
2	05/19/18 meals-Divisional Track Meet	0.00*		201	720-3500	582
G855	6559 EVERETT J. HOLM	536.00				
1	06/18/18 stipend	500.00		182	108-2212	320 580
2	06/18/18 meals	36.00		182	108-2212	592 580
53108	22 GENERAL DISTRIBUTING CO	36.90				
1	00657282 06/30/18 acetylene/IND HP	36.90*		215	451-1000	610 828
G868	2847 GTCC PETTY CASH	40.00				
1	06/13/18 workshop refund	40.00		182	108-2212	330 580
53115	69 H-0 PARTS SHELBY	199.96				
1	510256751 06/29/18 shop supplies	199.96*		215	451-1000	610 828
G853	5633 HAMPTON INN	2,295.11				
1	06/25/18 4 June meeting rooms and	2,295.11		182	108-2212	592 580
2	06/25/18 lodging for trainers	0.00		182	108-2212	592 580
53080	6191 JACK R STOKES	35.00				
1	454648 06/20/18 reimb fee for CPR class	35.00		110	100-2700	810
53071	7042 JESSICA RUFF	182.18				
1	06/14/18 meals/fuel -MASBO	109.31		101	100-2500	582
2	06/14/18 Conference in Billings	72.87		201	100-2500	582
G856	6000 JOHN HOUGH	70.32				
1	06/18/18 mileage-Conrad/Cut Bank	52.32		182	108-2212	596 580
2	06/18/18 meals	18.00		182	108-2212	592 580
53089	5482 JOHNSON DISTRIBUTING	169.96				
1	01-114060 06/22/18 bolts/washers/collar wheel	169.96		201	100-1000	610
53072	2352 JOSTENS	166.70				
1	0228-5815 06/19/18 top 5 trophies	166.70		201	100-1000	610
G867	7034 KATHRYN KOTYNSKI	1,500.00				
1	06/21/18 stipend-retiree	1,500.00		182	108-2212	320 580

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53076	3436 KENCO SECURITY AND TECHNOLOGY	122.00				
1	1476064 06/01/18 alarm monitoring July 2018	73.20		101	100-2600	340
2	1476064 06/01/18 alarm monitoring July 2018	48.80		201	100-2600	340
53081	6458 KEVIN DODSON	35.00				
1	05/17/18 Softball divisionals-Cut Bank	35.00*		201	720-3500	582
53088	7079 KRISTI CALVERY	48.00				
1	06/29/18 reimb meals-AP conference	48.00		201	100-1000	582
G862	6682 LORI BROWN-CHAUVET	1,643.35				
1	06/11/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/11/18 mileage-Belgrade/GFalls	183.12		182	108-2212	596 580
3	06/11/18 meals	46.00		182	108-2212	592 580
4	06/11/18 materials	36.48		182	108-2212	600 580
53077	2 MARIAS RIVER ELECTRIC COOP	4,913.99				
1	06/22/18 electric bill	2,795.22*		101	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	06/22/18 electric bill	1,863.48*		201	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	06/22/18 bus barn	222.78*		210	100-2700	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
4	06/22/18 RECCS-community garden	32.51		115	434-1000	610 273
53095	228 MASBO	100.00				
1	6095 06/27/18 J Ruff 18-19 membership	100.00		201	100-2500	810
G857	3932 Medicine River Trading Company	722.33				
1	06/18/18 stipend	500.00		182	108-2212	320 580
2	06/18/18 reimb workshop snacks/meals	156.93		182	108-2212	592 580
3	06/18/18 mileage-Valier-Cut Bank	65.40		182	108-2212	596 580
G864	7035 MELANIE A. HOME GUN	1,763.78				
1	06/13/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/13/18 mileage Cut Bank to GFalls	118.81		182	108-2212	596 580
3	06/13/18 meals	46.00		182	108-2212	592 580
4	06/13/18 reimb art supplies purchased	221.22		182	108-2212	600 580
G861	6335 MONA K. SHORTMAN	1,533.65				
1	06/04/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/04/18 mileage-Cut Bank to GFalls-2X	119.90		182	108-2212	596 580
3	06/04/18 meals	36.00		182	108-2212	592 580

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53084	181 MONTANA HIGH SCHOOL ASSOC	4,480.00				
1	07/10/18 18-19 catastrophic liability	360.00	10960	201	720-3500	520
2	07/10/18 18-19 dues	3,000.00*	10960	201	720-3500	810
3	07/10/18 18-19 dues	1,000.00*	10960	201	710-3400	810
4	07/10/18 concussion insurance	120.00	10960	201	720-3500	520
G852	6742 MONTANA TEACHERS RETIREMENT	2,211.15				
1	06/26/18 employee/employer contribution	2,211.15		182	108-2212	220 580
G870	2852 MSU COLLEGE OF TECH-GT FALLS	320.10				
1	06/27/18 meeting room & catering	320.10		182	108-2212	592 580
53075	6726 MSU CONFERENCE SERVICES/MBI	535.00				
1	44179 06/07/18 A Finch-MBI conf. housing	115.00		115	420-1000	582 337
2	44180 06/07/18 B Tomscheck-MBI conf. housing	140.00		115	420-1000	582 337
3	44181 06/07/18 E Manda-MBI conf. housing	140.00		115	420-1000	582 337
4	44182 06/07/18 K Buxel-MBI conf. housing	140.00		115	420-1000	582 337
53101	6112 OETC-ORGANIZATION FOR EDUCATIONAL	3,636.60				
1	453426 06/17/18 MS Desktop Ed w/st cal	1,326.90*	10967	128	100-1000	680
2	453426 06/17/18 MS Desktop Ed w/st cal	1,326.90*	10967	228	100-1000	680
3	453426 06/17/18 MS Win Server std ed	318.00*	10967	128	100-1000	680
4	453426 06/17/18 MS Win Server std ed	318.00*	10967	228	100-1000	680
5	453426 06/17/18 MS Win Remote dtop svc	173.40*	10967	128	100-1000	680
6	453426 06/17/18 MS Win Remote dtop svc	173.40*	10967	228	100-1000	680
G863	6561 PATTI ARMBRISTER	1,607.45				
1	06/11/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/11/18 meals	24.00		182	108-2212	592 580
3	06/11/18 reimb materials purchased	205.70		182	108-2212	600 580
53070	39 PITNEY BOWES	415.17				
1	3306254781 06/01/18 postage machine rental	207.59		101	100-5200	840
2	3306254781 06/01/18 postage machine rental	207.58		201	100-5200	840
53117	758 QUI LL CORPORATI ON	766.06				
1	7554468 06/01/18 Admin Office supplies	107.01		129	100-1000	610
2	8135894 06/26/18 STAPLE REMOVER	0.70	10987	101	100-1000	610
3	8135894 06/26/18 2'' PACKING TAPE	15.99	10987	101	100-1000	610
4	8135894 06/26/18 EXPO DRY-ERASE ERASERS	23.60	10987	101	100-1000	610
5	8135894 06/26/18 SHARPI E- ULTRA FINE-BLACK	21.98	10987	101	100-1000	610
6	8135894 06/26/18 BIC PEN- PURPLE	4.62	10987	101	100-1000	610
7	8135894 06/26/18 BIC PEN- BLUE	10.29	10987	101	100-1000	610
8	8135894 06/26/18 BIC PEN- BLACK	6.86	10987	101	100-1000	610
9	8135894 06/26/18 BIC PEN- RED	3.43	10987	101	100-1000	610
10	8135894 06/26/18 JUMBO SMOOTH PAPERCLIPS	20.32	10987	101	100-1000	610
11	8135894 06/26/18 SMALL BINDER CLIPS	9.52	10987	101	100-1000	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
12	8135894 06/26/18 LARGE BINDER CLIPS	26.34	10987	101	100-1000	610
13	8135894 06/26/18 MEDIUM BINDER CLIPS	3.06	10987	101	100-1000	610
14	8135894 06/26/18 3X3 YELLOW POST IT-12/PAC	69.84	10987	101	100-1000	610
15	8135894 06/26/18 3X3 BRIGHT POST IT	10.39	10987	101	100-1000	610
16	8135894 06/26/18 1 1/2' 'X2' ' BRIGHT POSTIT	7.59	10987	101	100-1000	610
17	8135894 06/26/18 4X4 BRIGHT POST IT	11.19	10987	101	100-1000	610
18	8135894 06/26/18 1 1/2' 'X2' ' YELLOW STICKY	10.71	10987	101	100-1000	610
19	8135894 06/26/18 81/2X11 WHT. CARDSTK	12.39	10987	101	100-1000	610
20	8135894 06/26/18 MANILLA FILE FOLDERS	15.59	10987	101	100-1000	610
21	8135894 06/26/18 REG. SMOOTH PAPER CLIPS	8.68	10987	101	100-1000	610
22	8135894 06/26/18 WINDEX-DISINFECT. GALLON	15.29	10987	101	100-1000	610
23	8135894 06/26/18 STAPLES	3.12	10987	101	100-1000	610
24	8135894 06/26/18 3-HOLE PUNCH	23.99	10987	101	100-1000	610
25	8135894 06/26/18 RSVP PEN-BLUE	7.99	10987	101	100-1000	610
26	8135894 06/26/18 RSVP PEN- BLACK	7.99	10987	101	100-1000	610
27	8135894 06/26/18 SHARPIE PEN- BLACK	11.91	10987	101	100-1000	610
28	8135894 06/26/18 BIC-4PACK-FINE POINT DRY-	27.93	10987	101	100-1000	610
29	8135894 06/26/18 quill desktop stapler	21.40	10987	101	280-1000	610
30	8135894 06/26/18 XACTO electric pencil sha	73.56	10987	101	280-1000	610
31	811822 06/26/18 11X17 WHT. CARDSTOCK	74.38	10987	101	100-1000	610
32	8147654 06/27/18 LT GREEN-KRAFT PAPER ROLL	68.97	10987	101	100-1000	610
33	8220046 06/29/18 3/4 BRASS FASTENERS	29.43	10987	101	100-1000	610
53079	1 SHELBY GAS ASSOCIATION	1,124.20				
	switch between 110 & 210 every month					
	cf					
1	06/22/18 bus barn gas	13.00		110	100-2700	411
2	06/22/18 EL & HS gas charges	666.72		101	100-2600	411
3	06/22/18 EL & HS gas charges	444.48*		201	100-2600	411
53114	61 SHELBY PAINT AND HARDWARE	1,295.86				
1	012382 06/05/18 Shop Supplies use old PO	7.39	10919	215	329-1000	610 346
2	012382 06/05/18 Shop Supplies	1.10		201	100-2600	610
3	012456 06/28/18 Roundup	59.98	10919	215	329-1000	610 346
4	012452 06/27/18 Roundup and sprayer	79.98		229	100-2600	610
5	012381 06/05/18 summer grounds supplies	18.99		229	100-2600	610
6	012461 06/29/18 shop supplies-Perkins grant	395.75*		215	451-1000	610 828
7	012462 06/29/18 shop supplies-Perkins grant	227.64*		215	451-1000	610 828
8	012463 06/29/18 shop supplies-Perkins grant	287.78*		215	451-1000	610 828
9	012464 06/29/18 shop supplies-Perkins grant	199.40*		215	451-1000	610 828
10	012502 06/29/18 shop supplies-Perkins grant	17.85*		215	451-1000	610 828

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53106	8 SHELBY PROMOTER	276.05				
1	JT24159 06/25/18 Coyote envelopes	276.05		201	100-2400	610
G858	2953 SHELBY PUBLIC SCHOOLS	41.84				
1	06/26/18 GTCC workshops-copy costs	41.84		182	108-2212	550 580
53085	6924 Special Market Insurance	3,759.00				
1	07/10/18 students blanket accident ins.	3,109.00		201	720-3500	520
2	07/10/18 catastrophic accident ins	650.00		201	720-3500	520
53082	7037 SUSAN CLEVERLEY	76.00				
1	454649 06/20/18 reimb fee for CPR class	35.00		210	100-2700	810
2	05/23/18 EL field trips-G Falls & Havre	12.00*		101	710-3400	582
3	05/19/18 Track team- Great Falls	23.00*		201	720-3500	582
4	06/20/18 MAPT training-lunch	6.00		210	100-2700	582
53102	75 SYSCO FOOD SERVICES OF MONTANA	317.56				
1	143794232 06/11/18 milk	64.96		115	434-1000	610 273
2	143800043 06/04/18 food bill	252.60		115	434-1000	610 273
G866	7048 TABITHA TRUAX	1,498.88				
1	06/19/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/19/18 mileage Great Falls-FBenton	87.20		182	108-2212	596 580
3	06/19/18 meals	12.00		182	108-2212	592 580
4	06/19/18 reimb materials purchased	21.93		182	108-2212	600 580
G865	7069 TERESA DAWN WEEMS	1,446.43				
1	06/18/18 stipend less TRS contribution	1,377.75		182	108-2212	320 580
2	06/18/18 mileage Cascade to GFalls-2X	56.68		182	108-2212	596 580
3	06/18/18 meals	12.00		182	108-2212	592 580
53098	3705 UNITED STATES POSTAL SERVICE	1,599.88				
gtcc Act 5	182 107 2212 532 570					
reccs Act 3	115 434 2000 532 XXX					
CF						
1	07/06/18 postage admin Act 1	166.45		101	100-2500	532
2	07/06/18 postage admin Act 1	166.45		201	100-2500	532
3	07/06/18 postage el/hs Act 2, 4	166.44		101	100-2400	532
4	07/06/18 postage el/hs Act 2, 4	385.33*		201	100-2400	532
5	07/06/18 postage gtcc Act 5	300.70		182	107-2212	532 570
6	07/06/18 applications for scholarships	414.51*		215	324-1000	532 115

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53110	5337 UNITED STATES TREASURY	239.56				
1	07/06/18 PCori reporting fee-health ins	239.56		101	100-2500	810
2	06/30/16 9/01/16 TO 8/31/17	0.00		101	100-2500	810
53087	5585 VERIZON WIRELESS	151.82				
1	9807647903 06/21/18 Hintz/Crump	128.32*		210	100-2700	531
2	9807647903 06/21/18 RECCS	23.50		115	434-2210	531 273
G854	3484 VISA (for GTCC)	1,795.54				
1	06/25/18 workshop fees	130.00		182	107-2212	810 570
2	06/25/18 3 rivers-phone & internet	107.77		182	107-2212	531 570
3	06/25/18 workshops supplies	1,557.77		182	108-2212	550 580
53092	E 6023 WELLS FARGO BANK P CARD SYSTEM	9,858.72				
1	06/05/18 RECCS snacks/supplies	144.62		115	434-1000	610 273
2	06/14/18 MBI conf. fees-4 attendee fees	1,020.00*		101	280-1000	582
3	06/14/18 E Allen-classroom supplies	64.43		101	280-1000	610
4	06/25/18 L Davis-floor finish	763.04		101	100-2600	610
5	06/05/18 L Davis-custodial supplies	54.19		101	100-2600	610
6	06/12/18 C Clark-SFP-milk and fruits	101.88*		212	910-3100	630
7	06/28/18 E Crump-meals and supplies	218.64		101	100-2500	610
8	06/18/18 K Dodson-transportation suppl.	73.82		110	100-2700	610
9	06/18/18 K Dodson-transportation suppl.	49.21*		210	100-2700	610
10	06/27/18 new teacher-lodging-English AP	319.39		201	100-1000	582
11	06/27/18 Conference in Missoula	0.00		201	100-1000	582
12	06/15/18 Flynn lodging- Billings MASBO	214.20*		201	100-2400	582
13	06/28/18 bus driving training-lodging-	352.89*		110	100-2700	582
14	06/28/18 3 bus drivers	235.26		210	100-2700	582
15	06/28/18 D Hintz-transp. supplies	710.70		110	100-2700	610
16	06/28/18 D Hintz-transp. supplies	473.80*		210	100-2700	610
18	06/27/18 J Hough- tech supplies	1,613.87*		128	100-1000	682
19	06/27/18 J Hough tech supplies	1,075.92*		228	100-1000	682
20	06/22/18 L Kimmet-custodial supplies	651.62	10981	201	100-2600	610
21	06/13/18 J Ruff-MASBO lodging	321.30*		201	100-2400	582
22	06/06/18 T White Scroll Saw and Stand	559.00*	10982	215	451-1000	610 828
23	06/17/18 M White-lodging, meals fuel	723.31*		201	720-3500	582
24	06/05/18 M White - football camp	0.00		115	434-1000	610 273
25	06/22/18 T White-MAPT conf. lodging	117.63		210	100-2700	582
53111	1916 WORLD BOOK, INC	1,194.00				
1	0001578314 06/20/18 Online Renewal	1,194.00*		101	100-2225	645
2	0001578314 06/20/18 E Book Access	0.00*		101	100-2225	645
# of Claims		67	Total :	130,493.34		
			Total Electronic Claims	9,858.72		
			Total Non-Electronic Claims	120,634.62		

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Fund/Account	Amount
101 General Fund	
101	\$12,018.39
110 Transportation Fund	
101	\$5,689.77
115 Miscellaneous Federal Funds	
101	\$1,145.19
120 Lease-Rental	
101	\$127.50
128 Technology Fund	
101	\$8,929.67
129 Flexibility Fund	
101	\$5,732.84
160 Building	
101	\$7,430.79
161 Building Reserve	
101	\$7,430.78
182 Interlocal Agreement	
101	\$23,746.16
201 General Fund	
101	\$18,521.89
210 Transportation Fund	
101	\$4,342.57
212 Food Services	
101	\$6,200.68
215 Miscellaneous Federal Funds	
101	\$3,123.44
228 Technology Fund	
101	\$8,391.72
229 Flexibility Fund	
101	\$5,724.80
260 Building	
101	\$5,625.83
261 Building Reserve	
101	\$6,311.32
Total :	\$130,493.34



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	72,390.48	0.00	72,390.48	72,384.54	-5.94
115-570	Office/Clerical/Technology GTCC InterLocal Dues	2,839.20	34,999.90	0.00	34,999.90	40,635.60	5,635.70
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	694.75	8,337.77	0.00	8,337.77	6,000.00	-2,337.77
220-570	Teachers' Retirement GTCC InterLocal Dues	535.09	6,554.12	0.00	6,554.12	6,500.00	-54.12
230-570	PERS GTCC InterLocal Dues	273.81	3,114.50	0.00	3,114.50	3,200.00	85.50
240-570	Unemployment Compensation GTCC InterLocal Dues	15.94	213.24	0.00	213.24	2,000.00	1,786.76
250-570	Workers' Compensation GTCC InterLocal Dues	38.86	470.77	0.00	470.77	600.00	129.23
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	500.00	4,500.00	0.00	4,500.00	4,216.97	-283.03
340-570	Technical Services GTCC InterLocal Dues	0.00	1,050.00	0.00	1,050.00	1,300.00	250.00
440-570	Repair and Maintenance Services GTCC InterLocal Dues	0.00	0.00	0.00	0.00	700.00	700.00
531-570	Telephone GTCC InterLocal Dues	157.77	1,692.38	0.00	1,692.38	2,000.00	307.62
532-570	Postage GTCC InterLocal Dues	300.70	765.87	0.00	765.87	1,700.00	934.13
582-570	Travel Out-of-District GTCC InterLocal Dues	277.95	3,813.08	0.00	3,813.08	5,404.10	1,591.02
610-570	Supplies GTCC InterLocal Dues	0.00	1,338.83	0.00	1,338.83	8,000.00	6,661.17
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	200.00	200.00
810-570	Dues & Fees GTCC InterLocal Dues	130.00	679.94	0.00	679.94	700.00	20.06
	Function Total:	11,796.61	166,516.78	0.00	166,516.78	190,237.11	23,720.33
	Program Total:	11,796.61	166,516.78	0.00	166,516.78	190,237.11	23,720.33

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	1,500.00	1,500.00	0.00	1,500.00	3,000.00	1,500.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	114.75	114.75	0.00	114.75	4,400.00	4,285.25
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	2,344.20	4,965.14	0.00	4,965.14	5,400.00	434.86
	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	2.55	2.55	0.00	2.55	30.00	27.45
	GTCC Professional Development Dues						
250-580	Workers' Compensation	7.45	7.45	0.00	7.45	30.00	22.55
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	13,522.00	31,228.51	0.00	31,228.51	37,500.00	6,271.49
	GTCC Professional Development Dues						
330-580	Other Professional Services	40.00	501.47	0.00	501.47	3,500.00	2,998.53
	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	1,909.22	6,053.67	0.00	6,053.67	8,000.00	1,946.33
	GTCC Professional Development Dues						
592-580	Meals & Lodging	3,048.14	23,669.79	0.00	23,669.79	38,397.22	14,727.43
	GTCC Professional Development Dues						
596-580	Mileage	1,352.69	5,880.08	0.00	5,880.08	10,000.00	4,119.92
	GTCC Professional Development Dues						
600-580	Supplies and Materials	796.54	9,529.26	0.00	9,529.26	10,000.00	470.74
	GTCC Professional Development Dues						
	Function Total:	24,637.54	83,452.67	0.00	83,452.67	121,307.22	37,854.55
	Program Total:	24,637.54	83,452.67	0.00	83,452.67	121,307.22	37,854.55
	Program Group Total:	36,434.15	249,969.45	0.00	249,969.45	311,544.33	61,574.88
	Fund Total:	36,434.15	249,969.45	0.00	249,969.45	311,544.33	61,574.88
	Grand Total:	36,434.15	249,969.45	0.00	249,969.45	311,544.33	61,574.88

SHELBY SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 18

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
101 General Fund	557,408.31	2,392,155.88	0.00	-2,392,155.88	** %
110 Transportation Fund	50,641.27	162,338.22	0.00	-162,338.22	** %
111 Bus Depreciation Fund	9,660.36	29,650.83	0.00	-29,650.83	** %
113 Tuition	14,324.67	36,378.49	0.00	-36,378.49	** %
114 Retirement	90,043.57	272,909.34	0.00	-272,909.34	** %
128 Technology Fund	17,637.28	53,003.51	0.00	-53,003.51	** %
129 Flexibility Fund	3,223.02	19,905.56	0.00	-19,905.56	** %
150 Debt Service	101,857.17	304,049.25	0.00	-304,049.25	** %
161 Building Reserve	16,714.57	40,179.72	0.00	-40,179.72	** %
201 General Fund	321,932.92	1,420,210.32	0.00	-1,420,210.32	** %
210 Transportation Fund	35,645.80	119,667.36	0.00	-119,667.36	** %
211 Bus Depreciation Fund	12,923.32	41,239.68	0.00	-41,239.68	** %
213 Tuition	11,096.46	35,035.93	0.00	-35,035.93	** %
214 Retirement	56,184.87	166,459.47	0.00	-166,459.47	** %
217 ADULT EDUCATION FUND	30,634.29	93,181.41	0.00	-93,181.41	** %
228 Technology Fund	15,458.86	49,246.76	0.00	-49,246.76	** %
229 Flexibility Fund	3,981.80	32,616.91	0.00	-32,616.91	** %
250 Debt Service	46,600.22	148,211.91	0.00	-148,211.91	** %
261 Building Reserve	25,398.24	75,701.82	0.00	-75,701.82	** %
Grand Total :	1,421,367.00	5,492,142.37	0.00	-5,492,142.37	** %

Account	Receipts					Invest	Misc.	Misc.	Closing
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	2300.53	0.00	0.00	56.80	0.00		0.00	0.00	2357.33
101 ATHLETICS	11022.93	10215.85	0.00	325.00	0.00		0.00	0.00	1132.08
405 AUTO/WOOD SHOP/VICA	3933.36	0.00	0.00	0.00	0.00		0.00	0.00	3933.36
402 BAND	1580.16	44.00	0.00	574.00	0.00		0.00	0.00	2110.16
408 BAND & CHOIR UNIFORMS/TRAVEL	897.49	0.00	0.00	0.00	0.00		0.00	0.00	897.49
112 BOYS BASKETBALL	495.37	0.00	0.00	0.00	0.00		0.00	0.00	495.37
213 BPA	2854.67	0.00	0.00	0.00	0.00		0.00	0.00	2854.67
203 CHEERLEADERS	876.00	0.00	0.00	0.00	0.00		0.00	0.00	876.00
403 CHOIR	3682.60	107.14	0.00	144.00	0.00		0.00	0.00	3719.46
318 CLASS OF 2018 (SR)	1873.77	927.49	0.00	0.00	0.00		0.00	0.00	946.28
319 CLASS OF 2019 (JR)	3256.81	0.00	0.00	109.25	0.00		0.00	0.00	3366.06
320 CLASS OF 2020 (SO)	4894.93	0.00	0.00	53.00	0.00		0.00	0.00	4947.93
321 CLASS OF 2021 (FR)	2521.46	0.00	0.00	53.00	0.00		0.00	0.00	2574.46
202 CONCESSIONS	11562.68	0.00	0.00	0.00	0.00		0.00	0.00	11562.68
103 COYOTE CLASSIC TOURNAMENT	19689.25	0.00	0.00	0.00	0.00		0.00	0.00	19689.25
108 CROSS COUNTRY	549.52	0.00	0.00	0.00	0.00		0.00	0.00	549.52
503 DISTRICT 7 MUSIC FESTIVAL	2709.12	0.00	0.00	0.00	0.00		0.00	0.00	2709.12
702 EL STUDENT COUNCIL	0.17	0.00	0.00	0.00	0.00		0.00	0.00	0.17
206 EXPLORE AMERICA	4307.96	0.00	0.00	95.40	0.00		0.00	0.00	4403.36
212 FCCLA	390.06	0.00	0.00	0.00	0.00		0.00	0.00	390.06
211 FFA	1830.58	113.35	0.00	580.00	0.00		0.00	0.00	2297.23
209 FINE ARTS	1759.26	0.00	0.00	0.00	0.00		0.00	0.00	1759.26
107 FOOTBALL	97.67	0.00	0.00	0.00	0.00		0.00	0.00	97.67
406 FRENCH CLUB	2166.62	0.00	0.00	0.00	0.00		0.00	0.00	2166.62
111 GIRLS BASKETBALL	1749.76	0.00	0.00	0.00	0.00		0.00	0.00	1749.76
115 GOLF	183.12	0.00	0.00	0.00	0.00		0.00	0.00	183.12
208 HOWL	100.98	0.00	0.00	0.00	0.00		0.00	0.00	100.98
221 JOBS FOR MONTANA GRADS	61.42	0.00	0.00	0.00	0.00		0.00	0.00	61.42
220 KEY CLUB	436.45	0.00	0.00	0.00	0.00		0.00	0.00	436.45
640 MIDDLE SCHOOL BAND	5346.95	0.00	0.00	0.00	0.00		0.00	0.00	5346.95
610 MIDDLE SCHOOL BOYS ATHLETICS	271.12	0.00	0.00	0.00	0.00		0.00	0.00	271.12
624 MIDDLE SCHOOL BUILDERS CLUB	1306.88	0.00	0.00	0.00	0.00		0.00	0.00	1306.88
622 MIDDLE SCHOOL CHEERLEADERS	2535.01	0.00	0.00	0.00	0.00		0.00	0.00	2535.01
641 MIDDLE SCHOOL CHOIR	162.72	0.00	0.00	0.00	0.00		0.00	0.00	162.72
611 MIDDLE SCHOOL GIRLS ATHLETICS	51.86	0.00	0.00	0.00	0.00		0.00	0.00	51.86
643 MIDDLE SCHOOL HOME EC	619.88	0.00	0.00	0.00	0.00		0.00	0.00	619.88
621 MIDDLE SCHOOL STUDENT COUNCIL	1096.20	0.00	0.00	0.00	0.00		0.00	0.00	1096.20
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5293.45	0.00	0.00	0.00	0.00		0.00	0.00	5293.45
222 MISSOULA CHILDREN'S THEATRE	104.59	0.00	0.00	0.00	0.00		0.00	0.00	104.59
401 NHS	1574.74	0.00	0.00	53.00	0.00		0.00	0.00	1627.74
501 RECOGNITION	4682.85	0.00	0.00	1056.75	0.00		0.00	0.00	5739.60
214 SCHOOL PLAY	1076.77	0.00	0.00	0.00	0.00		0.00	0.00	1076.77
216 SCIENCE CLUB	1026.92	290.09	0.00	0.00	0.00		0.00	0.00	736.83
700 SHELBY ELEMENTARY	1962.39	104.00	0.00	0.00	0.00		0.00	0.00	1858.39
114 SOFTBALL	412.09	0.00	0.00	0.00	0.00		0.00	0.00	412.09
205 SPEECH & DRAMA	1962.34	0.00	0.00	0.00	0.00		0.00	0.00	1962.34
201 STUDENT COUNCIL	299.41	0.00	0.00	0.00	0.00		0.00	0.00	299.41
102 TOURNAMENT FUNDS	4277.91	0.00	0.00	0.00	0.00		0.00	0.00	4277.91
113 TRACK	0.18	0.00	0.00	0.00	0.00		0.00	0.00	0.18
104 UNIFORM MAINTENANCE	6331.41	0.00	0.00	0.00	0.00		0.00	0.00	6331.41
109 VOLLEYBALL	670.17	0.00	0.00	0.00	0.00		0.00	0.00	670.17
110 WRESTLING	1308.77	0.00	0.00	300.00	0.00		0.00	0.00	1608.77

07/06/18  
17:11:55

SHELBY SCHOOLS  
Statement of Activity by Account Name for 06/01/18 to 06/30/18

Page: 2 of 2  
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
207 YEARBOOK	5312.51	0.00	0.00	0.00	0.00		0.00	0.00	5312.51
Total for Student Accounts	135471.82	11801.92		3400.20					127070.10
Bank Account Totals	135471.82	11801.92	0.00	3400.20	0.00		0.00	0.00	127070.10
							Bank Balance		127070.10
							Plus Outstanding Checks		21591.39
							Minus Outstanding Deposits		3400.20
								-----	
							Balance		145261.29
							Minus Receipts in Transit		0.00
								-----	
							Statement Balance		145261.29

## 2018 Shelby Public School Facility Needs

Priority Level	Project	Cost Estimate
	Elementary District	
3	<ul style="list-style-type: none"> <li>● Cafeteria:               <ul style="list-style-type: none"> <li>○ Storage issue: Suggested building a room on the NE corner of the cafeteria for storage</li> </ul> </li> </ul>	TBD
3	<ul style="list-style-type: none"> <li>● Gymnasium               <ul style="list-style-type: none"> <li>○ Blinds for windows</li> </ul> </li> </ul>	TBD
2	<ul style="list-style-type: none"> <li>○ New Entryway to Gymnasium (NW Door)</li> </ul>	TBD
3	<ul style="list-style-type: none"> <li>● Library:               <ul style="list-style-type: none"> <li>○ Insulation around SW corner reading area / Remove benches to allow for more bookshelves. / Install some form of air conditioning and ventilation system.</li> </ul> </li> </ul>	TBD
2	<ul style="list-style-type: none"> <li>● Upstairs Hallways:               <ul style="list-style-type: none"> <li>○ Rooms in NE and SE corners, opening windows, shades.</li> </ul> </li> </ul>	TBD
1	<ul style="list-style-type: none"> <li>● Building Exterior:               <ul style="list-style-type: none"> <li>○ Concrete sinking around the school, especially SW corner by door. Have concrete removed and redone with rebar from the foundation out into the concrete to keep it from sinking.</li> </ul> </li> </ul>	TBD
1	<ul style="list-style-type: none"> <li>○ Concrete NE side, water pooling, sump pump not working. Need to get more water away from building. Remove concrete from basketball hoop over to gym wall, except sidewalks and install drain tile.</li> </ul>	TBD
1	<ul style="list-style-type: none"> <li>○ Move gutters to improve water flow away from building and seal gutter leaks.</li> </ul>	TBD
	High School District	
1	<ul style="list-style-type: none"> <li>● Exterior:               <ul style="list-style-type: none"> <li>○ South exterior entryways, concrete on window sills, paint</li> </ul> </li> </ul>	TBD
3	<ul style="list-style-type: none"> <li>○ Window replaced</li> </ul>	\$2500
3	<ul style="list-style-type: none"> <li>● Classrooms (per room cost)               <ul style="list-style-type: none"> <li>○ Drop ceilings</li> </ul> </li> </ul>	\$2,663
3	<ul style="list-style-type: none"> <li>○ Window replacement</li> </ul>	\$15,000
2	<ul style="list-style-type: none"> <li>● Cafeteria/Gym foyer:               <ul style="list-style-type: none"> <li>○ Ceiling/drop ceiling</li> </ul> </li> </ul>	\$15,354
2	<ul style="list-style-type: none"> <li>○ Windows in cafeteria</li> </ul>	\$16,000
1	<ul style="list-style-type: none"> <li>○ Stainless Steel 3 Basin Sink</li> </ul>	\$2,500???
2	<ul style="list-style-type: none"> <li>○ Weight Room Keycard Entry</li> </ul>	\$5,000
3	<ul style="list-style-type: none"> <li>● Horseshoe/Gym:               <ul style="list-style-type: none"> <li>○ Replace Gym Floor</li> </ul> </li> </ul>	\$183,014

1	○ Replacement covers on heating pipes	TBD
2	○ Replace Sound System	TBD
	● Sports Complex:	
2	○ Sidewalks	\$27,945
2	○ Entryway	\$21,368
2	○ Ticket booth	\$12,000
3	○ Gravel Parking Lot	\$40,000
1	○ Drainage project on SE Side of field	\$3000
2	○ Sprinkler System Repair	TBD
2	○ Stripe Track	\$6,500
	● Parking lots:	
2	○ Resurface front parking lot	TBD
2	○ Resurface and fix potholes in parking lot between HS and AgEd.	TBD
???	○ Preservation of HS Parking Lot	TBD
	● Auditorium:	
1	○ New Speakers (current non-functioning)(have inspected)	\$200-1000
3	○ Auditorium seating	TBD
2	○ Auditorium Risers	\$16,000
	Vo-Ag Building	
3	● Breezeway between gym and vo-ag building	TBD
1	● AgEd Roof Leak	TBD
	Administration Building:	
2	● Interior Paint	TBD
2	● Repair Furnace	\$700
2	● Ventilation system in bus garages	TBD
2	● Install man door for entry	TBD
3	● Awning over entryway	TBD
	Colony	
3	● Playground Equipment	TBD

**CoM - Cost of Materials**



**REVISED POLICIES - REC (recommended change) OP(optional change)**

**1401 - Records Available to Public - REC-** This policy has been revised based on the changes in MCA. MTSBA revised this policy to coincide with the language in MCA.

**1420 - School Board Meeting Procedure - OP -** During this past year there has been some discussion in districts on the interpretation of the current language in the first paragraph. MTSBA staff discussed the concerns and developed alternate language that clarifies the concerns raised.

**3141 - Discretionary Nonresident Student Attendance - REC -** Much of the language in this policy has been under scrutiny for the past few years. The revision of this policy clarifies the responsibility of a district when accepting a nonresident student and at the same time deletes some language that was either repetitious or confusing.

**4330F - School Facilities and Grounds Use and Liability Release Agreement - REC -** This is the suggested agreement school districts should utilize for organizations or individuals requesting to use school facilities. MTSBA (after discussion with MSGIA) included an Assumption of Risk section. A school district using 4330F would not have to have 4330F1 or the second additional paragraph in 4330.

**5002 - Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973 - REC -** In reviewing MTSBA's 5000 series (Personnel) it came to our attention there was nothing referring to accommodating employees under 504. MTSBA staff did a re-write of this policy to bring it up to standards under Americans with Disabilities Act.

**5500 - Payment of Wages Upon Termination - REC -** MTSBA revised this policy to align with 39-3-205, MCA.

**6110P - Superintendent - Board Job Responsibilities - OP -** MTSBA added the note and legal reference. This is an optional change for a district.

**7260 - Endowments, Gifts, and Investments - REC -** MTSBA revised this policy for clarification.

**7320 - Purchasing - REC -** MTSBA revised the language under the Bids and Contracts section to clarify some issues that surfaced this past year. The addition to line 28 referencing 18-4-307, MCA is required to allow trustees to reject any and all bids.

**7332 - Advertising in Schools - Revenue Enhancement - OP -** A minor change. MTSBA felt "contemporary" was not the correct word and changed it to "community". Also MTSBA deleted "etc." on line 9.

**7530 - Procurement of Supplies or Services - REC -** MTSBA added #3. A district that has adopted the second portion of this policy should add #3. If a district has adopted the first part #3 would automatically be covered.

**8124 - Student Conduct on Buses - OP -** The addition to this policy can be optional for a

district. MTSBA added the first sentence for clarification that student conduct on buses falls under the student conduct rules of the school. On line 9, a district may have the option of “will or may”.

### **DELETED POLICIES**

**5000 - Personnel Goals - OP** - MTSBA staff felt this policy could be deleted as many of the areas within this policy are covered throughout the 5000 series. A district has the option of keeping it in their policy manual. It has been deleted from MTSBA’s model policy series 5000.

1 **Shelby School District**

2  
3 **THE BOARD OF TRUSTEES**

1401

4  
5 Records Available to Public

6  
7 All District records, except those restricted by state and federal law, will be available to citizens  
8 for inspection at the Clerk's office.

9  
10 **Any individual may request public information from the district. The district shall make**  
11 **the means of requesting public information accessible to all persons.**

12  
13 **Upon receiving a request for public information, the district shall respond in a timely**  
14 **manner to the requesting person by:**

- 15  
16 (a) **Making the public information available for inspection and copying by the**  
17 **requesting person; or**  
18 (b) **Providing the requesting person with an estimate of the time it will take to fulfill the**  
19 **request if the public information cannot be readily identified and gathered and any**  
20 **fees that maybe charged.**

21  
22 **The district may charge a fee for fulfilling a public information request. The fee may not**  
23 **exceed the actual costs directly incident to fulfilling the request in the most cost-efficient**  
24 **and timely manner possible. The fee must be documented. The fee may include the time**  
25 **required to gather public information. The district may require the requesting person to**  
26 **pay the estimated fee prior to identifying and gathering the requested public information.**

27  
28 **The district is not required to alter or customize public information to provide it in a form**  
29 **specified to meet the needs of the requesting person. If the district agrees to a request to**  
30 **customize a records request response, the cost of the customization may be included in the**  
31 **fees charged by the district.**

32 ~~An individual wishing public information that is in electronic format or other non-print media~~  
33 ~~must submit a detailed description, to the Superintendent, of the information requested. The~~  
34 ~~District will provide the public information as required under § 2-6-110, MCA.~~

35  
36 In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be  
37 open to public inspection at any meeting of the trustees. A fee may be charged for any copies  
38 requested. Copies will be available within a reasonable amount of time following a request.

39  
40 A written copy of Board minutes shall be available to the general public within five (5) working  
41 days following approval of the minutes by the Board. If requested, one (1) free copy of minutes  
42 shall be provided to local media within five (5) working days following approval by the Board.

43  
44 ~~Fees will be charged as follows:~~

- 45  
46 ~~a) Copy of Board minutes - 15¢ per page~~

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2  
3  
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19

~~b) Copy of other materials 25¢ per page~~

~~c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.~~

- Legal References:    ~~§ 2-6-102, MCA    Citizens entitled to inspect and copy public writings~~  
~~§ 2-6-110, MCA    Electronic Information and nonprint records~~  
**§ 2-6-1003, MCA    Access to Public Information**  
**§ 2-6-1006, MCA    Public Information requests - fees**  
§ 20-3-323, MCA    District policy and record of acts  
§ 20-9-213, MCA    Duties of trustees

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:    6/29/2010, 8/09/2011

1 **Shelby School District**

2  
3 **THE BOARD OF TRUSTEES**

4  
5 School Board Meeting Procedure

6  
7 Agenda

8  
9 The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the  
10 Board Chair. The Board Chairperson must approve any items submitted by Board members **or**  
11 **members of the public**, to be placed on the agenda. ~~must have prior approval of the Board~~  
12 ~~Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received~~  
13 ~~by the Superintendent at least five (5) working days before the Board meeting, unless of immediate~~  
14 ~~importance. Individuals who wish to be placed on the Board agenda must also notify the~~  
15 ~~Superintendent, in writing, of the request. The request must include the reason for the appearance. If~~  
16 ~~the reason for the appearance is a complaint against any District employee, the individual filing the~~  
17 ~~complaint must demonstrate that the Uniform Complaint Procedure has been followed.~~ Citizens  
18 wishing to make brief comments about school programs or procedures will follow the public  
19 comment procedures in district policy. ~~or items on the agenda need not request placement on the~~  
20 ~~agenda, and may ask for recognition by the Chairperson at the appropriate time.~~

21  
22 The agenda also must include a “public comment” portion to allow members of the general public to  
23 comment on any public matter under jurisdiction of the District, which is not specifically listed on the  
24 agenda, except that no member of the public will be allowed to comment on contested cases, other  
25 adjudicative proceedings, or personnel matters. The Chairman may place reasonable time limits on any  
26 “public comment” period to maintain and ensure effective and efficient operations of the Board. The  
27 Board will not take action on any matter discussed, unless the matter is specifically noticed on the agenda  
28 and the public has been allowed opportunity to comment.

29  
30 With consent of a majority of members present, the order of business at any meeting may be changed.  
31 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant  
32 supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in  
33 advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office  
34 forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will be  
35 prepared, if circumstances require an agenda.

36  
37 Consent Agenda

38  
39 To expedite business at its meetings, the Board approves use of a consent agenda, which includes those  
40 items considered to be routine in nature. Any item that appears on the consent agenda may be removed by  
41 a member of the Board. Any Board member who wishes to remove an item from the consent agenda must  
42 give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a  
43 single motion. The approved motion will be recorded in the minutes, including a listing of all items  
44 appearing on the consent agenda.

45  
46 Minutes

47  
48 Appropriate minutes of all meetings required to be open must be kept and must be available for inspection  
49 by the public. If an audio recording of a meeting is made and designated as official, the recording

1 constitutes the office record of the meeting. If an official recording is made, a written record of the  
2 meeting must also be made and must also include:

3 1420  
4 page 2 of 3  
5  
6

- 7 • Date, time, and place of meeting;  
8 • Presiding officer;  
9 • Board members recorded as absent or present;  
10 • Summary of discussion on all matters discussed (including those matters discussed during the  
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;  
12 • Detailed statement of all expenditures;  
13 • Purpose of recessing to closed session; and  
14 • Time of adjournment.  
15

16 When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the  
17 discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved,  
18 pursuant to § 20-1-212, MCA.  
19

20 If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda  
21 item is required for the purpose of providing assistance to the public in accessing that portion of the  
22 meeting.  
23

24 Unofficial minutes will be delivered to Board members in advance of the next regularly scheduled Board  
25 meeting. Minutes need not be read publicly provided that Board members have had an opportunity to  
26 review them before adoption. A file of permanent minutes of Board meetings will be maintained in the  
27 office of the Clerk, to be made available for inspection upon request. A written copy will be made  
28 available within five (5) working days following approval by the Board.  
29

### 30 Quorum

31

32 No business will be transacted at any meeting of the Board, unless a quorum of its members is present. A  
33 majority of the full membership of the Board will constitute a quorum, whether the individuals are present  
34 physically or electronically. A majority of the quorum may pass a resolution, except as provided in §§ 20-  
35 4-203(1) and 20-4-401(4), MCA.  
36

### 37 Electronic Participation

38

39 The Board may allow members to participate in meetings by telephone or other electronic means. Board  
40 members may not simply vote electronically, but must be connected with the meeting throughout the  
41 discussion of business. If a Board member electronically joins the meeting after an item of business has been  
42 opened, the remotely located member shall not participate until the next item of business is opened.  
43

44 If the Board allows a member to participate electronically, the member will be considered present and will have  
45 his or her actual physical presence excused. The member shall be counted present for purposes of convening a  
46 quorum. The Clerk will document it in the minutes when members participate in the meeting electronically.  
47

48 Board members participating electronically cannot cast roll call votes unless a district emergency exists and a  
49 quorum of the Board is physically present. If such an emergency exists, the nature of the district emergency  
50 shall be stated in the minutes. Board members participating electronically may cast votes other than roll call

1 votes.

5 Any Board member wishing to participate in a meeting electronically will notify the Board chairperson and  
6 superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location  
7 with the appropriate equipment so that Board members participating in the meeting electronically may interact  
8 and the public may observe or hear the comments made. The superintendent will take measures to verify the  
9 identity of any remotely located participants.

10  
11  
12 Meeting Conduct and Order of Business  
13

14 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may  
15 be used as a guide at any meeting. The order of business will be reflected on the agenda. The use of proxy  
16 votes will not be permitted. Voting rights are reserved to those trustees in attendance. Voting will be by  
17 acclamation or show of hands.  
18

19 Rescind a Motion  
20

21 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind  
22 must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to  
23 accomplishment of the underlying action addressed by the motion.  
24

25 Cross Reference: 1441 Audience Participation

26  
27 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
28 adopted  
29 § 2-3-202, MCA Meeting defined  
30 § 2-3-212, MCA Minutes of meetings – public inspection  
31 § 20-1-212, MCA Destruction of records by school officer  
32 § 20-3-322, MCA Meetings and quorum  
33 § 20-3-323, MCA District policy and record of acts  
34

35 Policy History:

36 Adopted on: 2/8/2005  
37 Reviewed on: 9/11/2007, 8/09/2011  
38 Revised on: 6/14/2011

1 **Shelby School District**

2  
3 **STUDENTS**

3141  
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4  
5 Discretionary Nonresident Student Attendance Policy

6  
7 The Board, recognizing that its resident students need an orderly educational process and  
8 environment, free from disruption, overcrowding, and any kind of violence or disruptive  
9 influences, hereby establishes criteria for the discretionary admission of nonresident students.

- 10  
11 1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at  
12 its discretion. ~~As such, the District will screen all nonresident students and consider only~~  
13 ~~those who meet the criteria set forth in this policy.~~
- 14  
15 2. The Superintendent will recommend to the Board any nonresident student admission in  
16 accordance with this policy, with the Board making the final decision on admission.
- 17  
18 3. ~~Nonresident students who do not qualify for mandatory attendance will not be admitted~~  
19 ~~to District schools. Exceptions are foreign exchange students, under Policy 3145, and~~  
20 ~~children in the immediate family of nonresident District employees. The District, at its~~  
21 ~~discretion, also may consider for admission other nonresident students.~~
- 22  
23 4. The District will examine a student's records from this district and other ~~previous~~  
24 school districts before any Board approval for admission. **Review of the records and**  
25 **decisions regarding admission cannot be inconsistent with district policies regarding**  
26 **nondiscrimination.**
- 27  
28 5. Every nonresident student who attends District schools must reapply for admission for  
29 the succeeding school year by June 15. Admission in one school year does not infer or  
30 guarantee admission in subsequent years.
- 31  
32 6. The District will not admit nonresident students when doing so would **cause the district**  
33 **to exceed the class size standards under 10.55.712 and 10.55.713, ARM.** ~~require hiring~~  
34 ~~additional staff or providing educational services not currently offered or would create~~  
35 ~~crowding of existing classes.~~
- 36  
37  
38 7. All resident students who become nonresidents because their parents or guardians move  
39 out of the District may continue attendance for the ~~semester~~ **school year**, barring  
40 registration in another District. At the completion of the ~~semester~~ **school year**, a student  
41 must apply as a nonresident student **in accordance with #5.**
- 42  
43  
44  
45  
46



8. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

9. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).

~~10. The Board may declare an emergency which, in its opinion, necessitates removal of all nonresident students from District schools.~~

**10. The Board will not admit any student who is expelled from another school district.**

**11. Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.**

<b><u>Cross Reference:</u></b>	<b><u>Policy 2161 – 2161P Special Education</u></b>
	<b><u>Policy 3110 Entrance, Placement, and Transfer</u></b>
	<b><u>Policy 3125 Education of Homeless Children</u></b>
	<b><u>Policy 3210 Equal Education, Nondiscrimination and Sex Equity</u></b>

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements
	<b><u>10.55.712, ARM</u></b>	<b><u>Class Size Elementary</u></b>
	<b><u>10.55.713, ARM</u></b>	<b><u>Teacher Load and Class Size – High School</u></b>

Policy History:

Adopted on:

Reviewed on: 8/09/2011

Revised on:

**SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT**  
**Shelby School District #14**

Organization or Individual Requesting Facility Use: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date and Hours of Requested Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Will there be an admission fee? \_\_\_\_\_ If so, how much? \_\_\_\_\_

**Premises and Conditions**

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

**Rent and Deposit**

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ \_\_\_\_\_, and this shall be due \_\_\_\_\_ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

**Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.

**Insurance**

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

**Special Events Coverage**

The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.

**Assumption of Risk**

The requesting organization agrees to indemnify, release and hold harmless the District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by the District or its agents adding unwarranted danger to participation in such event.

The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

**Non-Discrimination**

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

**District's Rights**

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Shelby School District:**

**Requesting Organization or Individual:**

By \_\_\_\_\_

By \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Additional Obligations \_\_\_\_\_

\_\_\_\_\_

1 ~~Shelby School District~~

2  
3 ~~PERSONNEL~~ ~~5000~~

4  
5 ~~Board Goal/Personnel~~

6  
7 ~~District staff are invaluable in creating an effective educational program and vibrant learning~~  
8 ~~environment. The Board seeks always to employ highly qualified individuals for all positions in~~  
9 ~~the District. The Board realizes opportunities for staff development should be provided~~  
10 ~~periodically.~~

11  
12 ~~The Board expects supervision and evaluation of staff to be conducted in a positive and helpful~~  
13 ~~manner, with the intent of improving staff performance. The Board looks to staff to promote a~~  
14 ~~positive school climate in all educational endeavors, so students may work toward their greatest~~  
15 ~~potential, and the community will be proud of its investment.~~

16  
17 ~~Nothing contained in the policies or administrative procedures included herein is intended to~~  
18 ~~limit the legal rights of the Board or its agents except as expressly stated.~~

19  
20 ~~Should any provision of Board policy or administrative procedure be held to be illegal by a court~~  
21 ~~of competent jurisdiction, all remaining provisions will continue in full force and effect.~~

22  
23  
24  
25 ~~Policy History:~~

26 ~~Adopted on:~~

27 ~~Reviewed on: 8/09/2011~~

28 ~~Revised on:~~

1 **Shelby School District**

2  
3 **PERSONNEL**

5002

4  
5 **Accommodating Individuals With Disabilities and Section 504 of the Rehabilitation Act of**  
6 **1973**

7  
8 ~~Individuals with disabilities will be provided opportunity to participate in all school sponsored~~  
9 ~~services, programs, or activities on an basis equal to those without disabilities and will not be~~  
10 ~~subject to illegal discrimination.~~

11  
12 ~~The District may provide auxiliary aids and services when necessary to afford individuals with~~  
13 ~~disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or~~  
14 ~~activity.~~

15  
16 ~~Each service, program, or activity operated in existing facilities will be readily accessible to and~~  
17 ~~usable by individuals with disabilities. New construction and alterations to facilities existing~~  
18 ~~before January 26, 1992, will be accessible when viewed in their entirety.~~

19  
20 **It is the intent of the District to ensure that qualified employees with disabilities under**  
21 **Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with**  
22 **appropriate accommodations or other positive actions in assistance.**

23  
24 **The District will not discriminate against a qualified individual on the basis of disability in**  
25 **regard to job application procedures, the hiring, advancement, or discharge of employees,**  
26 **employee compensation, job training, or other terms, conditions, and privileges of**  
27 **employment.**

28  
29 The Superintendent is designated the Section 504 and Americans with Disabilities Act Title II  
30 Coordinator and, in that capacity, is directed to:

- 31  
32 1. Oversee District compliance efforts, recommend to the Board necessary modifications,  
33 and maintain the District's final Title II self-evaluation document and keep it available  
34 for public inspection.

35  
2.36 Make information regarding Title II protection available to any interested party.

37  
38 **3. Coordinating and monitoring the district's compliance with Section 504 and Title II**  
39 **of the ADA, as well as state civil rights requirements regarding discrimination and**  
40 **harassment based on disability.**

41  
42 **4. Overseeing prevention efforts to avoid Section 504 and ADA violations by necessary**  
43 **actions, including by not limited to, scheduling Section 504 meetings, implementing**  
44 **and monitoring Section 504 plans of accommodation and providing information to**  
45 **employees and supervisors.**  
46

1 **5. Implementing the district’s discrimination complaint procedures with respect to**  
2 **allegations of Section 504/ADA violations, discrimination based on disability, and**  
3 **disability harassment; and**  
4

5 **6. Investigating complaints alleging violations of Section 504/ADA, discrimination**  
6 **based on disability, and disability harassment.**  
7

8 **The District’s procedure for resolution of complaints alleging violation of this policy is set**  
9 **forth in Policy 1700.**  
10

11  
12  
13 Cross Reference: 1700 Uniform Complaint Procedure

14  
15 Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131,  
16 et seq.; 28 C.F.R. Part 35.  
17

18 Policy History:

19 Adopted on:

20 Reviewed on: 8/09/2011

21 Revised on:  
22

1 **Shelby Public Schools**

2  
3 **PERSONNEL**

5500

4  
5 Payment of Wages Upon Termination

6  
7 When a District employee ~~quits, is laid off, or is discharged~~ **separates from employment**, wages  
8 owed will be paid on the next regular pay day for the pay period in which the employee left  
9 employment or within fifteen (15) days ~~from the date of separation of employment~~, whichever  
10 occurs first.

11  
12 In the case of an employee discharged for allegations of theft connected to the employee's work,  
13 the District may withhold the value of the theft, provided:

- 14  
15 • The employee agrees in writing to the withholding; or  
16  
17 • The District files a report of the theft with law enforcement within seven (7) business  
18 days of separation.

19  
20 If no charges are filed within thirty (30) days of the filing of a report with law enforcement,  
21 wages are due within a thirty-(30)-day period.

22  
23  
24  
25 Legal Reference: § 39-3-205, MCA Payment of wages when employee separated from  
26 employment prior to payday – exceptions

27  
28 Policy History:

29 Adopted on: 02/08/2005

30 Reviewed on: 8/09/2011

31 Revised on: 12/12/2006; 10/13/2009, 10/09/2012

32

**Shelby School District**

**ADMINISTRATION**

Superintendent

<b>The Board shall:</b>	<b>The Superintendent shall:</b>
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for construction, remodeling, or major maintenance.	Recommend contracts for major construction, remodeling, or maintenance.



<b>The Board shall:</b>	<b>The Superintendent shall:</b>
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

**Legal Reference:    ARM 10.55.701    Board of Trustees**

**Procedure History:**

Promulgated on:

Reviewed on: 8/09/2011

Revised on:



1 **Shelby School District**

2  
3 **FINANCIAL MANAGEMENT**

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4  
5 Purchasing

6  
7 Authorization and Control

8  
9 The Superintendent is authorized to direct expenditures and purchases within limits of the  
10 detailed annual budget for the school year. The Board must approve purchase of capital outlay  
11 items, when the aggregate total of a requisition exceeds Fifty Thousand Dollars (\$50,000),  
12 except the Superintendent shall have the authority to make capital outlay purchases without  
13 advance approval when necessary to protect the interests of the District or the health and safety  
14 of staff or students. The Superintendent will establish requisition and purchase order procedures  
15 to control and maintain proper accounting of expenditure of funds. Staff who obligate the  
16 District without proper authorization may be held personally responsible for payment of such  
17 obligations.

18  
19 Bids and Contracts

20  
21 Whenever **it is in the interest of the District, the District will execute a contract for** any  
22 building furnishing, repairing, purchasing or other work for the benefit of the District, ~~or~~  
23 ~~purchasing of supplies for the District is necessary, the work done or the purchase made must be~~  
24 ~~by contract.~~ If the sum **of the contract or work** exceeds Eighty Thousand Dollars (\$80,000),  
25 the District will call for formal bids by issuing public notice as specified in statute.  
26 Specifications will be prepared and made available to all vendors interested in submitting a bid.  
27 The contract shall be awarded to the lowest responsible bidder, except that the trustees may  
28 reject any or all bids **as per § 18-4-307, MCA as stated below in the legal reference.** The  
29 Board, in making a determination as to which vendor is the lowest responsible bidder, will take  
30 into consideration not only the amount of each bid, but will also consider the skill, ability, and  
31 integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract  
32 according to its letter and spirit. Bidding requirements do not apply to a registered professional  
33 engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist,  
34 or other medical, dental, or health care provider; an attorney; a consulting actuary; a private  
35 investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title  
36 37, Chapter 50.

37  
38 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a  
39 second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days  
40 before consideration of bids.

41  
42 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures  
43 will be waived only as specified in statute. Any contract required to be let for bid shall contain  
44 language to the following effect:

45

1 *In making a determination as to which vendor is the lowest responsible bidder, if*  
2 *any, the District will take into consideration not only the pecuniary ability of a*  
3 *vendor to perform the contract, but will also consider the skill, ability, and*  
4 *integrity of a vendor to do faithful, conscientious work and promptly fulfill the*  
5

6 7320  
7 page 2 of 2  
8

9 *contract according to its letter and spirit. References must be provided and will*  
10 *be contacted. The District further reserves the right to contact others with whom*  
11 *a vendor has conducted business, in addition to those listed as references, in*  
12 *determining whether a vendor is the lowest responsible bidder. Additional*  
13 *information and/or inquiries into a vendor's skill, ability, and integrity are set*  
14 *forth in the bid specifications.*  
15

### 16 Cooperative Purchasing

17  
18 The District may enter into cooperative purchasing contracts with one or more districts for  
19 procurement of supplies or services. A district participating in a cooperative purchasing group  
20 may purchase supplies and services through the group without complying with the provisions of  
21 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of  
22 items available with pricing included and provides an opportunity at least twice yearly for any  
23 vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard,  
24 for inclusion of the vendor's supplies and services on the cooperative purchasing group's master  
25 list.  
26  
27  
28

29 Legal Reference:	§ 18-1-101, et seq., MCA	Preferences and General Matters
	§ 18-1-201, et seq., MCA	Bid Security
	<b>§ 18-4-307, MCA</b>	<b><u>Cancellation of invitations for bids or</u></b>
		<b><u>requests for proposals</u></b>
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and
		calling for bids - exceptions
	§ 20-10-110, MCA	School Bus Purchases – contracts- bids
	<i>Debcen v. City of Glasgow</i> , 305 Mont. 391 (2001)	

### 37 Policy History:

38 Adopted on:

39 Revised on: 07/09/13  
40

1 **Shelby School District**

2  
3 **FINANCIAL MANAGEMENT**

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4  
5 Advertising in Schools/Revenue Enhancement

6  
7 Revenue enhancement through a variety of District-wide and District-approved marketing  
8 activities, including, but not limited to, advertising, corporate sponsorship, signage in or on  
9 District facilities, ~~etc.~~, is a Board-approved venture. The Board may approve such opportunities  
10 subject to certain restrictions in keeping with the ~~contemporary~~ **community** standards of good  
11 taste. Advertising will model and promote positive values for District students through proactive  
12 educational messages and not be simply traditional advertising of a product. Preferred  
13 advertising includes messages encouraging student achievement and establishment of high  
14 standards of personal conduct.

15  
16 All sponsorship contracts will allow the District to terminate the contract on at least an annual  
17 basis, if it is determined that it will have an adverse impact on implementation of curriculum or  
18 the educational experience of students.

19  
20 The revenue derived should:

- 21  
22
- 23 1. Enhance student achievement;
  - 24 2. Assist in maintenance of existing District athletic and activity programs; and
  - 25 3. Provide scholarships for students participating in athletic, academic, and activity  
26 programs, who demonstrate financial need and merit.

27 Appropriate opportunities for marketing activities include but are not limited to:

- 28  
29
- 30 1. Fixed signage.
  - 31 2. Banners.
  - 32 3. District-level publications.
  - 33 4. Television and radio broadcasts.
  - 34 5. Athletic facilities, including stadiums, high school baseball fields, and high school  
35 gymnasiums.
  - 36 6. District-level projects.
  - 37 7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
  - 38 8. The interior and exterior of a limited number of District buses, if the advertising is  
39 associated with student art selected by the District. The only advertising  
40 information allowed will note sponsorship of the student art by the participant.  
41 Maintenance for these buses will include but not exceed normal maintenance costs.
  - 42 9. Individual school publications (when not in conflict with current contracts).

43 Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum  
44 materials approved subject to Board policy.

45  
46

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder, or violence
2. Attack ethnic, racial, or religious groups
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender
4. Be libelous
5. Inhibit the functioning of the school and/or District
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election
7. Be obscene or pornographic, as defined by prevailing community standards throughout the District
8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns
9. Promote any religious or political organization
10. Use any District or school logo without prior approval

Cross Reference:     2120 Curriculum Development and Assessment  
                          2309 Library Materials  
                          2311 Instructional Materials

Policy History:

Adopted on: 2/08/2005  
Reviewed on: 8/09/2011  
Revised on: 5/10/2011

1 **Shelby School District**

2  
3 **FINANCIAL MANAGEMENT**

7530

4  
5 Procurement of Supplies or Services

6  
7 The Board adopts the following provisions of the Montana Procurement Act:

8  
9  
10 1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction  
11 contracts, allows the District to negotiate an adjustment of the bid price with the lowest  
12 responsible and responsive bid in order to bring the bid within the amount of available  
13 funds, if, and only if, all bids exceed available funds and the lowest responsible bid does  
14 not exceed available funds by more than five percent (5%).

15  
16 2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or  
17 service item without competition when, the District determines in writing that:  
18 (a) there is only one source for the supply or service item;  
19 (b) only one source is acceptable or suitable for the supply or service item; or  
20 (c) the supply or service item must be compatible with current supplies or  
21 services.

22  
23 3. **§ 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An**  
24 **invitation for bids, a request for proposals, or other solicitation may be cancelled or**  
25 **any or all bids or proposals may be rejected in whole or in part, as may be specified**  
26 **in the solicitation, when it is in the best interests of the state. The reasons therefore**  
27 **must be made part of the contract file.**

31 Legal Reference:	§ 18-4-121, et seq., MCA	Montana Procurement Act
	§ 18-4-303, MCA	Competitive Sealed Bidding
	§ 18-4-306, MCA	Sole Source Procurement--records
	<b><u>§ 18-4-307, MCA</u></b>	<b><u>Cancellation of invitations for bids or</u></b>
		<b><u>requests for proposals</u></b>
	<hr/> 2.5.604, ARM	Sole Source Procurement

37  
38 Policy History:

39 Adopted on:

40 Reviewed on: 8/09/2011

41 Revised on: 6/29/2010

1 **Shelby School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8124

4  
5 Student Conduct on Buses

6  
7 **The general student code of conduct is applicable to conduct on school buses.**

8  
9 The Superintendent ~~will~~ **may** establish written rules of conduct for students riding school buses.  
10 Such rules will be reviewed annually by the Superintendent and revised if necessary. If rules are  
11 substantially revised, they will be submitted to the Board for approval.

12  
13 At the beginning of each school year, a copy of the rules of conduct for students riding buses will  
14 be provided to students, and the classroom teacher and bus driver will review the rules with the  
15 students. A copy of the rules will be posted in each bus and will be available upon request at the  
16 District office and in each building principal's office.

17  
18 The bus driver is responsible for enforcing the rules and will work closely with a parent and  
19 building principal to modify a student's behavior. Rules shall include consistent consequences  
20 for student misbehavior. A recommendation for permanent termination of bus privileges,  
21 accompanied by a written record of the incident(s) that led to the recommendation, shall be  
22 referred to the Superintendent for final determination. The student's parent or guardian may  
23 appeal a termination to the Board. No further appeal shall be allowed.

24  
25  
26  
27 Cross Reference: 3310 Student Discipline  
28 8111 Transportation of Students with Disabilities

29  
30 Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of  
31 corporal punishment – penalty – defense  
32 § 20-5-201, MCA Duties and sanctions  
33

34 Policy History:

35 Adopted on:

36 Reviewed on; 8/09/2011

37 Revised on:



