



# 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, November 13, 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  |              |
| a. Elem Principal Report  | Ms. Finch    |
| b. JH/HS Principal Report   | Mr. Fisher   |
| c. Superintendent Schedule  | Mr. Crump    |
| 7. Action Items   | Mr. Crump    |
| a. Resignation/Retirement   |              |
| b. Hiring   |              |
| i. Paraprofessional - Stephanie Murphy  |              |
| ii. JH Cheer Coach - Brittany Frydenlund  |              |
| iii. Assistant HS BBB Coach - TBA   |              |
| iv. Assistant JH BBB Coach - Logan Watson   |              |
| v. Assistant HS Wrestling Coach - Eric Mertz  |              |
| vi. Volunteer HS Wrestling Coaches - Joren Bonderud, Brodey White,<br>Aaron White, Shannon McAllister, Kyle Fisher, David McDonough,<br>TJ Wanken, and Logan Erickson |              |
| c. Special Education Teacher  |              |
| d. Car Purchase Plan  |              |
| e. Asphalt Bid  |              |
| f. Elementary Projects  |              |
| g. Attendance/Transportation Agreements   |              |
| 8. Discussion Items   | Mr. Crump    |
| a. Policy Committee Update  |              |
| b. Schedule Walk Through  |              |
| c. Staff Christmas Dinner   |              |
| d. School App Update  |              |
| e. Cafeteria Update   |              |
| f. SpEd Co-op   |              |
| 9. Correspondence   | Mr. Crump    |
| 10. Next Meeting of the Board - Tuesday, December 11, 2018  | Mr. Aklestad |
| 11. Adjournment   | Mr. Aklestad |



Cafeteria Staff

Dana Strader – Cafeteria Head Cook  
Martha Vlieger- Assistant Cook  
Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Paraprofessionals-Junior High/High School

Matthew Hillard and Klesa Christian  
Motion: Anna Fretheim

Second: Rikki James- passed unanimously.

Paraprofessional-Elementary School

Christine Gorth  
Motion: Krista Mellinger

Second: Rikki James- passed unanimously.

High School Coaches:

Zachary Hayes- Assistant Boys Basketball  
William Hansell- Head Track  
Travis Clark- Head Golf  
Rikki Bleeker- Assistant Speech and Drama  
Jessica Donahue- Volunteer Speech and Drama  
Motion: Anna Fretheim

Second: Krista Mellinger- passed unanimously.

Junior High Coaches:

Tom Reynolds- Junior High Boys Basketball  
Zachary Hayes- Assistant Junior High Boys Basketball  
Ron Buck- Head Junior High Volleyball  
Bridget Blevins and Emily McDermott- Assistant Junior High Volleyball  
Motion: Krista Mellinger

Second: Anna Fretheim- passed unanimously.

Cafeteria Staff Wages

Mr. Crump made a recommendation to increase the base wages for cafeteria staff to \$12.42/hour.  
Motion: Dan Leck

Second: Anna Fretheim- passed unanimously.

Substitute Rate of Pay

Mr. Crump recommended to pay the substitutes for teachers, paraprofessionals, secretaries and cafeteria staff at \$10/hour.  
Motion: Jay Hould

Second: Rikki James- passed unanimously

Student Attendance Agreements

A motion was made to approve the student attendance agreements as presented to the Board.  
Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

**DISCUSSION**

Staff Christmas Dinner

Mr. Crump said that he has been talking to the Frontier Supper Club and that he is planning for a different venue for the dinner.

School App Update

Mr. Crump told the Board that he is still working on the School App and he is hoping that the App will be working smoothly soon.

Correspondence

None.

Informal Superintendent Evaluation

Since the rights of the individual outweigh the public’s right to know, the meeting went into closed meeting at 8:22 p.m. for the informal evaluation of the Superintendent. The meeting was re-opened at 9:54 p.m.

**NEXT MEETING OF THE BOARD**

Regular Meeting, Tuesday, November 13, 2018 at 7:00 p.m.  
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

**ADJOURNMENT**

Chairperson Brian Aklestad adjourned the meeting at 9:55 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**

DRAFT

**MINUTES**  
**November 6, 2018**  
**SPECIAL MEETING**

**CALL TO ORDER**

A special 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 Chairperson Brian Aklestad.

Members present were: Brian Aklestad, Rikki James, Krista Mellinger, Jay Hould, Anna Fretheim and Dan Leck. Member(s) absent: Richard Jorata. The high school principal, Kyle Fisher was also present.

The **Pledge of Allegiance** was recited.

**Public Comment**

None.

**Staff Issue**

The rights of the individual outweigh the public's right to know so the meeting was closed at 7:03 p.m. The meeting was reopened at 7:35 p.m.

**Action Item**

**Recommendations Per Staff Issue**

Mr. Crump made a recommendation to terminate Carissa Buxel's employment with the district.

Motion: Jay Hould made a motion to terminate Carissa Buxel's employment with the district.

Second: Rikki James- all members that were present approved the motion.

Regular Meeting, Tuesday, November 13, 2018 at 7:00 p.m.

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

**ADJOURNMENT**

The meeting was adjourned by Chairperson Brian Aklestad at 7:37 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRMAN OF THE BOARD**

SHELBY SCHOOL DISTRICT  
Budget vs. Actual Report  
For the Accounting Period: 10 / 18

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Avai l a b l e Appropriation
101 General Fund	162,621.30	448,002.69	618.70	448,621.39	2,622,933.55	2,174,312.16
110 Transportation Fund	10,542.97	32,019.25	0.00	32,019.25	198,000.00	165,980.75
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	118,865.24	118,865.24
113 Tuition	0.00	23,302.80	0.00	23,302.80	80,000.00	56,697.20
114 Retirement	20,004.87	51,968.64	0.00	51,968.64	365,000.00	313,031.36
128 Technology Fund	2,484.00	36,992.86	0.00	36,992.86	54,967.47	17,974.61
129 Flexibility Fund	0.00	115.11	0.00	115.11	57,547.50	57,432.39
150 Debt Service	0.00	0.00	0.00	0.00	352,756.44	352,756.44
161 Building Reserve	2,258.45	2,258.45	0.00	2,258.45	69,597.89	67,339.44
201 General Fund	131,812.70	341,422.59	4,343.85	345,766.44	1,581,542.71	1,235,776.27
210 Transportation Fund	7,716.08	25,136.46	0.00	25,136.46	130,000.00	104,863.54
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	189,571.03	189,571.03
213 Tuition	0.00	15,535.20	0.00	15,535.20	80,000.00	64,464.80
214 Retirement	14,225.95	37,503.11	0.00	37,503.11	230,000.00	192,496.89
228 Technology Fund	96.51	27,601.34	999.00	28,600.34	63,340.94	34,740.60
229 Flexibility Fund	0.00	568.50	0.00	568.50	92,647.90	92,079.40
250 Debt Service	0.00	0.00	0.00	0.00	171,394.12	171,394.12
261 Building Reserve	7,369.20	20,894.34	0.00	20,894.34	160,608.23	139,713.89
<b>Grand Total :</b>	<b>359,132.03</b>	<b>1,063,321.34</b>	<b>5,961.55</b>	<b>1,069,282.89</b>	<b>6,618,773.02</b>	<b>5,549,490.13</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
53361	6752 1ST CHOICE PLUMBING LLC	270.00				
1	6116 10/08/18 fixed drains backing up	270.00		261	100-2600	440
53345	7085 A-H ELECTRIC #3	457.80				
1	694 10/18/18 FNQ-R 3 fuse	52.80*	11051	201	100-2500	610
2	668 10/12/18 45w led bulb med base	180.00	11061	201	100-2600	610
3	668 10/12/18 45w led bulb mog base	90.00	11061	201	100-2600	610
4	668 10/12/18 35w led bulb med base	135.00	11061	201	100-2600	610
53351	32 ADMINISTRATION PETTY CASH	717.25				
1	11/05/18 background checks	408.75*		101	100-2300	340
2	11/05/18 background checks	272.50		201	100-2300	340
3	11/05/18 MVD/driving record	21.60		110	100-2700	810
4	11/05/18 MVD/driving record	14.40		210	100-2700	810
53367	6646 ALL SEASON HEATING & AIR	91.00				
1	32836 11/02/18 freezer drain line froze needs	91.00		101	100-2600	440
2	32836 11/02/18 to be replaced	0.00		101	100-2600	440
53333	7082 ALYSSA FINCH	27.00				
1	10/22/18 meals-MCEL/State Cross Country	27.00		201	100-2500	582
53365	5928 ARMACOST TRANE SERVICE CO	2,258.45				
1	38262 10/16/18 EL School - bad bearing exhaust	2,258.45		161	100-2600	440
2	38262 10/16/18 fan/leaky heating valve	0.00		161	100-2600	440
3	38262 10/16/18 repair/materials	0.00		161	100-2600	440
53327	7055 BAYMONT HELENA	711.36				
1	10/05/18 Volleyball team lodging	711.36		201	720-3500	582
53357	59 BEN TAYLOR INC	4,476.53				
1	15131 10/31/18 bus route fuel	716.69		110	100-2700	624
2	15131 10/31/18 bus route fuel	477.80		210	100-2700	624
3	15131 10/31/18 HS athletic trips	2,104.77		201	720-3500	624
4	15131 10/31/18 HS non-athletic trips	304.63		201	710-3400	624
5	15131 10/31/18 Colony vehicle	172.28		101 71	100-1000	624
6	15131 10/31/18 JH athletic trips	315.71		101	720-3500	624
8	15131 10/31/18 JH non-athletic trips	273.50		101	710-3400	624
9	15131 10/31/18 driver's education	111.15		218	100-1000	624
53378	6823 Big Sky Drug Testing Services LLC	504.00				
1	12928 11/09/18 homecoming	252.00		201	720-3500	330
2	12928 11/09/18 HS Football	42.00		201	720-3500	330
3	12928 11/09/18 HS Cross Country	42.00		201	720-3500	330
4	12928 11/09/18 HS Band	84.00*		201	710-3400	330
5	12904 11/09/18 JH Football	84.00		101	720-3500	330

11/09/18  
18:37:17

SHELBY SCHOOL DISTRICT  
Claim Approval List  
For the Accounting Period: 10/18

Page: 2 of 12  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
G907	4996 BRIANNA HANSEN	366.10				
1	10/15/18 mileage Deer Lodge/Great Falls	158.05		182	108-2212	596 580
2	11/06/18 mileage Deer Lodge/Great Falls	158.05		182	108-2212	596 580
3	11/07/18 phone allowance	50.00		182	107-2212	531 570
53326	1673 BRUCO INC	7,099.20				
1	375438 10/19/18 gym recoating services-HS	7,099.20		261	100-2600	440
53363	6748 BRYSON SALES AND SERVICE OF	159.46				
1	266104 10/26/18 bus supplies	95.68		110	100-2700	610
2	266104 10/26/18 bus supplies	63.78		210	100-2700	610
53331	6010 BYTE SPEED LLC	964.00				
1	127746 10/18/18 Value H310M	497.40	11063	110	100-2700	660
2	127746 10/18/18 Value H310M	331.60*	11063	210	100-2700	660
3	127746 10/18/18 22" Asus fpanel monitor	135.00	11063	128	100-1000	660
53321	5023 CAMROSE COLONY	1,160.90				
summer rate- 2018						
breakfast-\$2.07						
Lunch- \$3.50						
1	10/31/18 October Food Program	1,058.40*		212	910-3100	631
2	10/05/18 P Kleinsasser-sub 1 1/2 days	102.50		101 71	100-1000	320
53340	5965 CARMELITA FLYNN	25.00				
1	10/16/18 reimb notary fee renewal	12.50		101	100-2500	810
2	10/16/18 reimb notary fee renewal	12.50*		201	100-2500	810
53359	4585 CDW GOVERNMENT, INC.	2,349.00				
1	PVL5190 11/01/18 Boxlight P12 LIWHM	2,349.00	11070	128	100-1000	660
53335	3 CITY OF SHELBY WATER DEPT	4,654.51				
1	10/24/18 bus barn water&garbage	99.82		110	100-2700	421
P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2700-421-						
2	10/24/18 bus barn water&garbage	66.54		210	100-2700	421
P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2700-421-						
3	10/24/18 EL & HS -water/sewer/garbage	2,692.89		201	100-2600	421
P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-421-						
4	10/24/18 EL & HS -water/sewer/garbage	1,795.26		101	100-2600	421
P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-421-						
53323	7090 COMFORT INN- MISSOULA	647.58				
1	10/20/18 State Cross Country Lodging	647.58		201	720-3500	582



\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
53336	15 CULLIGAN SOFT WATER SERVICE	191.00						
1	10/31/18 Admin water/cooler rental	48.00*		210	100-2700	450		
2	10/31/18 EL water/cooler rental	8.00		101	100-2600	450		
3	10/31/18 HS water/cooler rental/50 lb	135.00		201	100-2600	450		
4	10/31/18 solar salt delivery	0.00		201	100-2600	450		
53375	4103 DARCEEN WHITE	175.00						
1	11/09/18 MCA-coaches clinic&fees	100.00		201	720-3500	810		
2	R974902735 11/09/18 AACCA Spirit/Safety Cert.	75.00		201	720-3500	810		
53313	6642 DATA MANAGEMENT, INC	877.59						
1	474987 10/12/18 timeclock support 10/18-10/19	526.55*		101	100-2500	355		
2	474987 10/12/18 timeclock support 10/18-10/19	351.04*		201	100-2500	355		
53325	7009 DE LAGE LANDEN FINANCIAL SERVICES,	275.00						
1	61059993 10/16/18 GTCC copier lease	275.00		182	108-2212	550	580	
G908	2851 DIANA KNUDSON	311.60						
1	11/07/18 phone allowance	50.00		182	107-2212	531	570	
2	11/07/18 mileage- in district	168.95		182	108-2212	596	580	
3	11/07/18 mileage-out of district	92.65		182	107-2212	582	570	
53330	6960 EBMS	2,126.00						
1	000122096 09/30/18 ACA Management-renewal fee	1,200.00		101	100-2400	810		
2	000122096 09/30/18 tool set up fee	800.00		201	100-2400	810		
3	000122076 09/30/18 ACA fee 63 X \$2	75.60		101	100-2400	810		
4	000122076 09/30/18 September 2018	50.40		201	100-2400	810		
53324	6879 ELLIOTT CRUMP	68.00						
1	10/22/18 meals-MCEL/State Cross Country	27.00		201	100-2500	582		
2	10/30/18 meals-TEAMS Workshop-Helena	41.00		101	100-2500	582		
53377	199 FIELDSTONE OFFICE SUPPLY	170.50						
1	120988 11/08/18 class materials	170.50		215	329-2213	610	114	
53353	5538 FISCAL-HEALTH PROGRAMS	115.00						
1	11/08/18 2019 cafeteria license fee	115.00*		212	910-3100	810		
2	11/08/18 renewal	0.00*		212	910-3100	810		
53339	220 FISHER'S TECHNOLOGY	1,318.92						
GTCC Koni ca/BHC654E								
5	641925 10/29/18 GTCC copier	117.89		182	108-2212	550	580	
6	641943 10/29/18 colored copy charges-EL	33.34		101	100-1000	440		
9	641924 10/29/18 copy charges	700.61		101	100-1000	440		
10	641924 10/29/18 copy charges	467.08		201	100-1000	440		

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53311	74 FOOD SERVICES OF AMERICA	11,165.68				
1	5602015 10/02/18 food bill -SWMSS	2,946.58		212	910-3100	630
2	5616656 10/30/18 food bill -SWMSS	3,444.30		212	910-3100	630
3	5602013 10/02/18 food bill	262.49		212	910-3100	630
4	5605740 10/09/18 food bill	733.07		212	910-3100	630
5	5605741 10/09/18 fresh fruit & veg. program	72.65*		212	460-3100	630
6	5609316 10/16/18 food bill	790.38		212	910-3100	630
7	5613082 10/23/18 food bill	942.25		212	910-3100	630
8	5616654 10/30/18 food bill	1,973.96		212	910-3100	630
53370	22 GENERAL DISTRIBUTING CO	368.45				
1	00691597 10/31/18 shop/welding supplies	330.32		215	100-1000	610 351
2	00694021 10/31/18 welding supplies	38.13		215	100-1000	610 351
G909	5633 HAMPTON INN	714.10				
1	11/07/18 fall meeting-room & snacks	714.10		182	108-2212	592 580
53332	7089 ISTATE TRUCK CENTER	5,851.55				
1	R252036756 10/15/18 bus #8 replaced fuel pump	3,918.57		110	100-2700	440
2	R252036756 10/15/18 bus #8 replaced fuel pump	2,612.38		210	100-2700	440
3	R252036756 10/15/18 credit for overpayment	-407.64		110	100-2700	440
4	R252036756 10/15/18 credit for overpayment	-271.76		210	100-2700	440
53354	6291 JEANNE M WIGEN	110.00				
1	09/22/18 Cross Country-Havre	11.00		201	720-3500	582
2	09/26/18 Science Class-Many Glacier	6.00		201	710-3400	582
3	09/28/18 Cross Country-Missoula	35.00		201	720-3500	582
4	10/02/18 5th & 6th grade bball	12.00		101	720-3500	582
5	10/05/18 HSFBS-Simms	12.00		201	720-3500	582
6	10/08/18 HS Art Class in Helena	11.00		201	710-3400	582
7	10/10/18 JH Art Class in Helena	11.00		101	710-3400	582
8	10/13/18 HSVB- Choteau	12.00		201	720-3500	582
53316	3262 JERGENS WELDING SERVICE	75.00				
1	465830 10/12/18 repair stainless sink	75.00		101	100-2600	440
53376	2896 JOINT POWERS TRUST	60,645.70				
\$2121.49 for one month/add this amount to the to total health insurance premium for GTCC						
\$1190.00 EL retiree insurance incentive= D Sparks ends 6/19= \$557.50 and Kathy Cleverly= \$632.50						
\$632.50- HS retiree insurance incentive= Clay Davis= \$632.50						
1	11/01/18 health ins premium/Nov '18	50,247.38*		189	100-2500	260
3	11/01/18 EL retiree incentive	1,190.00		101	100-2500	261
4	11/01/18 HS retiree incentive	632.50*		201	100-2500	261
5	11/01/18 retirees premium/TRS ACH	6,454.33*		189	100-2500	260
6	11/01/18 GTCC	2,121.49*		189	100-2500	260

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53362	1685 JOSTENS INC	160.00				
1	22048881 10/04/18 diplomas & accessories	160.00		201	100-1000	610
53343	3436 KENCO SECURITY AND TECHNOLOGY	122.00				
1	1510176 11/01/18 alarm monitoring Nov. 2018	73.20		101	100-2600	340
2	1510176 11/01/18 alarm monitoring Nov. 2018	48.80		201	100-2600	340
53356	6458 KEVIN DODSON	112.00				
2	09/24/18 JVFB- Great Falls	12.00		201	720-3500	582
3	09/29/18 HSFb- Centerville	18.00		201	720-3500	582
4	10/05/18 HSVB- Lewistown	18.00		201	720-3500	582
6	10/06/18 HSVB- Boulder	18.00		201	720-3500	582
7	10/08/18 JHFB-Great Falls	12.00		101	720-3500	582
8	10/12/18 Cross Country- Fort Belknap	11.00		201	720-3500	582
9	10/13/18 JHBBball - Havre	23.00		101	720-3500	582
53334	7084 KYLE FISHER	27.00				
1	10/22/18 meals-MCEL/State Cross Country	27.00		201	100-2500	582
53314	6405 MACKIN EDUCATIONAL RESOURCES	23.15				
1	553211 10/10/18 books	23.15	11016	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-640-					
53328	42 MARIAS HEALTHCARE SERVICES INC	150.00				
3	10/08/18 DOT physical - bus driver	75.00		110	100-2700	330
4	10/08/18 DOT physical - bus driver	75.00		210	100-2700	330
53341	2 MARIAS RIVER ELECTRIC COOP	6,883.82				
1	10/23/18 electric bill	2,602.02		101	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	10/23/18 electric bill	3,903.03		201	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	10/23/18 bus barn	378.77		110	100-2700	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
53322	7092 MARY EME MANDA	201.02				
1	10/18/18 reimb classroom supplies	201.02		101	280-1000	610
2	01818 08/31/11 purchased	0.00		101	280-1000	610
53320	5218 MASSP Region II Principals	20.00				
1	10/03/18 MASSP dues	20.00*		201	100-2500	810

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53373	7038 McGraw-Hill Education	40.50				
1	1058653320 10/13/18 Inspire Science	40.50*	11067	101	100-1000	640
53346	7083 MONTANA BROOM & BRUSH	80.27				
1	1318631 10/24/18 gojo multi green form	80.27	11074	201	100-2600	610
2	1318631 10/24/18 hand wash	0.00		201	100-2600	610
53317	6625 Pearson Education Inc.	356.18				
1	4025592494 08/02/18 Plaid Phonics WB -Level A	356.18	10988	101	999	
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-					
2	08/02/18 Plaid Phonics WB-Level B	0.00	10988	101	999	
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-					
3	08/02/18 Plaid Phonics WB-Level C	0.00	10988	101	999	
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-					
53366	5565 PIONEER MANUFACTURING COMPANY	260.75				
1	698735 10/03/18 paint gun mount kit & other	260.75		201	720-3500	610
2	698735 10/03/18 accessories	0.00		201	720-3500	610
53318	758 QUILL CORPORATION	1,190.76				
1	1961180 10/15/18 X-ACTO ELECTRIC SHARPENER	73.56	11065	101	100-1000	610
2	1961396 10/15/18 32 cases copy paper	330.56		101	100-1000	610
3	1961396 10/15/18 32 cases copy paper	330.56		101	280-1000	610
4	1961396 10/15/18 32 cases copy paper	330.56		115	420-1000	610 338
5	1970323 10/16/18 SCHOOL VISITOR SIGN IN	60.74	11065	101	100-1000	610
6	207521 01/18/18 GREEN CARDSTOCK	15.99	11068	101	100-1000	610
7	207521 01/18/18 LIGHT YELLOW CARDSTOCK	16.47	11068	101	100-1000	610
8	207521 01/18/18 GRAY CARDSTOCK	19.32	11068	101	100-1000	610
9	207521 01/18/18 Admin supplies	13.00		101	100-1000	610
53372	758 QUILL CORPORATION	1,119.60				
1	2582323 11/08/18 40 cases of paper	671.76		201	100-1000	610
2	2582323 11/08/18 40 cases of paper	447.84		101	100-1000	610
53364	3055 RIDDELL/ALL AMERICAN SPORTS CORP	1,143.57				
1	950473596 09/08/17 5 Victor Helmets	182.98	11050	201	720-3500	610
2	950473596 09/08/17 5 Victor Helmets	230.97		201	720-3500	610
3	950584879 07/01/18 recertification of helmets	473.67		201	720-3500	610
4	950656381 07/18/18 3 Victor Helmets	255.95		101	720-3500	610
53337	6674 RIKKI JAMES	245.16				
1	10/31/18 mileage MCEL- Missoula	147.10		101	100-2310	582
2	10/31/18 mileage MCEL- Missoula	98.06		201	100-2310	582

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
53344	6693 SCHOOL SPECIALTY	80.75				
1	21868430 10/19/18 1/2 8.5/11 GRAPH PAPER	19.76	11064	101	100-1000	610
2	21868430 10/19/18 36 IN X 1000 FT. BLACK	53.47	11064	101	100-1000	610
3	21868430 10/19/18 GREEN TEMP. PAINT	7.52	10983	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
53319	404 Shelby Area Chamber of Commerce	150.00				
1	10/15/18 2019- membership renewal	90.00		101	100-2300	810
2	10/15/18 2019- membership renewal	60.00		201	100-2300	810
53342	1 SHELBY GAS ASSOCIATION	6,061.00				
	switch between 110 & 210 every month					
	cf					
1	10/23/18 bus barn gas	321.00		210	100-2700	411
2	10/23/18 EL & HS gas charges	2,296.00		101	100-2600	411
3	10/23/18 EL & HS gas charges	3,444.00		201	100-2600	411
53347	7058 SHELBY HIGH SCHOOL - ART CLUB	53.00				
1	10/05/18 Lunch workers-Oct. 1-5	53.00		212	910-3100	570
53348	5577 SHELBY HIGH SCHOOL - FRESHMAN	42.40				
1	09/28/18 Lunch workers- Sept. 25-28	42.40		212	910-3100	570
53349	5767 SHELBY HIGH SCHOOL - SOPHOMORE	53.00				
1	10/12/18 Lunch workers- Oct. 8-12	53.00		212	910-3100	570
53350	7054 SHELBY HIGH SCHOOL-STUDENT COUNCIL	53.00				
1	09/21/18 Lunch workers- Sept. 17-21	53.00		212	910-3100	570
53368	61 SHELBY PAINT AND HARDWARE	18.95				
1	064232 10/17/18 paint and brushes	18.95		201	100-1000	610
53360	8 SHELBY PROMOTER	80.00				
1	11/08/18 HS renewal # 1092	40.00*		201	100-1000	650
2	11/08/18 Admin renewal	40.00		101	100-1000	650
53329	5729 SupplyWorks	212.16				
1	461594293 10/24/18 envyfoaming disc cleaner	212.16	11062	201	100-2600	610
53355	7037 SUSAN CLEVERLEY	102.00				
1	09/25/18 5th&6th basketball team-C Bank	12.00		101	720-3500	582
2	09/28/18 HSVB- Conrad	12.00		201	720-3500	582
3	09/29/18 HSVB- Rocky Boy	18.00		201	720-3500	582
4	10/05/18 JHFB- Simms	12.00		101	720-3500	582
6	10/06/18 Cross Country- Cut Bank	6.00		201	720-3500	582
7	10/08/18 JHFB-Cascade	12.00		101	720-3500	582
8	10/11/18 HSVB- Fairfield	18.00		201	720-3500	582

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
9		10/15/18 JVFB- Chinoak	12.00		201	720-3500	582	
53310		75 SYSCO FOOD SERVICES OF MONTANA	13,322.33					
1		143968141 10/03/18 credit	-148.20		212	910-3100	630	
2		143976612 10/09/18 credit	-110.76		212	910-3100	630	
3		143982771 10/13/18 credit	-73.08		212	910-3100	630	
4		14316730P 10/16/18 credit	-424.80		212	910-3100	630	
5		143987358 10/17/18 credit	-136.75		212	910-3100	630	
6		143996269 10/24/18 credit	-150.87		212	910-3100	630	
7		143968733 10/03/18 food bill	503.58		212	910-3100	630	
8		143970763 10/04/18 food bill	1,153.85		212	910-3100	630	
9		143970763 10/04/18 supplies	235.12*		212	910-3100	610	
10		143973646 10/06/18 kitchen supplies	8.84*		212	910-3100	610	
11		143974314 10/08/18 FFVP	240.95*		212	460-3100	630	
12		143974315 10/08/18 food bill	1,389.89		212	910-3100	630	
13		143974315 10/08/18 supplies	212.34*		212	910-3100	610	
14		143977351 10/09/18 kitchen supplies	85.65*		212	910-3100	610	
15		143979905 10/11/18 food bill	377.92		212	910-3100	630	
16		143979906 10/11/18 FFVP	305.72*		212	460-3100	630	
17		143983539 10/15/18 food bill	1,343.36		212	910-3100	630	
18		143983539 10/15/18 kitchen supplies	297.73*		212	910-3100	610	
19		143986695 10/16/18 kitchen supplies	17.74*		212	910-3100	610	
20		143992409 10/22/18 FFVP	234.81*		212	460-3100	630	
21		143992410 10/22/18 food bill	2,123.04		212	910-3100	630	
22		143997140 10/24/18 food bill	109.48		212	910-3100	630	
23		143998173 10/25/18 food bill	1,353.03		212	910-3100	630	
24		143998173 10/25/18 paper food tray	211.48*		212	910-3100	610	
25		143998174 10/25/18 FFVP	69.52*		212	460-3100	630	
26		243001549 10/29/18 FFVP	271.27*		212	460-3100	630	
27		243001550 10/29/18 food bill	2,168.73		212	910-3100	630	
28		243001550 10/29/18 kitchen supplies	237.49*		212	910-3100	610	
29		243009013 11/01/18 FFVP	62.72*		212	460-3100	630	
30		243009014 11/01/18 food bill	684.11		212	910-3100	630	
31		243009014 11/01/18 kitchen supplies	293.55*		212	910-3100	610	
32		143970764 10/04/18 After School Prog. - snacks	177.98		212	910-3100	630	
33		143983540 10/15/18 After School Prog. - snacks	67.87		212	910-3100	630	
34		243009015 11/01/18 After School Prog. - snacks	129.02		212	910-3100	630	
53358		3128 TLC CATERING PLUS	138.00					
1		689045 09/19/18 preschool screening lunch	138.00		101	100-1000	610	
53312		387 TOOLE COUNTY TREASURER	8,952.18					
do not pay tax bill # 601266 --property donated by Newhouse-Treasurer said the district does not have to pay								
2015= 2557.68								
2016= 6251.43								
2017= 8952.18								
1		8900301 10/11/18 2018-street lighting	2,918.62*		101	100-2300	830	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
2		8900301 10/11/18 and street maintenance	2,918.63*		201	100-2300	830	
3		504115 10/11/18 2018-street lighting	563.72*		101	100-2300	830	
4		504115 10/11/18 and street maintenance	563.71*		201	100-2300	830	
5		8903019 10/11/18 2018street lighting	450.00*		101	100-2300	830	
6		8903019 10/11/18 and street maintenance	450.00*		201	100-2300	830	
7		890030 10/11/18 2018 street lighting- new bill	543.75*		101	100-2300	830	
8		890030 10/11/18 and street maintenance	543.75*		201	100-2300	830	
53371		6883 Travelers CL Remittance Center	75.00					
1		11/02/18 notary bond fees/C Flynn	37.50*		201	100-2500	810	
2		11/02/18 notary bond fees/C Flynn	37.50		101	100-2500	810	
53315		2122 UNIVERSAL ATHLETIC SERVICE	559.20					
1		0032278-01 10/10/18 athletic field paint- 8 ca	559.20		201	720-3500	610	
53369		2122 UNIVERSAL ATHLETIC SERVICE	559.06					
1		0032417-01 10/26/18 Wilson GST leather footbal	181.97		201	720-3500	610	
2		0032448-01 10/30/18 athletic field paint	279.12		201	720-3500	610	
3		0032447-01 10/30/18 Rawlings Composite footbal	97.97		201	720-3500	610	
53338		5585 VERIZON WIRELESS	208.17					
1		9816936295 10/21/18 Supt./Transp. Director	138.78*		110	100-2700	531	
2		9816936295 10/21/18 JH/HS principal	69.39		201	100-2400	531	
G906		3484 VISA (for GTCC)	2,377.03					
1		11/07/18 lunches for meetings- 3D's	2,006.30		182	108-2212	592	580
2		11/07/18 materials for meetings	263.13		182	108-2212	600	580
3		11/07/18 3 Rivers phone & internet	107.60		182	107-2212	531	570
53352	E	6023 WELLS FARGO BANK P CARD SYSTEM	9,228.19					
1		10/27/18 R Buck- volleyball team meals	290.65		201	720-3500	582	
2		10/02/18 Shelby Coyote Sign-reimbursed	827.50*		201	100-2500	610	
3		10/02/18 by Chamber of Commerce	0.00*		201	100-2500	610	
4		10/30/18 E Crump-meals/fuel/supplies	387.86		201	100-2300	582	
5		10/30/18 E Crump-meals/fuel/supplies	387.86		101	100-2300	582	
6		10/18/18 K Cruze-lodging-convention	236.05		201	100-1000	582	
7		10/20/18 Croos Country-State-meals	228.54		201	720-3500	582	
8		10/20/18 Admin-MCEL lodging	514.58		101	100-2400	582	
9		10/20/18 Admin-MCEL lodging	514.57		201	100-2400	582	
10		10/31/18 L Davis-custodial supplies	478.07		101	100-2600	610	
11		10/03/18 Job interview food	42.47		101	100-2500	610	
12		09/29/18 Cross Country meals-Missoula	113.90		201	720-3500	582	
13		10/08/18 kitchen supplies	74.30		212	910-3100	630	
14		10/30/18 K Fisher-supplies	146.26		201	100-1000	610	
15		10/28/18 A Finch-supplies	59.06		101	720-3500	582	
16		10/13/18 JHBB meals-Havre	82.69		101	720-3500	582	
17		10/17/18 M Flynn-notary stamp	33.22		201	100-2400	610	
18		10/05/18 K Giffis-USPS-supplies	104.99		215	474-1000	610	112

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
19	10/09/18 Red Ribbon Week supplies will	540.57		201	100-1000	610
20	10/09/18 be reimb. by Toole County	0.00		201	100-1000	610
21	10/09/18 ACT Testing Supplies	288.00	11058	215	471-1000	610 210
22	10/19/18 R Gruber Lodging	149.52		201	100-1000	582
23	10/31/18 HS riding scrubber	547.80		201	100-2600	610
24	10/27/18 credit on riding scrubber	-80.00		201	100-2600	610
25	10/09/18 Camrose-batteries&bulbs	73.90*		101 71	100-1000	610
26	10/31/18 transportation supplies	469.97		110	100-2700	610
27	10/31/18 transportation supplies	313.32		210	100-2700	610
28	10/13/18 J Hough tech supplies	96.51		228	100-1000	610
29	10/31/18 L Kimmet custodial supplies	415.66	11060	201	100-2600	610
30	10/22/18 After School Program supplies	107.12		115	401-1000	610 382
31	10/31/18 Vinyl sticker - Don't qui	14.99	11079	215	329-1000	610 346
32	10/31/18 Vinyl sticker rewards	11.70	11079	215	329-1000	610 346
33	10/31/18 Lights, chime, games Buss	85.56	11079	215	329-1000	610 346
34	10/31/18 USB cable for Doc Camera	17.69	11079	215	329-1000	610 346
35	10/31/18 Motivational decals poste	62.29	11079	215	329-1000	610 346
36	10/17/18 S O'Brien-ACTE membership fee	155.00		215	451-1000	810 829
37	10/21/18 Quia Web subscription	49.00		215	451-1000	810 829
38	10/24/18 M White-cooking class food	305.47		201	100-1000	610
39	10/24/18 M White-credit	-125.00		201	100-1000	610
40	10/29/18 T White-FFA National	1,409.55		201	710-3400	582
41	10/29/18 Conventi on-FFA will reimburse	0.00		201	710-3400	582
42	10/29/18 T White-credit on Van Rental	-203.00		201	710-3400	582
53374	6515 WSFP	283.00				
3	R60641 11/02/18 fire monitoring- 12/15/18	141.50		101	100-2600	340
4	R60641 11/02/18 through December 12/14/19	141.50		201	100-2600	340
# of Claims		73	Total:	166,242.43		
		Total Electronic Claims	9,228.19			
		Total Non-Electronic Claims	157,014.24			





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	6,273.84	25,095.36	0.00	25,095.36	75,286.86	50,191.50
115-570	Office/Clerical/Technology GTCC Interlocal Dues	0.00	9,387.72	0.00	9,387.72	35,441.28	26,053.56
160-570	Sick Leave GTCC Interlocal Dues	0.00	0.00	0.00	0.00	6,000.00	6,000.00
170-570	Vacation Leave GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,500.00	2,500.00
210-570	Social Security/Medicare GTCC Interlocal Dues	461.59	2,903.40	0.00	2,903.40	6,900.00	3,996.60
220-570	Teachers' Retirement GTCC Interlocal Dues	562.76	2,251.04	0.00	2,251.04	6,677.88	4,426.84
230-570	PERS GTCC Interlocal Dues	0.00	1,111.18	0.00	1,111.18	2,906.18	1,795.00
240-570	Unemployment Compensation GTCC Interlocal Dues	11.92	73.12	0.00	73.12	300.00	226.88
250-570	Workers' Compensation GTCC Interlocal Dues	32.61	200.01	0.00	200.01	100.00	-100.01
260-570	Health Insurance GTCC Interlocal Dues	0.00	21,214.90	0.00	21,214.90	24,000.00	2,785.10
320-570	Professional -Educational Services GTCC Interlocal Dues	0.00	4,300.00	0.00	4,300.00	4,000.00	-300.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	400.00	400.00
531-570	Telephone GTCC Interlocal Dues	207.60	733.52	0.00	733.52	2,500.00	1,766.48
532-570	Postage GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
582-570	Travel Out-of-District GTCC Interlocal Dues	92.65	1,445.34	0.00	1,445.34	6,000.00	4,554.66
610-570	Supplies GTCC Interlocal Dues	0.00	55.00	0.00	55.00	3,000.00	2,945.00
650-570	Periodicals GTCC Interlocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
660-570	Minor Equipment-New GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
681-570	Software GTCC Interlocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
810-570	Dues & Fees GTCC Interlocal Dues	0.00	159.99	0.00	159.99	500.00	340.01
	Function Total:	7,642.97	68,930.58	0.00	68,930.58	180,712.20	111,781.62
	Program Total:	7,642.97	68,930.58	0.00	68,930.58	180,712.20	111,781.62

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	1,500.00	0.00	1,500.00	4,500.00	3,000.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	114.76	0.00	114.76	500.00	385.24
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	2,829.07	0.00	2,829.07	4,101.55	1,272.48
	GTCC Professional Development Dues						
230-580	PERS	0.00	0.00	0.00	0.00	250.00	250.00
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	2.86	0.00	2.86	250.00	247.14
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	7.80	0.00	7.80	5,000.00	4,992.20
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	0.00	26,083.37	0.00	26,083.37	44,000.00	17,916.63
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	190.00	0.00	190.00	4,000.00	3,810.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	392.89	2,060.17	0.00	2,060.17	6,000.00	3,939.83
	GTCC Professional Development Dues						
592-580	Meals & Lodging	2,720.40	23,210.23	0.00	23,210.23	45,000.00	21,789.77
	GTCC Professional Development Dues						
596-580	Mileage	485.05	3,315.26	0.00	3,315.26	12,575.32	9,260.06
	GTCC Professional Development Dues						
600-580	Supplies and Materials	263.13	6,027.28	0.00	6,027.28	10,000.00	3,972.72
	GTCC Professional Development Dues						
	Function Total:	3,861.47	65,340.80	0.00	65,340.80	138,176.87	72,836.07
	Program Total:	3,861.47	65,340.80	0.00	65,340.80	138,176.87	72,836.07
	Program Group Total:	11,504.44	134,271.38	0.00	134,271.38	318,889.07	184,617.69
	Fund Total:	11,504.44	134,271.38	0.00	134,271.38	318,889.07	184,617.69
	Grand Total:	11,504.44	134,271.38	0.00	134,271.38	318,889.07	184,617.69

SHELBY SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 18

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
101 General Fund	111,963.17	237,125.66	0.00	-237,125.66	** %
110 Transportation Fund	223.42	11,044.22	0.00	-11,044.22	** %
111 Bus Depreciation Fund	143.74	544.06	0.00	-544.06	** %
113 Tuition	42.41	543.37	0.00	-543.37	** %
114 Retirement	101.41	191.12	0.00	-191.12	** %
128 Technology Fund	44.73	634.16	0.00	-634.16	** %
129 Flexibility Fund	63.89	1,330.91	0.00	-1,330.91	** %
150 Debt Service	173.93	3,461.55	0.00	-3,461.55	** %
161 Building Reserve	22.34	563.99	0.00	-563.99	** %
201 General Fund	61,413.80	131,911.01	0.00	-131,911.01	** %
210 Transportation Fund	202.41	7,744.26	0.00	-7,744.26	** %
211 Bus Depreciation Fund	304.16	928.46	0.00	-928.46	** %
213 Tuition	93.24	515.12	0.00	-515.12	** %
214 Retirement	118.39	219.80	0.00	-219.80	** %
228 Technology Fund	84.88	612.79	0.00	-612.79	** %
229 Flexibility Fund	120.23	4,555.39	0.00	-4,555.39	** %
250 Debt Service	155.51	1,625.80	0.00	-1,625.80	** %
261 Building Reserve	82.20	885.20	0.00	-885.20	** %
Grand Total :	175,353.86	404,436.87	0.00	-404,436.87	** %

Account	Opening Balance	Receipts				Transfers (+)	Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Earnings (+)			Charges (-)		
407 ART CLUB	2587.86	0.00	0.00	0.00	0.00	0.00	0.23	0.00	2588.09	
101 ATHLETICS	10382.51	2253.13	0.00	3544.50	0.00	0.00	0.87	0.00	11674.75	
405 AUTO/WOOD SHOP/VICA	1281.57	0.00	0.00	0.00	0.00	0.00	0.12	0.00	1281.69	
402 BAND	438.00	0.00	0.00	177.80	0.00	0.00	0.06	0.00	615.86	
408 BAND & CHOIR UNIFORMS/TRAVEL	898.73	0.00	0.00	0.00	0.00	0.00	0.08	0.00	898.81	
112 BOYS BASKETBALL	496.05	0.00	0.00	0.00	0.00	0.00	0.04	0.00	496.09	
213 BPA	2926.59	50.00	0.00	0.00	0.00	0.00	0.25	0.00	2876.84	
203 CHEERLEADERS	877.20	0.00	0.00	0.00	0.00	0.00	0.08	0.00	877.28	
403 CHOIR	2589.33	3283.97	0.00	3767.40	0.00	0.00	0.28	0.00	3073.04	
313 CLASS OF 2013 (SR)	999.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	999.82	
319 CLASS OF 2019 (SR)	3593.39	50.00	0.00	0.00	0.00	0.00	0.32	0.00	3543.71	
320 CLASS OF 2020 (JR)	5441.04	0.00	0.00	53.00	121.40	0.00	0.51	0.00	5615.95	
321 CLASS OF 2021 (SO)	2765.71	0.00	0.00	625.00	162.00	0.00	0.30	0.00	3553.01	
322 CLASS OF 2022 (FR)	1912.48	17.55	0.00	302.50	0.00	0.00	0.20	0.00	2197.63	
202 CONCESSIONS	13853.70	2036.53	0.00	3882.50	-648.55	0.00	1.09	0.00	15052.21	
103 COYOTE CLASSIC TOURNAMENT	19716.29	0.00	0.00	0.00	0.00	0.00	1.78	0.00	19718.07	
108 CROSS COUNTRY	550.28	0.00	0.00	0.00	0.00	0.00	0.05	0.00	550.33	
503 DISTRICT 7 MUSIC FESTIVAL	2712.85	0.00	0.00	0.00	0.00	0.00	0.24	0.00	2713.09	
702 EL STUDENT COUNCIL	0.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.17	
206 EXPLORE AMERICA	4409.41	0.00	0.00	0.00	0.00	0.00	0.40	0.00	4409.81	
212 FCCLA	390.59	0.00	0.00	0.00	0.00	0.00	0.04	0.00	390.63	
211 FFA	6705.40	534.00	0.00	2185.00	308.75	0.00	0.62	0.00	8665.77	
209 FINE ARTS	1761.68	7.50	0.00	0.00	0.00	0.00	0.16	0.00	1754.34	
107 FOOTBALL	97.81	0.00	0.00	0.00	0.00	0.00	0.01	0.00	97.82	
406 FRENCH CLUB	2169.59	0.00	0.00	0.00	0.00	0.00	0.20	0.00	2169.79	
111 GIRLS BASKETBALL	1752.16	0.00	0.00	0.00	0.00	0.00	0.16	0.00	1752.32	
115 GOLF	183.39	0.00	0.00	0.00	0.00	0.00	0.02	0.00	183.41	
208 HOWL	101.12	0.00	0.00	0.00	0.00	0.00	0.01	0.00	101.13	
221 JOBS FOR MONTANA GRADS	361.54	132.38	0.00	150.00	0.00	0.00	0.03	0.00	379.19	
220 KEY CLUB	437.06	0.00	0.00	0.00	0.00	0.00	0.04	0.00	437.10	
640 MIDDLE SCHOOL BAND	5022.53	0.00	0.00	0.00	0.00	0.00	0.45	0.00	5022.98	
610 MIDDLE SCHOOL BOYS ATHLETICS	410.93	0.00	0.00	82.00	0.00	0.00	0.02	0.00	492.95	
624 MIDDLE SCHOOL BUILDERS CLUB	1307.34	0.00	0.00	0.00	0.00	0.00	0.12	0.00	1307.46	
622 MIDDLE SCHOOL CHEERLEADERS	2535.88	0.00	0.00	0.00	0.00	0.00	0.23	0.00	2536.11	
641 MIDDLE SCHOOL CHOIR	162.76	0.00	0.00	0.00	0.00	0.00	0.01	0.00	162.77	
611 MIDDLE SCHOOL GIRLS ATHLETICS	282.88	0.00	0.00	0.00	0.00	0.00	0.02	0.00	282.90	
643 MIDDLE SCHOOL HOME EC	620.09	0.00	0.00	0.00	0.00	0.00	0.06	0.00	620.15	
621 MIDDLE SCHOOL STUDENT COUNCIL	1096.58	0.00	0.00	0.00	0.00	0.00	0.10	0.00	1096.68	
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5500.32	0.00	0.00	0.00	0.00	0.00	0.50	0.00	5500.82	
222 MISSOULA CHILDREN'S THEATRE	104.74	0.00	0.00	0.00	0.00	0.00	0.01	0.00	104.75	
401 NHS	1629.98	0.00	0.00	0.00	0.00	0.00	0.15	0.00	1630.13	
501 RECOGNITION	5568.25	209.00	0.00	51.81	0.00	0.00	0.49	0.00	5411.55	
214 SCHOOL PLAY	1078.25	0.00	0.00	0.00	0.00	0.00	0.10	0.00	1078.35	
216 SCIENCE CLUB	818.53	0.00	0.00	0.00	0.00	0.00	0.07	0.00	818.60	
700 SHELBY ELEMENTARY	1859.04	75.00	0.00	0.00	0.00	0.00	0.16	0.00	1784.20	
114 SOFTBALL	412.65	0.00	0.00	0.00	0.00	0.00	0.04	0.00	412.69	
205 SPEECH & DRAMA	1965.02	60.00	0.00	0.00	0.00	0.00	0.17	0.00	1905.19	
201 STUDENT COUNCIL	364.47	209.00	0.00	0.00	56.40	0.00	0.01	0.00	211.88	
102 TOURNAMENT FUNDS	4283.79	0.00	0.00	0.00	0.00	0.00	0.39	0.00	4284.18	
113 TRACK	0.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.18	
104 UNIFORM MAINTENANCE	8020.33	0.00	0.00	0.00	0.00	0.00	0.72	0.00	8021.05	
109 VOLLEYBALL	671.10	109.06	0.00	0.00	0.00	0.00	0.05	0.00	562.09	

11/09/18  
18:56:24

SHELBY SCHOOLS  
Statement of Activity by Account Name for 10/01/18 to 10/31/18

Page: 2 of 2  
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
110 WRESTLING	1415.33	0.00	0.00	1788.00	0.00		0.29	0.00	3203.62
207 YEARBOOK	9431.37	0.00	0.00	45.00	0.00		0.50	0.00	9476.87
<b>Total for Student Accounts</b>	<b>146955.66</b>	<b>9027.12</b>		<b>16654.51</b>			<b>12.85</b>		<b>154595.90</b>
<b>Bank Account Totals</b>	<b>146955.66</b>	<b>9027.12</b>	<b>0.00</b>	<b>16654.51</b>	<b>0.00</b>		<b>12.85</b>	<b>0.00</b>	<b>154595.90</b>
							<b>Bank Balance</b>		<b>154595.90</b>
							<b>Plus Outstanding Checks</b>		<b>5865.08</b>
							<b>Minus Outstanding Deposits</b>		<b>0.00</b>
									<b>-----</b>
							<b>Balance</b>		<b>160460.98</b>
							<b>Minus Receipts in Transit</b>		<b>0.00</b>
									<b>-----</b>
							<b>Statement Balance</b>		<b>160460.98</b>

## November 2018 ~ Elementary School Board Report

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
<b>K</b>	36	36	36						
<b>1</b>	36	37	36						
<b>2</b>	32	32	33						
<b>3</b>	36	35	38						
<b>4</b>	33	33	34						
<b>5</b>	36	34	34						
<b>6</b>	33	33	34						
<b>Camrose</b>	12	12	12						
<b>Total</b>	254	252	257						

### Month in Review:

- October 5: Bus Evacuation & Safety Review
- October 11: Practice Fire Drill (1 minute 21 seconds)
- October 12: K-3 Fire Prevention Field Trip
- October 15: October Student Birthday Celebration
- October 17: IAT Monthly Meeting & "Great American Shakeout" Earthquake Drill
- October 17-20: MCEL in Missoula, MT and High School Cross Country
- October 22-26: Red Ribbon Week
- October 31: K-2 Halloween Field Trip & Schoolwide Halloween Costume Parade
- November 1: October PAWS Student of the Month Assembly
- November 1: 6th Grade Boys Basketball - First game of the year vs. Napi Elementary (Browning)
- November 5: Missoula Children's Theater Auditions & Practice
- November 5: October PAWS Student of the Month Activity
- November 6: 6th Grade Boys Basketball @ Napi
- November 8: Missoula Children's Theater Schoolwide Workshop
- November 9: Gulliver's Travels Performances @ 1:00 PM & 6:00 PM
- November 9: End of First Trimester

### Schedule for this Month:

- November 12: Veterans Day Assembly
- November 13 & 15: Elementary Parent Teacher Conferences from 5:00-8:00 PM
- November 15: 5th Grade Symphony & Children's Museum Field Trip
- November 16: First Trimester Academic Assembly



- November 26: 6th Grade Boys Basketball vs. Cut Bank
- November 30: Elementary PAWS Student of the Month Assembly
- December 4: 6th Grade Boys Basketball @ Cut Bank

### **Special Announcements:**

- Missoula Children's Theater was a huge success! More than 80 elementary school students auditioned for Gulliver's Travels, which is more than ¼ of our elementary school! More than half of the elementary students who auditioned had parts in the performance and worked tirelessly all week to prepare the show! Admission to the play was \$2.00 for students and \$4.00 for adults.
- The Annual Thanksgiving lunch will be held on November 14 at the Elementary School. Over 100 parents and community members are signed up to come and have lunch with the elementary students. Many volunteers have stepped up to help out, serve food, monitor students, and make it a great day!
- Standards Based Report cards for K-2 are going to be presented to parents for the first time this week at Parent Teacher Conferences. They have been in the works for over a year and give a great snapshot of students' areas of strengths and needs for improvement. During conferences, K-2 teachers will explain the new report cards, while reviewing their students' grades, and discussing the students' progress.
- The Shelby Elementary Library Book Fair, "Enchanted Forest", is nothing short of amazing. Shannon Scarborough, Karen Watson and Wendy Reynolds made all the decorations and worked last Thursday evening, Friday and Sunday. Regina Torgerson came in Friday and Sunday to put trees together. Lisa Young came in Friday and helped place foliage. Darcy McAllister, Brogan McAllister, and Regan Torgerson came in on Sunday and helped unpack books. Stop by if you are able and see the amazing work and transformation!

## JH/High School Board Report ~ November 13, 2018

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
<b>7</b>	23	23	25							
<b>8</b>	34	33	33							
<b>9</b>	27	27	27							
<b>10</b>	27	27	27							
<b>11</b>	37	38	38							
<b>12</b>	23	23	22							
<b>Total</b>	171	171	172							

### Month in Review:

- 10/9: FAFSA Night for Seniors @ 7:00 p.m. in HS Computer Lab
- 10/9: FFA to Chouteau
- 10/10: PSAT Testing for Juniors
- 10/17: Morning Ag Classes to Western Livestock Auction (T. White)
- 10/17: Great Montana Shakeout Earthquake Drill at 10:17 a.m.
- 10/22-10/26: FFA National Convention @ Indianapolis (T.White)
- 10/22-10/26: Red Ribbon Week
- 10/23: ASVAB Testing for Juniors
- 10/23: Flu Shots
- 10/25: Life Event @ Great Falls Sophomores (Calvery & Heaton)
- 10/26: JH Dance 6:00 p.m. - 8:00 p.m. (Hough & Kincaid)
- 10/27: ACT Testing in Conrad
- 10/29: Dance Man Mark Matthews K-8 During Music Classes
- 10/30: Dance Man Mark Matthews K-8 During Music Classes
- 10/30: LEAD Conference in Helena
- JHBB- 26 6th-8th graders, HS Speech & Drama- 11 HS Students

### Schedule for this Month:

- 11/12: Veteran's Day Assembly @ 10:00 a.m. in Auditorium
- 11/12: HS Wrestling Parents Meeting @ 8:00 p.m. in T. White's Classroom
- 11/12-11/13: Parent Teachers Conference 5:00 p.m. - 8:00 p.m.
- 11/14-11/18: FFA to John Deere Expo @ Bozeman (T. White)
- 11/15: Youth Transition Conference @ Great Falls (Ekness)
- 11/15: HSBB & HSWR Practice Begins
- 11/16: Key Club Blood Drive 9:30 a.m. - 2:30 p.m.
- 11/16: Last Day for JH Food Drive

### Upcoming Events:

- 12/8: ACT Testing in Shelby
- 1/29: 2nd Semester Traffic Ed. Parent Meeting 5:30 p.m. - 6:30 p.m.
- 3/18 & 3/19: Mental Health First Aid Class for Med Prep Students
- 3/22: Key Club Blood Drive 9:30 a.m. - 2:30 p.m.
- 4/24-4/25: IGNITE Conference in Billings - all seniors in JMG attend

2  
3 **INSTRUCTION**

4  
5  
6 Family Engagement Policy

7  
8 The Board of Trustees believes that engaging parents/families in the education process is  
9 essential to improved academic success for students. The Board recognizes that a student's  
10 education is a responsibility shared by the district, parents, families and other members of the  
11 community during the entire time a student attends school. The Board believes that the district  
12 must create an environment that is conducive to learning and that strong, comprehensive  
13 parent/family involvement is an important component. Parent/Family involvement in education  
14 requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district,  
15 parents/families and the community.

16  
17 Parent/Family Involvement Goals and Plan

18  
19 The Board of Trustees recognizes the importance of eliminating barriers that impede  
20 parent/family involvement, thereby facilitating an environment that encourages collaboration  
21 with parents, families and other members of the community. Therefore, the district will develop  
22 and implement a plan to facilitate parent/family involvement that shall include the following six  
23 (6) goals:

- 24
- 25 1. Promote families to actively participate in the life of the school and feel welcomed,  
26 valued, and connected to each other, to school staff, and to what students are learning and  
27 doing in class;
  - 28
  - 29 2. Promote families and school staff to engage in regular, two-way meaningful  
30 communication about student learning;
  - 31
  - 32 3. Promote families and school staff to continuously collaborate to support student learning  
33 and healthy development both at home and at school and have regular opportunities to  
34 strengthen their knowledge and skills to do so effectively;
  - 35
  - 36 4. Empower parents to be advocates for their own and other children, to ensure that students  
37 are treated equitably and have access to learning opportunities that will support their  
38 success;
  - 39
  - 40 5. Encourage families and school staff to be partners in decisions that affect children and  
41 families and together inform, influence, and create policies, practices, and programs; and
  - 42
  - 43 6. Encourage families and school staff to collaborate with members of the community to  
44 connect students, families, and staff to expand learning opportunities, community  
45 services, and civic participation.
  - 46

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, , etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
  - < Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
  - < Providing access to educational resources for parents/families to use together with their children.
  - < Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Legal Reference: 10.55.701(m), ARM Board of Trustees

Policy History:

Adopted on: 06/10/2014

Reviewed on: November 5, 2018

Revised on:

1 **Shelby School District**

2  
3 **INSTRUCTION**

2160P  
page 1 of 2

4  
5 Title I Parent Involvement

6  
7 In order to achieve the level of Title I parent involvement desired by District policy on this topic,  
8 these procedures guide the development of each school's annual plan designed to foster a  
9 cooperative effort among parents, school, and community.

10  
11 Guidelines

12  
13 Parent involvement activities developed at each school will include opportunities for:

- 14  
15 • Volunteering;  
16 • Parent education;  
17 • Home support for the child's education;  
18 • Parent participation in school decision making.

19  
20 The school system will provide opportunities for professional development and resources for  
21 staff and parents/community regarding effective parent involvement practices.

22  
23 Roles and Responsibilities

24  
25 **Parents**

26  
27 It is the responsibility of the parent to:

- 28  
29 • Actively communicate with school staff;  
30 • Be aware of rules and regulations of school;  
31 • Take an active role in the child's education by reinforcing at home the skills and knowledge  
32 the student has learned in school;  
33 • Utilize opportunities for participation in school activities.

34  
35 **Staff**

36  
37 It is the responsibility of staff to:

- 38  
39 • Develop and implement a school plan for parent involvement;  
40 • Promote and encourage parent involvement activities;  
41 • Effectively and actively communicate with all parents about skills, knowledge, and attributes  
42 students are learning in school and suggestions for reinforcement;  
43 • Send information to parents of Title I children in a format and, to the extent practicable, in a  
44 language the parents can understand.

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**Community**

Community members who volunteer in the schools have the responsibility to:

- Be aware of rules and regulations of the school;
- Utilize opportunities for participation in school activities.

**Administration**

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement Policy and Plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate and work with parents as equal partners;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Procedure History:

Promulgated on: 8/09/2011

Reviewed on: November 5, 2018

Revised on:

1 **Shelby School District**

2  
3 **INSTRUCTION**

2160  
page 1 of 2

4  
5 Title I Parent Involvement

6  
7 The District endorses the parent involvement goals of Title I and encourages the regular  
8 participation of parents of Title I eligible children in all aspects of the program. The education of  
9 children is viewed as a cooperative effort among the parents, school, and community. In this  
10 policy the word “parent” also includes guardians and other family members involved in  
11 supervising the child’s schools.

12  
13 Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to  
14 parents of children participating in the Title I program a written parent involvement policy.

15  
16 At the required annual meeting of Title I parents, parents will have opportunities to participate in  
17 the design, development, operation, and evaluation of the program for the next school year.  
18 Proposed activities to fulfill the requirements necessary to address the requirements of parental-  
19 involvement goals shall be presented.

20  
21 In addition to the required annual meeting, at least three (3) additional meetings shall be held at  
22 various times of the day and/or evening for parents of children participating in the Title I  
23 program. These meetings shall be used to provide parents with:

- 24  
25 1. Information about programs provided under Title I;  
26  
27 2. A description and explanation of the curriculum in use, the forms of academic assessment  
28 used to measure student progress, and the proficiency levels students are expected to  
29 meet;  
30  
31 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions  
32 relating to the education of their children; and  
33  
34 4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title  
35 I program, to the District level.

36  
37 Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through  
38 payment of transportation and childcare costs.

39  
40 The parents of children identified to participate in Title I programs shall receive from the school  
41  
42  
43  
44  
45  
46

principal and Title I staff an explanation of the reasons supporting each child’s selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child’s progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

1. Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on:

Reviewed on: November 5, 2018

Revised on: 8/09/2011



1 **Shelby School District**

2  
3 **STUDENTS**

4  
5 Entrance, Placement, and Transfer

6  
7 Entrance, Date, and Age

8  
9 The District will enroll a child in kindergarten or in first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>)  
10 birthday occurs on or before the tenth (10<sup>th</sup>) day of September of the school year in which a child  
11 registers to enter school. Parents may request a waiver of the age requirement. All waivers are  
12 granted in the sole discretion of the District. A child who meets the requirement of being six (6)  
13 years old, but who has not completed a kindergarten program, will be tested and placed at the  
14 discretion of the administration. The District requires proof of identity and an immunization  
15 record for every child to be admitted to District schools. The District usually will not assign or  
16 admit any person who has reached age nineteen (19) on or before September 10 of the year to be  
17 enrolled; however, a waiver to this usual practice may be granted.

18  
19 School Entrance

- 20  
21 1. The District requires that a student’s parents, legal guardian, or legal custodian present  
22 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well as  
23 proof of residence in the District. Students who are not residents of the District may  
24 apply for admission pursuant to Policy 3141.  
25  
26 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a  
27 child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
28 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
29 approved by the department. Immunizations may not be required if a child qualifies for  
30 conditional attendance or an exemption is filed as provided by Montana law.  
31  
32 3. The above requirements are not to serve as barriers to immediate enrollment of students  
33 designated as homeless or foster children as required by the Every Student Succeeds Act  
34 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
35 with the local child welfare agency, the school last attended, or other relevant agencies to  
36 obtain necessary enrollment documentation.  
37

38 Placement

39  
40 The District goal is to place students at levels and in settings that will increase the probability of  
41 student success. Developmental testing, together with other relevant criteria including, but not

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

42  
43  
44  
45 limited to, health, maturity, emotional stability, and developmental disabilities, may be  
46 considered in the placement of all students. Final disposition of all placement decisions rests  
47 with the principal, subject to review by the Superintendent or the Board.

48  
49 Transfer

50  
51 District policies regulating the enrollment of students from other accredited elementary and  
52 secondary schools are designed to protect the educational welfare of children.

53  
54 Elementary Grades (K-8): A student transferring into the District will be admitted and placed  
55 subject to observation by appropriate teachers and a building principal during a probation period  
56 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a  
57 student, school personnel will conduct an educational assessment to determine appropriate grade  
58 and level placement.

59  
60 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is  
61 subject to a satisfactory examination of the following:

- 62  
63 1. Appropriate certificates of school accreditation;  
64 2. Length of course, school day, and school year;  
65 3. Content of applicable courses;  
66 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
67 vocational instruction);  
68 5. Appropriate evaluation of student performance leading toward credit issuance.

69  
70 The District will follow Montana Accreditation Rules and Standard, along with local alternate  
71 procedures for earning credit, in reviewing requests for transfer of credits. High school  
72 principals have authority for approving credit transfers, subject to review by the Superintendent  
73 or the Board.

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82

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§20-5-403, MCA	Immunization required B release and acceptance of immunization records
	§20-5-404, MCA	Conditional attendance
	§20-5-405, MCA	Medical or religious exemption
	§20-5-406, MCA	Immunization record
	§44-2-511, MCA	School enrollment procedure
	10.55.601 et seq., ARM	

83 Policy History:

84 Adopted on: February 8, 2005

85 Reviewed on: November 5, 2018

86 Revised on: April 12, 2005, June 29, 2010, 07/14/15, 07/11/2017

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1 **Shelby School District**

2  
3 **STUDENTS**

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4  
5 Enrollment and Attendance Records

6  
7 Since accurate enrollment and attendance records are essential both to obtain state financial  
8 reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall  
9 be diligent in maintaining such records.

10  
11 A district may only include, for ANB purposes, an enrolled pupil who is:

- 12 • a resident of the district or a nonresident student admitted by trustees under a student  
13 attendance agreement and who is attending a school of the district;
- 14 • unable to attend school due to a medical reason certified by a medical doctor and  
15 receiving individualized educational services supervised by the district, at district  
16 expense, at a home or facility that does not offer an educational program;
- 17 • unable to attend school due to the student's incarceration in a facility, other than a youth  
18 detention center, and who is receiving individualized educational services supervised by  
19 the district, at district expense, at a home or facility that does not offer an educational  
20 program;
- 21 • Living with a caretaker relative under § 1-1-215, MCA;
- 22 • receiving special education and related services, other than day treatment, under a  
23 placement by the trustees at a private nonsectarian school or private program if the  
24 pupil's services are provided at the district's expense under an approved individual  
25 education plan supervised by the district;
- 26 • participating in the Running Start Program at district expense under 20-9-706, MCA;
- 27 • receiving education services, provided by the district, using appropriately licenses district  
28 staff at a private residential program or private residential facility licensed by the  
29 Department of Public Health and Human Services;
- 30 • enrolled in an educational program or course provided at district expense using electronic  
31 or offsite delivery methods, including but not limited to tutoring, distance learning  
32 programs, online programs, and technology delivered learning programs, while attending  
33 a school of the district or any other nonsectarian offsite instructional setting with the  
34 approval of the trustees of the district, or;
- 35 • a resident of the district attending a Montana job corps program under an interlocal  
36 agreement with the district under 20-9-707, MCA.
- 37 • A resident of the District attending a Montana youth challenge program under an  
38 interlocal agreement with the district under §20-9-2-707, MCA.

39  
40 In order for a student who is served through distance learning or offsite delivery methods to be  
41 included in the calculation of average number belonging, the pupil must meet the residency  
42 requirements for that district; live in the district and must be eligible for educational services  
43 under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in  
44 the district under a mandatory attendance agreement as provided in 20-9-707, MCA.

45  
46

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3  
4 Homeless Youth and Foster Children  
5

6 Assignment to schools shall be subject to modification when federal law applicable to students  
7 placed in foster care or students who are homeless requires that such students be educated in a  
8 “school of origin” that differs from the assigned school.  
9

10  
11  
12 Legal Reference:                   1-1-215, MCA                   Residence – rules for determining  
13   20-9-706, MCA                   Running Start Program  
14   § 20-9-707, MCA                Agreement with Montana youth challenge  
15   program or accredited Montana job corps program  
16   29 U.S.C. 794                   Nondiscrimination under Federal grants  
17   and programs  
18   34 CFR 300.1, et seq. Individuals with Disabilities Education Act  
19

20 Policy History:

21 Adopted on: February 8, 2005

22 Reviewed on: 8/09/2011, November 5, 2018

23 Revised on: December 13, 2005, September 11, 2007, October 13, 2009, 07/11/2017

1 **Shelby School District**

2  
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4  
5 Enrollment and Attendance Records

6  
7 Average Number Belonging

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

15 For a child to be counted for ANB purposes:

- 16  
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;  
18  
19 b) Attending 181 to 359 aggregate hours = One-quarter time enrollment  
20  
21 c) Attending 360 to 539 aggregate hours = One-half time enrollment  
22  
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment  
24  
25 e) Attending 720 aggregate hours or more = Full-time enrollment  
26

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

34 Homebound Students

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

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

1  
2  
3  
4 If a homebound student does not meet the criteria set forth above, the District may request a  
5 variance through the Office of Public Instruction, for consideration of the student in the  
6 enrollment count for ANB purposes beyond the tenth (10<sup>th</sup>) day of absence.  
7

8 Attendance Accounting:  
9

10 Days present and absent for every student are to be recorded in each building, for the purpose of  
11 informing parents of a student's attendance record.  
12

13 On the first (1<sup>st</sup>) Monday in October and on February 1<sup>st</sup> (or the next school day if those dates do  
14 not fall on a school day), the number of all enrolled students (whether present or absent) by grade  
15 level and class will be recorded on the forms provided by the District. Special education children  
16 who are enrolled in special programs sixteen (16) hours or more a week will be listed separately.  
17 The Director of Special Education should be contacted to verify this count. Monthly student  
18 counts of enrolled children by grade and classroom will be provided by the office.  
19  
20  
21

22 Legal Reference:      10.20.102, ARM      Calculation of Average Number Belonging (ANB)  
23                              20-1-101, MCA              Definitions  
24  
25

26 Procedure History:

27 Adopted on: February 8, 2005

28 Reviewed on: November 5, 2018

29 Revised on: December 13, 2005, 8/09/2011, 07/09/13, 07/14/15, 7/12/2016

1 **Shelby School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

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4  
5 Transportation

6  
7 The District may provide transportation to and from school for a student who:

- 8  
9 1. Resides three (3) or more miles, over the shortest practical route, from the nearest  
10 operating public elementary or public high school.  
11  
12 2. Is a student with a disability, whose IEP identifies transportation as a related service; or  
13  
14 3. Has another compelling and legally sufficient reason to receive transportation services.  
15

16 The District may elect to reimburse the parent or guardian of a student for individually  
17 transporting any eligible student.  
18

19 The District may provide transportation by school bus or other vehicle or through individual  
20 transportation such as paying the parent or guardian for individually transporting the student.  
21 The Board may pay board and room reimbursements, provide supervised correspondence study,  
22 or provide supervised home study. The Board may authorize children attending an approved  
23 private school to ride a school bus, provided that space is available and a fee to cover the per-seat  
24 cost for such transportation is collected. The District may transport and charge for an ineligible  
25 public school student, provided the parent or guardian pays a proportionate share of  
26 transportation services. Fees collected for transportation of ineligible students shall be deposited  
27 in the transportation fund. Transportation issues that cannot be resolved by the trustees may be  
28 appealed to the county transportation committee.  
29

30 Homeless students shall be transported in accordance with the McKinney Homeless Assistance  
31 Act and state law.  
32

33 In-Town Busing

34  
35 In-town busing is defined as the busing of students within three (3) miles of their school. In-  
36 town busing is a privilege the District can discontinue at any time. The Superintendent will  
37 establish guidelines under which a student may request in-town busing.  
38

39 Children in Foster Care

40  
41 The building administrator will appoint a Point of Contact (POC) to coordinate activities relating to the  
42 District's provisions of services to children placed in foster care, including transportation services. The  
43 Superintendent, or designee, will inform the Department of Health and Human Services who is the POC  
44 for the District. The District will collaborate with the Department of Health and Human Services when  
45 transportation is required to maintain children placed in foster care in a school of origin outside their  
46 usual attendance area or District when in the best interest of the student. Under the supervision of the  
47 Superintendent/designee, the POC will invite appropriate District officials, the Department of Health and



Human Services POC, and officials from other districts to consider how such transportation is to be arranged and funded in a cost-effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

- The Department agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the Department agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Department has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time for foster care placement.

Legal Reference:	§ 20-10-101, MCA	Definitions
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-122, MCA	Discretionary provision of transportation and payment for this transportation
	§ 20-10-123, MCA	Provision of transportation for nonpublic school children
	10.7.101, et seq., ARM	Pupil Transportation
	10.64.101-700, et seq., ARM	Transportation

Policy History:

Adopted on: February 8, 2005

Reviewed on: November 5, 2018

Revised on: December 13, 2005, 8/09/2011, 07/11/2017

# Rental Agreement Between Shelby Public School District #14 & Big Sky Special Needs Cooperative

This three year agreement starting on **June 1, 2019**, and extending until **May 31, 2022**, has been agreed to by the Shelby Public School District #14, hereafter referred to as Shelby School District, and the Big Sky Special Needs Cooperative, hereafter referred to as the Co-op. This contract will be reviewed yearly for the purpose of extension.

## Shelby School District Responsibilities:

1. Shelby School District agrees to provide three rooms, including restrooms, cold storage, access to the district boardroom, and a future office for the Co-op Director. In addition, Shelby Schools will provide off street parking for Co-op members utilizing the facility.
2. Within the facility, the Co-op staff will have two phone lines (one in each carpeted room), and wifi internet service throughout the facility.
3. The Co-op Staff will have access to the facility 24 hour a day with keys, access codes and security clearance.
4. Shelby School District will provide janitorial services including vacuuming, trash removal, restroom cleaning and restocking, etc. to the facility on a daily basis. The facility will also receive a deep cleaning during the summer months.
5. *The Shelby School District is also willing to provide financial and payroll services at the established rate to the Co-op once the current financial officer Scott Laird retires.*

## Co-op Responsibilities:

1. Any upgrades or equipment desired by the Co-op in the facility will be purchased with Co-op funds.
2. The Co-op will be liable for any physical damages and/or legal actions taken against Shelby School District as a consequence of the actions of the Co-op.
3. The Co-op agrees to pay Shelby School District **\$0.00** for use of the facility, with the following exceptions:
  - a. Financial and Payroll Services
  - b. Long Distance Calling
  - c. Copying Service (if the Co-op would like to create a separate agreement to use district machines for business not associated with the Shelby School District)
  - d. Secretarial Services

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

\_\_\_\_\_  
Big Sky Special Needs Cooperative, Director Name

\_\_\_\_\_  
Shelby Public School District #14, Superintendent Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date