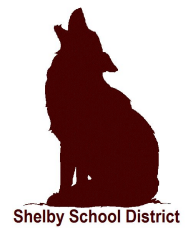




Shelby Public School District #14



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

SHELBY SCHOOL BOARD MEETING AGENDA

Location: Shelby Board Room, District Office

Date: Tuesday, October 8, 2019

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. Elementary Board Report | Mr. Smith |
| b. JH/HS Board Report | Mr. Fisher |
| c. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Resignation - David Clark | |
| b. Hiring | |
| i. HS Ass't Wrestling Coach - Eric Mertz | |
| ii. HS Golf Coach - Travis Clark | |
| iii. HS Ass't Golf Coach - Tom Reynolds | |
| iv. HS Softball Coach - Redd Carlisle | |
| v. HS Ass't Softball Coach - Stephanie Murphy | |
| vi. HS Volunteer Ass't Softball Coach - Chris Sanchez | |
| vii. HS Track Coach - Bill Hansell | |
| viii. HS Ass't Track Coaches - Shana Henke, Eric Tokerud, and Paul Ekness | |
| ix. JH Ass't Wrestling Coach - Eric Mertz | |
| x. JH Golf Coach - Tom Reynold | |
| c. Custodial CBA | |
| d. Bus Driver CBA | |
| e. ReACT Club Creation and Stipend | |
| f. JMG Stipend | |
| g. School Store Account | |
| h. BP 7400 | |
| i. Big Sky Special Needs Co-op | |
| j. Attendance/Transportation Agreements | |
| 8. Discussion Items | Mr. Crump |
| a. Bus Purchase Update | |
| b. 2019 Delegate Assembly Resolution Package | |
| c. Staff Christmas Dinner | |
| 9. Correspondence | Mr. Crump |
| 10. Next Meeting of the Board - Tuesday, November 12, 2019 | Ms. James |
| 11. Informal Superintendent Evaluation | Ms. James |
| 12. Adjournment | Ms. James |

MINUTES
September 10, 2019

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 7:02 p.m. by Chairperson Rikki James.

Members present were: Rikki James, Dan Leck, Brian Aklestad, Jay Hould, Krista Mellinger, Richard Jorata and Angela Lamb. Member(s) absent: None. The superintendent, clerk and the elementary and high school principals were present. Visitors present were Suzanne Hough, John Hough, Ron Gruber, Philip Kleinsasser and Julie Olsen.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the August 13, 2019 regular board meeting.

Motion: Richard Jorata

Second: Angela Lamb- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 70390 through 70469. The student activity checks for this month were numbered 15138 through 15155. 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: Krista Mellinger- passed unanimously.

Voided Checks/Warrants

A motion was made to void Student Account Check # 15157 in the amount of \$62.40 payable to Greg Tatsey and Claim Warrant # 70408 in the amount of \$12,268.83 payable to CTL Corporation.

Motion: Dan Leck

Second: Brian Aklestad- passed unanimously.

Public Comment

Ron Gruber informed the Board that younger students were having a hard time walking on the wet bleachers and he was wondering if we can do something so the steps will not be so slippery anymore. Dan Leck thanked Hiline Redi-Mix for all of the materials and labor they have donated to our district.

Reports

Elementary School Principal Report

Elementary Principal Dustin Smith presented his first report to the Board. He said that there are 278 students enrolled at the elementary school. He added that the Open House was a success and that there were 125 kids that attended. He also said that the Head Cook, Dana Strader prepared a lot of food for people to taste during the Open House. He added that the teachers really know what they are doing and he appreciate all of their hard work.

Junior High/High School Report

Junior High/High School Principal Kyle Fisher presented his first report for the 2019-2020 school year. He said that there are 179 students enrolled at the junior high and high school at this time. He added that the fall sports is in full swing and that the Anti-Vaping presentation was very informative and interactive.

Superintendent's Report

The Superintendent told the Board that he is going to attend the GTCC meeting in Great Falls on September 25th and the TEAMS training in Helena on September 27th.

ACTION ITEMS

Mr. Crump made recommendations to hire the following:

Emilie Donovan- Paraprofessional
Motion: Krista Mellinger

Second: Angela Lamb- passed unanimously.

Rikki Bleecker- Assistant Speech and Drama Coach
Motion: Brian Aklestad

Second: Krista Mellinger- passed unanimously.

Zachary Hayes- Junior High Girls Head Basketball Coach
Tracy Richman- Junior High Girls Assistant Basketball Coach
Motion: Krista Mellinger

Second: Angela Lamb- passed unanimously.

Create a Wellness Committee

A motion was made to create a Wellness Committee.
Motion: Krista Mellinger

Second: Jay Hould- passed unanimously.

Students Attendance Agreements

A motion was made to approve the student attendance agreements that were presented to the Board.
Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

DISCUSSION

Bus Purchase Update

Mr. Crump told the Board that we will be finding a way to pick up the new bus and drop off the bus for trade in. He added that as of now the bus is not done yet and he has no knowledge of when will it be done.

Gym Floor Update

The Superintendent informed the Board that the gym floor is done and we had a first dedication to Harvey Hawbaker.

Correspondence

None.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, October 8, 2019 at 7:00 p.m.
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Chairperson Rikki James adjourned the meeting at 7:42 p.m.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 9 / 19

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	30,322.53	160,742.73	1,933.99	162,676.72	2,637,695.53	2,475,018.81
110 Transportation Fund	1,805.99	14,738.12	0.00	14,738.12	160,000.00	145,261.88
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	48,502.30	48,502.30
113 Tuition	0.00	0.00	0.00	0.00	80,000.00	80,000.00
114 Retirement	309.01	9,398.95	0.00	9,398.95	365,000.00	355,601.05
128 Technology Fund	4,036.72	9,506.29	3,297.50	12,803.79	51,999.10	39,195.31
129 Flexibility Fund	2,500.00	7,917.80	0.00	7,917.80	45,697.56	37,779.76
150 Debt Service	0.00	0.00	0.00	0.00	296,838.95	296,838.95
161 Building Reserve	2,141.71	4,486.44	0.00	4,486.44	62,855.54	58,369.10
201 General Fund	25,816.02	114,339.70	1,000.00	115,339.70	1,583,655.59	1,468,315.89
210 Transportation Fund	3,472.02	13,902.05	0.00	13,902.05	130,000.00	116,097.95
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	162,376.95	162,376.95
213 Tuition	0.00	0.00	0.00	0.00	80,000.00	80,000.00
214 Retirement	309.01	9,617.22	0.00	9,617.22	230,000.00	220,382.78
217 ADULT EDUCATION FUND	0.00	0.00	0.00	0.00	70,000.00	70,000.00
228 Technology Fund	6,865.17	9,215.50	3,297.50	12,513.00	53,549.82	41,036.82
229 Flexibility Fund	2,815.00	13,433.74	0.00	13,433.74	88,298.93	74,865.19
250 Debt Service	0.00	0.00	0.00	0.00	148,121.33	148,121.33
261 Building Reserve	615.00	5,559.57	0.00	5,559.57	195,464.50	189,904.93
Grand Total:	81,008.18	372,858.11	9,528.99	382,387.10	6,490,056.10	6,107,669.00

09/26/19
08:42:41

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 9/19

Page: 1 of 3
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	
53990	7123 NATIONAL BUS SALES	229,985.00						
1	11092 09/24/19 Ultra Coachliner SE	113,567.50	11152	111	999			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2700-742-							
2	11092 09/24/19 Ultra Coachliner SE	113,567.50	11152	211	999			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2700-742-							
3	11092 09/24/19 graphics	1,425.00	11152	111	999			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2700-742-							
4	11092 09/24/19 graphics	1,425.00	11152	211	999			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2700-742-							
5	11092 09/24/19 2009 Bluebird Activity Bus	0.00		111	100-2700		742	
6	11092 09/24/19 Trade Allowance of \$25,000.00	0.00		111	100-2700		742	
53989	7129 Western Sports Floors, LLC	5,557.50						
1	705 09/25/19 clean & recoat EL gym	5,557.50	11237	101	999			
	P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
	# of Claims 2	Total: 235,542.50						
		235,542.50						

SHELBY SCHOOL DISTRICT
Fund Summary for Claims
For the Accounting Period: 9/19

Fund/Account	Amount
101 General Fund	
101	\$5,557.50
111 Bus Depreciation Fund	
101	\$114,992.50
211 Bus Depreciation Fund	
101	\$114,992.50
Total :	\$235,542.50

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

10/04/19
17:24:21

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 9/19

Page: 1 of 13
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	
54029		6752 1ST CHOICE PLUMBING LLC	321.00						
1		6675 09/25/19 EL-replace tank-bathrooms	321.00		161	100-2600	440		
54003		5143 3 RIVERS TELEPHONE COOPERATIVE	1,565.25						
Camrose 0210									
1		10/01/19 fiber lease/dsl	373.16		101	100-1000	531		
2		10/01/19 fiber lease/dsl	373.16		201	100-1000	531		
3		10/01/19 fiber lease/dsl	373.16		101	100-2300	531		
4		10/01/19 fiber lease/dsl	373.17		201	100-2300	531		
5		10/01/19 admin phone bill	15.72		101	100-2300	531		
6		10/01/19 el phone bill	8.80		101	100-2400	531		
7		10/01/19 hs phone bill	23.76		201	100-2400	531		
8		10/01/19 GTCC phone bill	24.32		182	107-2212	531	570	
54009		6834 A440 PIANO SERVICE	600.00						
1		2347 09/05/19 4 pianos-tuning	600.00	11289	201	710-3400	440		
54030		6646 ALL SEASON HEATING & AIR	273.86						
3		35488 09/24/19 fix condenser fan	273.86		101	100-2600	440		
4		35257 08/26/19 in milk cooler/materials	0.00		101	100-2600	440		
G990		7082 ALYSSA A. CLIVER	192.02						
1		09/30/19 mileage	142.02		182	107-2212	582	570	
2		10/02/19 phone allowance	50.00		182	107-2212	531	570	
54006		6830 AMBER D. SANCHEZ	60.00						
1		09/30/19 verizon data plan-2months	60.00		201	100-1000	531		
2		09/30/19 August-September	0.00		201	100-1000	531		
54014		7138 Anna Carver-Hintz	150.00						
1		10/03/19 reimb dirver's education fee	150.00*		218	100-1000	810		
54024		4501 APPLE INC.	1,512.00						
1		AA3388582 09/27/19 3 yr applcare+	316.00	11291	228	100-1000	660		
2		09/27/19 iPad Wi-Fi 32gb	1,196.00	11291	228	100-1000	660		
54052		5928 ARMACOST TRANE SERVICE CO	1,820.71						
1		40240 09/05/19 replace bearings on fan	1,038.21		161	100-2600	440		
2		40240 09/05/19 labor and materials	0.00		161	100-2600	440		
3		40390 09/25/19 fixed boiler # 1 not running	782.50		161	100-2600	440		
54008		647 BEBICH WELDING SERVICE	105.99						
1		9263 09/14/19 labor and parts-rebuild	105.99	11285	101	100-2600	610		
2		9263 09/14/19 4 wheels of snow plow	0.00		101	100-2600	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
54010	59 BEN TAYLOR INC	131.46				
1	663370 09/04/19 Supplies	93.46	11276	215	390-1000	610 352
2	675727 09/04/19 Supplies	38.00	11276	215	390-1000	610 352
54011	59 BEN TAYLOR INC	2,129.53				
1	20246 09/25/19 bus route fuel	428.77		110	100-2700	624
2	20246 09/25/19 bus route fuel	285.85		210	100-2700	624
3	20246 09/25/19 HS athletic trips	637.46		201	720-3500	624
4	20246 09/25/19 HS non-athletic trips	274.84		201	710-3400	624
5	18828 06/25/19 Colony vehicle	126.19		101 71	100-1000	624
6	18828 06/25/19 JH athletic trips	376.42		101	720-3500	624
53994	6823 Big Sky Drug Testing Services LLC	1,234.80				
1	12991 10/01/19 MS Football	764.40		101	720-3500	330
2	12992 10/01/19 MS Cross Country & MS GBBall	470.40		101	720-3500	330
54023	4097 BLACK MOUNTAIN SOFTWARE	11,833.00				
1	24897 10/01/19 annual maintenance-2019-2020	5,823.50*		101	100-2500	355
2	24897 10/01/19 annual maintenance-2019-2020	4,696.00*		201	100-2500	355
3	24897 10/01/19 annual maintenance-2019-2020	1,313.50*		210	100-2700	355
4	24897 10/01/19 and cloud hosting	0.00*		101	100-2500	355
G989	4996 BRIANNA HANSEN	473.40				
1	09/04/19 Deer Lodge-Shelby mileage	256.36		182	107-2212	582 570
2	09/25/19 Deer Lodge-Great Falls mileage	167.04		182	107-2212	582 570
3	10/02/19 phone allowance	50.00		182	107-2212	531 570
54031	6748 BRYSON SALES AND SERVICE OF	145.90				
1	273149 09/11/19 bus parts	56.22		110	100-2700	610
2	273307 09/18/19 bus parts	29.93		210	100-2700	610
3	273418 09/20/19 bus parts	59.75		210	100-2700	610
54032	6010 BYTE SPEED LLC	2,318.00				
1	0135159 09/06/19 Bytespeed Value H310M	1,469.00	11268	228	100-1000	660
2	0135159 09/06/19 Asus 27" LED Monitor	190.00	11268	228	100-1000	660
3	0135158 09/06/19 Bytespeed Value H310M	659.00	11268	128	100-1000	660
54000	5023 CAMROSE COLONY	1,212.35				
summer rate- 2018						
breakfast-\$2.07						
Lunch- \$3.50						
1	09/30/19 September Food Program	1,077.35*		212	910-3100	631
2	09/16/19 P Kleinsasser-sub Sept 13&16	135.00		101 71	100-1000	320

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
54033	7136 CINTAS	248.04				
1	5014662286 09/05/19 medical supplies	248.04		201	100-1000	610
53988	3 CITY OF SHELBY WATER DEPT	5,297.61				
1	09/24/19 bus barn/water/garbage	106.53		110	100-2700	421
	BUS BARN WATER BILL					
2	09/24/19 bus barn/water/garbage	71.02		210	100-2700	421
	BUS BARN WATER BILL					
3	09/24/19 water/garbage/sewer/landfill	3,072.04		101	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
4	09/24/19 water/garbage/sewer/landfill	2,048.02		201	100-2600	421
	WATER, GARBAGE & LANDFILL BILL					
54004	6624 CONRAD BUILDING CENTER, INC	900.67				
1	451723 09/11/19 Lumber for shop class	884.59*	11281	215	327-1000	610 327
2	451725 09/11/19 Lumber for shop class	116.15*	11281	215	327-1000	610 327
3	451723 09/11/19 less 10%-paid by Oct. 10th	-100.07*		215	327-1000	610 327
53992	5913 COTTAGE KEEP	38.00				
1	8006 09/30/19 fresh flowers	11.40		110	100-2700	610
2	8006 09/30/19 fresh flowers	26.60		210	100-2700	610
53991	15 CULLIGAN SOFT WATER SERVICE	195.00				
1	09/30/19 Admin water/cooler rental	32.00*		210	100-2700	450
2	09/30/19 EL water/cooler rental	8.00		101	100-2600	450
3	09/30/19 HS water/cooler rental/50 lb	155.00		201	100-2600	450
4	09/30/19 solar salt delivery	0.00		201	100-2600	450
53997	5932 DALLAS STIRLING	60.00				
2	10/01/19 verizon data plan/August&Sept.	60.00		201	100-1000	531
54037	7009 DE LAGE LANDEN FINANCIAL SERVICES,	441.89				
1	65086693 09/16/19 GTCC copier lease	275.00		182	108-2212	550 580
2	64704778 09/09/19 property tax /admin fee	166.89		182	108-2212	550 580
54034	5751 DEW DROP SPRINKLER SYSTEMS	315.00				
2	1906 09/09/19 replaced 7 sprinklers	315.00		229	100-2600	440
54035	6960 EBMS	202.00				
1	000130713 08/30/19 August 2019 ACA Fee	202.00		101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2400-810-					

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
54002	6879 ELLIOTT CRUMP	35.00				
2	09/23/19 MREA board meeting meals	35.00		101	100-2400	582
54046	2896 Employee Benefit Management	110,787.64				
	\$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	09/30/19 health ins premium/Sept.	45,025.09*		189	100-2500	260
3	09/30/19 EL retiree incentive-Sept&Oct.	1,265.00		101	100-2500	261
4	09/30/19 HS retiree incentive-Sept&Oct.	1,265.00*		201	100-2500	261
5	10/31/19 retirees premium/TRS ACH-Oct	5,870.78*		189	100-2500	260
6	10/31/19 GTCC-Sept/Oct premiums	6,991.58*		189	100-2500	260
7	10/31/19 health ins premium/Oct	45,716.81*		189	100-2500	260
8	08/31/19 D Smith- insurance premiums	4,653.38*		189	100-2500	260
9	08/31/19 July and August-have to pay	0.00*		189	100-2500	260
10	08/31/19 ins. beginning of contract	0.00*		189	100-2500	260
54021	220 FISHER'S TECHNOLOGY	224.95				
1	736424 09/30/19 EL-6 staple cartridges	224.95		101	100-1000	610
54036	220 FISHER'S TECHNOLOGY	4,364.92				
3	729283 09/09/19 GTCC- copy charges	408.77		182	108-2212	550 580
6	729281 09/09/19 copy charges	105.21*		101	100-2300	550
7	729280 09/09/19 copy charges	779.04*		101	100-2300	550
8	729280 09/09/19 copy charges	333.88*		201	100-2300	550
9	732121 09/16/19 paper cut-software	657.00		115	100-1000	681 102
10	732121 09/16/19 paper cut-software	438.00		215	100-1000	681 102
11	737247 10/02/19 copy charges	830.50*		101	100-2300	550
12	737247 10/02/19 copy charges	553.67*		201	100-2300	550
13	738172 10/04/19 base contract charges	181.20*		101	100-2300	550
14	738172 10/04/19 base contract charges	77.65*		201	100-2300	550
54038	4550 FOLLETT SCHOOL SOLUTIONS, INC	1,489.66				
1	1373088 09/01/19 Destiny Library Manager	744.83*		128	100-1000	680
2	1373088 09/01/19 Destiny Library Manager	744.83*		228	100-1000	680
3	1373088 09/01/19 Online service renewal	0.00*		228	100-1000	680
54028	74 FOOD SERVICES OF AMERICA	9,898.03				
1	5775638 09/10/19 food bill	2,316.11		212	910-3100	630
2	5777612 09/10/19 credit	-311.60		212	910-3100	630
3	5779594 09/17/19 food bill	983.15		212	910-3100	630
4	5779595 09/17/19 FFVP	196.25*		212	460-3100	630
5	5783288 09/24/19 FFVP	227.58*		212	460-3100	630
6	5783288 09/24/19 food bill	1,137.64		212	910-3100	630
7	5786872 10/01/19 SWMSS	4,471.97		212	910-3100	630
8	57868723 10/01/19 SWMSS	102.44		212	910-3100	630
9	57868723 10/01/19 SWMSS-CREDIT	-85.78		212	910-3100	630

10/04/19
17:24:21

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 9/19

Page: 5 of 13
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
10	5786869 10/01/19 food bill	381.46		212	910-3100	630
11	5786870 10/01/19 FFVP	190.46*		212	460-3100	630
12	5786871 10/01/19 After School Program	288.35*		115	401-1000	610 382
54045	4249 FREY SCIENTIFIC	140.82				
1	2081238436 09/04/19 earth worms	41.01	11259	101	100-1000	610
2	2081238436 09/04/19 4-4.5 inches grass frogs	94.62	11259	101	100-1000	610
3	2081238914 09/10/19 dissection guide	5.19	11259	101	100-1000	610
54015	22 GENERAL DISTRIBUTING CO	12.90				
2	00802305 09/30/19 welding supplies	12.90		201	100-1000	610
54020	167 GOPHER SPORTS	87.71				
1	9651050 09/26/19 SET-6 4SQUARE BALLS	44.95	11287	101	100-1000	610
2	9651050 09/26/19 PLAYGROUND BALL- GREEN	7.50	11287	101	100-1000	610
3	9651050 09/26/19 PLAYGROUND BALL- RED	7.50	11287	101	100-1000	610
4	9651050 09/26/19 PLAYGROUND BALL- YELLOW	7.50	11287	101	100-1000	610
5	9651050 09/26/19 PLAYGROUND BALL- BLUE	7.50	11287	101	100-1000	610
6	9651050 09/26/19 SHIPPING & HANDLING	12.76	11287	101	100-1000	610
G992	2847 GTCC PETTY CASH	410.00				
1	10/02/19 lottery tickets-giveaway	400.00		182	108-2212	600 580
2	10/02/19 during meeting	0.00		182	108-2212	600 580
3	10/02/19 bank overdraft fee	10.00		182	108-2212	600 580
G988	5633 HAMPTON INN	1,046.70				
1	10/02/19 Fall Admin meeting rooms&food	1,046.70		182	108-2212	592 580
54007	19 HEMMER PLUMBING & HEATING	483.38				
1	9565 09/14/19 labor&materials-EL bathrooms	483.38	11286	101	100-2600	610
54039	1356 Hi Line Redi-Mix, LLC	687.84				
1	SH32027 08/27/19 FBall field-washed sand	687.84		201	100-2600	610
2	SH31977 08/14/19 6 sack concrete/load fee	758.76		201	100-2600	610
3	SH31977 08/14/19 donated	-758.76		201	100-2600	610
53987	7089 ISTATE TRUCK CENTER	916.52				
1	R252039620 08/08/19 DOT Inspection ready	95.00		210	100-2700	440
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-440-						
2	R252039682 08/13/19 replace rear brakes and dr	492.91		110	100-2700	440
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-440-						
3	R252039682 08/13/19 on Route Bus # 8	328.61		210	100-2700	440

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
54040	6783 IXL LEARNING	2,607.00				
1	S357130 08/31/19 IXL Site License for 225	2,607.00*	11269	101	100-1000	680
54013	6291 JEANNE M WIGEN	99.00				
1	08/29/19 HSVB vs Choteau	18.00		201	720-3500	582
2	09/07/19 HSVB in Chi nook	46.00		201	720-3500	582
3	09/12/19 HSVB vs Fai rfi eld	12.00		201	720-3500	582
4	09/14/19 Cross Country in Kal i spell	23.00		201	720-3500	582
54001	7091 JESSILOU CANADA	32.00				
1	09/10/19 paid skating fees for After	32.00*		115	401-1000	610 382
2	09/10/19 School Program	0.00*		115	401-1000	610 382
54022	1685 JOSTENS INC	12.10				
1	23544984 09/25/19 facsi mi le signature	12.10		201	100-2500	610
54041	3436 KENCO SECURI TY AND TECHNOLOGY	757.00				
1	1582804 10/01/19 al arm moni toring Oct. 2019	85.20		101	100-2600	340
2	1582804 10/01/19 al arm moni toring Oct. 2019	56.80		201	100-2600	340
3	379195 08/30/19 replac ed keypad-Vo Ag bl dg.	615.00*		261	100-2600	340
54025	5735 LANE AND ASSOCI ATES	403.92				
3	7346 09/30/19 drug/breath test DOT	29.70		110	100-2700	330
4	7346 09/30/19 drug/breath test DOT	19.80		210	100-2700	330
5	7309 09/17/19 drug/breath test DOT	182.95		110	100-2700	330
6	7309 09/17/19 drug/breath test DOT	121.97		210	100-2700	330
7	7334 09/23/19 drug/breath test DOT	29.70		110	100-2700	330
8	7334 09/23/19 drug/breath test DOT	19.80		210	100-2700	330
53996	2 MARIAS RIVER ELECTRIC COOP	5,108.32				
1	09/23/19 electric bill	2,909.90		101	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
2	09/23/19 electric bill	1,939.93		201	100-2600	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
3	09/23/19 bus barn	235.41		210	100-2700	412
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-					
4	09/23/19 communi ty garden	23.08		101	100-2600	412
54042	1865 McGraw-Hill School Education	394.83				
1	1098019070 09/12/19 sci ence books	394.83*		101	100-1000	640
54016	7083 MONTANA BROOM & BRUSH	27.70				
1	1383835 09/25/19 sani tary napki n di sposal	27.70	11294	201	100-2600	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
G991 1	7099 MOUNTAIN GOAT INSTRUCTIONAL DESIGN 10/02/19 Science meeting-presenter	828.00 828.00		182	108-2212	320 580
54043 1	6949 NEARPOD INC 19685 09/05/19 Nearpod Dist Ed License	4,000.00 2,000.00*	11273	128	100-1000	680
2	19685 09/05/19 Nearpod Dist Ed License	2,000.00*	11273	228	100-1000	680
54005 1	2636 PACIFIC STEEL & RECYCLING 6969481 09/06/19 Metal Supplies	795.60 795.60	11277	215	329-1000	610 346
54049 1	39 Pitney Bowes Global Financial 3309559152 08/30/19 postage machine rental	415.17 207.59		101	100-5200	840
2	3309559152 08/30/19 postage machine rental	207.58		201	100-5200	840
54048 1	7133 PLAY ON SPORTS 540 08/30/19 Pixelot Production System	5,000.00 2,500.00*	11267	129	100-1000	660
2	540 08/30/19 Pixelot Production System	2,500.00*	11267	229	100-1000	660
53986 1	758 QUILL CORPORATION 1201009 09/16/19 50 boxes/copy paper	2,740.21 1,187.64	11222	101	999	
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 1201009 09/16/19 50 boxes/copy paper	791.76	11222	201	999	
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 1200794 09/16/19 additional amount to invoice	579.80		101	100-1000	610
4	1262922 09/17/19 SCOTCH ADHESIVE	5.46	11280	101	100-1000	610
5	1263580 09/17/19 24/PK AA BATTERIES	14.62	11280	101	100-1000	610
6	1263580 09/17/19 24/PK AAA BATTERIES	19.42	11280	101	100-1000	610
7	1263580 09/17/19 3'' MASKING TAPE	4.62	11280	101	100-1000	610
8	1263580 09/17/19 11X17'' WHITE COPY PAPER	116.90	11280	101	100-1000	610
9	1444496 09/25/19 quillplus points renewal	19.99		101	100-1000	810
54050 1	3055 RIDDELL/ALL AMERICAN SPORTS CORP 950884832 07/01/19 use balance of PO	1,723.80 596.00	11211	101	999	
2	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610- 950884832 07/01/19 use balance of PO	273.60	11211	101	999	
3	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610- 950884832 07/01/19 certification of helmets	854.20		201	720-3500	610
54044 1	6693 SCHOOL SPECIALTY 2081239666 09/18/19 REMOVABLE CHART MOUNTS	127.88 9.98	11282	101	100-1000	610
2	2081239666 09/18/19 ASST. POCKET FOLDERS	37.40	11282	101	100-1000	610
3	2081239666 09/18/19 12X15.5'' KRAFT ENVELOPES	51.46	11282	101	100-1000	610
4	2081238315 08/30/19 CLASS RECORD BOOK	34.88	11181	101	999	
5	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 2081238315 08/30/19 deduct amount on PO	-5.84		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	
53995		1 SHELBY GAS ASSOCIATION	1,414.60						
		switch between 110 & 210 every month							
		cf							
1		09/23/19 bus barn gas	32.20		110	100-2700	411		
2		09/23/19 EL & HS gas charges	829.44		101	100-2600	411		
3		09/23/19 EL & HS gas charges	552.96		201	100-2600	411		
54026		444 Shelby Glass & Door, Inc.	1,300.00						
		Snow Removal Services							
1		291 09/30/19 plowed with loader-high school	400.00		201	100-2600	432		
3		291 09/30/19 plowed with loader-Admin	350.00		210	100-2600	432		
5		291 09/30/19 plowed with loader-elementary	550.00		101	100-2600	432		
53999		5577 SHELBY HIGH SCHOOL - FRESHMAN	53.00						
		Lunch Workers # of days X 4 hours X 2.65 per hour							
1		09/13/19 Lunch workers September 9-13	53.00		212	910-3100	570		
53998		7137 SHELBY HIGH SCHOOL - WRESTLING	74.20						
		Lunch Workers # of days X 4 hours X 2.65 per hour							
1		09/06/19 Lunch workers-Aug. 28-30	74.20		212	910-3100	570		
2		09/06/19 September 3-6	0.00		212	910-3100	570		
54019		8 SHELBY PROMOTER	200.00						
1		62184 09/30/19 HS renewal	40.00*		201	100-1000	650		
2		62151 09/05/19 EL renewal -1096	40.00		101	100-1000	650		
3		62151 09/05/19 HS Office-863	40.00*		201	100-1000	650		
4		62151 09/05/19 Sharol O'Brien-1091	40.00*		201	100-1000	650		
5		62151 09/05/19 Athletic Director- 1394	40.00*		201	100-1000	650		
54053		6974 Southwest Montana School Services	517.50						
1		4598 10/01/19 Coop Purchasing Admin fee	517.50*		212	910-3100	810		
2		4598 10/01/19 Fall food order	0.00*		212	910-3100	810		
3		4598 10/01/19 575 cases @ .90	0.00*		212	910-3100	810		
54027		75 SYSCO FOOD SERVICES OF MONTANA	13,639.58						
1		14323909P 09/10/19 credit	-64.08		212	910-3100	630		
2		243434123 09/03/19 food bill	112.76		212	910-3100	630		
3		243439725 09/05/19 food bill	1,304.82		212	910-3100	630		
4		243439726 09/05/19 FFVP	297.96*		212	460-3100	630		
5		243443684 09/19/19 food bill	1,970.67		212	910-3100	630		
6		243443685 09/09/19 After School Program	158.97		212	910-3100	630		
7		243448860 09/12/19 supplies	9.66		212	910-3100	610		
8		243449915 09/12/19 food bill	1,500.70		212	910-3100	630		
9		243449916 09/12/19 FFVP	64.00*		212	460-3100	630		
10		243452902 09/14/19 supplies	131.76		212	910-3100	610		
11		243454035 09/16/19 food bill	1,874.76		212	910-3100	630		
12		243459804 09/19/19 food bill	2,190.73		212	910-3100	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
13	243459804 09/19/19 FFVP	140.00*		212	460-3100	630
14	243462576 09/21/19 supplies	14.83		212	910-3100	610
15	243469872 09/26/19 food bill	2,598.34		212	910-3100	630
16	243469873 09/26/19 FFVP	329.77*		212	460-3100	630
17	243473890 09/30/19 food bill	1,003.93		212	910-3100	630
53993	6972 TEN PIN ALLEY	87.50				
1	09/18/19 After School - 11 kids bowling	52.00*		115	401-1000	610 382
2	09/23/19 PIR days- staff bowling	35.50		101	100-2300	610
54018	3128 TLC CATERING PLUS	139.35				
1	104830 10/01/19 preschool screening lunch	139.35		101	100-1000	610
54051	7134 TURNITIN, LLC	1,435.50				
1	11181207 09/11/19 Turnitin FBS	810.00*	11274	101	100-1000	680
2	11181207 09/11/19 Campus Fee	625.50*	11274	101	100-1000	680
54012	5343 VARSITY SPIRIT FASHIONS	3,106.30				
1	82303180 09/18/19 Pant	243.80	11252	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-					
2	82303180 09/18/19 Shell Top	1,190.00	11252	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-					
3	82303180 09/18/19 2 Color Giant Letters	434.00	11252	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-					
4	82303180 09/18/19 p Flex Bodyliner	868.00	11252	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-					
5	82303180 09/18/19 A-Line Skirt	168.00	11252	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-					
6	82303180 09/18/19 shipping	202.50	11252	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-					
54017	6778 VEMCO, INC.	3,374.27				
1	356976 09/09/19 holding tank	2,994.00	11206	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-					
2	356976 09/09/19 freight	380.27		201	100-2600	610
54047	5585 VERIZON WIRELESS	130.71				
1	9838550472 09/21/19 Supt. cell phone	70.05		210	100-2700	531
2	9838550472 09/21/19 EL principal	59.37		101	100-2400	531
3	9838550472 09/21/19 JH-HS principal	70.05		201	100-2400	531
4	9838550472 09/21/19 credit	-68.76		101	100-2400	531
6987	3484 VISA (for GTCC)	993.45				
1	10/02/19 office supplies	188.15		182	107-2212	610 570
2	10/02/19 ASCD membership fees	114.00*		182	107-2212	650 570
3	10/02/19 3 rivers phone & internet	108.61		182	107-2212	531 570
4	10/02/19 Go Daddy-email exchange/relay	582.69		182	107-2212	531 570

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	P0 #	Fund Org	Prog-Func	Obj	Proj
54054	E	6023 WELLS FARGO BANK P CARD SYSTEM	12,592.04					
1		09/12/19 J Aspensen custodial supplies	93.42		101	100-2600	610	
2		09/05/19 L Clark -zip ties-lunch boxes	2.99		101	100-1000	610	
3		09/30/19 E Crump- fuel & meals	317.96		101	100-2500	582	
4		09/27/19 K Cruze-MT Music Educators	177.00	11295	101	100-1000	610	
5		09/27/19 Conference fee-	23.99		101	100-1000	610	
6		09/25/19 L Davis custodial supplies	657.23	11278	101	100-2600	610	
7		09/27/19 K Dodson-transp. supplies	68.63		110	100-2700	610	
8		09/27/19 K Dodson-transp. supplies	45.75		210	100-2700	610	
9		09/07/19 HSVB meals	330.78		201	720-3500	582	
10		09/29/19 folding utility table	130.99	11296	101	280-1000	610	
11		09/29/19 wireless mouse	9.99	11296	101	280-1000	610	
12		09/29/19 rubber date stamp	7.49	11296	101	280-1000	610	
13		09/05/19 EL Special Ed class supplies	240.86		101	280-1000	610	
14		09/30/19 K Fisher- math & science books	2,275.46		201	100-1000	640	
15		09/30/19 K Fisher supplies	148.05		101	100-1000	610	
16		09/23/19 NAFME membership	122.00	11290	201	710-3400	582	
17		09/23/19 MMEA conf registration	72.00	11290	201	710-3400	582	
18		09/23/19 credit on registration fee	-5.00		201	710-3400	582	
19		09/05/19 Z Hayes- classroom supplies	38.76		101	100-1000	610	
20		09/15/19 GTCC screen monitor	105.34		182	107-2212	610	570
21		09/20/19 J Hough- tech supplies	949.34*		228	100-1000	682	
22		09/20/19 J Hough- tech supplies	632.89*		128	100-1000	682	
23		09/30/19 Kimmet- custodial suppl -old PO	483.30	11219	101	999		
		P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
24		09/30/19 L Kimmet-custodial supplies	368.39	11270	201	100-2600	610	
25		09/04/19 School Supplies-use old PO	2.84	11170	101	999		
		P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
26		09/04/19 use old PO	0.22	11218	101	999		
		P0 Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-						
27		09/04/19 R Lee-model rocket engines	105.87		101	100-1000	610	
28		09/03/19 D Smith-MCEL registration	275.00		101	100-2300	810	
29		09/14/19 After School Program-snacks	351.93*		115	401-1000	610	382
30		09/14/19 and supplies	0.00*		115	401-1000	610	382
31		09/19/19 J Ruff-postage and card	12.89		101	100-2400	610	
32		09/25/19 D Smith-supplies&groceries	240.90		101	100-1000	610	
33		09/13/19 D Strader-FFVP purchases	151.38*		212	460-3100	610	
34		09/26/19 T White-FFA lodging meals	516.84		201	710-3400	582	
35		09/05/19 Stickers for Title 1	58.13	11275	101	100-1000	610	
36		09/13/19 L Erickson-Special Ed books	151.80	11283	101	280-1000	640	
37		09/30/19 M White-cooking class supplies	261.36		201	100-1000	610	
38		09/30/19 Student Account Football used	2,101.09		201	100-1000	610	
39		09/30/19 PCard to purchase supplies	0.00		201	100-1000	610	
40		09/30/19 SA will reimburse district	0.00		201	100-1000	610	
41		09/09/19 FBall team lodging	812.64		201	720-3500	582	
42		09/30/19 M White-meals	251.54		201	720-3500	582	
		# of Claims	73	Total :		228,494.08		
		Total Electronic Claims				12,592.04		

Total Non-Electronic Claims 215,902.04

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	0.00	10,833.34	0.00	10,833.34	65,000.00	54,166.66
115-570	Office/Clerical/Technology GTCC Interlocal Dues	0.00	6,021.15	0.00	6,021.15	36,000.00	29,978.85
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	0.00	1,480.61	0.00	1,480.61	8,000.00	6,519.39
220-570	Teachers' Retirement GTCC Interlocal Dues	0.00	982.58	0.00	982.58	6,500.00	5,517.42
230-570	PERS GTCC Interlocal Dues	0.00	715.77	0.00	715.77	3,000.00	2,284.23
240-570	Unemployment Compensation GTCC Interlocal Dues	0.00	38.70	0.00	38.70	300.00	261.30
250-570	Workers' Compensation GTCC Interlocal Dues	0.00	91.23	0.00	91.23	600.00	508.77
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	2,500.00	0.00	2,500.00	4,000.00	1,500.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	400.00	400.00
530-570	Communications GTCC Interlocal Dues	0.00	0.00	0.00	0.00	100.00	100.00
531-570	Telephone GTCC Interlocal Dues	815.62	1,887.75	0.00	1,887.75	2,700.00	812.25
532-570	Postage GTCC Interlocal Dues	0.00	14.25	0.00	14.25	300.00	285.75
582-570	Travel Out-of-District GTCC Interlocal Dues	565.42	1,322.02	0.00	1,322.02	5,000.00	3,677.98
610-570	Supplies GTCC Interlocal Dues	293.49	603.82	0.00	603.82	4,500.00	3,896.18
650-570	Periodicals GTCC Interlocal Dues	114.00	273.99	0.00	273.99	100.00	-173.99
660-570	Minor Equipment-New GTCC Interlocal Dues	0.00	1,289.65	0.00	1,289.65	3,000.00	1,710.35
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	0.00	0.00	0.00	300.00	300.00
	Function Total :	1,788.53	63,096.73	0.00	63,096.73	178,857.90	115,761.17

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Program Total :		1,788.53	63,096.73	0.00	63,096.73	178,857.90	115,761.17
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	828.00	16,850.00	0.00	16,850.00	45,000.00	28,150.00
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	700.00	0.00	700.00	2,300.00	1,600.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	850.66	1,514.36	0.00	1,514.36	4,600.00	3,085.64
	GTCC Professional Development Dues						
592-580	Meals & Lodging	1,046.70	5,984.56	0.00	5,984.56	37,000.00	31,015.44
	GTCC Professional Development Dues						
596-580	Mileage	0.00	1,598.48	0.00	1,598.48	6,000.00	4,401.52
	GTCC Professional Development Dues						
600-580	Supplies and Materials	410.00	2,343.45	0.00	2,343.45	13,000.00	10,656.55
	GTCC Professional Development Dues						
	Function Total :	3,135.36	36,684.55	0.00	36,684.55	119,050.00	82,365.45
	Program Total :	3,135.36	36,684.55	0.00	36,684.55	119,050.00	82,365.45
	Program Group Total :	4,923.89	99,781.28	0.00	99,781.28	297,907.90	198,126.62
	Fund Total :	4,923.89	99,781.28	0.00	99,781.28	297,907.90	198,126.62
	Grand Total :	4,923.89	99,781.28	0.00	99,781.28	297,907.90	198,126.62

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
101 General Fund	125,795.45	145,768.21	0.00	-145,768.21	** %
110 Transportation Fund	8,319.30	9,659.31	0.00	-9,659.31	** %
111 Bus Depreciation Fund	438.75	811.96	0.00	-811.96	** %
114 Retirement	217.26	217.26	0.00	-217.26	** %
128 Technology Fund	2,530.08	3,369.76	0.00	-3,369.76	** %
129 Flexibility Fund	1,396.10	1,396.10	0.00	-1,396.10	** %
150 Debt Service	3,439.83	9,330.29	0.00	-9,330.29	** %
161 Building Reserve	379.18	1,168.97	0.00	-1,168.97	** %
201 General Fund	71,436.83	84,544.30	0.00	-84,544.30	** %
210 Transportation Fund	6,317.69	7,410.65	0.00	-7,410.65	** %
211 Bus Depreciation Fund	684.89	1,041.72	0.00	-1,041.72	** %
213 Tuition	425.91	882.30	0.00	-882.30	** %
214 Retirement	144.05	144.05	0.00	-144.05	** %
228 Technology Fund	1,721.44	2,483.93	0.00	-2,483.93	** %
229 Flexibility Fund	3,956.70	3,956.70	0.00	-3,956.70	** %
250 Debt Service	2,030.53	4,745.36	0.00	-4,745.36	** %
261 Building Reserve	1,127.39	2,369.39	0.00	-2,369.39	** %
Grand Total :	230,361.38	279,300.26	0.00	-279,300.26	** %

Account	Receipts					Invest	Misc.	Misc.	Closing
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
407 ART CLUB	1597.80	300.00	0.00	300.00	744.80		0.00	0.00	2342.60
101 ATHLETICS	10401.17	4425.11	0.00	11396.00	54.34		0.00	0.00	17426.40
405 AUTO/WOOD SHOP/VICA	705.95	0.00	0.00	0.00	0.00		0.00	0.00	705.95
402 BAND	1243.53	95.00	0.00	0.00	0.00		0.00	0.00	1148.53
408 BAND & CHOIR UNIFORMS/TRAVEL	958.35	0.00	0.00	0.00	0.00		0.00	0.00	958.35
112 BOYS BASKETBALL	500.39	0.00	0.00	0.00	0.00		0.00	0.00	500.39
213 BPA	2884.09	0.00	0.00	0.00	0.00		0.00	0.00	2884.09
203 CHEERLEADERS	839.40	0.00	0.00	298.00	0.00		0.00	0.00	1137.40
403 CHOIR	1333.13	0.00	0.00	0.00	0.00		0.00	0.00	1333.13
320 CLASS OF 2020 (SR)	5147.40	0.00	0.00	85.00	0.00		0.00	0.00	5232.40
321 CLASS OF 2021 (JR)	3723.33	0.00	0.00	0.00	456.10		0.00	0.00	4179.43
322 CLASS OF 2022 (SO)	2392.72	0.00	0.00	0.00	0.00		0.00	0.00	2392.72
323 CLASS OF 2023 (FR)	216.81	1578.00	0.00	3353.00	0.00		0.00	0.00	1991.81
202 CONCESSIONS	9981.81	2027.71	0.00	7003.26	-1381.94		0.00	0.00	13575.42
103 COYOTE CLASSIC TOURNAMENT	2586.33	0.00	0.00	0.00	0.00		0.00	0.00	2586.33
223 COYOTE STORE	0.00	0.00	0.00	66.75	0.00		0.00	0.00	66.75
108 CROSS COUNTRY	553.86	0.00	0.00	0.00	0.00		0.00	0.00	553.86
503 DISTRICT 7 MUSIC FESTIVAL	2262.27	0.00	0.00	0.00	0.00		0.00	0.00	2262.27
702 EL STUDENT COUNCIL	242.76	0.00	0.00	0.00	0.00		0.00	0.00	242.76
206 EXPLORE AMERICA	5974.92	0.00	0.00	0.00	0.00		0.00	0.00	5974.92
212 FCCLA	395.31	0.00	0.00	0.00	0.00		0.00	0.00	395.31
211 FFA	9631.45	1486.00	0.00	3355.00	-729.95		0.00	0.00	10770.50
209 FINE ARTS	1758.09	0.00	0.00	0.00	0.00		0.00	0.00	1758.09
107 FOOTBALL	1337.55	1147.60	0.00	5862.00	0.00		0.00	0.00	6051.95
406 FRENCH CLUB	568.94	97.18	0.00	0.00	0.00		0.00	0.00	471.76
111 GIRLS BASKETBALL	857.66	0.00	0.00	0.00	0.00		0.00	0.00	857.66
115 GOLF	185.69	0.00	0.00	0.00	0.00		0.00	0.00	185.69
208 HOWL	103.40	0.00	0.00	0.00	0.00		0.00	0.00	103.40
221 JOBS FOR MONTANA GRADS	143.96	0.00	0.00	0.00	29.40		0.00	0.00	173.36
220 KEY CLUB	377.56	0.00	0.00	0.00	0.00		0.00	0.00	377.56
640 MIDDLE SCHOOL BAND	3577.34	0.00	0.00	37.60	0.00		0.00	0.00	3614.94
610 MIDDLE SCHOOL BOYS ATHLETICS	51.19	0.00	0.00	0.00	0.00		0.00	0.00	51.19
624 MIDDLE SCHOOL BUILDERS CLUB	1309.10	0.00	0.00	0.00	0.00		0.00	0.00	1309.10
622 MIDDLE SCHOOL CHEERLEADERS	2589.36	0.00	0.00	0.00	0.00		0.00	0.00	2589.36
641 MIDDLE SCHOOL CHOIR	36.28	0.00	0.00	0.00	0.00		0.00	0.00	36.28
611 MIDDLE SCHOOL GIRLS ATHLETICS	317.80	0.00	0.00	0.00	0.00		0.00	0.00	317.80
643 MIDDLE SCHOOL HOME EC	620.93	0.00	0.00	0.00	0.00		0.00	0.00	620.93
621 MIDDLE SCHOOL STUDENT COUNCIL	1336.82	0.00	0.00	0.00	0.00		0.00	0.00	1336.82
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	5507.74	0.00	0.00	10.00	0.00		0.00	0.00	5517.74
222 MISSOULA CHILDREN'S THEATRE	1.22	0.00	0.00	0.00	0.00		0.00	0.00	1.22
401 NHS	1832.21	0.00	0.00	0.00	0.00		0.00	0.00	1832.21
501 RECOGNITION	8724.35	0.00	0.00	957.09	0.00		0.00	0.00	9681.44
214 SCHOOL PLAY	1509.96	0.00	0.00	0.00	0.00		0.00	0.00	1509.96
216 SCIENCE CLUB	89.27	89.00	0.00	0.00	0.00		0.00	0.00	0.27
700 SHELBY ELEMENTARY	1786.66	0.00	0.00	0.00	0.00		0.00	0.00	1786.66
114 SOFTBALL	792.83	0.00	0.00	0.00	0.00		0.00	0.00	792.83
205 SPEECH & DRAMA	1530.52	0.00	0.00	0.00	0.00		0.00	0.00	1530.52
201 STUDENT COUNCIL	100.04	0.00	0.00	0.00	0.00		0.00	0.00	100.04
240 STUDENT TRIPS	377.64	0.00	0.00	0.00	1572.05		0.00	0.00	1949.69
102 TOURNAMENT FUNDS	5110.50	0.00	0.00	0.00	0.00		0.00	0.00	5110.50
113 TRACK	325.51	0.00	0.00	0.00	0.00		0.00	0.00	325.51
104 UNIFORM MAINTENANCE	8927.66	0.00	0.00	105.00	0.00		0.00	0.00	9032.66

10/04/19
17:41:51

SHELBY SCHOOLS
Statement of Activity by Account Name for 09/01/19 to 09/30/19

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
109 VOLLEYBALL	565.70	99.00	0.00	0.00	0.00	0.00	0.00	466.70	
110 WRESTLING	881.17	0.00	0.00	0.00	0.00	0.00	0.00	881.17	
207 YEARBOOK	3832.81	189.00	0.00	225.00	-744.80	0.00	0.00	3124.01	
Total for Student Accounts	120640.24	11533.60		33053.70				142160.34	
Bank Account Totals	120640.24	11533.60	0.00	33053.70	0.00		0.00	142160.34	
							Bank Balance	142160.34	
							Plus Outstanding Checks	1815.50	
							Minus Outstanding Deposits	0.00	

							Balance	143975.84	
							Minus Receipts in Transit	0.00	

							Statement Balance	143975.84	

Elementary School Board Report - October 8, 2019

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
K	40	38							
1	42	42							
2	35	35							
3	33	30							
4	39	38							
5	37	36							
6	38	36							
Camrose	14	14							
Total	278	269							

Month in Review:

- September 11 - Elementary IAT Meeting
- September 17 - Informational Parent Meeting
- September 18 - Student Photos
- September 23 - PD Day with Active Attacker Training and ELA Curriculum Review
- September 24 - Home 'N School Meeting
- September 25 - Hearing Screening
- September 27 - 3rd Grade Field Trip
- October 1 - Preschool Screening
- October 2 - Elementary PAWS Assembly
- October 4 - Midterm Reports sent home

Schedule for this Month:

- October 10 - MTSS Action Plan Review & Development
- October 16 - Elementary IAT Meeting
- October 17-18 - MFPE & MCEL Conferences
- October 28 - K-6 Spooky Science Night
- October 31 - Elementary PAWS assembly

Special Announcements:

- Elementary ELA Adoption Committee is continuing to review ELA programs and will propose a program and budget before the December School Board meeting.

JH/High School Board Report ~ October 9, 2019

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
7	34	34								
8	21	21								
9	30	30								
10	31	31								
11	25	26								
12	38	38								
Total	179	180								

Month in Review:

- 9/10- FFA @ District Leadership School @ Simms
- 9/9-9/12- Start Worth It Curriculum in Advisory
- 9/12- Rasmuson Wildlife Center for 7th Graders
- 9/16-9/21- Homecoming Week
- 9/17- Picture Retakes for Staff & Students
- 9/19- Juniors & Seniors to Job Fair in Cut Bank
- 9/20- Homecoming Parade, Game and Dance
- 9/24- FFA @ Ruby Invitational
- 9/30-10/4- Montana College Application Week
- 10/3- Many Glacier Trip for 8th Graders
- 10/4- Many Glacier Trip for 7th Grader
- 10/8- ASVAB Testing for Juniors @ 9:00 a.m.
- 10/9- "Let's Talk App Assembly" @ 9:30 p.m. in the Auditorium
- 10/9- FFA Greenhand Seminar @ Choteau

Schedule for this Month:

- 10/10- FFA MSU-Northern Techno Expo
- 10/15- Fall Music Concert @ 7:00 p.m. in Auditorium
- 10/22- Flu Shots
- 10/23- Blackleaf Canyon Trip for 8th Graders
- 10/26-10/27- Gym Floor Recoated
- 10/29- JMG Leadership Conference @ Helena
- 10/30- Marias Medical Center Townhall Meeting in Auditorium @ 6:30 p.m.

Upcoming Events:

- 11/06- ASVAB Interpretation for Juniors @ 9:00 a.m.
- 11/22- Key Club Blood Drive
- 12/14- ACT Test
- 3/27/20- Key Club Blood Drive

Mr. Elliott Crump

3 Oct 19

In December I will be turning 65 and I plan to retire from the Shelby School Dist at this time. My last day will be on the 15 of December as that is the end of the pay period. It has been a pleasure working for the school system.

All the best

David Clark

A handwritten signature in cursive script that reads "David Clark". The signature is written in black ink and is positioned below the printed name "David Clark".

**Shelby
MFPE – Custodians - District
Tentative Agreements**

TA #1

Master Contract, paragraph 1

THIS AGREEMENT entered into this ____ day of _____, 2016**19**, by and between the Board of Trustees, School District No. 14, Shelby, Montana; Hereinafter called the BOARD, and the ~~Montana Public Employees Association~~ **Shelby School District Bus Drivers and Custodians, Locals #8529 and #8530, affiliates of the Montana Federation of Public Employees (MFPE), NEA and AFT**; hereinafter called the UNION.

TA #2

ARTICLE I

There is no Title 59, chapter 16, this is likely a typo and refers to 39, Collective Bargaining for Public Employees.

Agreement All-Inclusive.

This instrument contains all provisions of the Agreement between the Board and the Union on all matters negotiable for agreement under ~~Title 59, Chapter 16, Revised Codes of Montana, 1973~~ **MCA Title 39, Chapter 31, revised 2017**, and neither party hereto shall be required during the term hereof to negotiate for agreement upon any issue whether or not such issue is mentioned herein. All prior practices, agreements, and understandings are superseded by the Agreement and are of no force or effect unless specifically incorporated herein.

TA #3

ARTICLE II

Scope and Term of Agreement

Changed dates and language for clarity.

This Agreement shall be entered into this ____ day of ____, ~~2015~~**19** and shall continue in effect until June 30, ~~2018~~**20** and from year to year. **The parties shall agree that, should either party desire to reopen negotiations for the purpose of negotiating a successor agreement, such party shall notify the other in writing by (insert date) of the year of the agreement's expiration.**

~~thereafter unless either party shall give the other party sixty (60) days written notice prior to the anniversary date of the Agreement of its desire to modify or amend the Agreement. During said sixty (60) day period, the parties shall confer upon the modification or amendment of the Agreement and if, upon or after the expiration of such sixty (60) day period, the parties are unable to agree, then either party may terminate this Agreement.~~

TA #4

The Board recognizes the Union as, and the Union acknowledges it is, the exclusive bargaining representative for the custodial employees.

Custodial student workers and temporary **summer** employees are specifically excluded from this Agreement. (Temporary employee is an employee hired for a definite period of time, but not to exceed five (5) months).

Original language:

The Board recognizes the Union as, and the Union acknowledges it is, the exclusive bargaining representative for the custodial employees. Student workers and temporary employees are specifically excluded from this Agreement. (Temporary employee is an employee hired for a definite period of time, but not to exceed five (5) months).

TA #5

ARTICLE V Union Security, Agency Shop

***Removes reference to representation fees.**

Employees covered by the terms of this Agreement shall not be required to become members of the Union. ~~but must, as a term and condition of employment, pay a representation fee to the Union.~~

Upon receipt of a written authorization from an employee covered by this Agreement, the Board shall deduct from the employee's pay the amount owed to the Union by such employee for dues or a representation fee. The Board will remit to the Union such sums within 30 calendar days. Changes in the Union membership dues rate ~~and representation fee~~ will be certified to the Board in writing over the signature of the authorized officer or officers of the Union and shall be done at least 30 calendar days in advance of such change.

All employees covered by the terms of this Agreement shall within 30 days of the signing of this Agreement, or within 30 days of employment, whichever are later, pay dues ~~or the representation fee~~ to the Union. Employees who fail to comply with this requirement shall be discharged by the Board within 30 days after receipt of written notice of default by the Union. The Union may make written notice of default and demand for discharge after the 30-day period specified above. The Board shall initiate appropriate discharge actions under this Section to insure discharge of the affected employees) on the 30th day from receipt by the Board of the Union's written notice of default and demand for discharge.

The Board, within 30 days of the signing shall present the Union with a list of names and addresses of all current employees covered by this Agreement and shall update such list each month for all new hires.

The Union will indemnify, defend and hold the Board, each individual Board member and all Administrators harmless against any claim made and against any suit instituted against the Board, including attorney's fees and costs of defense thereof, on account of any provision of this Article. ~~On July 1, of even numbered years, the Union shall furnish the Board with proper documentation that its representation fee procedure is in compliance with law.~~

TA #6

Reopening Clause for the District

Sentences restructured for clarity.

If funding ~~changes, this agreement may be~~ reopened. ~~This agreement may also be reopened~~ for other purposes by mutual consent.

Original Language:

If funding is cut and reopened for other purposes by mutual consent.

TA #7

Determination of Vacation Dates

- c. Permanent **and** part-time employees are entitled to pro-rated leave benefits if they have a regularly scheduled work assignment, and normally work at least twenty (20) hours each week of the pay period and have worked the qualifying period.
- d. Full time, temporary, **part-time** and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.

TA #8

The Board agrees to pay up to ~~five thousand five hundred and seventy-five dollars (\$5,575)~~ **an amount equal to the contribution made for Shelby Education Association (SEA)**, per employee, towards health insurance premium. It is understood that the District's only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claims shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier. ***retroactive to July 1, 2018**

TA #9

Correction of punctuation.

Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, said provision shall be automatically deleted from this Agreement to the extent that it violated the law. All remaining provisions shall remain in full force and effect for the duration of the Agreement if not affected by the deleted provision.

TA #10

ARTICLE XVII

Transportation - Custodians

The Board agrees to furnish a pickup or similar vehicle for use as a conveyance to deliver orders from central supply to designated schools. Reimbursement for mileage of personal vehicle to conduct school business must be on a log sheet obtained from the administration containing: name, date, destination, purpose, and number of miles. This will be for in-town use only and will be reimbursed at the state and federal rates. ~~to a maximum of \$10.00 per month.~~

TA #11

ARTICLE XVIII XVII

Salary Schedules, Classifications, and Longevity

School year - Base salary for Custodians is as follows:

~~2015-16 - \$15.14 per hour~~

~~2016-17 - \$15.29 per hour~~

~~2017-18 - \$15.37 per hour~~

2019-20 - \$ 15.83 per hour

*** One-time retroactive payment of \$500.00 for the 2018-19 school year.**

TA #12

Boilers License

In addition to the base salary, custodians who have obtained a boiler's license will receive the following increase to their base pay:

Custodians who have obtained a boiler's license will receive \$1.50/hour in addition to their base salary.

Custodians who have obtained a boiler's license and service both buildings will receive \$2.00/hour in addition to the base salary.

The cost of the boilers license renewal will be paid by the district.

Intent: If only one person holds a boilers license and services both buildings, they will receive the increase of \$2.00 /hour in addition to the base.

TA #13

ARTICLE XIX

All provisions of this contract are in force until **June 30, 201820**.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals by their respective officers duly authorized to do so this _____ day of _____, **201619**.

TA #14

**ARTICLE XVIII
GRIEVANCE AND MEDIATION PROCEDURE**

A. Definitions:

1. GRIEVANCE shall be defined as a written claim that there has been a violation, misinterpretation or inequitable application of the terms of this Agreement.
2. An AGGRIEVED PERSON shall be defined as an employee or group of employees, or the Association.
3. DAYS shall mean employee work days, except as otherwise stated.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting an employee or a matter, which is covered by the terms of this Agreement. Both parties agree that these procedures be kept as informal and confidential as may be appropriate at any level.

C. Procedure for an Employee Grievance

1. The Grievance Report Form (Exhibit A) shall be used by both parties to process and document the Grievance Procedure. Grievances shall be processed as rapidly as

possible, the number of days indicated at each level should be considered as a maximum, and an effort made to expedite the process. The time limits specified, however, may be extended by mutual agreement.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure will be exhausted prior to the end of the fiscal year of its origin.
3. The aggrieved person or persons must be present at all levels.
4. **Level One.** An employee with a grievance shall first present the grievance in writing to his/her immediate supervisor, not later than fifteen (15) days after the occurrence of the grieved matter. The immediate supervisor shall arrange a meeting within five (5) days of receiving the grievance with the employee filing the grievance. The supervisor shall respond in writing within ten (10) days after the meeting.
5. **Level Two.** If the aggrieved person or the Association is not satisfied with the disposition of the aggrieved person's grievance at Level One or if no decision has been rendered within ten (10) days after the meeting with the immediate supervisor, the aggrieved person or the Association may refer the grievance in writing to the Superintendent of Schools. The Superintendent shall arrange a hearing within five (5) days of receiving the grievance. Upon conclusion of the hearing the Superintendent shall respond in writing within ten (10) days.
6. **Level Three.** If the aggrieved person or the Association is not satisfied with the disposition of the aggrieved person's grievance at Level Two or if no decision has been rendered within ten (10) days, the grievance may be referred to the School Board. The Chairman of the Board shall arrange for a hearing with the grievant to take place at a mutually agreed upon time and date with both parties. Upon conclusion of the hearing, the Board will have ten (10) days to provide the grievant with a written decision.
7. **Level Four.** If the Association is not satisfied with the disposition of the grievance at Level Three, the grievance may be submitted before an impartial arbitrator (only at the option of the Association). The Association shall exercise its right of arbitration by giving the Superintendent of Schools written notice of its intention to arbitrate within fifteen (15) days after it has received the decision at Level Three or after ten (10) days following a meeting of the Board with no written response.

After notice of submission to arbitration, the Association shall request from the Montana Board of Personnel Appeals a list of five (5) qualified arbitrators. Within ten (10) days of receipt of this list, each party shall alternatively strike names from the list, and the name remaining shall be the arbitrator.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator's decision will be based upon the specific provisions of this Agreement. This arbitration provision shall be for grievances only.

The decision of the arbitrator shall be rendered within thirty (30) days after the close of the hearing, or within twenty (20) days after the deadline for mailing of post hearing briefs, if the arbitrator so instructs. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issues submitted. Decisions by the arbitrator, in cases properly before them shall be final and binding upon the parties, subject however to the limitations of arbitration decisions as provided by Montana law.

Any agreement between the District or their representative at any level and the grievant shall constitute a waiver of any future appeal through the grievance procedure concerning the particular grievance.

D. No Reprisals

No reprisals of any kind shall be taken by the Board or any member of the Administration or Association or any employee against, any building representative, or any other party or participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Both parties shall bear their respective costs of arbitration. Costs of the arbitrator will be shared equally between the Board and the Association.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file in the Superintendent's office and shall not be kept in the personnel file of any of the participants.
3. All meetings and hearings under this procedure shall be executive sessions and shall include the grievant and their designated representatives, Trustees and/or members of the Administration and their designated representatives, and other parties as they may be called to give testimony or provide evidence.
4. The grievance forms to be used by an aggrieved person or other interested persons shall be supplied by the School District.

EXHIBIT "A"

GRIEVANCE REPORT FORM

Failure of the Grievant or Association to appeal a decision within the specified time limit at any level shall be deemed as acceptance of the decision at that level. The grievances shall be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and effort shall be made to expedite the process. The time limits specified, however, may be extended by mutual agreement.

_____ Signature of Employee

Aggrieved Person _____ Date Filed _____

School _____ Position _____

Date Cause of Grievance Occurred _____

Statement of Grievance:

_____ Signature of Aggrieved Date

(Attach additional sheet(s) as necessary)

LEVEL I

An employee with a grievance shall first present the grievance in writing to his/her principal or immediate supervisor, not later than fifteen (15) days after the occurrence of the grieved matter. The immediate supervisor shall arrange a meeting within five (5) days of receiving the grievance with the employee filing the grievance. The principal or immediate supervisor shall respond in writing within ten (10) days after the meeting.

Date Level I meeting held

Decision of Principal or Immediate Supervisor: _____

Signature of Principal or Immediate Supervisor Date

Aggrieved Person's Response: _____

Signature of Aggrieved Date

If Level Two action is required, this form must be submitted within ten (10) workdays from the meeting date above.

LEVEL II

If the aggrieved person or the association is not satisfied with the disposition of the aggrieved person's grievance at Level One or if no decision has been rendered within ten (10) days after the meeting with the principal or immediate supervisor, the aggrieved person or the Association may refer the grievance in writing to the Superintendent of Schools. The Superintendent shall arrange a hearing within five (5) days of receiving the grievance. Upon conclusion of the hearing the Superintendent shall respond in writing within ten (10) days after the meeting.

Date Level I meeting held: _____

1. Date Received by Superintendent or Designee _____

2. Decision of Superintendent or Designee: _____

Signature of Superintendent or Designee

Date _____

Aggrieved Person's Response: _____

Signature of Aggrieved

Date

If Level Three action is required, this form must be submitted within ten (10) workdays from the hearing date above.

LEVEL III

If the aggrieved person or the association is not satisfied with the disposition of the aggrieved person's grievance at Level Two or if no decision has been rendered within ten (10) days, the grievance may be referred to the School Board. The Chairman of the Board shall arrange for a hearing with the grievant to take place at the next regularly scheduled meeting of the Trustees. Upon conclusion of the hearing, the Board will have ten (10) days to provide the grievant with a written decision.

Date Level II meeting held: _____

1. Date Received by School Board _____

2. Decision of School Board: _____

Signature of School Board Chairman

Date

Aggrieved Person's Response: _____

Signature of Aggrieved

Date

If Level Three action is required, this form must be submitted within fifteen (15) work days from date above or ten (10) days following meeting with board with no written response.

LEVEL IV

If the Association is not satisfied with the disposition of the grievance at Level Three, the grievance may be submitted before an impartial arbitrator (only at the option of the Association). The Association shall exercise its right of arbitration by giving the Superintendent of Schools written notice of its intention to arbitrate within fifteen (15) days after it has received the decision at Level Three or after ten (10) days following a meeting of the board with no response.

Date Level III meeting held: _____

Date Submitted to Mediation Panel _____

Disposition or Recommendation of Mediation Panel: _____

Signature of Arbitrator

Date

Printed Name and address of Arbitrator:

Signature of Aggrieved

Date

Signature of School Board Chairman

Date

**Shelby
MFPE – Bus Drivers - District
Tentative Agreements**

TA #1

Master Contract, paragraph 1

THIS AGREEMENT entered into this _____ day of _____, 201~~6~~**19**, by and between the Board of Trustees, School District No. 14, Shelby, Montana; Hereinafter called the BOARD, and the ~~Montana Public Employees Association~~ **Shelby School District Bus Drivers and Custodians, Locals #8529 and #8530, affiliates of the Montana Federation of Public Employees (MFPE), NEA and AFT**; hereinafter called the UNION.

TA #2

ARTICLE I

There is no Title 59, chapter 16, this is likely a typo and refers to 39, Collective Bargaining for Public Employees. Agreement All-Inclusive.

This instrument contains all provisions of the Agreement between the Board and the Union on all matters negotiable for agreement under ~~Title 59, Chapter 16. Revised Codes of Montana, 1973~~ **MCA Title 39, Chapter 31, revised 2017**, and neither party hereto shall be required during the term hereof to negotiate for agreement upon any issue whether or not such issue is mentioned herein. All prior practices, agreements, and understandings are superseded by the Agreement and are of no force or effect unless specifically incorporated herein.

TA #3

ARTICLE II

Scope and Term of Agreement

Changed dates and language for clarity.

This Agreement shall be entered into this _____ day of _____, ~~2015~~**19** and shall continue in effect until June 30, 201~~8~~**20** and from year to year. **The parties shall agree that, should either party desire to reopen negotiations for the purpose of negotiating a successor agreement, such party shall notify the other in writing by January 10 of the year of the agreement's expiration.**

~~thereafter unless either party shall give the other party sixty (60) days written notice prior to the anniversary date of the Agreement of its desire to modify or amend the Agreement. During said sixty (60) day period, the parties shall confer upon the modification or amendment of the Agreement and if, upon or after the expiration of such sixty (60) day period, the parties are unable to agree, then either party may terminate this Agreement.~~

TA #4

Oversight in the current language and the practice actually referred to summer employees hired to assist building and grounds in the summer months, not bus drivers.

The Board recognizes the Union as, and the Union acknowledges it is, the exclusive bargaining representative for the bus drivers. ~~employees. Student workers and temporary employees are specifically excluded from this Agreement. (Temporary employee is an employee hired for a definite period of time, but not to exceed five (5) months).~~

Original Language:

The Board recognizes the Union as, and the Union acknowledges it is, the exclusive bargaining representative for the bus driver employees. Student workers and temporary employees are specifically excluded from this Agreement. (Temporary employee is an employee hired for a definite period of time, but not to exceed five (5) months).

TA #5

ARTICLE V

Union Security, Agency Shop

***Removes reference to representation fees.**

Employees covered by the terms of this Agreement shall not be required to become members of the Union. ~~but must, as a term and condition of employment, pay a representation fee to the Union.~~

Upon receipt of a written authorization from an employee covered by this Agreement, the Board shall deduct from the employee's pay the amount owed to the Union by such employee for dues or a representation fee. The Board will remit to the Union such sums within 30 calendar days. Changes in the Union membership dues rate ~~and representation fee~~ will be certified to the Board in writing over the signature of the authorized officer or officers of the Union and shall be done at least 30 calendar days in advance of such change.

All employees covered by the terms of this Agreement shall within 30 days of the signing of this Agreement, or within 30 days of employment, whichever are later, pay dues ~~or the representation fee~~ to the Union. Employees who fail to comply with this requirement shall be discharged by the Board within 30 days after receipt of written notice of default by the Union. The Union may make written notice of default and demand for discharge after the 30-day period specified above. The Board shall initiate appropriate discharge actions under this Section to insure discharge of the affected employees) on the 30th day from receipt by the Board of the Union's written notice of default and demand for discharge.

The Board, within 30 days of the signing shall present the Union with a list of names and addresses of all current employees covered by this Agreement and shall update such list each month for all new hires.

The Union will indemnify, defend and hold the Board, each individual Board member and all Administrators harmless against any claim made and against any suit instituted against the Board, including attorney's fees and costs of defense thereof, on account of any provision of this Article. ~~On July 1, of even-numbered years, the Union shall furnish the Board with proper documentation that its representation fee procedure is in compliance with law.~~

TA #6

Reopening Clause for the District

Sentences restructured for clarity.

If funding changes, this agreement may be reopened. This agreement may also be reopened for other purposes by mutual consent.

Original Language:

If funding is cut and reopened for other purposes by mutual consent.

TA #7

A. Bus Drivers:

- ~~Regular hours of work will be determined by individual route schedules as assigned.~~ All routes will be paid a minimum of 5.5 hours. Routes running more than 5.5 hours will be paid time worked.

TA #8

Determination of Vacation Dates

- Permanent and part-time employees are entitled to pro-rated leave benefits if they have a regularly scheduled work assignment, and normally work at least twenty (20) hours each week of the pay period and have worked the qualifying period.
- Full time, temporary, part-time and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.

TA #9

The Board agrees to pay up to ~~five thousand five hundred and seventy-five dollars (\$5,575)~~ an amount equal to the contribution made for Shelby Education Association (SEA), per employee, towards health insurance premium. It is understood that the District's only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claims shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier. *retroactive to July 1, 2018

TA #10

Correction of punctuation.

Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, said provision shall be automatically deleted from this Agreement to the extent that it violated the law. All remaining provisions shall remain in full force and effect for the duration of the Agreement if not affected by the deleted provision.

TA #11

ARTICLE XVIII XVII

Salary Schedules, Classifications, and Longevity

School year -Base salary for Bus Drivers is as follows:

~~2015-16 - \$16.46 per hour~~

~~2016-17 - \$16.62 per hour~~

~~2017-18 - \$16.70 per hour~~

2018-19 no change

2019-20 - \$17.20 per hour

TA #12

Accident free year award of ~~\$400.00~~ \$450.00 to be paid out in the last pay period of the School year. Employees working three-quarter time are also eligible to receive the award. It is understood that moving traffic violations count against the accident award. Bus driver down time will be calculated as actual hours spent as down time less % hour for each meal and less 8 hours for sleeping on overnight trips. Effective July 1, 2015~~8~~, the down time rate shall be at the following rates or minimum wage, whichever is greater:

TA# 13 -Downtime

Effective July 1, 2015~~8~~, the down time rate shall be at the following rates or minimum wage, whichever is greater:

~~2015-16 - \$8.29 per hour~~

~~2016-17 - \$8.37 per hour~~

~~2017-18 - \$8.41 per hour~~

2018-19 - \$8.55 per hour *retroactive to July 1, 2018

2019-20 - \$8.55 per hour

TA #14

Each employee covered by this agreement will be credited with one (1) year of service, for longevity purposes after accumulating ~~2080~~ 1040 hours of work or pay, Longevity is added

at the rate of 5/10 of 1 percent of the hourly rate of pay per hour for each year of service. Longevity shall be calculated on the basis of July 1 of year of hire,

TA #15

Discipline

If a driver is pulled over by law enforcement ~~and given either a warning or written citation.~~ the driver must immediately contact the Transportation Director. Upon returning to the District Offices, the driver will have 24 hours to complete an incident report which will be maintained in the driver's personnel file: **if either a warning or written citation was given.**

TA #16

ARTICLE XVI

All provisions of this contract are in force until **June 30, 201820**.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals by their respective officers duly authorized to do so this ____ day of _____, **201619**.

TA #17

ARTICLE XVII

GRIEVANCE AND MEDIATION PROCEDURE

A. Definitions:

1. GRIEVANCE shall be defined as a written claim that there has been a violation, misinterpretation or inequitable application of the terms of this Agreement.
2. An AGGRIEVED PERSON shall be defined as an employee or group of employees, or the Association.
3. DAYS shall mean employee work days, except as otherwise stated.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting an employee or a matter, which is covered by the terms of this Agreement. Both parties agree that these procedures be kept as informal and confidential as may be appropriate at any level.

C. Procedure for an Employee Grievance

1. The Grievance Report Form (Exhibit A) shall be used by both parties to process and document the Grievance Procedure. Grievances shall be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and an effort made to expedite the process. The time limits specified, however, may be extended by mutual agreement.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure will be exhausted prior to the end of the fiscal year of its origin.
3. The aggrieved person or persons must be present at all levels.
4. **Level One.** An employee with a grievance shall first present the grievance in writing to his/her immediate supervisor, not later than fifteen (15) days after the occurrence of the grieved matter. The immediate supervisor shall arrange a meeting within five (5) days of receiving the grievance with the employee filing the grievance. The supervisor shall respond in writing within ten (10) days after the meeting.
5. **Level Two.** If the aggrieved person or the Association is not satisfied with the disposition of the aggrieved person's grievance at Level One or if no decision has been rendered within ten (10) days after the meeting with the immediate supervisor, the aggrieved person or the Association may refer the grievance in writing to the Superintendent of Schools. The Superintendent shall arrange a hearing within five (5) days of receiving the grievance. Upon conclusion of the hearing the Superintendent shall respond in writing within ten (10) days.
6. **Level Three.** If the aggrieved person or the Association is not satisfied with the disposition of the aggrieved person's grievance at Level Two or if no decision has been rendered within ten (10) days, the grievance may be referred to the School Board. The Chairman of the Board shall arrange for a hearing with the grievant to take place at a mutually agreed upon time and date with both parties. Upon conclusion of the hearing, the Board will have ten (10) days to provide the grievant with a written decision.
7. **Level Four.** If the Association is not satisfied with the disposition of the grievance at Level Three, the grievance may be submitted before an impartial arbitrator (only at the option of the Association). The Association shall exercise its right of arbitration by giving the Superintendent of Schools written notice of its intention to arbitrate within fifteen (15) days after it has received the decision at Level Three or after ten (10) days following a meeting of the Board with no written response.

After notice of submission to arbitration, the Association shall request from the Montana Board of Personnel Appeals a list of five (5) qualified arbitrators. Within ten (10) days of receipt of this list, each party shall alternatively strike names from the list, and the name remaining shall be the arbitrator.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator's decision will be based upon the specific provisions of this Agreement. This arbitration provision shall be for grievances only.

The decision of the arbitrator shall be rendered within thirty (30) days after the close of the hearing, or within twenty (20) days after the deadline for mailing of post hearing briefs, if the arbitrator so instructs. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issues submitted. Decisions by the arbitrator, in cases properly before them shall be final and binding upon the parties, subject however to the limitations of arbitration decisions as provided by Montana law.

Any agreement between the District or their representative at any level and the grievant shall constitute a waiver of any future appeal through the grievance procedure concerning the particular grievance.

D. No Reprisals

No reprisals of any kind shall be taken by the Board or any member of the Administration or Association or any employee against, any building representative, or any other party or participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Both parties shall bear their respective costs of arbitration. Costs of the arbitrator will be shared equally between the Board and the Association.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file in the Superintendent's office and shall not be kept in the personnel file of any of the participants.
3. All meetings and hearings under this procedure shall be executive sessions and shall include the grievant and their designated representatives, Trustees and/or members of the Administration and their designated representatives, and other parties as they may be called to give testimony or provide evidence.
4. The grievance forms to be used by an aggrieved person or other interested persons shall be supplied by the School District.

EXHIBIT "A"

GRIEVANCE REPORT FORM

Failure of the Grievant or Association to appeal a decision within the specified time limit at any level shall be deemed as acceptance of the decision at that level. The grievances shall be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and effort shall be made to expedite the process. The time limits specified, however, may be extended by mutual agreement.

_____ Signature of Employee

Aggrieved Person _____ Date Filed _____

School _____ Position _____

Date Cause of Grievance Occurred _____

Statement of Grievance: _____

Signature of Aggrieved Date

(Attach additional sheet(s) as necessary)

LEVEL I

An employee with a grievance shall first present the grievance in writing to his/her principal or immediate supervisor, not later than fifteen (15) days after the occurrence of the grieved matter. The immediate supervisor shall arrange a meeting within five (5) days of receiving the grievance with the employee filing the grievance. The principal or immediate supervisor shall respond in writing within ten (10) days after the meeting.

Date Level I meeting held: _____

Decision of Principal or Immediate Supervisor: _____

Signature of Principal or Immediate Supervisor

Date

Aggrieved Person's Response: _____

Signature of Aggrieved

Date

If Level Two action is required, this form must be submitted within ten (10) workdays from the meeting date above.

LEVEL II

If the aggrieved person or the association is not satisfied with the disposition of the aggrieved person's grievance at Level One or if no decision has been rendered within ten (10) days after the meeting with the principal or immediate supervisor, the aggrieved person or the Association may refer the grievance in writing to the Superintendent of Schools. The Superintendent shall arrange a hearing within five (5) days of receiving the grievance. Upon conclusion of the hearing the Superintendent shall respond in writing within ten (10) days after the meeting.

Date Level I meeting held: _____

1. Date Received by Superintendent or Designee _____

2. Decision of Superintendent or Designee: _____

Signature of Superintendent or Designee

Date _____

Aggrieved Person's Response: _____

Signature of Aggrieved

Date _____

If Level Three action is required, this form must be submitted within ten (10) workdays from the hearing date above.

LEVEL III

If the aggrieved person or the association is not satisfied with the disposition of the aggrieved person's grievance at Level Two or if no decision has been rendered within ten (10) days, the grievance may be referred to the School Board. The Chairman of the Board shall arrange for a hearing with the grievant to take place at the next regularly scheduled meeting of the Trustees. Upon conclusion of the hearing, the Board will have ten (10) days to provide the grievant with a written decision.

Date Level II meeting held: _____

1. Date Received by School Board _____

2. Decision of School Board: _____

Signature of School Board Chairman

Date

Aggrieved Person's Response: _____

Signature of Aggrieved

Date

If Level Three action is required, this form must be submitted within fifteen (15) work days from date above or ten (10) days following meeting with board with no written response.

LEVEL IV

If the Association is not satisfied with the disposition of the grievance at Level Three, the grievance may be submitted before an impartial arbitrator (only at the option of the Association). The Association shall exercise its right of arbitration by giving the Superintendent of Schools written notice of its intention to arbitrate within fifteen (15) days after it has received the decision at Level Three or after ten (10) days following a meeting of the board with no response.

Date Level III meeting held: _____

Date Submitted to Mediation Panel _____

Disposition or Recommendation of Mediation Panel: _____

Signature of Arbitrator

Date

Printed Name and address of Arbitrator:

Signature of Aggrieved

Date

Signature of School Board Chairman

Date

1 **Shelby School District**

2
3 **FINANCIAL MANAGEMENT**

7400

4
5 Credit Card Use

6
7 The Board of Trustees permits the use of District P cards (credit cards) by school staff and Board
8 members to pay for actual and necessary expenses incurred in the performance of work-related
9 duties for the District. A list of those individuals that will be issued a District P card will be
10 maintained in the business office and reported to the Board each year at its meeting in
11 September.

12
13 The District shall establish a credit line not to exceed \$1000 for each card issued.

14
15 P cards may only be used for legitimate District business expenditures. The use of P cards is not
16 intended to circumvent the District's policy on purchasing. Purchases may not be made with P
17 cards unless the employee has obtained a purchase order through the regular purchasing process.

18
19 Users must take proper care of District P cards and take all reasonable precautions against
20 damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business
21 office and to the appropriate financial institution. Failure to take proper care of P cards or failure
22 to report damage, loss, or theft may subject the employee to financial liability.

23
24 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or
25 violate the intent of this policy may result in P card revocation and discipline of the employee.

26
27 Users must submit detailed documentation, including itemized receipts for commodities,
28 services, travel, and/or other actual and necessary expenses which have been incurred in
29 connection with school-related business for which the P card has been used.

30
31 The Superintendent shall establish regulations governing the issuance and use of P cards. Each
32 cardholder shall be apprised of the procedures governing the use of the P card, and a copy of this
33 policy and accompanying regulations shall be given to each cardholder.

34
35 The District Clerk shall monitor the use of each P card every month and report any serious
36 problems and/or discrepancies directly to the Superintendent and the Board.

37
38 Cross Reference: 7320 Purchasing
39 7335 Personal Reimbursement
40 7336 Travel Allowances and Expenses

41
42 Legal Reference: §2-7-503, MCA Financial reports and audits of local government

43
44 Policy History:

45 Adopted on: October 10, 2006

46 Reviewed on: 8/09/2011

47 Revised on:

Kris E. Magruder
Director
Big Sky Special Needs Cooperative

220 North Wisconsin Street
Conrad, Montana 59425
(Telephone) 406.271.7558
(Fax) 406.271.5959



September 10, 2019

Big Sky Special Needs Cooperative

SUPPORT FOR STUDENTS, FAMILIES AND SCHOOLS:

RE-COMMITMENT TO COOPERATIVE as per 20-7-457 (3) MCA

“A school district that elects to participate in a joint board formed under 20-3-361 for special education purposes shall confirm in writing to the joint board by October 1, 2019 of the current school fiscal year the district’s intention to participate or to not participate in a joint board agreement for the next school fiscal year.” After discussion at our board meeting of _____, 2019, the Board of Trustees for the _____ School District have agreed to continue membership in the Big Sky Special Needs Cooperative as specified under the Cooperative’s current Interlocal Agreement.

The Board of Trustees has designated _____ to serve
Name Position
as their representative to the Cooperative Joint Advisory Board.

_____, ____/____/____