



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, April 9, 2019

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. Volunteer Girls' Softball Coach - Stephanie Murphy | |
| ii. HS Activities Director - Mike White | |
| iii. JH Activities Director - Mike White | |
| iv. HS Head Football Coach - Mike White | |
| v. JH/HS Head Cross Country Coach - Deb Munson | |
| vi. Summer Maintenance - Mike White & Thad White | |
| c. Teacher Renewal | |
| i. Elementary Tenure - Sara Aikins White, Ron Buck, Veronica Goodan, Kim Hayes, Zachary Hayes, Brandy Kiefer, Sara Kincaid, Janelle Koschmeder, Jennifer Mosley, Shelly Rewerts, Tom Reynolds, Brittany Tomsheck and Kristin Wiederrick | |
| ii. High School Tenure - Kathje Griffis, Ronald Gruber, Suzanne Hough (Drivers Education), Rob Lee (Social Studies/Science), Kayla Moylan, Sharol O'Brien, Wendy Reynolds, Eric Tokerud, Lauri Tokerud, Thad White and Mike White | |
| iii. Elementary Non-Tenure - Mark Ayers, Kristen Cruze, and Logan Erickson | |
| iv. High School Non-Tenure - Ceilon Aspensen, Kristi Calvery, Tony Heaton, Irish Rosales, and Robyn Skillman | |
| v. Elementary up for Tenure - Lisa Clark, Jessilou Canada, Jennifer Hayes, and Mary Eme Manda | |
| vi. High School up for Tenure - Benedicto Pastrana, Paul Ekness | |
| d. Teacher Non-Renewal | |



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- e. Policy Update First Reading
 - i. 1112 - Resignation
 - ii. 1113 - Vacancies
 - iii. 1425 - Abstentions for Voting
 - iv. 1512 - Conflict of Interest
 - v. New Policy 1512F - Relationships Defined and Chart
 - vi. 1700 - Uniform Complaint Procedure
 - vii. 2100 - School Year Calendar and Day
 - viii. 2160 - Title 1 Parent and Family Engagement
 - ix. 2167 - Correspondence Courses
 - x. 2168 - Distance, Online, And Technology-Delivered Learning
 - xi. 3110 - Entrance, Placement, and Transfer
 - xii. 3125 - Education of Homeless Children
 - xiii. 3225 - Sexual Harassment, Sexual Intimidation, and Sexual Misconduct
 - xiv. 4301 - Visitors to Schools
 - xv. 4315 - Visitor and Spectator Conduct
 - xvi. 4340 - Public Access to District Records
 - xvii. 5012 - Sexual Harassment, Sexual Intimidation, and Sexual Misconduct in the Workplace
 - xviii. 5223 - Personal Conduct
 - xix. 5256 - Reduction in Force
 - xx. 8225 - Tobacco Free Policy
 - xxi. 8425 and 8425P - Service Animals
 - xxii. Delete Policy 8425F - Service Animal Form
 - f. Student Trips Account Creation
 - g. Curriculum Committee Creation
 - h. Attendance/Transportation Agreements
8. Discussion Items Mr. Crump
- a. Elementary Principal Process
 - b. Gym Floor
 - c. Board Election
 - d. HBO & MSU Practicum Students Review
9. Correspondence Mr. Crump
10. Informal Superintendent Evaluation Mr. Aklestad
11. Next Meeting of the Board - Tuesday, May 14, 2019 Mr. Aklestad
12. Adjournment Mr. Aklestad

Superintendent Schedule

The Superintendent informed the Board that he will be attending the Joint Powers Trust meeting in Billings on March 25th- 27th.

ACTION ITEMS

Resignation/Retirement

Mr. Crump made a recommendation to accept the letter of resignation from the elementary school principal, Alyssa Finch.

Motion: Dan Leck

Second: Jay Hould- passed unanimously.

Hiring

Mr. Crump made a recommendation to hire the following staff:

Stephen Carlisle- Head Girls Softball Coach

Stephanie Murphy and Chris Sanchez – Volunteer Girls Softball Coaches.

Rikki Bleecker- Play Director

Motion: Anna Fretheim

Second: Richard Jorata- passed unanimously.

Costa Rica Trip

The Superintendent made a recommendation to approve the Costa Rica trip for the summer of 2020.

Motion: Jay Hould

Second: Rikki James- passed unanimously.

Consideration and Adoption of Resolution to Increase Nonvoted Levies

As an essential part of its budgeting process, the Shelby Public Schools Board of Trustees is authorized by law to impose levies to support its budget. The Board of Trustees estimates the following increases/decreases in revenues and mill for the funds noted below for the next school year beginning July 1, 2019, using certified taxable valuations from the current fiscal year as provided to the district:

Fund Supported	Estimated Change in Revenues	Estimated Change in Mills	Estimated Impact on Home of \$100,000	Estimated Impact on Home of \$200,000
Shelby Elementary				
Tuition	\$11,651.40	-0.49	-\$0.66	-\$1.32
Building Reserve	\$15,579.22	-1.09	-\$1.47	-\$2.94
Transportation	\$ 0.00	0.00	\$0.00	\$0.00
Shelby High School				
Transportation	\$0.00	0.00	\$0.00	\$0.00
Tuition	\$12,232.40	-0.12	-\$0.16	-\$0.17
Building Reserve	\$14,716.32	-0.90	-\$1.20	-\$2.42

A motion was made to adopt a resolution to increase/decrease the above nonvoted levies:

Elementary

Motion: Anna Fretheim

Second: Jay Hould- passed unanimously.

High School

Motion: Richard Jorata

Second: Jay Hould- passed unanimously.

Junior High/High School Principal Renewal

Mr. Crump recommended to offer Mr. Kyle Fisher a new contract for the 2019-2020 school year.
Motion: Jay Hould Second: Richard Jorata- passed unanimously.

Discussion Items

Senior Trip

Two senior students presented their class trip proposal to the Board.

HBO & MSU Practicum Students

Mr. Crump told the Board that the practicum students from MSU will be arriving on Sunday, March 17th and will be working with our elementary and high school staff. The HBO camera crew will also be in our school filming and doing interviews. The documentary will focus on the hardships of hiring teachers in rural areas.

Correspondence

None

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, April 9, 2019, 7:00 p.m.
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Chairperson Brian Aklestad adjourned the meeting at 8:02 p.m.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 3 / 19

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Avai l a b l e Appropriation
101 General Fund	48,699.05	1,301,042.77	0.00	1,301,042.77	2,622,933.55	1,321,890.78
110 Transportation Fund	7,897.12	101,071.44	0.00	101,071.44	198,000.00	96,928.56
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	4,340.65	155,093.91	0.00	155,093.91	365,000.00	209,906.09
128 Technology Fund	187.00	45,554.26	0.00	45,554.26	54,967.47	9,413.21
129 Flexibility Fund	1,505.92	2,949.28	350.80	3,300.08	57,547.50	54,247.42
150 Debt Service	0.00	11,837.51	0.00	11,837.51	352,756.44	340,918.93
161 Building Reserve	4,768.00	35,926.45	0.00	35,926.45	69,597.89	33,671.44
201 General Fund	61,268.17	965,942.78	5,044.46	970,987.24	1,581,542.71	610,555.47
210 Transportation Fund	5,194.01	80,596.42	0.00	80,596.42	130,000.00	49,403.58
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	6,041.78	117,330.08	0.00	117,330.08	230,000.00	112,669.92
217 ADULT EDUCATION FUND	0.00	0.00	0.00	0.00	70,000.00	70,000.00
228 Technology Fund	552.98	43,870.07	0.00	43,870.07	63,340.94	19,470.87
229 Flexibility Fund	0.00	1,896.75	350.80	2,247.55	92,647.90	90,400.35
250 Debt Service	0.00	6,146.88	0.00	6,146.88	171,394.12	165,247.24
261 Building Reserve	4,777.74	34,210.38	0.00	34,210.38	160,608.23	126,397.85
Grand Total :	145,232.42	2,942,306.98	5,746.06	2,948,053.04	6,688,773.02	3,740,719.98

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53607	6752 1ST CHOICE PLUMBING LLC	3,378.75				
1	6362 03/18/19 cleanout sewer line/Vo-ag bldg	3,378.75		261	100-2600	440
53586	5143 3 RIVERS TELEPHONE COOPERATIVE	1,816.63				
Camrose 0210						
1	04/01/19 fiber lease/dsl	441.20		101	100-1000	531
2	04/01/19 fiber lease/dsl	441.20		201	100-1000	531
3	04/01/19 fiber lease/dsl	441.20		101	100-2300	531
4	04/01/19 fiber lease/dsl	441.19		201	100-2300	531
5	04/01/19 admin phone bill	11.12		101	100-2300	531
6	04/01/19 el phone bill	32.24		101	100-2400	531
7	04/01/19 hs phone bill	8.48*		201	100-2400	531
53619	6830 AMBER D. SANCHEZ	60.00				
1	03/31/19 verizon data plan-2months	60.00		201	100-1000	531
2	03/31/19 Feb. & March	0.00		201	100-1000	531
53596	59 BEN TAYLOR INC	3,790.45				
1	17435 03/31/19 bus route fuel	731.25		110	100-2700	624
2	17435 03/31/19 bus route fuel	487.50		210	100-2700	624
3	17435 03/31/19 HS athletic trips	489.42		201	720-3500	624
4	17435 03/31/19 HS non-athletic trips	589.12		201	710-3400	624
5	17435 03/31/19 Colony vehicle	84.63		101 71	100-1000	624
6	17435 03/31/19 JH athletic trips	142.68*		101	720-3500	624
7	17435 03/31/19 EL vehicle/non athletic trips	380.11*		101	100-2600	624
8	17435 03/31/19 Driver's ED	50.07		218	100-1000	624
9	689206 03/07/19 barrel of oil	501.40		110	100-2700	610
10	689206 03/07/19 barrel of oil	334.27		210	100-2700	610
G926	4996 BRIANNA HANSEN	610.40				
1	04/03/19 Feb/March phone allowance	100.00		182	107-2212	531 570
2	04/03/19 Feb/March mileage	510.40		182	107-2212	582 570
53610	6748 BRYSON SALES AND SERVICE OF	559.49				
1	269066 03/11/19 bus parts	79.24		110	100-2700	610
2	269066 03/11/19 bus parts	52.83		210	100-2700	610
3	269248 03/18/19 bus parts	69.21		110	100-2700	610
4	269248 03/18/19 bus parts	46.14		210	100-2700	610
5	269746 04/02/19 bus parts	187.24		110	100-2700	610
6	269746 04/02/19 bus parts	124.83		110	100-2700	610
53615	6196 Building Codes Program/Elevator	720.00				
1	002323 03/13/19 annual cert.of inspection-EL	240.00*		101	100-2600	810
2	002324 03/13/19 annual cert.of inspection-EL	240.00*		101	100-2600	810
3	002265 03/13/19 annual cert.of inspection-HS	240.00*		201	100-2600	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
53593	5023 CAMROSE COLONY	942.21				
	summer rate- 2018					
	breakfast-\$2.07					
	Lunch- \$3.50					
1	03/31/19 March Food Program	942.21*		212	910-3100	631
53592	5965 CARMELITA FLYNN	211.52				
1	04/04/19 MASBO Budget Workshop	105.76		101	100-2500	582
2	04/04/19 Region 2 Spring Workshop	105.76		201	100-2500	582
53584	3 CITY OF SHELBY WATER DEPT	4,473.11				
1	03/22/19 bus barn water&garbage	97.02		110	100-2700	421
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-421-					
2	03/22/19 bus barn water&garbage	64.68		210	100-2700	421
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-421-					
3	03/22/19 EL & HS -water/sewer/garbage	2,586.85*		201	100-2600	421
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-421-					
4	03/22/19 EL & HS -water/sewer/garbage	1,724.56		101	100-2600	421
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-421-					
6927	2852 COLLEGE OF GREAT FALLS MSU	2,110.00				
1	04/03/19 Summer Institute rooms	2,110.00		182	108-2212	592 580
2	04/03/19 reservation # 26665	0.00		182	108-2212	592 580
53590	15 CULLIGAN SOFT WATER SERVICE	204.00				
1	03/31/19 Admin water/cooler rental	56.00*		210	100-2700	450
2	03/31/19 EL water/cooler rental	8.00		101	100-2600	450
3	03/31/19 HS water/cooler rental /50 lb	140.00		201	100-2600	450
4	03/31/19 solar salt delivery	0.00		201	100-2600	450
53620	5932 DALLAS STIRLING	60.00				
2	03/31/19 verizon data plan/Feb. & March	60.00		201	100-1000	531
53632	7009 DE LAGE LANDEN FINANCIAL SERVICES,	275.00				
1	62897265 03/18/19 GTCC copier lease	275.00		182	108-2212	550 580
6932	2851 DIANA KNUDSON	471.20				
1	04/03/19 Feb/March phone allowance	100.00		182	107-2212	531 570
2	04/03/19 Feb/March out of dist. mileage	295.80		182	107-2212	531 570
3	04/03/19 Feb/March in district mileage	75.40		182	108-2212	596 580
53598	6971 District 7 Music Festival -Shelby	720.00				
1	04/04/19 Large Ensemble	400.00	11121	201	710-3400	582
2	04/04/19 Small Ensemble & Solo	320.00	11121	201	710-3400	582

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
53608		6960 EBMS	234.00						
1		000126140 02/28/19 ACA fee 117 x 2	140.40		101	100-2400	810		
2		000126140 02/28/19 February 2019	93.60		201	100-2400	810		
53606		923 ED CAISSEY, INC	1,411.42						
1		ZC148743 04/02/19 repairs/parts kitchen mixer	180.73		129	100-2600	340		
2		ZC148547 03/13/19 repairs/parts dishwasher	1,230.69		129	100-2600	340		
53628		6879 ELLIOTT CRUMP	192.29						
1		03/10/19 owed mileage state wrestling	67.04		201	720-3500	582		
2		03/10/19 meals state basketball	58.00		201	720-3500	582		
3		03/10/19 paid lunch-new teacher	38.25*		201	280-1000	582		
4		03/27/19 legislative-Helena	29.00		101	100-2500	582		
53634		2896 Employee Benefit Management	60,859.92						
\$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		04/01/19 health ins premium/April	50,461.60*		189	100-2500	260		
3		04/01/19 EL retiree incentive	1,190.00		101	100-2500	261		
4		04/01/19 HS retiree incentive	632.50*		201	100-2500	261		
5		04/01/19 retirees premium/TRS ACH	6,454.33*		189	100-2500	260		
6		04/01/19 GTCC	2,121.49*		189	100-2500	260		
53616		220 FISHER'S TECHNOLOGY	1,302.07						
GTCC Koni ca/BHC654E-FEQ21784									
6		676343 03/12/19 copy charges	155.31		101	100-1000	440		
9		676343 03/12/19 copy charges	103.54		201	100-1000	440		
10		682494 04/02/19 copy charges	625.93		101	100-1000	440		
11		682494 04/02/19 copy charges	417.29		201	100-1000	440		
53638		74 FOOD SERVICES OF AMERICA	8,018.95						
1		5686942 03/26/19 SWMSS	4,678.11		212	910-3100	630		
2		5676771 03/05/19 FFVP	52.19*		212	460-3100	630		
3		5676770 03/05/19 food bill	474.26		212	910-3100	630		
4		5677875 03/07/19 food bill	106.44		212	910-3100	630		
5		5680133 03/12/19 FFVP	79.26*		212	460-3100	630		
6		5680135 03/12/19 FFVP	123.51*		212	460-3100	630		
7		5680129 03/12/19 food bill	1,131.63		212	910-3100	630		
8		5683475 03/19/19 FFVP	86.66*		212	460-3100	630		
9		5683474 03/19/19 food bill	764.40		212	910-3100	630		
10		5684101 03/20/19 supplies	18.71*		212	910-3100	610		
11		5686941 03/26/19 food bill	483.81		212	910-3100	630		
12		5687479 03/27/19 supplies	19.97*		212	910-3100	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
53609	22 GENERAL DISTRIBUTING CO	221.33				
1	00738614 03/28/19 welding supplies	166.46*		215	100-1000	610 351
2	00741599 03/31/19 acetylene	54.87*		215	100-1000	610 351
53600	72 GLACIER MOTOR SALES	480.06				
1	W110628 03/13/19 read ABS fault codes	52.16		110	100-2700	440
2	W110628 03/13/19 read ABS fault codes	34.78*		210	100-2700	440
3	W110732 03/27/19 fixed bus # 5	235.87*		210	100-2700	440
4	W110732 03/27/19 fixed bus # 5	157.25		110	100-2700	440
53601	6802 Greenfield School District 75	315.00				
1	03/23/19 7 bus driver training fees	189.00*		110	100-2700	810
2	03/23/19 7 bus driver training fees	126.00		210	100-2700	810
53587	7113 GUY KNICKERBOCKER	18.98				
1	02/20/19 reimb. janitorial supplies	18.98		101	100-2600	610
2	02/20/19 purchased-PCard expired	0.00		101	100-2600	610
53635	1543 HARTLEYS SCHOOL BUSES	175.32				
1	38481 02/28/19 shock absorber	105.19		110	100-2700	610
2	38481 02/28/19 shock absorber	70.13		210	100-2700	610
53594	5463 INSTRUMENTALIST AWARDS	315.00				
1	1901 03/04/19 Student Awards-band	315.00	11102	201	710-3400	610
53622	6291 JEANNE M WIGEN	122.00				
1	02/20/19 Art Class in Great Falls	6.00		201	710-3400	582
2	03/15/19 State Boys basketball meals	116.00		201	720-3500	582
G928	7094 Jessteene Renee Clifford	275.55				
1	04/03/19 curriculum- less TRS	275.55		182	108-2212	320 580
53585	3436 KENCO SECURITY AND TECHNOLOGY	122.00				
1	1543978 04/01/19 alarm monitoring April 2019	73.20		101	100-2600	340
2	1543978 04/01/19 alarm monitoring April 2019	48.80		201	100-2600	340
53623	6458 KEVIN DODSON	89.00				
1	02/16/19 JH volleyball-Fairfield	6.00		101	720-3500	582
2	02/22/19 JH wrestling- Fort Benton	12.00		101	720-3500	582
3	02/25/19 HS Band- Sunburst	12.00		201	710-3400	582
4	03/04/19 JH Choir- Havre	18.00*		101	710-3400	582
5	03/07/19 Band & Choir-State Basketball	41.00		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
53618	3716 KIM HAYES	100.80				
1	03/09/19 picked up bus driver, coach	100.80		201	720-3500	582
2	03/09/19 and bball players in Great	0.00		201	720-3500	582
3	03/09/19 Falls- bus broke down	0.00		201	720-3500	582
53621	7084 KYLE FISHER	58.00				
1	03/14/19 meals-State Basketball	58.00		201	720-3500	582
53603	4574 MARIAS MEDICAL CENTER	85.00				
1	03/12/19 pre-work screening	51.00		110	100-2700	330
2	03/12/19 pre-work screening	34.00		210	100-2700	330
53629	2 MARIAS RIVER ELECTRIC COOP	7,149.06				
1	03/22/19 electric bill	2,634.22		201	100-2600	412
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	03/22/19 electric bill	3,951.32		101	100-2600	412
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	03/22/19 bus barn	563.52		210	100-2700	412
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
53604	228 MASBO	90.00				
3	6771 03/29/19 Region 2 spring workshop	54.00		101	100-2500	582
4	6771 03/29/19 Region 2 spring workshop	36.00		201	100-2500	582
G925	3932 Medicine River Trading Company	50.00				
1	04/02/19 tech support	50.00		182	107-2212	340 570
G929	7095 MELISSA A. HALLAHAN	300.00				
1	03/27/19 curriculum materials	300.00		182	108-2212	320 580
53599	7083 MONTANA BROOM & BRUSH	1,063.89				
1	1346242 03/20/19 roll towels	595.98	11117	201	100-2600	610
2	1343682 03/06/19 toilet tissue	467.91	11117	201	100-2600	610
G931	6742 MONTANA TEACHERS RETIREMENT	51.36				
1	04/03/19 employee/employer contribution	51.36		182	108-2212	220 580
53633	6923 MONTANA-WYOMING SYSTEMS	6,166.99				
1	BIL5741 03/08/19 HS-replaced worn out mag lock	1,398.99		261	100-2600	440
2	BIL5741 03/08/19 labor and parts	1,788.00		161	100-2600	440
3	BIL5767 03/15/19 EL- fixed door REX & lock	2,980.00		161	100-2600	440

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53602	39 Pitney Bowes Global Financial	415.17				
1	3308291168 03/29/19 postage machine rental	207.59		101	100-5200	840
2	3308291168 03/29/19 postage machine rental	207.58		201	100-5200	840
53588	758 QUILL CORPORATION	817.45				
1	6120594 03/26/19 copy paper	259.90		115	329-1000	610 113
2	6120609 03/26/19 copy paper	476.68		115	329-1000	610 113
3	5972322 03/20/19 Admin Office supplies	80.87		101	100-2400	610
53630	1 SHELBY GAS ASSOCIATION	16,573.00				
	switch between 110 & 210 every month					
	cf					
1	03/22/19 bus barn gas	1,192.20		110	100-2700	411
2	03/22/19 EL & HS gas charges	9,228.48		101	100-2600	411
3	03/22/19 EL & HS gas charges	6,152.32*		201	100-2600	411
53589	444 Shelby Glass & Door, Inc.	350.00				
	Snow Removal Services					
1	241 03/04/19 plowed with loader-high school	300.00*		201	100-2600	432
2	241 03/04/19 March 1-2	0.00*		201	100-2600	432
3	241 03/04/19 plowed with loader-Admin	50.00		210	100-2600	432
4	241 03/04/19 March 1	0.00		210	100-2600	432
53624	7058 SHELBY HIGH SCHOOL - ART CLUB	53.00				
1	03/08/19 lunch workers-March 4-8	53.00		212	910-3100	570
53625	911 SHELBY HIGH SCHOOL - CHOIR	53.00				
1	03/15/19 lunch workers March 11-15	53.00		212	910-3100	570
53626	5577 SHELBY HIGH SCHOOL - FRESHMAN	42.40				
1	02/28/19 lunch workers-Feb 25-28	42.40		212	910-3100	570
53627	7054 SHELBY HIGH SCHOOL-STUDENT COUNCIL	53.00				
1	02/22/19 lunch workers- Feb. 18-22	53.00		212	910-3100	570
53605	1838 SHELBY HOT LUNCH PROGRAM	63.00				
1	03/22/19 MSU students- 16 lunches	56.00		201	100-2400	610
2	03/28/19 OPI staff- 2 lunches	7.00		101	100-2400	610
53612	199 SHELBY OFFICE SUPPLY	94.50				
1	121514 03/06/19 pocket folders	94.50		129	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
53613		61 SHELBY PAINT AND HARDWARE	83.86					
Ag Class								
1		065224 03/15/19 batteries	83.86		201	100-1000	610	
53597		8 SHELBY PROMOTER	419.79					
1		1913029 03/27/19 notice of intent	77.76		101	100-2314	540	
2		1913029 03/27/19 notice of intent	51.84		201	100-2314	540	
3		JT24305 03/28/19 coyote envelopes	203.13		201	100-1000	610	
4		JT24305 03/28/19 coyote envelopes	87.06		101	100-1000	610	
53617		6974 Southwest Montana School Services	339.30					
1		4110 03/16/19 Coop Purchasing Admin fee	339.30*		212	910-3100	810	
2		4110 03/16/19 Spring 2019 food order	0.00*		212	910-3100	810	
3		4110 03/16/19 377 cases @.90	0.00*		212	910-3100	810	
53637		75 SYSCO FOOD SERVICES OF MONTANA	9,699.26					
1		246196691 03/26/19 credit	-94.44		212	910-3100	630	
2		243167649 03/04/19 FFVP	73.56*		212	460-3100	630	
3		243167650 03/04/19 food bill	1,051.48		212	910-3100	630	
4		243167651 03/04/19 FFVP	146.12*		212	460-3100	630	
5		243173091 03/07/19 FFVP	266.33*		212	460-3100	630	
6		243173092 03/07/19 food bill	966.59		212	910-3100	630	
7		243176595 03/11/19 FFVP	47.14*		212	460-3100	630	
8		243176596 03/11/19 food bill	1,053.58		212	910-3100	630	
9		243182117 03/14/19 FFVP	117.32*		212	460-3100	630	
10		243182118 03/14/19 food bill	1,704.87		212	910-3100	630	
11		243185557 03/18/19 FFVP	144.42*		212	460-3100	630	
12		243191339 03/21/19 FFVP	74.04*		212	460-3100	630	
13		243191340 03/21/19 food bill/supplies	1,144.07		212	910-3100	630	
14		243194691 03/25/19 FFVP	309.92*		212	460-3100	630	
15		243194692 03/25/19 food bill/supplies	1,441.20		212	910-3100	630	
16		243200344 03/28/19 FFVP	140.78*		212	460-3100	630	
17		243200345 03/28/19 food bill/supplies	910.24*		212	910-3100	610	
18		243176597 03/11/19 After School Program	113.77		212	910-3100	630	
19		243200346 03/28/19 After School Program	88.27		212	910-3100	630	
53591		6972 TEN PIN ALLEY	377.00					
1		03/18/19 bowling and pizza	226.20		101	100-2300	610	
2		03/18/19 after PIR Day	150.80		201	100-2300	610	
53595		3128 TLC CATERING PLUS	189.00					
2		124539 03/11/19 JH Science Fair snacks	189.00		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
53614		2122 UNIVERSAL ATHLETIC SERVICE	504.68					
1		0033387-01 03/20/19 softball team knickers	294.00	11086	201	100-1000	610	
2		0033387-01 03/20/19 use old PO	27.00	11086	201	100-1000	610	
3		0033387-01 03/20/19 difference/total invoice	183.68		201	100-1000	610	
53631		5585 VERIZON WIRELESS	208.41					
1		9826632704 03/21/19 Supt./Transp. Director	138.94*		210	100-2700	531	
2		9826632704 03/21/19 JH/HS principal	69.47*		201	100-2400	531	
G930		3484 VISA (for GTCC)	789.24					
1		04/03/19 office supplies	340.44		182	108-2212	600	580
2		04/03/19 3Rivers phone & internet	107.60		182	107-2212	531	570
3		04/03/19 Health committee lunch	341.20		182	108-2212	592	580
53636	E	6023 WELLS FARGO BANK P CARD SYSTEM	20,124.56					
1		03/27/19 J Aspensen custodial suppl.	4.96		101	100-2600	610	
2		03/25/19 Lisa Clark- no receipt	15.45		101	100-1000	610	
3		03/27/19 E Crump-lodging/meal s/fuel	642.99		201	720-3500	582	
4		03/02/19 PIR days snacks/supplies	129.21		101	100-1000	610	
5		03/07/19 meals/lodging BBall team-State	4,030.19		201	720-3500	582	
6		03/04/19 Kristen Cruze- no receipt	182.90*		101	710-3400	582	
7		03/27/19 Lee Davis-custodial supplies	84.45		101	100-2600	610	
8		03/05/19 Paul Ekness- no receipt	35.00		201	280-1000	610	
9		02/27/19 Finch-hospitality room-SA reim	557.64		201	720-3500	610	
10		02/27/19 credit-Albertsons	-29.37		201	720-3500	610	
11		03/18/19 Amtrak tickets-reimb-3 Rivers	280.50		101	100-1000	610	
12		03/08/19 supplies-Town Pump grant	504.29*		115	100-1000	610	429
13		03/08/19 supplies-diabetic grant	101.78		115	100-1000	610	143
14		03/18/19 PIR days supplies	94.76		101	100-1000	610	
15		03/04/19 Camrose FFVP	10.99*		212	460-1000	630	
16		03/06/19 classroom supplies	88.38		101	100-1000	610	
17		03/21/19 Finch- snacks/supplies	322.92		101	100-1000	610	
18		03/22/19 K Fisher-PIR day lunch	102.00		101	100-1000	610	
19		03/22/19 Principal's cup lunch	43.28		201	710-3400	582	
20		03/22/19 poly/spring snap	97.98		201	100-1000	610	
21		03/22/19 credit	-23.97		201	100-1000	610	
22		03/24/19 M Flynn-supplies	42.55		101	100-2500	610	
23		03/09/19 Griffis-25 Texas instruments	2,285.48		215	474-1000	610	112
24		03/11/19 R Gruber-meal s&lodging State	1,937.89		201	720-3500	582	
25		03/27/19 D Hintz- supplies	755.20		110	100-2700	610	
26		03/27/19 D Hintz- supplies	503.47		210	100-2700	610	
27		03/27/19 new radiator	429.23		110	100-2700	610	
28		03/27/19 new radiator	286.16		210	100-2700	610	
29		03/27/19 tires- bus # 7	408.00		110	100-2700	610	
30		03/27/19 tires- bus # 7	272.00		210	100-2700	610	
31		03/01/19 J Hough-tech conf. expenses	272.48		228	100-1000	582	
32		03/14/19 tech supplies	280.50		228	100-1000	682	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
33	03/14/19 tech supplies	187.00*		128	100-1000	682
34	03/21/18 L Kimmet custodial supplies	294.59	11118	201	100-2600	610
35	03/27/18 G Knickerbocker- no receipt	47.11		101	100-2600	610
36	03/19/19 R Lee- Science Fair-Missoula	1,286.98*		101	710-3400	582
37	03/20/19 After School Prog.-no receipt	14.71*		115	401-1000	610 382
38	03/09/19 T Reynolds-BBball meals	1,458.00		201	720-3500	582
39	03/09/19 T Reynolds-missing 2 receipts	0.00		201	720-3500	582
40	03/22/19 D Strader- kitchen supplies	88.29*		212	910-3100	610
41	03/14/19 M White-food class	195.20		201	100-1000	610
42	03/14/19 football clinic-meals/lodging	423.57		201	720-3500	582
43	03/19/19 softball team supplies- part	1,102.48		201	720-3500	610
44	03/19/19 paid by Booster Club=\$946.49	0.00		201	720-3500	610
45	03/12/19 T White shop supplies	148.21		215	390-1000	610 352
46	03/15/19 J Wi gen-fuel&meals-State BBall	129.13		201	720-3500	582
53611	7115 Whitefish Mountain Resort	935.00				
1	24674 03/29/19 ski rentals/lessons	935.00		101	100-1000	582
2	24674 03/29/19 students will reimb. district	0.00		101	100-1000	582
# of Claims		63	Total :	161,855.37		
		Total Electronic Claims	20,124.56			
		Total Non-Electronic Claims	141,730.81			

Fund/Account	Amount
101 General Fund	
101	\$23,846.77
110 Transportation Fund	
101	\$5,129.42
115 Miscellaneous Federal Funds	
101	\$1,357.36
128 Technology Fund	
101	\$187.00
129 Flexibility Fund	
101	\$1,505.92
161 Building Reserve	
101	\$4,768.00
182 Interlocal Agreement	
101	\$4,932.75
189 Health Insurance	
101	\$59,037.42
201 General Fund	
101	\$30,398.23
210 Transportation Fund	
101	\$3,356.29
212 Food Services	
101	\$19,300.40
215 Miscellaneous Federal Funds	
101	\$2,655.02
218 Traffic Education or Driver's Ed.	
101	\$50.07
228 Technology Fund	
101	\$552.98
261 Building Reserve	
101	\$4,777.74
Total:	\$161,855.37

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	0.00	50,190.72	0.00	50,190.72	75,286.86	25,096.14
	GTCC Interlocal Dues						
115-570	Office/Clerical/Technology	2,777.64	27,424.80	0.00	27,424.80	35,441.28	8,016.48
	GTCC Interlocal Dues						
160-570	Sick Leave	0.00	0.00	0.00	0.00	6,000.00	6,000.00
	GTCC Interlocal Dues						
170-570	Vacation Leave	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	GTCC Interlocal Dues						
210-570	Social Security/Medicare	208.66	6,106.63	0.00	6,106.63	6,900.00	793.37
	GTCC Interlocal Dues						
220-570	Teachers' Retirement	0.00	4,502.08	0.00	4,502.08	6,677.88	2,175.80
	GTCC Interlocal Dues						
230-570	PERS	230.54	2,608.26	0.00	2,608.26	2,906.18	297.92
	GTCC Interlocal Dues						
240-570	Unemployment Compensation	5.28	155.07	0.00	155.07	300.00	144.93
	GTCC Interlocal Dues						
250-570	Workers' Compensation	-115.46	294.28	0.00	294.28	600.00	305.72
	GTCC Interlocal Dues						
260-570	Health Insurance	0.00	21,214.90	0.00	21,214.90	24,000.00	2,785.10
	GTCC Interlocal Dues						
320-570	Professional-Educational Services	0.00	4,300.00	0.00	4,300.00	4,500.00	200.00
	GTCC Interlocal Dues						
340-570	Technical Services	50.00	50.00	0.00	50.00	1,000.00	950.00
	GTCC Interlocal Dues						
440-570	Repair and Maintenance Services	0.00	0.00	0.00	0.00	400.00	400.00
	GTCC Interlocal Dues						
531-570	Telephone	603.40	2,067.32	0.00	2,067.32	2,500.00	432.68
	GTCC Interlocal Dues						
532-570	Postage	0.00	136.65	0.00	136.65	500.00	363.35
	GTCC Interlocal Dues						
582-570	Travel Out-of-District	510.40	2,972.74	0.00	2,972.74	6,000.00	3,027.26
	GTCC Interlocal Dues						
610-570	Supplies	0.00	55.00	0.00	55.00	3,000.00	2,945.00
	GTCC Interlocal Dues						
650-570	Periodicals	0.00	0.00	0.00	0.00	100.00	100.00
	GTCC Interlocal Dues						
660-570	Minor Equipment-New	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	GTCC Interlocal Dues						
681-570	Software	0.00	0.00	0.00	0.00	100.00	100.00
	GTCC Interlocal Dues						
810-570	Dues & Fees	0.00	159.99	0.00	159.99	500.00	340.01
	GTCC Interlocal Dues						
	Function Total:	4,270.46	122,238.44	0.00	122,238.44	180,712.20	58,473.76
	Program Total:	4,270.46	122,238.44	0.00	122,238.44	180,712.20	58,473.76

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	51.36	2,931.79	0.00	2,931.79	4,101.55	1,169.76
	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	575.55	29,466.48	0.00	29,466.48	44,000.00	14,533.52
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	1,190.00	0.00	1,190.00	4,000.00	2,810.00
	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	275.00	3,453.11	0.00	3,453.11	6,000.00	2,546.89
	GTCC Professional Development Dues						
592-580	Meals & Lodging	2,451.20	30,755.56	0.00	30,755.56	45,000.00	14,244.44
	GTCC Professional Development Dues						
596-580	Mileage	75.40	3,686.46	0.00	3,686.46	12,575.32	8,888.86
	GTCC Professional Development Dues						
600-580	Supplies and Materials	340.44	9,635.78	0.00	9,635.78	10,000.00	364.22
	GTCC Professional Development Dues						
	Function Total:	3,768.95	82,744.60	0.00	82,744.60	138,176.87	55,432.27
	Program Total:	3,768.95	82,744.60	0.00	82,744.60	138,176.87	55,432.27
	Program Group Total:	8,039.41	204,983.04	0.00	204,983.04	318,889.07	113,906.03
	Fund Total:	8,039.41	204,983.04	0.00	204,983.04	318,889.07	113,906.03
	Grand Total:	8,039.41	204,983.04	0.00	204,983.04	318,889.07	113,906.03

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 19

Fund	Recei ved Current Month	Recei ved YTD	Esti mated Revenue	Revenue To Be Recei ved	% Recei ved
101 General Fund	117,302.45	1,495,414.99	0.00	-1,495,414.99	** %
110 Transportati on Fund	1,158.38	70,670.15	0.00	-70,670.15	** %
111 Bus Depreciati on Fund	259.19	13,161.07	0.00	-13,161.07	** %
113 Tui ti on	237.72	22,742.75	0.00	-22,742.75	** %
114 Reti rement	6,699.90	226,321.64	0.00	-226,321.64	** %
128 Technol ogy Fund	236.25	28,128.31	0.00	-28,128.31	** %
129 Flexi bi li ty Fund	70.10	4,671.65	0.00	-4,671.65	** %
150 Debt Servi ce	1,800.51	197,602.60	0.00	-197,602.60	** %
161 Bui lding Reserve	238.18	26,521.47	0.00	-26,521.47	** %
201 General Fund	63,972.76	909,422.10	0.00	-909,422.10	** %
210 Transportati on Fund	692.69	54,293.15	0.00	-54,293.15	** %
211 Bus Depreciati on Fund	380.95	14,211.34	0.00	-14,211.34	** %
214 Reti rement	4,563.24	128,410.85	0.00	-128,410.85	** %
217 ADULT EDUCATION FUND	364.19	37,521.51	0.00	-37,521.51	** %
228 Technol ogy Fund	201.50	27,436.31	0.00	-27,436.31	** %
229 Flexi bi li ty Fund	135.13	13,939.40	0.00	-13,939.40	** %
250 Debt Servi ce	763.74	97,510.06	0.00	-97,510.06	** %
261 Bui lding Reserve	299.33	44,468.12	0.00	-44,468.12	** %
Grand Total :	199,376.21	3,412,447.47	0.00	-3,412,447.47	** %

Account	Opening Balance	Receipts			Transfers (+)	Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)			Earnings (+)	Charges (-)	
407 ART CLUB	2598.04	97.50	0.00	0.00	0.00		0.00	0.00	2500.54
101 ATHLETICS	10354.23	2232.48	0.00	463.00	0.00		0.00	0.00	8584.75
405 AUTO/WOOD SHOP/VI CA	1284.69	0.00	0.00	0.00	0.00		0.00	0.00	1284.69
402 BAND	670.08	0.00	0.00	0.00	0.00		0.00	0.00	670.08
408 BAND & CHOIR UNIFORMS/TRAVEL	901.45	0.00	0.00	53.00	0.00		0.00	0.00	954.45
112 BOYS BASKETBALL	497.25	0.00	0.00	0.00	0.00		0.00	0.00	497.25
213 BPA	2872.38	0.00	0.00	0.00	0.00		0.00	0.00	2872.38
203 CHEERLEADERS	1003.74	267.75	0.00	100.00	0.00		0.00	0.00	835.99
403 CHOIR	3068.02	0.00	0.00	0.00	0.00		0.00	0.00	3068.02
319 CLASS OF 2019 (SR)	4377.48	39.84	0.00	0.00	0.00		0.00	0.00	4337.64
320 CLASS OF 2020 (JR)	6868.68	2490.54	0.00	1122.40	0.00		0.00	0.00	5500.54
321 CLASS OF 2021 (SO)	2604.87	0.00	0.00	70.00	108.00		0.00	0.00	2782.87
322 CLASS OF 2022 (FR)	2287.72	0.00	0.00	0.00	0.00		0.00	0.00	2287.72
202 CONCESSIONS	7184.16	3796.34	0.00	9339.50	-903.21		0.00	0.00	11824.11
103 COYOTE CLASSIC TOURNAMENT	21997.25	0.00	0.00	0.00	0.00		0.00	0.00	21997.25
108 CROSS COUNTRY	551.62	0.00	0.00	0.00	0.00		0.00	0.00	551.62
503 DISTRICT 7 MUSIC FESTIVAL	2521.55	672.55	0.00	0.00	0.00		0.00	0.00	1849.00
702 EL STUDENT COUNCIL	0.17	0.00	0.00	0.00	0.00		0.00	0.00	0.17
206 EXPLORE AMERICA	4682.23	2487.91	0.00	4910.07	-1072.69		0.00	0.00	6031.70
212 FCCLA	392.60	0.00	0.00	0.00	0.00		0.00	0.00	392.60
211 FFA	3470.19	1514.84	0.00	346.00	0.00		0.00	0.00	2301.35
209 FINE ARTS	1758.45	0.00	0.00	0.00	0.00		0.00	0.00	1758.45
107 FOOTBALL	3210.77	0.00	0.00	0.00	0.00		0.00	0.00	3210.77
406 FRENCH CLUB	566.62	0.00	0.00	0.00	0.00		0.00	0.00	566.62
111 GIRLS BASKETBALL	1454.02	0.00	0.00	0.00	0.00		0.00	0.00	1454.02
115 GOLF	183.84	0.00	0.00	0.00	0.00		0.00	0.00	183.84
208 HOWL	101.89	0.00	0.00	0.00	0.00		0.00	0.00	101.89
221 JOBS FOR MONTANA GRADS	433.73	0.00	0.00	0.00	0.00		0.00	0.00	433.73
220 KEY CLUB	497.27	42.40	0.00	0.00	0.00		0.00	0.00	454.87
640 MIDDLE SCHOOL BAND	4346.61	0.00	0.00	0.00	227.70		0.00	0.00	4574.31
610 MIDDLE SCHOOL BOYS ATHLETICS	629.95	0.00	0.00	0.00	0.00		0.00	0.00	629.95
624 MIDDLE SCHOOL BUILDERS CLUB	1308.10	0.00	0.00	0.00	0.00		0.00	0.00	1308.10
622 MIDDLE SCHOOL CHEERLEADERS	2587.36	0.00	0.00	0.00	0.00		0.00	0.00	2587.36
641 MIDDLE SCHOOL CHOIR	36.27	0.00	0.00	0.00	0.00		0.00	0.00	36.27
611 MIDDLE SCHOOL GIRLS ATHLETICS	445.75	0.00	0.00	0.00	0.00		0.00	0.00	445.75
643 MIDDLE SCHOOL HOME EC	620.45	0.00	0.00	0.00	0.00		0.00	0.00	620.45
621 MIDDLE SCHOOL STUDENT COUNCIL	1335.79	0.00	0.00	0.00	0.00		0.00	0.00	1335.79
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5503.51	0.00	0.00	0.00	0.00		0.00	0.00	5503.51
401 NHS	1740.07	0.00	0.00	0.00	0.00		0.00	0.00	1740.07
501 RECOGNITION	5388.70	360.86	0.00	2013.41	533.60		0.00	0.00	7574.85
214 SCHOOL PLAY	1080.88	0.00	0.00	0.00	0.00		0.00	0.00	1080.88
216 SCIENCE CLUB	501.24	0.00	0.00	0.00	0.00		0.00	0.00	501.24
700 SHELBY ELEMENTARY	2427.75	0.00	0.00	0.00	243.90		0.00	0.00	2671.65
114 SOFTBALL	649.81	0.00	0.00	0.00	139.80		0.00	0.00	789.61
205 SPEECH & DRAMA	1549.32	25.00	0.00	0.00	0.00		0.00	0.00	1524.32
201 STUDENT COUNCIL	61.57	0.00	0.00	0.00	0.00		0.00	0.00	61.57
240 STUDENT TRIPS	190.54	0.00	0.00	0.00	722.90		0.00	0.00	913.44
102 TOURNAMENT FUNDS	3262.71	23254.12	0.00	22349.27	0.00		0.00	0.00	2357.86
113 TRACK	1081.75	0.00	0.00	0.00	0.00		0.00	0.00	1081.75
104 UNIFORM MAINTENANCE	8039.81	0.00	0.00	0.00	0.00		0.00	0.00	8039.81
109 VOLLEYBALL	563.41	0.00	0.00	0.00	0.00		0.00	0.00	563.41
110 WRESTLING	2045.71	3460.00	0.00	3483.00	0.00		0.00	0.00	2068.71

04/05/19
18:06:13

SHELBY SCHOOLS
Statement of Activity by Account Name for 03/01/19 to 03/31/19

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts in Transi t (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
207 YEARBOOK	5785.99	18.70	0.00	98.00	0.00		0.00	0.00	5865.29
Total for Student Accounts	139578.04	40760.83		44347.65					143164.86
Bank Account Totals	139578.04	40760.83	0.00	44347.65	0.00		0.00	0.00	143164.86
							Bank Balance		143164.86
							Plus Outstanding Checks		53945.21
							Minus Outstanding Deposits		44347.65

							Balance		152762.42
							Minus Receipts in Transi t		0.00

							Statement Balance		152762.42

April 2019 ~ Elementary School Board Report

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
K	36	36	36	37	37	36	37	38	
1	36	37	36	36	35	36	33	33	
2	32	32	33	32	33	33	33	33	
3	36	35	38	38	38	35	35	36	
4	33	33	34	34	35	35	36	37	
5	36	34	34	34	34	34	34	34	
6	33	33	34	34	34	32	33	33	
Camrose	12	12	12	12	12	12	12	12	
Total	254	252	257	257	258	253	253	256	

Month in Review:

- March 12 - 4th Grade CRT
- March 18 - Professional Development
- March 19 - Student Birthday Celebration
- March 25-28 - 6th Grade SBAC Testing
- March 25 - 1st Day Junior High Track Practice
- March 26 - June Birthday Celebration
- March 27 - IAT
- March 29 - PAWS Assembly
- April 1-4 - 5th Grade SBAC Testing
- April 2 - 1st Day Junior High Golf Practice
- April 6 - 1st Junior High Track Meet @ Cut Bank

Schedule for this Month:

- April 8-11 - 4th Grade SBAC/SpEd Testing
- April 15 - End of MidTerm
- April 17 - Class Pictures
- April 18-22 - Spring Break
- April 26 - Arbor Day Clean-up
- April 29 - No School/Professional Development
- April 30 - Start 3rd Grade SBAC Testing
- April 30 - Elementary PAWS Assembly

Special Announcements:

- HBO/Vice News & MSU Practicum Student Visit
- March 19 - 6th Grade Moving Museum
- April 24 - Kindergarten Screening

JH/High School Board Report ~ April 9, 2019

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
7	23	23	25	25	25	26	26	24		
8	34	33	33	32	32	32	32	32		
9	27	27	27	28	30	30	30	30		
10	27	27	27	28	28	27	26	25		
11	37	38	38	38	38	38	38	39		
12	23	23	22	22	22	22	21	21		
Total	171	171	172	173	175	175	173	171		

Month in Review:

- 3/4: JH Choir Festival @ Havre
- 3/6: Montana Secretary of State Corey Stapleton Presentation Grades 7-12 in Auditorium 10:00 a.m. - 11:00 a.m.
- 3/7 - 3/9: BBB & GBB State Tournament @ Bozeman
- 3/11: District Science Fair 8:00 a.m. - 12:00 p.m. in the Gym
- 3/13: FFA Competition Mechanics and Agronomy @ Choteau
- 3/14: Zoology Presentation to 4th Graders @ 2:00 p.m.
- 3/16: Prom
- 3/18 & 3/19: State Science Fair @ Missoula
- 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.
- 3/22: Western Art Week Art Event @ Great Falls (Aspensen)
- 3/22: Principals Cup @ Great Falls (L. Tokerud & Fisher)
- 3/26: Pre-Conference Music in auditorium @ 7:00 p.m.
- 3/27: Government Class to State Capital (Moylan)
- 3/28: 8th Grade Ski Trip to Big Mountain (Lee)

Schedule for this Month:

- 4/2: ACT Test for Juniors
- 4/3 - 4/6: FFA to State Convention @ Bozeman
- 4/5 - 4/6: District Music Festival @ Shelby
- 4/10: School Play @ 4:30 p.m. in HS Auditorium
- 4/11: School Play @ 6:00 p.m. in HS Auditorium
- 4/13: FFA Donkeyball @ 6:00 p.m. in HS Gym
- 4/17: PSAT Test
- 4/18: Ag Students TekNoXpo @ MSU-Northern
- 4/24-4/25: IGNITE Conference in Billings - all seniors in JMG attend
- 4/26: Arbor Day Cleanup
- 4/28-4/30: FFA to Envirothon Conference @ Lewistown

Upcoming Events:

- 5/6-5/7: FFA CDE Days State Competitions @ Great Falls
- 5/8: Penn State University Visit to Shelby JH/HS FFA
- 5/9: Shelby Booster Athletic Banquet @ 6:00 p.m.
- 5/10: Elementary Ag Days

- 5/10: AP History Test
- 5/15: AP English Test
- 5/16: Ag Students to Camrose Colony
- 5/20: Senior Awards Night
- 5/21-5/23: SBAC Testing
- 5/22: Late AP English Test
- 5/22-5/23: Dual Credit Welding Class @ FVCC in Kalispell
- 5/28: Ag Students to Ag Museum @ Fort Benton
- 6/5: 8th Grade Celebration
- 6/17-6/19: Ag Students to MT Range Days @ Dillon
- 7/17-7/20 Marias Fair

April 2019 – Policy Packet - Shelby

REQUIRED REVISIONS

1112 – Resignation – This model policy has been revised in accordance with statutory changes. The revisions remove the 72-hour period to withdraw a resignation and insert the requirement to have a letter of resignation submitted in writing with a stipulated effective date.

1113 – Vacancies – This model policy has been revised in accordance with statutory changes. The revision clarifies the resignation procedure to require the resignation to be in writing and stipulate an effective date.

1425 – Abstentions from Voting – This model policy has been revised to comply with applicable statutes. Montana law does not permit boards of trustees to consider contracts in which a trustee has a pecuniary interest, transactions in which trustee would be an agent or solicitor, or when a trustee may have an economic benefit or relationship with the transaction. These provisions have been removed from the policy to avoid confusion and ensure compliance with the law.

1512 – Conflict of Interest – This model policy has been revised to comply with applicable statutes. Trustees, as elected officials, are expected to comply with ethics statutes governing Montana public officials. The policy includes two additional provisions to comply with those ethical requirements.

(New Recommended) **1512F – Relationships Defined and Chart** – This model procedure to accompany Model Policy 1512 – Conflicts of Interest is intended to make the nepotism chart more accessible as its own document.

1700 – Uniform Complaint Procedure – This model policy has been revised to ensure the complaint procedure is accessible to those who seek to have matters heard and reviewed by the school district.

2100 – School Year Calendar and Day – This model policy has been revised to comply with applicable statutes. The school fiscal year is required to recognize a pupil demonstrating proficiency.

2160 – Title I Parent and Family Engagement - This model policy has been revised in accordance with statutory changes. The Every Student Succeeds Act requires school districts to expand parental involvement plans under Title I to include family members, community stakeholders and an advisory board.

2167 – Correspondence Courses – This model policy has been revised to recognize the Distance Education Accrediting Commission.

2168 – Distance, Online, and Technology-Delivered Learning – This model policy has been revised to comply with applicable statutes. The school fiscal year is required to recognize a pupil demonstrating proficiency.

3110 - Entrance, Placement, and Transfer – This model policy has been revised to reflect the efforts required by districts on behalf of homeless students and students in foster care.

3125 – Education of Homeless Children – This model policy has been revised to accurately reflect the complaint process available in accordance with Policy 3125F.

3225 – Sexual Harassment, Sexual Intimidation, and Sexual Misconduct – This model policy has been revised to clarify prohibited conduct and broaden the enforcement options available to district officials in the event sexual misconduct of any kind is proven to have occurred.

4301 – Visitors to Schools – This model policy has been revised to place additional conduct responsibilities on visitors to schools.

4315 – Visitor and Spectator Conduct – This model policy has been revised to broaden the scope of the policy beyond activity events and correspond to the conduct responsibilities outlined in the revised Policy 4301.

4340 – Public Access to District Records – This model policy has been revised to include the exception to the public records statute that authorizes school districts to preserve the confidentiality of records related to school safety and security.

5012 - Sexual Harassment, Sexual Intimidation, and Sexual Misconduct in the Workplace – This model policy has been revised to clarify prohibited conduct and broaden the enforcement options available to district officials in the event sexual misconduct of any kind is proven to have occurred.

5223 – Personal Conduct – This model policy has been revised to specifically apply the prohibition on weapons and violence in the school building to district employees.

5256 – Reduction in Force – This model policy has been revised to cover all employees of the district and expand the factors considered during a reduction in force process.

8225 – Tobacco Free Policy – This model policy has been revised to broaden the definition of nicotine delivery devices covered by the policy.

8425 and 8425P – Service Animals – This model policy and accompanying procedure have been revised to ensure compliance with Section 504 of the Rehabilitation Act and decisions from the Office of Civil Rights of the U.S. Department of Education related to the presence of service animals in public schools.

DELETE POLICY

8425F – Service Animal Form – This form has been overruled by the Office of Civil Rights of the U.S. Department of Education. The request for a service animal should be directed through the Section 504 procedure in accordance with the updated Policy 8425 noted above. The form should be deleted from all policy manuals.

***MTSBA Policy Notes and MTSBA model policies** are available for viewing at [mtsba.org](https://www.mtsba.org), under Member Resources. MTSBA has designed these materials to provide helpful information regarding topics and best practices on issues concerning the administration and governance of Montana K-12 public schools. Final school district policies are adopted by a school district's board of trustees. If you have questions about any matter related to school district policy or procedure, please contact Kris Goss at MTSBA.*

1 _____ School District

2

3 **THE BOARD OF TRUSTEES**

1112

4

5 Resignation

6

7 The resignation of a trustee **of the District** ~~must be submitted in writing to the Clerk~~ **must be in**
8 **writing, must stipulate an effective date, and must be submitted to the Clerk of the District.**

9 ~~A resignation is effective seventy-two (72) hours after its submission unless withdrawn during~~
10 ~~that period by the trustee through written notification of withdrawal made to the Clerk.~~

11

12

13 Trustees who have completed three full terms and are retiring from the Board may be recognized
14 for their service to the District by presentation of a service plaque or other appropriate activities.

15

16

17 Legal Reference: § 2-16-502, MCA Resignations
18 § 20-3-308, MCA Vacancy of trustee position

19

20 Policy History:

21 Adopted on:

22 Reviewed on:

23 Revised on:

4
5 Vacancies

6
7 A trustee position becomes vacant before the expiration of a term, when any of the following
8 occurs:

- 9
- 10 1. Death of the trustee;
- 11 2. ~~Resignation, in writing~~ **The effective date stipulated in the written resignation of the**
12 **trustee** filed with the Clerk;
- 13 3. Trustee moves out of the nominating district, establishing residence elsewhere;
- 14 4. Trustee is no longer a registered elector of the District under the provisions of § 20-20-
15 301, MCA;
- 16 5. Trustee is absent from the District for sixty (60) consecutive days;
- 17 6. Trustee fails to attend three (3) consecutive meetings of the trustees without good excuse;
- 18 7. Trustee has been removed under the provisions of § 20-3-310, MCA; or
- 19 8. Trustee ceases to have the capacity to hold office under any other provision of law.
- 20 9. A trustee position also shall be vacant when an elected candidate fails to qualify.

21
22 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill
23 such vacancy by appointment. The Board will receive applications from any qualified persons
24 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate
25 to fill the position.

26
27 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the
28 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An
29 appointee shall qualify by completing and filing an oath of office with the county superintendent
30 within fifteen (15) days after receiving notice of the appointment and shall serve until the next
31 regularly scheduled school election and a successor has qualified.

32
33
34
35 Cross Reference: 1240 Duties of Individual Trustees
36 1112 Resignations

37
38 Legal References: **§ 2-16-501(3), MCA Vacancies created**
39 § 20-3-308, MCA Vacancy of trustee position
40 § 20-3-309, MCA Filling vacated trustee position – appointee
41 qualification and term of office

42
43 Policy History:
44 Adopted on:
45 Reviewed on:
46 Revised on:

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5 Abstentions From Voting

6
7 Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of
8 each trustee present. As a general rule trustees should vote on all issues, unless casting a vote would be a
9 violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a
10 trustee to cast a vote on a particular issue include but are not necessarily limited to **situations when the**
11 **Board is considering hiring the relative of a trustee.**
12

- 13 ~~1. When casting a vote would directly and substantially affect, to its economic benefit, a~~
- 14 ~~business or other undertaking in which the trustee either has a substantial financial interest~~
- 15 ~~or in which the trustee is engaged as counsel, consultant, representative, or agent;~~
- 16
- 17 ~~2. When casting a vote would directly and substantially affect a business or other undertaking~~
- 18 ~~to its economic detriment, where a trustee has a substantial personal interest in a competing~~
- 19 ~~firm or undertaking;~~
- 20
- 21 ~~3. When casting a vote would cause a trustee to have a pecuniary interest, either directly or~~
- 22 ~~indirectly, in a contract made by the trustee (while acting in the trustee's official capacity)~~
- 23 ~~or by the Board; and~~
- 24
- 25 ~~4. When casting a vote would put the trustee in the position of an agent or solicitor in the sale~~
- 26 ~~or supply of goods or services to the District.~~
- 27

28 In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the
29 appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in
30 the minutes and may include an explanation of the reasons for the abstention. The Board discourages
31 abstentions, unless the reasons are substantiated as provided herein.
32

35 Legal References:	§ 2-2-105, MCA	Ethical requirements for public officers and public employees
	§ 2-2-121, MCA	Rules of conduct for public officers and public employees
	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice
	§ 20-1-201, MCA	School officers not to act as agents
	§ 20-3-323, MCA	District policy and record of acts
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids

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46 Policy History:
47 Adopted on:
48 Reviewed on:
49 Revised on:

2
3 **THE BOARD OF TRUSTEES**

4
5 Conflict of Interest

6
7 A trustee may not:

- 8
- 9 1. Engage in a substantial financial transaction for the trustee’s private business purpose,
10 with a person whom the trustee inspects or supervises in the course of official duties.
11
 - 12 2. Perform an official act directly and substantially affecting, to its economic benefit, a
13 business or other undertaking in which the trustee either has a substantial financial
14 interest or is engaged as counsel, consultant, representative, or agent.
15
 - 16 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
17
 - 18 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when
19 the trustee has more than a ten percent (10%) interest in the corporation. A contract does
20 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments
21 or deposits in financial institutions that are in the business of loaning or receiving money,
22 when such investments or deposits are made on a rotating or ratable basis among
23 financial institutions in the community or when there is only one (1) financial institution
24 in the community; or 3) contracts for professional services other than salaried services or
25 for maintenance or repair services or supplies when the services or supplies are not
26 reasonably available from other sources, if the interest of any Board member and a
27 determination of such lack of availability are entered in the minutes of the Board meeting
28 at which the contract is considered.
29
 - 30 5. Be employed in any capacity by the District, with the exception of officiating at athletic
31 competitions under the auspices of the Montana Officials Association.
32
 - 33 **6. Perform an official act directly and substantially affecting a business or other**
34 **undertaking to its economic detriment when the officer or employee has a**
35 **substantial personal interest in a competing firm or undertaking.**
36
 - 37 **7. Perform an official act directly and substantially affecting to its economic benefit a**
38 **business or other undertaking in which the officer or employee either has a**
39 **substantial financial interest or is engaged as counsel, consultant, representative, or**
40 **agent.**
41
 - 42 8. Appoint to a position of trust or emolument any person related or connected by
43 consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
44
 - 45 a. This prohibition does not apply to the issuance of an employment contract to a
46 person as a substitute teacher who is not employed as a substitute teacher for more

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5 than thirty (30) consecutive school days.

6 b. This prohibition does not apply to the renewal of an employment contract of a
7 person related to a Board member, who was initially hired before the Board
8 member assumed the trustee position.

9 c. This prohibition does not apply if trustees comply with the following
10 requirements: 1) **All trustees**, except the trustee related to the person to be
11 employed or appointed, vote to employ the related person; 2) the trustee related to
12 the person to be employed abstains from voting; and 3) the trustees give fifteen
13 (15) days written notice of the time and place of their intended action in a
14 newspaper of general circulation in the county where the school is located.
15
16

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18 Policy History:

19 Adopted on:

20 Reviewed on:

21 Revised on:

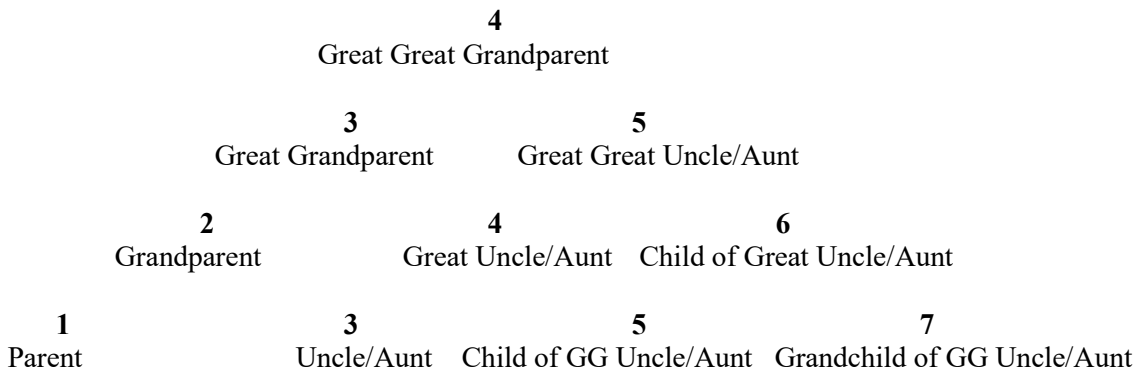
4
5 Relationships Defined and Chart

6
7 Definitions

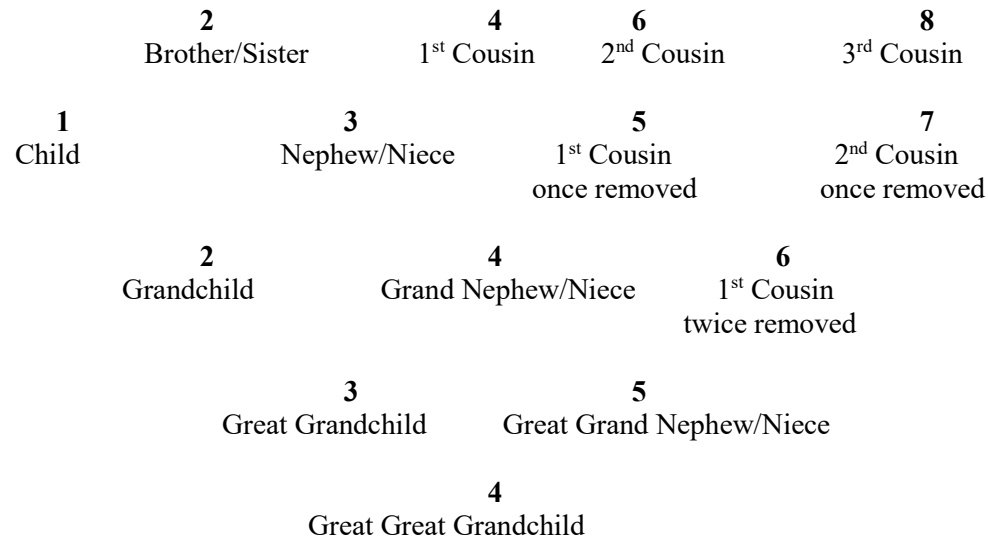
8
9 Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
10 terminates upon the death of one of the spouses or other dissolution of marriage, except when the
11 marriage has resulted in issue still living.

12
13 Consanguinity is a relationship by blood relation. Relationship by consanguinity is confirmed by
14 being descended from the same ancestor. Kinship determined by consanguinity may not be
15 terminated.

16
17 Degrees of Consanguinity



32 **Trustee**



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Degrees of Affinity

			3
			Great Grandparent-in-law
		2	
		Grandparent-in-law	
	1		3
	Father/Mother-in-law		Uncle/Aunt-in-law
Trustee	1	2	
	Spouse	Brother/Sister-in-law	
	1		3
	Step Child		Nephew/Niece-in-law
		2	
		Step Grandchild	
			3
			Step Great Grandchild

Policy History:
Adopted on:
Reviewed on:
Revised on:

2
3 THE BOARD OF TRUSTEES

5 Uniform Complaint Procedure

6
7 The Board establishes this Uniform Complaint Procedure as a means to address complaints
8 arising within the District. This Uniform Complaint Procedure is intended to be used for all
9 complaints except those governed by a specific process in state or federal law that supersedes
10 this process or collective bargaining agreement. Matters covered by a collective bargaining
11 agreement will be reviewed in accordance with the terms of the applicable agreement.
12

13 The District requests all individuals to use this complaint procedure, when the individual
14 believes the Board or its employees or agents have violated the individual’s rights under: ~~(1)~~
15 ~~Montana constitutional, statutory, or administrative law; (2) United States constitutional,~~
16 ~~statutory, or regulatory law; or (3) state or federal law or~~ Board policy.
17

18 The District will endeavor to respond to and resolve complaints without resorting to this formal
19 complaint procedure and, when a complaint is filed, to address the complaint promptly and
20 equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder
21 will not be impaired by a person’s pursuit of other remedies. Use of this complaint procedure is
22 not a prerequisite to pursue other remedies and use of this complaint procedure does not extend
23 any filing deadline related to pursuit of other remedies.
24

25 Deadlines requiring District action in this procedure may be extended for reasons related
26 but not limited to the District’s retention of legal counsel and District investigatory
27 procedures.
28

29 ~~The Superintendent has the authority to contract with an independent investigator at any~~
30 ~~time during the complaint procedure process. Within fifteen (15) calendar days of the~~
31 ~~Superintendent’s receipt of the independent investigator’s report and recommendation, the~~
32 ~~Superintendent will respond to the complaint and take such administrative steps as the~~
33 ~~Superintendent deems appropriate and necessary.~~
34

35 Level 1: Informal

36
37 An individual with a complaint is first encouraged to discuss it with the appropriate ~~teacher,~~
38 ~~counselor,~~ employee or building administrator, with the objective of resolving the matter
39 promptly and informally. An exception is that a complaint of sexual harassment should be
40 discussed directly with an administrator not involved in the alleged harassment.
41

42 Level 2: Building Administrator

43
44 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
45 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event
46 or incident giving rise to the complaint, including any school personnel involved; and (3) the

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5 remedy or resolution requested. The written complaint must be filed within thirty (30) calendar
6 days of the event or incident or from the date an individual could reasonably become aware of
7 such event or incident. **The applicability of the deadline is subject to review by the**
8 **Superintendent to ensure the intent of this uniform complaint procedure is honored.**
9

10 When a complaint alleges violation of Board policy or procedure, the building administrator will
11 investigate and attempt to resolve the complaint. The administrator will respond in writing to the
12 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.
13

14 If ~~either the complainant or the person against whom the complaint is filed is dissatisfied~~ has
15 **reason to believe the administrator's decision was made in error, with the administrator's**
16 **decision, the complainant** may request, in writing, that the Superintendent review the
17 administrator's decision. (See Level 3.) This request must be submitted to the Superintendent
18 within fifteen (15) calendar days of the administrator's decision.
19

20 When a complaint alleges sexual harassment or a violation of Title IX of the Education
21 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
22 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the
23 complaint over to a District nondiscrimination coordinator. The coordinator will complete an
24 investigation and file a report and recommendation with the Superintendent. ~~A coordinator~~
25 ~~may hire, with the approval of the Superintendent, an independent investigator to conduct~~
26 ~~the investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the~~
27 ~~coordinator's or independent investigator's report and recommendation, the~~
28 ~~Superintendent will respond to the complaint and take such administrative steps as the~~
29 ~~Superintendent deems appropriate and necessary.~~ If ~~either~~ the complainant ~~or the person~~
30 ~~against whom the complaint is filed~~ is dissatisfied with the Superintendent's decision, he or she
31 may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See
32 Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15)
33 calendar days of the Superintendent's written response to the complaint, for transmission to the
34 Board.
35

36 Level 3: Superintendent

37

38 If ~~either~~ the complainant ~~or the person against whom the complaint is filed~~ appeals the
39 administrator's decision provided for in Level 2, the Superintendent will review the complaint
40 and the administrator's decision. The Superintendent will respond in writing to the appeal, within
41 thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to
42 the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2)
43 conduct a separate or supplementary investigation; (3) engage an outside investigator or other
44 District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in
45 resolving the complaint.
46

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4 If ~~either~~ the complainant ~~or the person against whom the complaint is filed is dissatisfied~~ has
5 **reason to believe the Superintendent’s decision was made in error, with the**
6 **Superintendent’s decision, the complainant** may request, in writing, that the Board consider an
7 appeal of the Superintendent’s decision. (See Level 4.) This request must be submitted in
8 writing to the Superintendent, within fifteen (15) calendar days of the Superintendent’s written
9 response to the complaint, for transmission to the Board.

10
11 Level 4: The Board

12
13 **Upon written appeal of a complaint alleging a violation the individual’s rights under state**
14 **or federal law or Board policy upon which the Board of Trustees has authority to remedy,**
15 the Board **may** consider the Superintendent’s decision in Level 2 or 3. Upon receipt of written
16 request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special
17 Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and
18 make a recommendation to the Board, **or (3) respond to the complaint with an explanation of**
19 **why the appeal will not be heard by the Board of Trustees in accordance with this policy.**
20 If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal
21 and then make written recommendation to the full Board. The Board will report its decision on
22 the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at
23 which the Board considered the appeal or the recommendation of the panel. A decision of the
24 Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

25
26 Level 5: County Superintendent

27
28 ~~When a matter falls within the jurisdiction of a county superintendent of schools, the~~
29 ~~decision of the Board may be appealed to the county superintendent by filing written~~
30 ~~appeal within thirty (30) calendar days of the Board’s decision, pursuant to Montana law.~~

31
32
33 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
34 Title II of the Americans with Disabilities Act of 1990
35 § 504 of the Rehabilitation Act of 1973
36

37 Policy History:

38 Adopted on:
39 Reviewed on:
40 Revised on:

2
3 **INSTRUCTION**

4
5 School Year Calendar and Day

6
7 School Calendar

8
9 Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement
10 covering the employment of affected employees, the trustees of a school district shall set the
11 number of hours in a school term, the length of the school day, and the number of school days in
12 a school week. When proposing to adopt changes to a previously adopted school term, school
13 week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective
14 bargaining unit representing the employees affected by the changes; (b) solicit input from the
15 employees affected by the changes but not represented by a collective bargaining agreement; (c)
16 and from the people who live within the boundaries of the school district.

17
18 Commemorative Holidays

19
20 Teachers and students will devote a portion of the day on each commemorative holiday
21 designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The
22 Board may from time to time designate a regular school day as a commemorative holiday.

23
24 Saturday School

25
26 Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose
27 of providing additional pupil instruction, provided that: (a) Saturday school is not a pupil-
28 instruction day and does not count toward the minimum aggregate hours of pupil instruction; and
29 (b) student attendance is voluntary.

30
31 School Fiscal Year

32
33 At least the minimum number of aggregate hours must be conducted during each school fiscal
34 year. The minimum aggregate hours required by grade are:

- 35 (a) A minimum of 360 aggregate hours for a kindergarten program;
36 (b) 720 hours for grades 1 through 3;
37 (c) 1,080 hours for grades 4 through 12; and
38 (d) 1,050 hours may be sufficient for graduating seniors.

39
40 **The minimum aggregate hours, described above, are not required for any pupil**
41 **demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.**

42
43 In addition, seven (7) pupil instruction-related days may be scheduled for the following
44 purposes:

- 45 1. Pre-school staff orientation for the purpose of organization of the school year;
46 2. Staff professional development programs (minimum of three (3) days);

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- 3. Parent/teacher conferences; and
- 4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district’s yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School term, day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-9-311, MCA	Calculation of Annual Number Belonging (ANB)
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101, 103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development
	ARM 10.55.906	High School Credit

Policy History:
Adopted on:
Reviewed on:
Revised on:

2
3 **INSTRUCTION**

4
5 Title I Parent **and Family** Engagement

6
7 *NOTE: Schools receiving federal ESEA funds are required to have a parent and family*
8 *engagement policy. This sample policy can be used as the basis for the joint development of a*
9 *policy, as required by the federal legislation. This policy cannot be the District’s policy without*
10 *some parental involvement in its development at the local level.*

11
12 The District endorses the parent and family engagement goals of Title I and encourages the
13 regular participation of parents **and family members** (including parents **and families** of migrant
14 students if applicable) of Title I eligible children in all aspects of the program **to establish the**
15 **agency’s expectations and objectives for meaningful parent and family involvement.** The
16 education of children is viewed as a cooperative effort among the parents, **family members,**
17 school, and community. In this policy the word “parent” also includes guardians and other
18 family members involved in supervising the child’s schools.

19
20 Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to
21 parents of children participating in the Title I program a written parent **and family engagement**
22 **policy. This may include meaningful consultation with employers, business leaders, and**
23 **philanthropic organizations, or individuals with expertise in effectively engaging parents**
24 **and family members in education.**

25
26 At the required annual meeting of Title I parents **and family members** (including parents **and**
27 **families** of migrant students if applicable), parents **and family members** will have opportunities
28 to participate in the design, development, operation, and evaluation of the program for the next
29 school year. Proposed activities to fulfill the requirements necessary to address the requirements
30 of family engagement goals shall be presented.

31
32 In addition to the required annual meeting, at least three (3) additional meetings shall be held at
33 various times of the day and/or evening for parents **and family members** of children (including
34 parents **and families** of migrant children if applicable) participating in the Title I program.
35 These meetings shall be used to provide parents with:

- 36
37 1. Information about programs provided under Title I;
38
39 2. A description and explanation of the curriculum in use, the forms of academic assessment
40 used to measure student progress, and the proficiency levels students are expected to
41 meet;
42
43 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions
44 relating to the education of their children; and
45
46

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4 4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title
5 I program, to the District level.
6

7 Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through
8 payment of transportation and childcare costs.
9

10 The parents **and family members** of children (including parents **and families** of migrant
11 children if applicable) identified to participate in Title I programs shall receive from the school
12 principal and Title I staff an explanation of the reasons supporting each child’s selection for the
13 program, a set of objectives to be addressed, and a description of the services to be provided.
14 Opportunities will be provided for the parents **and family members** to meet with the classroom
15 and Title I teachers to discuss their child’s progress. Parents will also receive guidance as to how
16 they can assist at home in the education of their children.
17

18 Each school in the District receiving Title I funds shall develop jointly with parents and family
19 members of children served in the program a “School-Parent Compact” outlining the manner in
20 which parents, school staff, and students share the responsibility for improved student academic
21 achievement in meeting state standards. The “School-Parent Compact” shall:
22

- 23 1. Describe the school’s responsibility to provide high quality curriculum and instruction in
24 a supportive and effective learning environment enabling children in the Title I program
25 to meet the state’s academic achievement standards;
26
27 2. Indicate the ways in which each parent will be responsible for supporting their child’s
28 learning, such as monitoring attendance, homework completion, and television watching;
29 volunteering in the classroom; and participating, as appropriate, in decisions related to
30 their child’s education and positive use of extracurricular time; and
31
32 3. Address the importance of parent-teacher communication on an ongoing basis with, at a
33 minimum, parent-teacher conferences, frequent reports to parents, and reasonable access
34 to staff.
35

36 **The activities authorized under this policy may include establishing a parent advisory**
37 **board comprised of a sufficient number and representative group of parents or family**
38 **members served by the district to adequately represent the needs of the population served**
39 **by the district for the purposes of developing, revising, and reviewing the parent and family**
40 **engagement policy.**
41

42 *NOTE: Districts with more than one (1) school participating in a Title I program may wish to*
43 *consider the establishment of a district-wide parent advisory council.*
44

45 Legal Reference: Title I of the Elementary and Secondary Education Act
46 20 U.S.C. §§ 6301-6514

§ 1116 Every Student Succeeds Act

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Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

2
3 **INSTRUCTION**

2167

4
5 Correspondence Courses

6
7 The District will permit a student to enroll in an approved correspondence course from a school
8 approved by the National University Extension Association **or the Distance Education**
9 **Accrediting Commission**, in order that such student may include a greater variety of learning
10 experiences within the student's educational program.

11
12 Credit for correspondence courses may be granted, provided the following requirements are met:

- 13
14 1. Prior permission has been granted by the principal;
- 15
16 2. The program fits the education plan submitted by the regularly enrolled student;
- 17
18 3. Credit is granted for the following approved schools:
- 19
- 20 a. Schools approved by the National University Extension Association or through
21 one of the schools approved by the **National Home Study Council Distance**
22 **Education Accrediting Commission**;
 - 23
 - 24 b. Community colleges, vocational-technical institutes, four-(4)-year colleges and
25 universities and state-approved private schools in the state of Montana; and
 - 26
 - 27 c. Other schools or institutions which are approved by the District after evaluation
28 for a particular course offering.
- 29

30 The District shall not be obligated to pay for a student's correspondence courses.

31
32 **The District will accept up to two (2) credits of correspondence coursework. No**
33 **correspondence courses are allowed that serve to supplant required coursework at Shelby**
34 **High School. Correspondence coursework cannot be used to allow a student to graduate**
35 **early from high school.**

36
37
38 Cross Reference: 2410 and 2410P High School Graduation Requirements

39
40 Legal Reference: § 20-7-116, MCA Supervised correspondence study
41 ARM 10.55.906 High School Credit

42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

2
3 **INSTRUCTION**

4
5 Distance, Online, and Technology-Delivered Learning

6
7 For purposes of this policy, “distance learning” is defined as: instruction in which students and
8 teachers are separated by time and/or location with synchronous or asynchronous content,
9 instruction, and communication between student and teacher (e.g., correspondence courses,
10 online learning, videoconferencing, streaming video).

11
12 The District may receive and/or provide distance, online, and technology-delivered learning
13 programs, provided the following requirements are met:

- 14
15 1. The distance, online, and technology-delivered learning programs and/or courses shall
16 meet the learner expectations adopted by the District and be aligned with state content
17 and performance standards;
18
19 2. The District shall provide a report to the Superintendent of Public Instruction,
20 documenting how it is meeting the needs of students under the accreditation standards,
21 who are taking a majority of courses during each grading period via distance, online, and/
22 or technology-delivered programs;
23
24 3. The District will provide qualified instructors and/or facilitators as described in ARM
25 10.55.907(3)(a)(b)(c);
26
27 4. The District will ensure that the distance, online, and technology-delivered learning
28 facilitators receive in-service training on technology-delivered instruction as described in
29 ARM 10.55.907(3)(d); and
30
31 5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-
32 e).

33
34 The District will permit a student to enroll in an approved distance learning course, in order that
35 such student may include a greater variety of learning experiences within the student’s
36 educational program.

37
38 Credit for distance learning courses may be granted, provided the following requirements are
39 met:

- 40
41 1. Prior permission has been granted by the principal;
42
43 2. The program fits the education plan submitted by the regularly enrolled student;
44
45 3. The course does not replace a required course offered by the District;
46

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- 4. The course is needed as credit retrieval and cannot fit into the student’s schedule; and
- 5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student’s distance learning courses.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

Cross Reference:	2410 and 2410P <u>2100</u>	High School Graduation Requirements <u>School Calendar and Year</u>
Legal Reference:	<u>§ 20-9-311(4)(d), MCA</u> <u>Belonging</u> ARM 10.55.602 ARM 10.55.705 ARM 10.55.906 ARM 10.55.907	<u>Calculation of Average Number</u> Definitions Administrative Personnel; Assignment of School Administrators/Principals High School Credit Distance, Online, and Technology Delivered Learning

Policy History:
Adopted on:
Reviewed on:
Revised on:

1 _____ **School District**

2
3 **STUDENTS**

4
5 Entrance, Placement, and Transfer

6
7 Entrance, Date, and Age

8
9 The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th)
10 birthday occurs on or before the tenth (10th) day of September of the school year in which the
11 child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age
12 requirement. All waivers are granted in the sole discretion of the District. A child who meets
13 the requirement of being six (6) years old, but who has not completed a kindergarten program,
14 will be tested and placed at the discretion of the administration. The District requires proof of
15 identity and an immunization record for every child to be admitted to District schools. The
16 trustees may at their discretion assign and admit a child to a school in the district who is under 6
17 years of age or an adult who is 19 years of age or older if there are exceptional circumstances
18 that merit waiving the age provision.

19
20 School Entrance

- 21
- 22 1. The District requires that a student’s parents, legal guardian, or legal custodian present
23 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
24 as proof of residence in the District. Students who are not residents of the District may
25 apply for admission pursuant to Policy 3141.
26
 - 27 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
28 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
29 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
30 approved by the department. Immunizations may not be required if a child qualifies for
31 conditional attendance or an exemption is filed as provided by Montana law.
32
 - 33 3. The above requirements are not to serve as barriers to immediate enrollment of students
34 designated as homeless or foster children as required by the Every Student Succeeds Act
35 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
36 with the local child welfare agency, the school last attended, or other relevant agencies to
37 obtain necessary enrollment documentation **and ensure a student receives education**
38 **services in the best interests of the child. The Superintendent or designee shall serve**
39 **as point of contact with all applicable agencies to review records, facilitate services**
40 **and resolve disputes.**

41
42 Placement

43
44 The District goal is to place students at levels and in settings that will increase the probability of
45 student success. Developmental testing, together with other relevant criteria, including but not
46 limited to health, maturity, emotional stability, and developmental disabilities, may be

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

considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Transfer

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

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

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

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

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

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – 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
	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures

Policy History:

Adopted on:

Reviewed on:

Revised on:

2
3 **STUDENTS**

3125

4
5 Education of Homeless Children

6 Every child of a homeless individual and every homeless child are entitled to equal access to the same
7 free, appropriate public education as provided to children with permanent housing. The District must
8 assign and admit a child who is homeless to a District school regardless of residence and irrespective of
9 whether the homeless child is able to produce records normally required for enrollment. The District may
10 not require an out-of-District attendance agreement and tuition for a homeless child.

11
12 Should a child become homeless over the course of the school year, the child must be able to remain at
13 the school of origin, or be eligible to attend another school in the district.

14
15 The Superintendent will review and revise as necessary rules or procedures that may be barriers to
16 enrollment of homeless children and youths. In reviewing and revising such procedures, the
17 Superintendent will consider issues of transportation, immunization, residence, birth certificates, school
18 records, and other documentation.

19
20 Homeless students will have access to services comparable those offered to other students, including but
21 not limited to:

- 22
23 1. Transportation services;
24 2. Educational services for which a student meets eligibility criteria (e.g., Title I);
25 3. Educational programs for children with disabilities and limited English proficiency;
26 4. Programs in vocational and technical education;
27 5. Programs for gifted and talented students; and
28 6. School nutrition program.

29
30 The Superintendent will give special attention to ensuring the enrollment and attendance of homeless
31 children and youths not currently attending school. The Superintendent will appoint a liaison for
32 homeless children. A “homeless individual” is defined as provided in the McKinney Homeless
33 Assistance Act.

34
35 **Anyone having a concern or complaint regarding placement or education of a homeless child will**
36 **first present it orally and informally to the District homeless liaison. To further ensure that the**
37 **District is removing barriers to the educational access and success of children and youths who are**
38 **homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has**
39 **adopted the dispute resolution form at 3125F.**

40
41 Cross Reference: 1700 Uniform Complaint Procedure
42 3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution
43 Legal Reference: 42 U.S.C. §§42 U.S.C. § 11301 *et seq* 11431, *et seq.*
44 McKinney Homeless Assistance Act
45 § 20-5-101, MCA Admittance of child to school

46
47 Policy History:

48 Adopted on:

49 Reviewed on:

50 Revised on:

2
3 **STUDENTS**

4
5 Sexual Harassment, Sexual Intimidation and Sexual Misconduct

6
7 **Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination**
8 **and are prohibited.** An employee, District agent, or student engages in sexual harassment,
9 **sexual intimidation, and sexual misconduct** whenever that individual makes unwelcome
10 advances, requests sexual favors, or engages in other verbal, non-verbal, **electronic or physical**
11 **contact or** conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

12
13 1. Denies, **deprives**, or limits the provision of educational aid, benefits, services,
14 opportunities, or treatment, or that makes such conduct a condition of a student’s
15 academic status; or

16
17 2. Has the purpose or effect of:

- 18 a. Substantially interfering with a student’s educational environment;
- 19 b. Creating an intimidating, hostile, or offensive educational environment;
- 20 c. **Denying, depriving, or limiting the provision** of educational aid, benefits,
21 services, opportunities, or treatment; or
- 22 d. Making submission to or rejection of such unwelcome conduct the basis for
23 academic decisions affecting a student.

24
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27
28
29 **Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy**
30 **includes verbal, electronic, or physical contact or conduct.** The terms “intimidating,”
31 “hostile,” **“misconduct,”** and “offensive” include conduct that has the effect of humiliation,
32 embarrassment, or discomfort. Examples of **sexual harassment, sexual intimidation, and**
33 **sexual misconduct** include but are not limited to unwelcome or forceful physical touching,
34 crude jokes or pictures, discussions of sexual experiences, **pressure or requests for sexual**
35 **activity or favors**, intimidation by words, actions, insults, or name calling, teasing related to
36 sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. **The**
37 **District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in**
38 **light of all circumstances.**

39
40 Students who believe that they may have been sexually harassed, intimidated, **or been subjected**
41 **to sexual misconduct** should consult a counselor, teacher, Title IX coordinator, or administrator,
42 who will assist them in the complaint process. Supervisors or teachers who knowingly condone

1 or fail to report or assist a student to take action to remediate such behavior of sexual harassment,
2 **intimidation, or misconduct** may themselves be subject to discipline. **The District will report**
3 **any suspected child abuse or neglect to proper authorities in accordance with District**
4 **Policy 5232. The District is authorized to report any violation of this policy to law**
5 **enforcement that is suspected to be a violation of state or federal criminal laws.**
6

7 3225
8 page 2 of 2
9

10 Any District employee who is determined, after an investigation, to have engaged in sexual
11 harassment, **intimidation or misconduct** will be subject to disciplinary action up to and
12 including discharge. Any student of the District who is determined, after an investigation, to
13 have engaged in sexual harassment, **intimidation or misconduct** will be subject to disciplinary
14 action, including but not limited to suspension and expulsion consistent with the District's
15 discipline policy.
16

17 ~~The District will make every effort to ensure that employees or students accused of sexual~~
18 ~~harassment or intimidation are given an appropriate opportunity to defend themselves~~
19 ~~against such accusations.~~
20

21 To the greatest extent possible, the District will treat complaints in a confidential manner. The
22 District realizes that limited disclosure may be necessary in order to complete a thorough
23 investigation. Retaliation against persons who file a complaint is a violation of law prohibiting
24 discrimination and will lead to disciplinary action against an offender.
25

26 Any individual seeking further information should consult the Superintendent for the name of the
27 current Title IX Coordinator for the District. The Superintendent will ensure that student and
28 employee handbooks include the name, address, and telephone number of an individual
29 responsible for coordinating District compliance efforts.
30

31 ~~An individual with a complaint alleging a violation of this policy should follow the Uniform~~
32 ~~Complaint Procedure.~~
33

34 Any person who knowingly makes a false accusation regarding sexual harassment, **intimidation**
35 **or misconduct** likewise will be subject to disciplinary action up to and including discharge with
36 regard to employees or suspension and expulsion with regard to students.
37

38 Cross Reference: 1700 Uniform Complaint Procedure
39 **5232 Abused and Neglected Child Reporting**
40

41 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
42 §§ 49-3-101, et seq., MCA Montana Human Rights Act
43 Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
44 34 CFR Part 106 Nondiscrimination on the basis of sex in
45 education programs or activities receiving
46 Federal financial assistance

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10.55.701(1)(f), ARM
10.55.719, ARM
10.55.801(1)(a), ARM

Board of Trustees
Student Protection Procedures
School Climate

Policy History:

Adopted on:
Reviewed on:
Revised on:

1 _____ **School District**

2

3 **COMMUNITY RELATIONS**

4301

4

5 Visitors to Schools

6

7 The District welcomes visits by parents and citizens to all District buildings. All visitors shall
8 report to the school building's main office on entering any District building **and comply with**
9 **any other applicable school safety and security policy, procedure or protocol. School**
10 **visitors shall not interfere with school operations or delivery of educational services to**
11 **students.** Conferences with teachers should be held outside school hours or during the teacher's
12 conference or preparation time.

13

14

15

16

17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

4
5 Visitor and Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

6
7 Any person, including an adult, who behaves in an unsportsmanlike or inappropriate
8 manner during a visit to the school or a school event may be ejected from the event and/or
9 denied permission to access school buildings or property or school events as determined by
10 the Board of Trustees. Examples of unsportsmanlike or inappropriate conduct include but
11 are not limited to:

- 12
- 13 • Using vulgar or obscene language or gestures;
- 14 • Possessing or being under the influence of any alcoholic beverage or illegal substance;
- 15 • Possessing a weapon;
- 16 • Fighting or otherwise striking or threatening another person;
- 17 • Failing to obey instructions of a security officer or District employee; and
- 18 • Engaging in any illegal or disruptive activity.
- 19 • Other violations of District Policy.
- 20

21 The **Administrator on Duty** is authorized to temporarily restrict access to school buildings
22 or property. The Superintendent may recommend to the Board of Trustees denial of seek
23 to deny future admission to any person by delivering or mailing a notice by certified mail with
24 return receipt requested, containing:

- 25
- 26 1. Date, time, and place of a Board hearing;
- 27
- 28 2. Description of the unsportsmanlike conduct; and
- 29
- 30 3. Proposed time period admission to school buildings or property or school events will be
- 31 denied.
- 32

33 Cross Reference:	4301	Visitors to School
34		
35 Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
36	§ 20-4-303, MCA	Abuse of teachers
37	§ 45-8-101, MCA	Disorderly conduct
38		

39 Policy History

40 Adopted on:

41 Reviewed on:

42 Revised on:

2
3 **COMMUNITY RELATIONS**

4
5 Public Access to District Records

6
7 Within limits of an individual’s right of privacy, the public will be afforded full access to
8 information concerning administration and operations of the District. Public access to District
9 records shall be afforded according to appropriate administrative procedures.

10
11 “District records” include any writing, printing, Photostatting, photographing, etc. (including
12 electronic mail), which has been made or received by the District in connection with the
13 transaction of official business and presented for informative value or as evidence of a
14 transaction, and all other records required by law to be filed with the District. “District records”
15 do not include personal notes and memoranda of staff which remain in the sole possession of the
16 maker and which are not generally accessible or revealed to other persons.

17
18 The Superintendent will serve as the public records coordinator, with responsibility and authority
19 for ensuring compliance with the display, indexing, availability, inspection, and copying
20 requirements of state law and this policy. As coordinator, the Superintendent will authorize the
21 inspection and copying of District records only in accordance with the criteria set forth in this
22 policy.

23
24 In accordance with Title 2, Chapter 6, MCA, the District will make available for public
25 inspection and copying all District records or portions of records, except those containing the
26 following information:

- 27
- 28 1. Personal information in any file maintained for students. Information in student records
29 will be disclosed only in accordance with requirements of the Family Educational Rights
30 and Privacy Act of 1974 and adopted District policy.
 - 31
32 2. Personal information in files maintained for staff, to the extent that disclosure will violate
33 their right to privacy.
 - 34
35 3. Test questions, scoring keys, or other examination data used to administer academic tests.
 - 36
37 4. The contents of real estate appraisals made for or by the District relative to the
38 acquisition of property, until the project is abandoned or until such time as all of the
39 property has been acquired, but in no event will disclosure be denied for more than three
40 (3) years after appraisal.
 - 41
42 5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which
43 opinions are expressed or policies formulated or recommended, except a specific record
44 shall not be exempt when publicly cited by the District in connection with any District
45 action.
- 46
47

- 1
- 2
- 3
- 4 6. Records relevant to a controversy to which the District is a party, but which would not be
- 5 available to another party under the rules of pretrial discovery, for cases pending
- 6 resolution.
- 7
- 8 7. Records or portions of records, the disclosure of which would violate personal rights of
- 9 privacy.
- 10
- 11 8. Records or portions of records, the disclosure of which would violate governmental
- 12 interests.
- 13
- 14 **9. Records or information relating to individual or public safety or the security of**
- 15 **public schools if release of the information jeopardizes the safety of facility**
- 16 **personnel, the public, students in a public school.**
- 17

18 If the District denies any request, in whole or in part, for inspection and copying of records, the
19 District will provide the requesting party with reasons for denial.

20

21 If the record requested for inspection and/or copying contains both information exempted from
22 disclosure and non-exempt information, the District shall, to the extent practicable, produce the
23 record with the exempt portion deleted and shall provide written explanation for the deletion.

24

25 The District will not provide access to lists of individuals, which the requesting party intends to
26 use for commercial purposes or which the District reasonably believes will be used for
27 commercial purposes if such access is provided. However, the District may provide mailing lists
28 of graduating students to representatives of the U.S. armed forces and the National Guard for
29 purpose of recruitment.

30

31 The coordinator is authorized to seek an injunction to prevent disclosure of records otherwise
32 suitable for disclosure, when it is determined reasonable cause exists to believe disclosure would
33 not be in the public interest and would substantially or irreparably damage any person or would
34 substantially or irreparably damage vital governmental functions.

35

36

37

38 Legal Reference: Title 20, Ch. 6, MCA School districts
39 **§ 2-6-1001, MCA, et seq. Public Records**

40

41 Policy History:

42 Adopted on: 02/2000
43 Reviewed on: 11/12/13
44 Revised on:

2
3 **PERSONNEL**

4
5 Sexual Harassment, Sexual Intimidation **and Sexual Misconduct** in the Workplace

6
7 The District will strive to provide employees a work environment free of unwelcome sexual
8 advances, requests for sexual favors, and other verbal or physical conduct or communications
9 constituting sexual harassment, **or misconduct**, as defined and otherwise prohibited by state and
10 federal law.

11
12 The District prohibits its employees from engaging in any conduct of a sexual nature when:

- 13
- 14 • Submission to such conduct is made either explicitly or implicitly a term or condition of
- 15 an individual’s employment;
- 16 • Submission to or rejection of such conduct by an individual is used as a basis for
- 17 employment decisions affecting that individual; or
- 18 • Such conduct has the purpose or effect of substantially interfering with the individual’s
- 19 work performance or creating an intimidating, hostile, or offensive work environment.
- 20 • **Such conduct deprives the individual of their rights to equal employment under**
- 21 **District policy and state or federal law.**
- 22

23 Sexual harassment, **sexual intimidation and sexual misconduct** prohibited by this policy
24 includes verbal, **electronic**, or physical **contact or** conduct. The terms “intimidating,” “hostile,”
25 **“misconduct,”** or “offensive” include but are not limited to conduct that has the effect of
26 **deprivation of rights**, humiliation, embarrassment, or discomfort. **Examples of sexual**
27 **harassment, sexual intimidation, and sexual misconduct include but are not limited to**
28 **unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual**
29 **experiences, pressure or requests for sexual activity or favors, intimidation by words,**
30 **actions, insults, or name calling, teasing related to sexual characteristics, and spreading**
31 **rumors related to a person’s alleged sexual activities.** The District will evaluate sexual
32 harassment, **sexual intimidation, and sexual misconduct** in light of all circumstances.

33
34 A violation of this policy may result in disciplinary action, up to and including termination of
35 employment. **The District is authorized to report any violation of this policy to law**
36 **enforcement that is suspected to be a violation of state or federal criminal laws.**

37
38 Employees who believe they may have been sexually harassed intimidated, **or been subjected to**
39 **sexual misconduct** should contact the Title IX Coordinator or an administrator, who will assist
40 them in filing a complaint. An individual with a complaint alleging a violation of this policy
41 shall follow the Uniform Complaint Procedure.

42
43 Any person who knowingly makes false accusation regarding sexual harassment **intimidation or**
44 **misconduct** will likewise be subject to disciplinary action, up to and including termination of
45 employment.

1 Cross Reference: 1700 Uniform Complaint Procedure
2
3 Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), 29 C.F.R.
4 § 1604.11
5 Title IX of the Education Amendments, 20 U.S.C. §§ 1681,
6 Montana Constitution, Art. X, § 1 - Educational goals and duties
7 § 49-2-101, MCA Human Rights Act
8 *Harris v. Fork Lift Systems*, 114 S.Ct. 367 (1993)
9
10 Policy History:
11 Adopted on:
12 Reviewed on:
13 Revised on:

1 _____ **School District**

2
3 **PERSONNEL**

5223

4
5 Personal Conduct

6
7 School District employees will abide by all district policies, state and federal laws in the course
8 of their employment. Where applicable, employees will abide by and honor the professional
9 educator code of conduct.

10
11 All employees are expected to maintain high standards of honesty, integrity, professionalism,
12 decorum, and impartiality in the conduct of District business. All employees shall maintain
13 appropriate employee-student relationship boundaries in all respects, including personal, speech,
14 print, and digital communications.

15
16 **While on school property, employees shall not injure or threaten to injure another person;**
17 **damage another’s property or that of the District; or use, control, possess or transfer any**
18 **weapon or any item that could be reasonably considered to be a weapon as defined in**
19 **Policies 3310 and 3311. “School property” means within school buildings, in vehicles used**
20 **for school purposes, or on grounds leased or owned by the school district.**

21
22 In accordance with state law, an employee shall not dispense or utilize any information gained
23 from employment with the District, accept gifts or benefits, or participate in business enterprises
24 or employment that creates a conflict of interest with the faithful and impartial discharge of the
25 employee’s District duties. A District employee, before acting in a manner which might impinge
26 on any fiduciary duty, may disclose the nature of the private interest which would create a
27 conflict. Care should be taken to avoid using or avoid the appearance of using official positions
28 and confidential information for personal advantage or gain.

29
30 Further, employees are expected to hold confidential all information deemed not to be for public
31 consumption as determined by state law and Board policy. Employees also will respect the
32 confidentiality of people served in the course of an employee’s duties and use information gained
33 in a responsible manner. The Board may discipline, up to and including discharge, any
34 employee who discloses confidential and/or private information learned during the course of the
35 employee’s duties or learned as a result of the employee’s participation in a closed (executive)
36 session of the Board. Discretion should be used even within the school system’s own network of
37 communication and confidential information should only be communicated on a need to know
38 basis.

39
40 Administrators and supervisors may set forth specific rules and regulations governing staff
41 conduct on the job within a particular building.

42
43 Cross Reference: Professional Educators of Montana Code of Ethics
44 Policy 3310 – Student Discipline
45 Policy 3311 – Firearms and Weapons
46

1 Legal Reference: § 20-1-201, MCA School officers not to act as agents
2 Title 2, Chapter 2, Part 1 Standards of Conduct
3 § 39-2-102, MCA What belongs to employer
4 § 45-8-361, MCA Possession or allowing possession of
5 a weapon in a school building
6

7
8 Policy History:
9 Adopted on:
10 Reviewed on:
11 Revised on:

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PERSONNEL

Reduction in Force

The Board has exclusive authority to determine the appropriate number of employees. A reduction in ~~certified~~ employees may occur as a result of but not be limited to changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.

The Board will follow the procedure stated in the current collective bargaining agreement, if applicable, when considering a reduction in force. The reduction in ~~certified~~ employees, ~~other than administrators~~, will generally be accomplished through normal attrition when possible. The Board may terminate ~~certified~~ employees, if normal attrition does not meet the required reduction in force.

If no collective bargaining agreement covers the affected employee, the Board will consider needs of the students, employee performance evaluations, staff needs, and other reasons it deems relevant, in determining order of dismissal when it reduces classified staff or discontinues some type of educational service.

Cross Reference: 5250 Termination from Employment, Non-Renewal of Employment

Legal Reference: § 39-2-912, MCA Exceptions

Policy History:

Adopted on:
Reviewed on:
Revised on:

4
5 Tobacco Free Policy

6
7 The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to
8 cigarettes, cigars, snuff, pipe smoking tobacco, smokeless tobacco, and any other tobacco or
9 nicotine **delivery** innovation.

10
11 Use of tobacco or nicotine products in a public school building or on public school property is
12 prohibited, unless used in a classroom or on other school property as part of a lecture,
13 demonstration, or educational forum sanctioned by a school administrator or faculty member,
14 concerning the risks associated with using tobacco products or in connection with Native
15 American cultural activities.

16
17 For the purpose of this policy, “public school building or public school property” means:

- 18
19 • Public land, fixtures, buildings, or other property owned or occupied by an institution for
20 the teaching of minor children, that is established and maintained under the laws of the
21 state of Montana at public expense; and
- 22
23 • Includes playgrounds, school steps, parking lots, administration buildings, athletic
24 facilities, gymnasiums, locker rooms, and school vehicles.

25
26
27 Violation of the policy by students and staff will be subject to actions outlined in District
28 discipline policies.

29	30	31
32	Legal Reference: § 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited
33		
34	§ 50-40-104(4)(e), MCA	Smoking in enclosed public places prohibited – notice to public - place where prohibition inapplicable
35		
36	ARM 37.111.825(5)	Health Supervision and Maintenance
37	42 U.S.C. 1996, 1996a	American Indian Religious Freedom Act
38		
39		
40		

41 Policy History:
42 Adopted on:
43 Reviewed on:
44 Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Service Animals

6 For the purposes of this policy, state law defines a service animal as a dog or any other animal
7 that is individually trained to do work or perform tasks for the benefit of an individual with a
8 disability. Federal law definition of a disability includes a physical, sensory, psychiatric,
9 intellectual, or other mental disability.

10
11 The District shall permit the use of a miniature horse by an individual with a disability,
12 according to the assessments factors as outlined in Policy 8425P, if the miniature horse has been
13 individually trained to do work or perform tasks for the benefit of the individual with a disability.

14
15 The Shelby School District will permit the use of service animals by an individual with a
16 disability according to state and federal regulations. **The School District will honor requests**
17 **for service animals in accordance with the applicable Section 504 or Special Education**
18 **policy adopted by the Board of Trustees.** The work or tasks performed by a service animal
19 must be directly related to the handler’s disability.

20
21 Examples of work or tasks **performed by the service animal to accommodate an identified**
22 **disability** include, but are not limited to, assisting individuals who are blind or have low vision
23 with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the
24 presence of people or sounds, providing nonviolent protection or rescue work, pulling a
25 wheelchair, assisting an individual during a seizure, alerting individuals to the presence of
26 allergens, retrieving items such as medicine or the telephone, providing physical support and
27 assistance with balance and stability to individuals with mobility disabilities, and helping persons
28 with psychiatric and neurological disabilities by preventing or interrupting impulsive or
29 destructive behaviors.

30
31 The crime deterrent effects of an animal’s presence and the provision of emotional support, well-
32 being, comfort, or companionship do not constitute work or tasks for the purposes of this
33 definition.

34
35 The District may ask an individual with a disability to remove a service animal from the
36 premises if:

- 37 • The animal is out of control and the animal’s handler does not take effective action to
38 control it; or
- 39 • The animal is not housebroken

40
41 The District is not responsible for the care or supervision of the service animal.

42
43 Individuals with disabilities shall be permitted to be accompanied by their service animals in all
44 areas of the District’s facilities where members of the public, participants in services, programs
45 or activities, or invitees, as relevant, are allowed to go.

1 Cross Reference: Policy 8425P Procedure for allowance of service animals
2 ~~Policy 8425F~~ ~~Service Animals in District Facilities Form~~
3 Policy 2161 Special Education
4 Policy 2162 Section 504 of the Rehabilitation Act of 1973
5 Policy
6 Legal Reference: 28 CFR 35.136 Service Animals
7 28 CFR 35.104 Definitions
8 49-4-203(2), MCA Definitions
9 Policy History:
10 Adopted on:
11 Reviewed on:
12 Revised on:

4
5 Service Animal Allowance Procedure

6
7 **The School District will honor requests for service animals by students or staff in**
8 **accordance with the applicable Section 504 or Special Education policy adopted by the**
9 **Board of Trustees.** The following procedures have been developed which will help guide the

10 administration when a request for the use of a service animal has been presented by an individual
11 with a disability.

12
13 *Inquiries:* The administration shall not ask about the nature or extent of a person's disability, but
14 may make two inquiries to determine whether an animal qualifies as a service animal. The
15 administration may ask if the animal is required because of a disability and what work or task the
16 animal has been trained to perform. The administration shall not require documentation, such as
17 proof that the animal has been certified, trained, or licensed as a service animal. Generally, the
18 administration may not make these inquiries about a service animal when it is readily apparent
19 that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the
20 dog is observed guiding an individual who is blind or has low vision, pulling a person's
21 wheelchair, or providing assistance with stability or balance to an individual with an observable
22 mobility disability).

23
24 *Exclusions:* The administration may ask the individual to remove the service animal from the
25 premises if the animal is out of control and the handler does not take effective action to control
26 it, or if the animal is not housebroken. If the administration properly excludes the service
27 animal, it shall give the individual the opportunity to participate in the service, program, or
28 activity without having the service animal on the premises.

29
30 *Surcharges:* The administration shall not ask or require the individual to pay a surcharge, even if
31 people who are accompanied by pets are required to pay fees, or to comply with other
32 requirements generally not applicable to people without pets. If the District normally charges
33 individuals for the damage they cause, the individual may be charged for damage caused by his
34 or her service animal.

35
36 *Miniature horses assessment factors:* In determining whether reasonable modifications can be
37 made to allow a miniature horse into a specific facility, the District shall consider:

- 38
39
 - The type, size, and weight of the miniature horse
 - Whether the miniature horse is housebroken, and
 - Whether the miniature horse's presence in a specific facility compromises legitimate

40
41
42 safety requirements that are necessary for safe operation.

43
44 Policy History:
45 Promulgated on:
46 Reviewed on:

Service Animals in District Facilities

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: _____

2. Type of service animal (breed, age, and history): _____

3. Insurance company insuring the service animal: _____
Attached proof of insurance: Received Not Received
4. Agent name and address: _____

5. Phone number: _____
Proof of current and proper vaccinations: Received Not Received
Documentation of Public Access Test (PAT): Received Not Received

8. Name of trainer or organization who administered the PAT: _____

9. Address of trainer or organization: _____

10. Phone number of trainer or organization: _____

11. List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal: _____
 Received Not Received
12. Has the student/staff member requesting use of the animal been trained as the animal's handler? Yes
 No
If no, who will act as the trained handler for the animal during the school/work day? _____

13. Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.) Yes No

14. Describe the manner in which the service animal will meet the student's/staff's individual needs:



Shelby Public School District #14



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SHELBY SCHOOL DISTRICT ELEMENTARY PRINCIPAL INTERVIEWS

Date: Thursday, April 11, 2019

Candidate	Candidate 1	Candidate 2	Candidate 3
11:30 - 11:45	Meet at Administrative Building		
11:50 - 12:30	Lunch with Students and Board Member		
12:30 - 1:10	Shelby Tour w/ Board Member	Shelby Tour w/ Board Member	Shelby Tour w/ Board Member
1:15 - 1:40	Elem Principal Meeting and Facility Tour	Superintendent Meeting	HS Principal Meeting and Facility Tour
1:45 - 2:10	Elem Student Council Meeting	Elem Principal Meeting and Facility Tour	Superintendent Meeting
2:15 - 2:40	HS Principal Meeting and Facility Tour	Elem Student Council Meeting	Elem Principal Meeting and Facility Tour
2:45 - 3:10	Superintendent Meeting	HS Principal Meeting and Facility Tour	Elem Student Council Meeting
3:15 - 3:40	Break	Break	Break
3:45 - 4:50	Boardroom Interview	Library Meet Teachers	Break - Elem Teacher's Lounge (Dinner)
5:00 - 6:05	Library Meet Teachers	Break - Elem Teacher's Lounge (Dinner)	Boardroom Interview
6:15 - 7:20	Break - Elem Teacher's Lounge (Dinner)	Boardroom Interview	Library Meet Teachers
7:30 - 8:30	----- Meet and Greet with Community -----		

Elliott Crump
Superintendent

Melitt Flynn
District Clerk

Brian Aklestad
Chairman of the Board