



# 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, March 10, 2020

Time: 7:00 PM

- |  |                |
|--|----------------|
| 1. Call To Order   | Ms. James      |
| 2. Pledge Allegiance   | Ms. James      |
| 3. Review and Approval of Minutes  | Ms. James      |
| 4. Review and Approval of Claims and Voided Checks   | Ms. Flynn      |
| 5. Public Comment  | Ms. James      |
| 6. Reports   |                |
| a. Teacher Report  | Kamie Barnhill |
| b. Elementary Board Report   | Mr. Smith      |
| c. JH/HS Board Report  | Mr. Fisher     |
| d. Superintendent Schedule   | Mr. Crump      |
| 7. Action Items  | Mr. Crump      |
| a. Senior Trip   |                |
| b. Resignation   |                |
| i. Klesa Schmidt   |                |
| c. Hire  |                |
| i. JH Head Track Coach - Mac McDermott   |                |
| ii. JH Ass't Track Coach - Tracy Richman   |                |
| iii. School Play - Rikki Bleecker  |                |
| iv. Counselor - David Madison  |                |
| d. Track Completion / Naming of the Track  |                |
| e. Big Rose Colony   |                |
| f. Policy Updates - Second Reading   |                |
| i. 5510 - HIPPA (change line and remove name)  |                |
| g. Consideration and Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2021 |                |
| h. Establish Elementary and High School Levy Election Amounts  |                |
| i. JH/HS Principal Renewal   |                |
| j. Elem Principal Renewal  |                |
| k. Budget Amendment Resolution   |                |



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- I. SEA Negotiations
  - m. Custodial/Bus Negotiations
  - n. Attendance/Transportation Agreements
  8. Discussion Items Mr. Crump
    - a. Trustee Election Update
    - b. Open Position Update
    - c. Facility Maintenance Update
    - d. MSU Practicum Update
  9. Correspondence Mr. Crump
  10. Next Meeting of the Board - Tuesday, April 14, 2020, at 7 PM Ms. James
  11. Adjournment Ms. James

**MINUTES**  
**February 11, 2020**

**CALL TO ORDER**

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

Members present were: Rikki James, Dan Leck, Jay Hould, Brian Aklestad, Richard Jorata, Angela Lamb and Krista Mellinger. Member(s) absent: none. The superintendent, clerk, elementary and high school principals were present. Visitors present were Suzanne Hough, John Hough, Ron Gruber, Sara White, Philip Kleinsasser, Kariana Bushnell, Merle Clark Bancroft, Bryan Kell-Dell, Kendra and Kaylynn Seymour, Sonya and Robert McLean.

The **Pledge of Allegiance** was recited.

**APPROVAL OF MINUTES**

A motion was made to approve the minutes of the January 14, 2020 regular board meeting.

Motion: Richard Jorata

Second: Brian Aklestad- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 70727 through 70771. The student activity checks for this month were numbered 15360 through 15444. The claims approval list may be referenced in the claims approval file in the Administration office and the Student Activities accounts may be referenced in the Student Activities file in the administration office.

Motion: Richard Jorata

Second: Brian Aklestad- passed unanimously.

Voided Checks

Student Account checks numbered 15427-15432 were voided due to printer malfunction and the following Student Account checks were also voided due to cancellation of girls/boys basketball jamboree:

<u>Check Number</u>	<u>Amount</u>	<u>Payee</u>
15447	\$144.00	Travis Clark
15448	\$180.40	Zach Johannsen
15449	\$242.00	Vince Somerfeld
15450	\$160.80	Taylor Ratliff

Motion: Brian Aklestad

Second: Richard Jorata- passed unanimously.

**Public Comment**

Brian Aklestad thanked all of the people that helped making the Speech and Drama Divisional Meet in Shelby a great success.

Elliott Crump congratulated the Special Education Department for receiving a perfect evaluation from the State for not having any errors on their paperwork. He added that this evaluation takes place every five years.

Sara Aikins White congratulated the cheer team and their coaches for a successful cheer camp. She added that there were 43 participants and they will be performing at halftime during the boys basketball game on Friday, February 14<sup>th</sup>.

**Reports**

Teacher Report

Kariana Bushnell is the new sixth grade teacher for the district. She presented to the Board on the activities that her class has been working on. She told the Board that they had been reading a couple of novels and she added that the students in her class had really improved their writing skills.

Elementary School Principal Report

Elementary Principal Dustin Smith discussed the previous and the upcoming events happening at the Elementary School.

#### Junior High/High School Report

Principal Kyle Fisher discussed the previous and the upcoming events happening and enrollments at the junior high and high school. In addition to his report, Mr. Fisher also thanked Jodi Aklestad and the community for all their hard work during the Speech and Drama Divisional Meet.

#### Superintendent's Report

The Superintendent told the Board that he will be attending the State Wrestling Meet in Billings and he will also be busy with the District C Basketball Tournament here in Shelby.

### **ACTION ITEMS**

#### New Bus Stops

Mr. Crump made a recommendation to approve a new bus stop located at the southeastern part of Shelby.

Motion: Jay Hould

Second: Angela Lamb- passed unanimously.

Mr. Crump made a recommendation to approve a new bus stop located at the North Ethridge Road.

Motion: Jay Hould

Second: Angela Lamb

Jay Hould, Angela Lamb, Rikki James, Richard Jorata and Krista Mellinger voted yes on the motion, while Brian Aklestad and Dan Leck voted no on the motion. The motion passed with 5-2 votes.

#### Trustee Resolution to Call for an Election

A motion was made to pass a resolution to call for an election.

Motion: Jay Hould

Second: Brian Aklestad- passed unanimously.

#### Open Positions

Mr. Crump made a recommendation to open the following positions:

Junior/High School Counselor

Business Teacher

Junior/High School Title Teacher

Math Teacher

Motion: Krista Mellinger

Second: Angela Lamb- passed unanimously.

Elementary Position- 6<sup>th</sup> grade teacher

Motion: Krista Mellinger

Second: Jay Hould- passed unanimously.

#### Policy Updates-First Reading

A motion was made to approve the first reading of policy # 5510- HIPPA

Motion: Richard Jorata

Second: Jay Hould- passed unanimously.

#### Policy Updates-Second Reading

A motion was made to approve the second and final reading of policy # R 5328P- FMLA Guidance

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

#### 2020-2021 Calendar Adoption

Mr. Crump made a recommendation to approve the 2020-2021 school calendar.

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

#### K-6 ELA Curriculum Proposal

Mr. Crump made a recommendation to accept the proposal from Houghton Mifflin Court for the K-6 ELA Curriculum in the amount of \$ 59,110.96 which is a 6 year program.

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

#### Budget Amendment Proclamation

A motion was made to approve the budget amendment proclamation for an amendment of the elementary general budget for the fiscal year 2019-2020 in the amount of \$59,110.96 for the

purpose of purchasing K-6 Reading Curriculum by which the anticipated source of financing the budget amendment expenditures will be the elementary general fund reserve.

Motion: Jay Hould

Second: Krista Mellinger- passed unanimously.

## **DISCUSSION**

### Walk Through Review

The Board discussed about the different projects that needed to be done during the walk through and Mr. Crump provided them with the list of projects at the board meeting.

### SEA Negotiations

The next meeting is scheduled for February 18, 2020.

### Custodial/Bus Driver Negotiations

Have not started anything yet.

### Big Rose Colony

No new information at this time.

### MHSA Annual Meeting Proposal Results

Proposal to Amend Eligibility By-Law-No- **Approved with amendments**

Proposal to Amend Eligibility By-Law- Home School- No- **Failed, removed**

Proposal to Amend Eight Grade Participation, Academic and Transfer By-Laws- Yes- **Failed**

Proposal to Amend Award Rule By-Law- Yes **Approved**

Proposal to Amend Penalties By-Law- No- **Approved**

Proposal to Add Co-Op Trophy Language-Yes- **Approved**

Proposal to Amend Semi- Final Trophies for Football and Soccer- Yes- **Failed**

Proposal to Amend the Golf Coaching Rule- Yes - **Approved**

Proposal to Change the Format of the State Volleyball Bracket- No- **Failed**

Proposal to Add Girls' Wrestling as a MHSA Sanctioned Sport- Yes- **Approved**

Proposal to Add Boys' Powerlifting as a MHSA Sanctioned Sport- No- **Approved**

### Correspondence

None

## **NEXT MEETING OF THE BOARD**

Regular Meeting, Tuesday, March 10, 2020 at 7:00 p.m.

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

## **ADJOURNMENT**

Chairperson Rikki James adjourned the meeting at 8:08 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**

SHELBY SCHOOL DISTRICT  
Budget vs. Actual Report  
For the Accounting Period: 2 / 20

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	190,734.80	1,306,262.44	0.00	1,306,262.44	2,637,695.53	1,331,433.09
110 Transportation Fund	11,736.95	70,375.63	593.95	70,969.58	160,000.00	89,030.42
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	48,502.30	48,502.30
113 Tuition	5,494.50	28,252.39	0.00	28,252.39	80,000.00	51,747.61
114 Retirement	26,058.52	157,895.05	0.00	157,895.05	365,000.00	207,104.95
128 Technology Fund	3,648.63	22,612.71	300.00	22,912.71	51,999.10	29,086.39
129 Flexibility Fund	2,125.00	11,471.40	0.00	11,471.40	45,697.56	34,226.16
150 Debt Service	0.00	9,237.51	0.00	9,237.51	296,838.95	287,601.44
161 Building Reserve	4,035.70	11,683.57	0.00	11,683.57	62,855.54	51,171.97
201 General Fund	138,287.28	924,416.94	552.84	924,969.78	1,583,655.59	658,685.81
210 Transportation Fund	7,751.27	58,308.52	395.96	58,704.48	130,000.00	71,295.52
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	162,376.95	162,376.95
213 Tuition	1,869.79	8,840.19	0.00	8,840.19	80,000.00	71,159.81
214 Retirement	18,173.52	118,206.50	0.00	118,206.50	230,000.00	111,793.50
217 ADULT EDUCATION FUND	0.00	0.00	0.00	0.00	70,000.00	70,000.00
228 Technology Fund	2,659.51	38,375.00	300.00	38,675.00	53,549.82	14,874.82
229 Flexibility Fund	0.00	14,386.14	0.00	14,386.14	88,298.93	73,912.79
250 Debt Service	0.00	4,796.88	0.00	4,796.88	148,121.33	143,324.45
261 Building Reserve	3,195.97	22,493.69	0.00	22,493.69	195,464.50	172,970.81
Grand Total:	415,771.44	2,807,614.56	2,142.75	2,809,757.31	6,490,056.10	3,680,298.79

03/05/20  
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SHELBY SCHOOL DISTRICT  
Claim Approval List  
For the Accounting Period: 2/20

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Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
54297		5143 3 RIVERS TELEPHONE COOPERATIVE	1,538.84					
	Camrose 0210							
1		03/01/20 fiber lease/dsl	370.49		101	100-1000	531	
2		03/01/20 fiber lease/dsl	370.49		201	100-1000	531	
3		03/01/20 fiber lease/dsl	370.49		101	100-2300	531	
4		03/01/20 fiber lease/dsl	370.49		201	100-2300	531	
5		03/01/20 admin phone bill	13.68		101	100-2300	531	
6		03/01/20 el phone bill	8.96		101	100-2400	531	
7		03/01/20 hs phone bill	34.24*		201	100-2400	531	
G1007		7082 ALYSSA A. CLIVER	348.43					
1		03/03/20 mileage	298.43		182	107-2212	582	570
2		03/03/20 phone allowance	50.00*		182	107-2212	531	570
54302		6830 AMBER D. SANCHEZ	90.00					
1		02/28/20 verizon data plan-3months	90.00		201	100-1000	531	
2		02/28/20 Jan.-Feb.-March	0.00		201	100-1000	531	
54320		5928 ARMACOST TRANE SERVICE CO	3,355.97					
1		41129 02/17/20 worked on boiler-faulty	2,175.97		261	100-2600	440	
2		41129 02/17/20 hot water valve actuator	0.00		261	100-2600	440	
3		40349 09/16/19 worked on boiler at EL	1,180.00		161	100-2600	440	
4		40349 09/16/19 nvoice was misplaced	0.00		161	100-2600	440	
54329		7100 ASUS Computer International	266.30					
1		2190075316 10/01/19 tech supplies	159.78*		128	100-1000	682	
2		2190075316 10/01/19 tech supplies	106.52*		228	100-1000	682	
3		2190075316 10/01/19 invoice misplaced	0.00*		228	100-1000	682	
54307		59 BEN TAYLOR INC	2,849.16					
1		22443 02/25/20 bus route fuel	694.79		110	100-2700	624	
2		22443 02/25/20 bus route fuel	463.18		210	100-2700	624	
3		22443 02/25/20 HS athletic trips	899.32		201	720-3500	624	
4		22443 02/25/20 HS non-athletic trips	379.40		201	710-3400	624	
5		22443 02/25/20 Colony vehicle	107.09		101 71	100-1000	624	
6		22443 02/25/20 JH athletic trips	193.13*		101	720-3500	624	
7		22443 02/25/20 JH non athletic trips	65.08		101	100-2400	624	
8		22443 02/25/20 driver's education	15.00		218	100-1000	624	
9		694087 02/07/20 fuel charges	32.17		210	100-2700	624	
54289		3975 BRIAN AKLESTAD	520.20					
9 (# of trips )x 60 miles x .58=313.20 - through Dec. 2019								
6 X 60 X .575 x.575=207.00 included 3 committee meetings- Feb.								
18, 2020								
Total =520.20								
1		02/11/20 miles-9 trips X .58	313.20		201	100-2400	582	
2		02/18/20 miles-6 trips X .575	207.00		201	100-2400	582	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
G1008		4996 BRIANNA HANSEN	50.00						
1		03/03/20 phone allowance	50.00*		182	107-2212	531	570	
54333		6748 BRYSON SALES AND SERVICE OF	67.18						
1		100-277506 03/04/20 bus parts	40.31		210	100-2700	610		
2		100-277506 03/04/20 bus parts	26.87		110	100-2700	610		
54287		6196 Building Codes Bureau/Elevator	720.00						
1		002323 02/12/20 annual cert.of inspection-EL	240.00*		101	100-2600	810		
2		002324 02/12/20 annual cert.of inspection-EL	240.00*		101	100-2600	810		
3		002265 02/12/20 annual cert.of inspection-HS	240.00*		201	100-2600	810		
54308		5023 CAMROSE COLONY	1,173.05						
		breakfast reduced- 242 X \$1.45							
		lunch reduced-243 X \$2.90							
1		02/28/20 February Food Program	1,173.05		212	910-3100	630		
54331		5965 CARMELITA FLYNN	109.90						
1		03/05/20 MASBO Budget Workshop	76.93		101	100-2500	582		
2		03/05/20 meals/mileage-Great Falls	32.97		201	100-2500	582		
54274		4585 CDW GOVERNMENT, INC.	3,233.77						
1		WSK9680 02/06/20 Trend Micro yr Renewal	460.00*	11351	128	100-1000	680		
2		WSK9680 02/06/20 Trend Micro yr Renewal	460.00*	11351	228	100-1000	680		
3		WSK9680 02/06/20 Trend Micro yr Renewal	460.00*	11351	128	100-1000	680		
4		WSK9680 02/06/20 Trend Micro yr Renewal	460.00*	11351	228	100-1000	680		
5		WSK9680 02/06/20 Trend Micro yr Renewal	460.00*	11351	128	100-1000	680		
6		WSK9680 02/06/20 Trend Micro yr Renewal	460.00*	11351	228	100-1000	680		
7		WSP4057 02/07/20 Cisco SMARTnet renewal	236.88*	11352	128	100-1000	680		
8		WSP4057 02/07/20 Cisco SMARTnet renewal	236.89*	11352	228	100-1000	680		
54298		3 CITY OF SHELBY WATER DEPT	4,121.00						
1		02/24/20 bus barn/water/garbage	101.86		110	100-2700	421		
		BUS BARN WATER BILL							
2		02/24/20 bus barn/water/garbage	67.90		210	100-2700	421		
		BUS BARN WATER BILL							
3		02/24/20 water/garbage/sewer/landfill	2,370.75*		101	100-2600	421		
		WATER, GARBAGE & LANDFILL BILL							
4		02/24/20 water/garbage/sewer/landfill	1,580.49*		201	100-2600	421		
		WATER, GARBAGE & LANDFILL BILL							
54325		1610 COMBUSTION SERVICE COMPANY INC	2,855.70						
3		30599 02/17/20 install flame guard control	2,855.70		161	100-2600	440		
4		30599 02/17/20 labor and parts	0.00		161	100-2600	440		



03/05/20  
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
54324		7122 CTL Corporation	1,040.31						
1		0298144 03/02/20 CTL J41 Ruggedized	229.00*	11354	228	100-1000	670		
2		0298144 03/02/20 NL6 Battery Pack	780.00*	11354	128	100-1000	670		
3		0298144 03/02/20 shipping	31.31*		128	100-1000	670		
54301		15 CULLIGAN SOFT WATER SERVICE	197.00						
1		02/29/20 Admin water/cooler rental	8.00*		110	100-2700	450		
2		02/29/20 EL water/cooler rental	8.00		101	100-2600	450		
3		02/29/20 HS water/cooler rental/50 lb	181.00		201	100-2600	450		
4		02/29/20 solar salt delivery	0.00		201	100-2600	450		
54312		6311 DAKTRONICS, INC	2,836.00						
1		6869668 12/04/19 scoreboard led light strip	2,836.00		201	720-3500	610		
54300		7106 DAYS INN BILLINGS	1,228.80						
1		559-044466 02/27/20 Wrestling Team lodging/Sta	1,228.80		201	720-3500	582		
54285		7009 DE LAGE LANDEN FINANCIAL SERVICES,	275.00						
1		66950401 02/15/20 GTCC copier lease	275.00		182	108-2212	550	580	
54292		6960 EBMS	194.00						
3		000134972 01/31/20 ACA fee 111 X \$2	135.80		101	100-2400	810		
4		000134972 01/31/20 January 2020	58.20		201	100-2400	810		
54311		5843 EDGEWATER INN & RV PARK	3,069.36						
1		#46079 02/27/20 lodging-boys divisional	3,069.36		201	720-3500	582		
54283		6879 ELLIOTT CRUMP	144.00						
1		02/17/20 meals at State Wrestling	69.00		201	720-3500	582		
2		03/02/20 meals at Boys BBall divisional	75.00		201	720-3500	582		
54332		2896 Employee Benefit Management	57,154.52						
		\$3495.79 add this amount to the to total health insurance premium for GTCC							
		\$632.50 EL retiree insurance incentive=Kathy Cleverly							
		\$632.50- HS retiree insurance incentive= Clay Davis							
1		03/01/20 health ins premium	47,570.95*		189	100-2500	260		
3		03/01/20 EL retiree incentive	632.50		101	100-2500	261		
4		03/01/20 HS retiree incentive	632.50*		201	100-2500	261		
5		03/01/20 retirees premium/TRS ACH	4,822.78*		189	100-2500	260		
6		03/01/20 GTCC-Feb. premiums	3,495.79*		189	100-2500	260		
54293		220 FISHER'S TECHNOLOGY	1,607.92						
6		784079 03/03/20 copy charges	851.95*		101	100-2300	550		
7		784079 03/03/20 copy charges	365.12*		201	100-2300	550		
10		779943 02/19/20 staples	105.00		201	100-2300	610		
11		784436 03/04/20 contract overage	200.10*		101	100-2300	550		
12		784436 03/04/20 contract overage	85.75*		201	100-2300	550		

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
54323		22 GENERAL DISTRIBUTING CO	479.62					
1		00845546 02/17/20 welding supplies	554.10*		215	100-1000	610	351
2		00845520 02/17/20 credit	-100.00*		215	100-1000	610	351
3		00850995 02/29/20 acetylene	25.52*		215	100-1000	610	351
54327		72 Glacier Motor Sales & Service,	1,122.00					
1		W 114207 02/14/20 alternator replacement	673.20		110	100-2700	440	
2		W 114207 02/14/20 alternator replacement	448.80		210	100-2700	440	
G1009		7162 Great Falls Interpreting	690.00					
1		03/03/20 interpreter-new teacher mtng	690.00		182	108-2212	330	580
54322		19 HEMMER PLUMBING & HEATING	70.75					
hemm								
1		9640 01/29/20 O ring	0.75	11370	101	100-2600	610	
2		9640 01/29/20 labor	70.00	11370	101	100-2600	610	
54305		2752 J & V RESTAURANT SUPPLY	140.00					
2		175161 02/19/20 semi-annual hood suppression	140.00*		212	910-3100	440	
54281		6291 JEANNE M WIGEN	236.00					
1		01/09/20 HS- Great Falls College	11.00		201	710-3400	582	
2		02/15/20 wrestling trips	169.00		201	720-3500	582	
3		01/18/20 Speech & Drama	23.00		201	710-3400	582	
4		02/06/20 8th grade at St. Mary's	11.00		101	710-3400	582	
5		02/08/20 JHVB in Choteau	22.00		101	720-3500	582	
54299		3436 KENCO SECURITY AND TECHNOLOGY	137.00					
1		2008325 03/01/20 alarm monitoring March 2020	82.20		101	100-2600	340	
2		2008325 03/01/20 alarm monitoring March 2020	54.80		201	100-2600	340	
54295		6458 KEVIN DODSON	130.00					
1		01/18/20 BBall-Cut Bank & Malta	30.00		201	720-3500	582	
2		01/22/20 6th grade- St. Mary	6.00		101	100-1000	582	
3		01/30/20 JHVB-Fairfield&Browning	23.00		101	720-3500	582	
4		02/04/20 C-Squad bball- Browning	12.00		201	720-3500	582	
5		02/08/20 wrestling Conrad/Simms	23.00		201	720-3500	582	
6		02/03/20 Choir in Polson	36.00		201	710-3400	582	
54326		7084 KYLE FISHER	46.00					
1		03/03/20 meals/boys divisional tourn	46.00		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	
54288		4574 MARIAS MEDICAL CENTER	55.00						
1		02/18/20 pre-work screening	33.00		110	100-2700	330		
2		02/18/20 pre-work screening	22.00		210	100-2700	330		
54303		2 MARIAS RIVER ELECTRIC COOP	6,443.48						
1		02/24/20 electric bill	4,166.15		101	100-2600	412		
2		02/24/20 electric bill	1,785.49		201	100-2600	412		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-							
3		02/24/20 bus barn	469.12		110	100-2700	412		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-							
5		02/24/20 community garden	22.72		201	100-2600	412		
54304		228 MASBO	90.00						
3		7797 02/28/20 Region 2 spring workshop	54.00		101	100-2500	582		
4		7797 02/28/20 Region 2 spring workshop	36.00		201	100-2500	582		
54294		7107 MERLE CLARK BANCROFT	194.00						
1		01/18/20 JVVB in Havre	23.00		101	720-3500	582		
2		01/21/20 Wrestling in Fort Benton	18.00		201	720-3500	582		
3		01/28/20 HS basketball trips	66.00		201	720-3500	582		
4		02/01/20 State Speech & Drama	64.00		201	710-3400	582		
5		02/15/20 7th grade vball- Conrad	23.00		101	720-3500	582		
54317		473 MISSOULA CHILDREN'S THEATRE	2,125.00						
1		0018048 04/04/20 performing art fees	2,125.00*		129	100-1000	810		
2		0018048 04/04/20 Residency-Pinocchio	0.00*		129	100-1000	810		
54319		6961 OverDrive, Inc	250.00						
		have to pay Applied to Application License and Hosting-once a year- but when purchasing books/audio books will be taken out of the credit balance.							
		School Digital Library Fee							
1		H-0065265 03/01/20 School Digital Library fee	250.00*		215	412-1000	645	518	
54275		758 QUILL CORPORATION	945.10						
1		4709696 02/11/20 laser labels-HS	28.21		201	100-1000	610		
2		4997158 02/24/20 disinfecting supplies-Admin	34.24		101	100-2400	610		
3		5066814 02/26/20 EL/copy paper(11)-labels	406.86*		115	420-1000	610	339	
4		5066815 02/26/20 EL/copy paper (13) boxes	403.78*		115	420-1000	610	339	
5		5030508 02/25/20 BOOK RINGS 50/BOX	6.82	11365	101	100-1000	610		
6		5030954 02/25/20 BOSTITCH ELEC. SHARPENER	24.40	11356	101	100-1000	610		
7		5030954 02/25/20 ELECTRIC SHARPENER	13.52	11360	101	280-1000	610		
8		5030954 02/25/20 ASST. EXPO - 36/BOX	19.55	11365	101	100-1000	610		
9		5030954 02/25/20 ASST. EXPO- 12/PACK	7.72	11365	101	100-1000	610		

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SHELBY SCHOOL DISTRICT  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
54282		7160 RED LION RIDGEWATER- POLSON	1,069.20					
1		02/16/20 Choir group lodging	1,069.20		201	710-3400	582	
54290		6806 RICHARD JORATA	157.71					
		Feb 2019 through February 11, 2020 included two wellness meetings and one walk through						
		7 x 21 x .58 = 85.26						
		6 x 21 x .575 = 72.45						
1		02/11/20 mileage- 7 trips X .58	85.26		201	100-2400	582	
2		02/11/20 mileage- 6 trips X .575	72.45		201	100-2400	582	
54284		6867 RIMROCK COMPUTER COMPANY	187.00					
1		9718 02/17/20 updated school website	130.90*		101	100-1000	455	
2		9718 02/17/20 updated school website	56.10*		201	100-1000	455	
54310		1 SHELBY GAS ASSOCIATION	8,923.80					
		switch between 110 & 210 every month						
		cf						
1		02/24/20 bus barn gas	587.20		110	100-2700	411	
2		02/24/20 EL & HS gas charges	5,835.62		101	100-2600	411	
3		02/24/20 EL & HS gas charges	2,500.98		201	100-2600	411	
54280		444 Shelby Glass & Door, Inc.	1,119.00					
1		23859 02/05/20 windshield installation-new	473.40		110	100-2700	440	
2		23859 02/05/20 activity bus	315.60		210	100-2700	440	
3		23862 02/24/20 installed insulated door glass	330.00		201	100-2600	440	
54306		444 Shelby Glass & Door, Inc.	1,210.00					
		Snow Removal Services						
1		456 02/03/20 plowed HS Feb.2-10-12-18-19	810.00*		201	100-2600	432	
5		456 02/03/20 plowed EL Feb.10-12-18	250.00		101	100-2600	432	
6		456 02/03/20 plowed-Admin Feb.10-12-19	150.00		110	100-2600	432	
54276		7143 SHELBY HIGH SCHOOL - COSTA RICA	42.40					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		01/24/20 lunch workers/Jan 21-24	42.40		212	910-3100	570	
54277		7159 SHELBY HIGH SCHOOL - ESPORTS	53.00					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		02/07/20 lunch workers/Feb. 3-7	53.00		212	910-3100	570	

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
54278		5577 SHELBY HIGH SCHOOL - FRESHMAN	53.00					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		02/14/20 lunch workers/Feb. 10-14	53.00		212	910-3100	570	
54279		6149 SHELBY HIGH SCHOOL - YEARBOOK	53.00					
		Lunch Workers # of days X 4 hours X 2.65 per hour						
		cf						
1		01/31/20 lunch workers/Jan. 27-31	53.00		212	910-3100	570	
54309		61 SHELBY PAINT AND HARDWARE	747.88					
1		067751 02/19/20 ice melts	146.88*		110	100-2600	610	
2		067751 02/19/20 ice melts	146.88*		210	100-2600	610	
3		067751 02/19/20 ice melts	146.88		101	100-2600	610	
4		067751 02/19/20 ice melts	146.87		201	100-2600	610	
5		013946 02/03/20 shop class supplies	16.99		201	100-1000	610	
6		014058 02/20/20 shop class supplies	143.38		201	100-1000	610	
54286		75 SYSCO FOOD SERVICES OF MONTANA	18,650.92					
1		243644929 02/03/20 food bill	1,395.42		212	910-3100	630	
2		243644930 02/03/20 FFVP	103.36*		212	460-3100	630	
3		243650685 02/06/20 food bill	1,753.19		212	910-3100	630	
4		243650685 02/06/20 kitchen supplies	192.02		212	910-3100	610	
5		243650688 02/06/20 SWMMS food bid	5,291.56		212	910-3100	630	
6		243650688 02/06/20 SWMMS supplies bid	496.73		212	910-3100	610	
7		243650687 02/06/20 After School Program snacks	178.98*		115	100-1000	610	382
8		243650686 02/06/20 FFVP	139.52*		212	460-3100	630	
9		243654073 02/10/20 food bill	1,681.17		212	910-3100	630	
10		243654074 02/10/20 FFVP	50.86*		212	460-3100	630	
11		243659787 02/13/20 food bill	1,205.34		212	910-3100	630	
12		243663049 02/17/20 food bill	1,355.44		212	910-3100	630	
13		243663049 02/17/20 kitchen supplies	159.61		212	910-3100	610	
14		243663050 02/17/20 FFVP	60.80*		212	460-3100	630	
15		243669048 02/20/20 food bill	2,043.23		212	910-3100	630	
16		243669048 02/20/20 kitchen supplies	241.67		212	910-3100	610	
17		243669049 02/20/20 FFVP	68.40*		212	460-3100	630	
18		243672762 02/24/20 food bill	1,092.08		212	910-3100	630	
19		243672763 02/24/20 FFVP	66.06*		212	460-3100	630	
20		243678670 02/27/20 food bill	745.17		212	910-3100	630	
21		243678670 02/27/20 kitchen supplies	276.71		212	910-3100	610	
22		243678671 02/27/20 FFVP	53.60*		212	460-3100	630	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
54328		5729 The Home Depot Pro	1,485.69					
1		538497975 03/02/20 towels	912.00	11371	101	100-2600	610	
2		538497975 03/02/20 toilet tissue	573.69	11371	101	100-2600	610	
54321		6153 UFI SANITATION	1,020.00					
1		26784 02/24/20 septic pumping	1,020.00		261	100-2600	440	
54296		6717 UNIVERSITY OF OREGON	263.00					
1		201-00850 02/01/20 DDS-D8	263.00*		101	100-1000	681	
54291		74 US FOODS	3,656.14					
1		5846510 02/04/20 food bill	879.92		212	910-3100	630	
2		5846512 02/04/20 FFVP	254.61*		212	460-3100	630	
3		5849900 02/11/20 food bill	816.98		212	910-3100	630	
4		5849901 02/11/20 FFVP	280.77*		212	460-3100	630	
5		5853303 02/18/20 food bill	411.82		212	910-3100	630	
6		5856624 02/25/20 food bill	836.57		212	910-3100	630	
7		5856625 02/25/20 FFVP	175.47*		212	460-3100	630	
54318		5585 VERIZON WIRELESS	198.66					
1		9848856436 02/21/20 Supt. cell phone	69.74*		210	100-2700	531	
2		9848856436 02/21/20 EL principal	59.18		101	100-2400	531	
3		9848856436 02/21/20 JH-HS principal	69.74*		201	100-2400	531	
G1010		3484 VISA (for GTCC)	2,462.48					
1		03/03/20 meeting lunches	1,717.57		182	108-2212	592	580
2		03/03/20 3 Rivers phone	53.66*		182	107-2212	531	570
3		03/03/20 office supplies	8.10		182	107-2212	610	570
4		03/03/20 technical services	683.15		182	107-2212	340	570
54330	E	6023 WELLS FARGO BANK P CARD SYSTEM	9,666.18					
1		02/21/20 J Aspensen cust. supplies	104.24		101	100-2600	610	
2		02/27/20 E Crump- meals, fuel-S&D	514.82		201	710-3400	582	
3		02/27/20 E Crump- Build A Sign	505.32		101	100-2400	610	
4		02/27/20 fuel, meals & lodging	550.64		201	720-3500	610	
5		01/30/20 K Cruze-music	25.00	11353	101	100-1000	610	
6		01/30/20 4 Chords	21.00	11353	101	100-1000	610	
7		01/30/20 Count on Me	21.00	11353	101	100-1000	610	
8		01/30/20 1 2 3 4	10.99	11353	101	100-1000	610	
9		01/30/20 Shipping & Handling	0.00	11353	101	100-1000	610	
10		02/14/20 L Davis-cust. purchases	358.12		101	100-2600	610	
11		02/02/20 Speech & Drama meals	57.00		201	710-3400	582	
12		02/22/20 K Fisher-State Wrestling meals	556.17		201	720-3500	582	
13		02/22/20 K Fisher-diivisionals Boys	241.41		201	720-3500	582	
14		02/22/20 BBall-meals & fuel	0.00		201	720-3500	582	
15		02/26/20 HS office supplies	58.44		201	100-1000	610	
16		02/26/20 Admin office supplies	17.99		101	100-2300	610	

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SHELBY SCHOOL DISTRICT  
Claim Approval List  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
17		02/21/20 R Gruber-band meals	527.18		201	710-3400	582	
18		02/25/20 J Hough tech supplies	1,060.66*		128	100-1000	682	
19		02/25/20 J Hough tech supplies	707.10*		228	100-1000	682	
20		02/26/20 transportation supplies	315.21		110	100-2700	610	
21		02/26/20 transportation supplies	210.13		210	100-2700	610	
22		02/21/20 L Kimmet cust. supplies	488.24	11358	201	100-2600	610	
23		02/14/20 brake light bulb-new bus	66.99		201	720-3500	610	
24		02/13/20 R Lee-classroom supplies	170.82		101	100-1000	610	
25		02/27/20 After School Program-supplies	714.18*		115	100-1000	610	382
26		02/26/20 T Reynolds-BBball meals	206.53		201	720-3500	582	
27		02/01/20 DStrader-concession will reimb	146.46		212	910-3100	630	
28		02/13/20 kitchen supplies	27.90		212	910-3100	630	
29		01/31/20 Fee for Voc Ed class	135.00*	11345	215	329-1000	810	346
30		01/31/20 med prep class supplies	1,172.62	11367	215	451-1000	610	830
31		02/24/20 use old PO	65.16	11196	101	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-								
32		02/24/20 VIGORUN FORHEAD THERMOMET	29.99	11357	101	100-1000	610	
33		02/24/20 80X THERMOMETER COVERS	6.99	11357	101	100-1000	610	
34		02/24/20 ABC FLASH CARDS	17.94	11359	101	100-1000	610	
35		02/24/20 READING GUIDE STRIPS	12.89	11359	101	100-1000	610	
36		02/24/20 100'S DAY CROWNS- 25 PACK	76.00	11362	101	100-1000	610	
37		02/24/20 COMMAND CORD CLIPS	9.99	11369	101	100-1000	610	
38		02/24/20 D Smith-purchases	66.73		101	100-1000	610	
39		02/11/20 M White-District C Tourn	195.00		201	100-1000	610	
40		02/11/20 food-tour. fund will reimb.	0.00		201	100-1000	610	
41		02/21/20 M White-nutrition class suppl.	194.33		201	100-1000	610	

# of Claims 60 Total: 153,219.42

Total Electronic Claims 9,666.18

Total Non-Electronic Claims 143,553.24





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SHELBY SCHOOL DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 2/20

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

Filed: \_\_\_\_\_

Allowed Amount \$ \_\_\_\_\_

Disallowed Amount \$ \_\_\_\_\_

Approved by the Board of Trustees

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Clerk

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100	Regular Education Programs -						
107	GTCC Interlocal Funds						
2212	Instruction of Curriculum Development Services						
112-570	Professional -Education GTCC Interlocal Dues	5,416.67	43,333.36	0.00	43,333.36	65,000.00	21,666.64
115-570	Office/Clerical/Technology GTCC Interlocal Dues	2,953.44	24,717.48	0.00	24,717.48	36,000.00	11,282.52
160-570	Sick Leave GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
170-570	Vacation Leave GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
210-570	Social Security/Medicare GTCC Interlocal Dues	603.13	5,432.24	0.00	5,432.24	8,000.00	2,567.76
220-570	Teachers' Retirement GTCC Interlocal Dues	491.29	3,912.18	0.00	3,912.18	6,500.00	2,587.82
230-570	PERS GTCC Interlocal Dues	248.09	2,412.26	0.00	2,412.26	3,000.00	587.74
240-570	Unemployment Compensation GTCC Interlocal Dues	16.74	144.08	0.00	144.08	300.00	155.92
250-570	Workers' Compensation GTCC Interlocal Dues	39.45	339.61	0.00	339.61	600.00	260.39
260-570	Health Insurance GTCC Interlocal Dues	0.00	34,957.90	0.00	34,957.90	34,957.90	0.00
320-570	Professional -Educational Services GTCC Interlocal Dues	0.00	4,000.00	0.00	4,000.00	4,000.00	0.00
340-570	Technical Services GTCC Interlocal Dues	683.15	683.15	0.00	683.15	1,000.00	316.85
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	400.00	400.00
530-570	Communications GTCC Interlocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
531-570	Telephone GTCC Interlocal Dues	128.02	2,845.98	0.00	2,845.98	2,700.00	-145.98
532-570	Postage GTCC Interlocal Dues	0.00	532.09	0.00	532.09	300.00	-232.09
582-570	Travel Out-of-District GTCC Interlocal Dues	298.43	4,994.80	0.00	4,994.80	5,000.00	5.20
610-570	Supplies GTCC Interlocal Dues	8.10	1,211.17	0.00	1,211.17	4,500.00	3,288.83
650-570	Periodicals GTCC Interlocal Dues	0.00	317.99	0.00	317.99	100.00	-217.99
660-570	Minor Equipment-New GTCC Interlocal Dues	0.00	1,744.81	0.00	1,744.81	3,000.00	1,255.19
681-570	Software GTCC Interlocal Dues	0.00	83.97	0.00	83.97	100.00	16.03
810-570	Dues & Fees GTCC Interlocal Dues	0.00	220.00	0.00	220.00	300.00	80.00
	Function Total :	10,886.51	131,883.07	0.00	131,883.07	178,857.90	46,974.83

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Program Total :		10,886.51	131,883.07	0.00	131,883.07	178,857.90	46,974.83
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	4,500.00	0.00	4,500.00	4,500.00	0.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	344.26	0.00	344.26	500.00	155.74
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	2,818.06	0.00	2,818.06	4,300.00	1,481.94
	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	8.71	0.00	8.71	100.00	91.29
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	22.67	0.00	22.67	500.00	477.33
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	0.00	17,678.00	0.00	17,678.00	45,000.00	27,322.00
	GTCC Professional Development Dues						
330-580	Other Professional Services	690.00	2,218.00	0.00	2,218.00	2,300.00	82.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	200.00	0.00	200.00	1,000.00	800.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	275.00	2,957.10	0.00	2,957.10	4,600.00	1,642.90
	GTCC Professional Development Dues						
592-580	Meals & Lodging	1,717.57	12,490.78	0.00	12,490.78	37,000.00	24,509.22
	GTCC Professional Development Dues						
596-580	Mileage	0.00	1,698.24	0.00	1,698.24	6,000.00	4,301.76
	GTCC Professional Development Dues						
600-580	Supplies and Materials	0.00	2,382.03	0.00	2,382.03	13,000.00	10,617.97
	GTCC Professional Development Dues						
	Function Total :	2,682.57	47,317.85	0.00	47,317.85	119,050.00	71,732.15
	Program Total :	2,682.57	47,317.85	0.00	47,317.85	119,050.00	71,732.15
	Program Group Total :	13,569.08	179,200.92	0.00	179,200.92	297,907.90	118,706.98
	Fund Total :	13,569.08	179,200.92	0.00	179,200.92	297,907.90	118,706.98
	Grand Total :	13,569.08	179,200.92	0.00	179,200.92	297,907.90	118,706.98

SHELBY SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 1 / 20

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
101 General Fund	120,133.28	1,287,854.05	0.00	-1,287,854.05	** %
110 Transportation Fund	2,544.42	63,369.12	0.00	-63,369.12	** %
111 Bus Depreciation Fund	300.48	24,727.41	0.00	-24,727.41	** %
113 Tuition	475.67	39,090.35	0.00	-39,090.35	** %
114 Retirement	30,192.28	155,318.63	0.00	-155,318.63	** %
128 Technology Fund	337.41	30,309.27	0.00	-30,309.27	** %
129 Flexibility Fund	19.78	2,959.08	0.00	-2,959.08	** %
150 Debt Service	2,074.52	169,775.53	0.00	-169,775.53	** %
161 Building Reserve	222.00	17,674.56	0.00	-17,674.56	** %
201 General Fund	66,498.58	859,010.75	0.00	-859,010.75	** %
210 Transportation Fund	1,929.16	69,392.19	0.00	-69,392.19	** %
211 Bus Depreciation Fund	616.84	49,087.05	0.00	-49,087.05	** %
213 Tuition	273.93	21,430.29	0.00	-21,430.29	** %
214 Retirement	21,543.37	113,561.71	0.00	-113,561.71	** %
228 Technology Fund	283.72	29,239.96	0.00	-29,239.96	** %
229 Flexibility Fund	66.75	8,888.11	0.00	-8,888.11	** %
250 Debt Service	963.62	87,419.22	0.00	-87,419.22	** %
261 Building Reserve	553.94	41,099.42	0.00	-41,099.42	** %
Grand Total :	249,029.75	3,070,206.70	0.00	-3,070,206.70	** %

Account	Receipts						Misc.	Misc.	Closing Balance
	Opening Balance	Disbursed (-)	in Transi t (+)	Deposits (+)	Transfers (+)	Invest (+)	Earni ngs (+)	Charges (-)	
407 ART CLUB	2863.25	0.00	0.00	4.23	0.00		0.33	0.00	2867.81
101 ATHLETICS	13003.73	4007.08	0.00	5118.32	0.00		1.58	0.00	14116.55
405 AUTO/WOOD SHOP/VI CA	59.14	0.00	0.00	0.09	0.00		0.01	0.00	59.24
402 BAND	1196.89	0.00	0.00	1.77	0.00		0.14	0.00	1198.80
408 BAND & CHOIR UNI FORMS/TRAVEL	960.49	0.00	0.00	1.42	0.00		0.11	0.00	962.02
112 BOYS BASKETBALL	501.51	0.00	0.00	0.74	0.00		0.06	0.00	502.31
213 BPA	2890.53	0.00	0.00	4.27	0.00		0.33	0.00	2895.13
203 CHEERLEADERS	568.00	305.00	0.00	424.01	0.00		0.08	0.00	687.09
403 CHOIR	1143.91	105.00	0.00	1.69	0.00		0.12	0.00	1040.72
320 CLASS OF 2020 (SR)	5374.10	0.00	0.00	392.25	0.00		0.66	0.00	5767.01
321 CLASS OF 2021 (JR)	5353.69	0.00	0.00	7.91	0.00		0.61	0.00	5362.21
322 CLASS OF 2022 (SO)	2398.06	0.00	0.00	2226.54	166.65		0.54	0.00	4791.79
323 CLASS OF 2023 (FR)	2297.64	0.00	0.00	3.39	0.00		0.26	0.00	2301.29
202 CONCESSIONS	14069.32	9541.10	0.00	20584.06	-3852.68		2.42	0.00	21262.02
103 COYOTE CLASSI C TOURNAMENT	11697.87	0.00	0.00	17.28	0.00		1.33	0.00	11716.48
223 COYOTE STORE	37.77	0.00	0.00	0.06	0.00		0.00	0.00	37.83
108 CROSS COUNTRY	555.10	0.00	0.00	0.82	0.00		0.06	0.00	555.98
503 DISTRICT 7 MUSI C FESTIVAL	4012.28	0.00	0.00	286.34	0.00		0.49	0.00	4299.11
702 EL STUDENT COUNCIL	242.90	0.00	0.00	0.00	0.00		0.03	0.00	242.93
105 ESPORTS	394.91	0.00	0.00	1.35	517.75		0.10	0.00	914.11
206 EXPLORE AMERI CA	6217.32	192.00	0.00	452.55	0.00		0.74	0.00	6478.61
212 FCCLA	396.20	0.00	0.00	0.59	0.00		0.05	0.00	396.84
211 FFA	6254.24	306.51	0.00	979.34	0.00		0.79	0.00	6927.86
209 FINE ARTS	1762.02	0.00	0.00	2.60	0.00		0.20	0.00	1764.82
107 FOOTBALL	1477.66	0.00	0.00	2.18	0.00		0.17	0.00	1480.01
406 FRENCH CLUB	204.42	0.00	0.00	0.30	0.00		0.02	0.00	204.74
111 GIRLS BASKETBALL	859.59	0.00	0.00	1.27	0.00		0.10	0.00	860.96
115 GOLF	186.09	0.00	0.00	0.27	0.00		0.02	0.00	186.38
208 HOWL	103.62	0.00	0.00	0.15	0.00		0.01	0.00	103.78
221 JOBS FOR MONTANA GRADS	19.79	0.00	0.00	0.03	0.00		0.00	0.00	19.82
220 KEY CLUB	756.70	283.50	0.00	1.12	0.00		0.05	0.00	474.37
640 MIDDLE SCHOOL BAND	2552.05	470.00	0.00	0.00	0.00		0.24	0.00	2082.29
610 MIDDLE SCHOOL BOYS ATHLETICS	51.24	0.00	0.00	0.00	0.00		0.01	0.00	51.25
624 MIDDLE SCHOOL BUI LDERS CLUB	1309.88	0.00	0.00	0.00	0.00		0.15	0.00	1310.03
622 MIDDLE SCHOOL CHEERLEADERS	2590.90	0.00	0.00	0.00	0.00		0.29	0.00	2591.19
641 MIDDLE SCHOOL CHOIR	336.33	0.00	0.00	0.00	286.35		0.07	0.00	622.75
611 MIDDLE SCHOOL GIRLS ATHLETICS	317.99	0.00	0.00	0.00	0.00		0.04	0.00	318.03
643 MIDDLE SCHOOL HOME EC	621.29	0.00	0.00	0.00	0.00		0.07	0.00	621.36
621 MIDDLE SCHOOL STUDENT COUNCIL	1527.50	0.00	0.00	0.00	0.00		0.17	0.00	1527.67
612 MIDDLE SCHOOL UNI FORM MAI NTENANCE	5521.01	0.00	0.00	0.00	0.00		0.63	0.00	5521.64
222 MISSOULA CHI LDREN' S THEATRE	1.22	0.00	0.00	0.00	0.00		0.00	0.00	1.22
401 NHS	1942.33	0.00	0.00	2.87	0.00		0.22	0.00	1945.42
501 RECOGNITION	9924.76	374.50	0.00	514.84	233.30		1.17	0.00	10299.57
214 SCHOOL PLAY	1513.33	0.00	0.00	2.24	0.00		0.17	0.00	1515.74
216 SCIENCE CLUB	30.67	0.00	0.00	0.05	0.00		0.00	0.00	30.72
700 SHELBY ELEMENTARY	1787.71	0.00	0.00	550.00	0.00		0.27	0.00	2337.98
114 SOFTBALL	1579.40	0.00	0.00	2.83	1831.48		0.39	0.00	3414.10
205 SPEECH & DRAMA	922.10	682.28	0.00	536.03	0.00		0.09	0.00	775.94
201 STUDENT COUNCIL	-149.95	0.00	0.00	100.50	0.00		0.00	0.00	-49.45
240 STUDENT TRIPS	1611.41	0.00	0.00	2.38	0.00		0.18	0.00	1613.97
102 TOURNAMENT FUNDS	5121.92	1736.30	0.00	1131.09	0.00		0.51	0.00	4517.22
113 TRACK	326.23	0.00	0.00	0.48	0.00		0.04	0.00	326.75

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
104 UNI FORM MAINTENANCE	9052.84	0.00	0.00	13.37	0.00		1.03	0.00	9067.24
109 VOLLEYBALL	399.61	0.00	0.00	0.59	0.00		0.05	0.00	400.25
110 WRESTLING	1110.34	0.00	0.00	1.64	817.15		0.22	0.00	1929.35
207 YEARBOOK	3524.55	0.00	0.00	5.21	0.00		0.40	0.00	3530.16
<b>Total for Student Accounts</b>	<b>141385.40</b>	<b>18003.27</b>		<b>33381.06</b>			<b>17.82</b>		<b>156781.01</b>
<b>Bank Account Totals</b>	<b>141385.40</b>	<b>18003.27</b>	<b>0.00</b>	<b>33381.06</b>	<b>0.00</b>		<b>17.82</b>	<b>0.00</b>	<b>156781.01</b>
							<b>Bank Balance</b>		<b>156781.01</b>
							<b>Plus Outstanding Checks</b>		<b>7704.32</b>
							<b>Minus Outstanding Deposits</b>		<b>0.00</b>
									<b>-----</b>
							<b>Balance</b>		<b>164485.33</b>
							<b>Minus Receipts in Transit</b>		<b>0.00</b>
									<b>-----</b>
							<b>Statement Balance</b>		<b>164485.33</b>

# Elementary School Board Report - February 2020

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
<b>K</b>	40	38	40	41	40	42	41		
<b>1</b>	42	42	42	43	42	42	42		
<b>2</b>	35	35	35	35	35	36	35		
<b>3</b>	33	30	30	30	30	31	31		
<b>4</b>	39	38	39	39	40	40	40		
<b>5</b>	37	36	38	38	37	37	37		
<b>6</b>	38	36	36	36	36	36	34		
<b>Camrose</b>	14	14	14	14	14	14	14		
<b>Total</b>	278	269	274	276	274	278	274		

## Month in Review:

- February 5 - Toole County Court House Field Trip - Student Council
- February 10 - Toole County Spelling Bee
- February 11 - 100's Day Celebration - Grades K-2
- February 12 - Elementary Staff Meeting
- February 13 - Scoliosis Screening
- February 18 - "I Love to Read Night" hosted by Home N' School
- February 19 - Elementary IAT
- February 24 - MTSS Implementation - PD in Havre

## Schedule for this Month:

- March 2 - Jr. High Band Festival in Cut Bank
- March 2 & 3 - PAWS and Academic Awards Assembly
- March 2 & 3 - Parent-Teacher Conferences
- March 4 - MTSS Meeting
- March 16-20 MSU Practicum students attending classes (all week)
- March 18 - Elementary IAT
- March 18 - MTSS Meeting
- March 19 - Lockdown Drill
- March 23-27 5th & 6th SBAC testing
- March 30-April 3 Missoula Children's Theatre
- March 31 - PAWS Assembly

## Special Announcements:

-

## JH/High School Board Report ~ March 10, 2020

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
<b>7</b>	34	34	34	33	33	34	34			
<b>8</b>	21	21	22	20	20	21	20			
<b>9</b>	30	30	31	31	31	31	31			
<b>10</b>	31	31	31	30	30	30	31			
<b>11</b>	25	26	28	26	27	26	26			
<b>12</b>	38	38	38	38	38	38	38			
<b>Total</b>	179	180	184	178	179	180	180			

### Month in Review:

- 1/31-2/1- State Speech & Drama @ Bigfork
- 2/2-2/3- Polson Choir Festival
- 2/6- 8th Graders to Saint Mary GNP
- 2/8- Divisional Wrestling Tournament @ Conrad
- 2/10- Toole County Spelling Bee in JH/HS Auditorium
- 2/11- Vaping Presentation to JH Students @ 10:00 a.m.
- 2/12- Scoliosis Screening 7th Graders 4th Period & 8th Graders 6th Period
- 2/13- Speech & Drama Showcase to Student Body in Auditorium @ 1:15 p.m.
- 2/13- Speech & Drama Showcase to Public in Auditorium @ 7:00 p.m.
- 2/14-2/15- State Wrestling Tournament @ Billings
- 2/19-2/22- District Basketball @ Cut Bank
- 2/19-2/22- District 10-C Basketball @ Shelby
- 2/25- FFA @ Shelby
- 2/27-2/29- Divisional Boys Basketball Tournament @ Malta

### Schedule for this Month:

- 3/2-3/3- Parent Teachers Conferences
- 3/5-3/7- Divisional Girls Basketball Tournament @ Shelby
- 3/9- JH Choir Festival @ Havre
- 3/9- Spring Sports Begin
- 3/11- Junior High Science Fair
- 3/12- 7th Graders to Many Glacier GNP
- 3/12-3/14- State Boys & Girls Basketball Tournament @ Butte
- 3/16-3/17- Mental Health 1st Aid
- 3/17- PreACT 10
- 3/19- School Play Student Body Performance in Auditorium @
- Principal's Cup @ Great Falls
- 3/21- School Play Community Performance in Auditorium @ 7:00 p.m.
- 3/24- ACT Test for Juniors
- 3/25-3/28- State FFA Convention @ Great Falls
- 3/27- Key Club Blood Drive
- 3/27- University of Montana E-Sports Visit @ 12:30 p.m.
- 3/27- 8th Grade Ski Tip



## Upcoming Events:

- 4/4- Prom
- 4/7- Bailey's Student of the Week spot will air during the 10 pm newscast.
- 4/16- CMR High School Orchestra Performance in Auditorium  
Grades K-8 @ 10:30 a.m..
- 4/21-4/24- Smarter Balanced Testing 7th & 8th Graders
- 4/22-4/23- Journalism Class to U of M
- 4/30- 7th Graders to Two Medicine GNP
- 5/7- 8th Graders to Two Medicine GNP
- 5/8- A.P. U.S. History Test
- 5/8- A.P. Art & Design Portfolio Due
- 5/13- A.P. Language Test
- 5/18- Senior Awards Banquet
- 5/24- Graduation @ 3:00 p.m.



Kyle Fisher &lt;kyle.fisher@shelby.k12.mt.us&gt;

## Letter of Resignation

2 messages

**Klesa Schmidt** <klesa.schmidt@shelby.k12.mt.us>  
To: Kyle Fisher <kyle.fisher@shelby.k12.mt.us>

Thu, Feb 13, 2020 at 3:54 PM

To whom it may concern:

After very careful consideration, my husband and I have decided that I will not be returning to work at Shelby High School after my leave of absence is over on 2/14/2020 due to my high risk pregnancy.

I believe this to be the best decision for myself and my future family at this moment in time.

I apologize for the short notice and possible inconvenience this may bring up, but I do greatly appreciate the opportunity Shelby Schools has given me.

Thank you.

Klesa Schmidt

**Kyle Fisher** <kyle.fisher@shelby.k12.mt.us>  
To: Klesa Schmidt <klesa.schmidt@shelby.k12.mt.us>

Mon, Feb 17, 2020 at 1:59 PM

I've received your letter, thank you for everything you have done for us. Take care!

[Quoted text hidden]

--

Kyle Fisher  
7-12 Principal  
Shelby Public School District  
406-424-8910  
kyle.fisher@shelby.k12.mt.us  
www.shelbypublicschools.org

1 **Shelby School District**

2  
3 **PERSONNEL**

5510  
page 1 of 5

4  
5 HIPAA

6  
7 *Note:*

8  
9 *(1) Any school district offering a group “health care plan” for its employees is affected by*  
10 *HIPAA. School districts offering health plans that are self-insured will be entirely responsible*  
11 *for compliance with HIPAA, despite a third party administrator managing the plan. School*  
12 *districts may also be subject to HIPAA as a “health care provider” by either having a school-*  
13 *based health center or a school nurse. School-based health centers staffed and serviced by a*  
14 *hospital or local health department are responsible for complying with HIPAA if there is a*  
15 *sharing of records containing health information. For those districts providing the services of a*  
16 *school nurse, HIPAA regulations issued in 2000 commented that an “educational institution that*  
17 *employs a school nurse is subject to [the] regulations as a health care provider if the school*  
18 *nurse or the school engaged in a HIPAA transaction.” This transaction occurs when a school*  
19 *nurse submits a claim electronically.*

20  
21 *(2) Any personally identifiable health information contained in an “education record” under*  
22 *FERPA is subject to FERPA, not HIPAA.*

23  
24 Background

25  
26 **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

27  
28 The District’s group health plan is a Covered Entity under the Health Insurance Portability and  
29 Accountability Act of 1996 (HIPAA) and its implementing regulations, the Standards for the  
30 Privacy of Individually Identifiable Information. In order to comply with HIPAA and its related  
31 regulations, the District has implemented the following HIPAA Privacy Policy:

32  
33 **The HIPAA Privacy Rule**

34  
35 HIPAA required the federal government to adopt national standards for *electronic health care*  
36 *transactions*. At the same time, Congress recognized that advances in electronic technology  
37 could erode the privacy of health information and determined there was a need for national  
38 privacy standards. As a result HIPAA included provisions which mandated the adoption of  
39 federal privacy standards for individually identifiable health information.

40  
41 The standards found in the Privacy Rule are designed to protect and guard against the misuse of  
42 individually identifiable health information, with particular concern regarding employers using  
43 an employee’s (or dependent’s) health information from the group health plan to make adverse  
44 employment-related decisions. The Privacy Rule states that verbal, written, or electronic  
45 information that can be used to connect a person’s name or identity with medical, treatment, or  
46

health history information is Protected Health Information (PHI) under the HIPAA Privacy Rule.

Under the HIPAA Privacy Rule:

1. Individuals have a right to access and copy their health record to the extent allowed by HIPAA.
2. Individuals have the right to request an amendment to their health record. The plan may deny an individual's request under certain circumstances specified in the HIPAA Privacy Rule.
3. Individuals have the right to an accounting of disclosures of their health record for reasons other than treatment, payment, or healthcare operations.
4. PHI, including health, medical, and claims records, can be used and disclosed without authorization for specific, limited purposes (treatment, payment, or operations of the group health plan). A valid authorization from the individual must be provided for use or disclosure for other than those purposes.
5. Safeguards are required to protect the privacy of health information.
6. Covered entities are required to issue a notice of privacy practices to their enrollees.
7. Violators are held accountable with civil and criminal penalties for improper use or disclosure of PHI.

### Compliance

The Superintendent has been designated Privacy Officer. The Privacy Officer will oversee all ongoing activities related to the development, implementation, maintenance of, and adherence to the District's policies and procedures covering the privacy of and access to patient health information in compliance with HIPAA, other applicable federal and state laws, and the District's privacy practices.

As required for a Covered Entity under HIPAA, the plan has developed these internal privacy policies and procedures to assure that PHI is protected and that access to and use and disclosure of PHI are restricted in a manner consistent with HIPAA's privacy protections. The policies and procedures recognize routine and recurring disclosures for treatment, payment, and healthcare operations and include physical, electronic, and procedural safeguards to protect PHI. The procedures include safeguards for sending PHI via mail or fax, receiving PHI for plan purposes, and workstation safeguards and procedures for securing and retaining PHI received by the plan. Plan participants are entitled to receive a copy of the plan's policies and procedures upon request.

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3  
4 Designating a limited number of privacy contacts allows the District to control who is receiving  
5 PHI from the contract claims payor for plan operations purposes. The contract claims payor will  
6 provide only the minimum PHI necessary for the stated purpose and, as required under the  
7 Privacy Rule, will provide PHI only to individuals with a legitimate need to know for plan  
8 operations purposes.  
9

10 The District has distributed a notice of privacy practices to plan participants. The notice informs  
11 plan participants of their rights and the District's privacy practices related to the use and  
12 disclosure of PHI. A copy of this notice follows as XXXXF or may be obtained by contacting  
13 the Privacy Officer.  
14

15 The District has reviewed how PHI is used and disclosed by the plan and has limited disclosure  
16 of that information to employees who have a legitimate need to know or possess the PHI for  
17 healthcare operations and functions. The District will make reasonable efforts to use de-  
18 identified information whenever possible in the operations of the plan and will only use the  
19 minimum PHI necessary for the stated purpose.  
20

21 Some of the District's employees need access to PHI in order to properly perform the functions  
22 of their jobs. The District has identified these employees and has given them training in the  
23 important aspects of the HIPAA Privacy Rule, the privacy policy, and procedures. New  
24 employees who will have access to PHI will receive training on the HIPAA Privacy Rule and  
25 related policies and procedures as soon as reasonably possible after they are employed.  
26 Employees who improperly use or disclose PHI or misuse their access to that information may  
27 be subject to disciplined, as deemed appropriate.  
28

29 In the event the group health plan must disclose PHI in the course of performing necessary plan  
30 operations functions or as required by law or a governmental agency, the District has developed  
31 a system to record those disclosures and requests for disclosures. An individual may request a  
32 list of disclosures of his or her PHI made by the plan for other than treatment or claims payment  
33 purposes. All requests for an accounting of PHI disclosures must be made in writing, and the  
34 plan may impose fees for the cost of production of this information. Requests will be responded  
35 to within sixty (60) days. If the plan is not able to provide the requested information within sixty  
36 (60) days, a written notice of delay will be sent to the requesting individual, with the reasons for  
37 the delay and an estimated time for response.  
38

39 In order to comply with the new privacy regulations, the plan has implemented compliant  
40 communication procedures. Except for its use in legitimate healthcare operations, written  
41 permission will be required in order for the District to disclose PHI to or discuss it with a third  
42 party.  
43

44 The HIPAA Privacy Rule prohibits the District from disclosing medical information without the  
45 patient's written permission other than for treatment, payment, or healthcare operations purposes.  
46

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4 An authorization signed by the patient and designating specified individuals to whom the District  
5 may disclose specified medical information must be on file, before the plan can discuss a  
6 patient's medical information with a third party (such as a spouse, parent, group health plan  
7 representative, or other individual).  
8

9 The District has taken the following steps to ensure PHI is safeguarded:

- 10
- 11 • The District has implemented policies and procedures to designate who has and who does not  
12 have authorized access to PHI.  
13
  - 14 • Documents containing PHI are kept in a restricted/locked area.  
15
  - 16 • Computer files with PHI are password protected and have firewalls making unauthorized  
17 access difficult.  
18
  - 19 • Copies of PHI will be destroyed when information is no longer needed, unless it is required  
20 by law to be retained for a specified period of time.  
21
  - 22 • The District will act promptly to take reasonable measures to mitigate any harmful effects  
23 known to the group health plan, due to a use or disclosure of PHI in violation of the plan's  
24 policies, procedures, or requirements of the HIPAA Privacy Rule.  
25
  - 26 • The District will appropriately discipline employees who violate the District's group health  
27 plan's policies, procedures, or the HIPAA Privacy Rule, up to and including termination of  
28 employment if warranted by the circumstances.  
29

30 The District has received signed assurances from the plan's business associates that they  
31 understand the HIPAA Privacy Rule, applicable regulations, and the Privacy Policy and will  
32 safeguard PHI just as the plan would.  
33

34 The contract claims payor and certain other entities outside the group health plan require access  
35 on occasion to PHI, if they are business associates of the group health plan and in that role need  
36 to use, exchange, or disclose PHI from the group health plan. The plan requires these entities to  
37 sign an agreement stating they understand HIPAA's privacy requirements and will abide by  
38 those rules just as the group health plan does, to protect the PHI to which they have access. For  
39 example the plan engages a certified public accountant to audit the plan annually and to make  
40 sure payments are made in compliance with the Plan Document. In order for the CPA to  
41 complete an audit, the auditor reviews a sample of the claims for accuracy.  
42

43 The District will ensure health information will not be used in making employment and  
44 compensation decisions. The HIPAA Privacy Rule and other applicable laws expressly prohibit  
45 an employer from making adverse employment decisions (demotions, terminations, etc.) based  
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4 on health information received from the group health plan. To the extent possible, the District  
5 has separated the plan operations functions from the employment functions and has safeguards in  
6 place to prevent PHI from the plan from going to or being used by an employee's supervisor,  
7 manager, or superior to make employment-related decisions.

8  
9 Complaints

10  
11 If an employee believes their privacy rights have been violated, they may file a written complaint  
12 with the Privacy Officer. The Privacy Officer is the Superintendent. No retaliation will occur  
13 against the employee for filing a complaint. The contact information for the Privacy Officer is:

14  
15 **Matt Genger, Superintendent**  
16 Shelby School District  
17 1010 Oilfield Ave.  
18 Shelby, MT 59474  
19  
20

21  
22 Policy History:

23 Adopted on: 8/09/2011

24 Reviewed on:

25 Revised on: