



Shelby Public School District #14



1010 Oilfield Ave ~ Shelby, MT 59474

www.ShelbyPublicSchools.org

Phone: (406) 424-8910 ~ Fax: (406) 434-2959

SHELBY SCHOOL BOARD MEETING AGENDA

Location: Shelby Board Room, District Office

Date: Tuesday, July 12, 2016

Time: 7:00 PM

- | | |
|---|--------------|
| 1. Call To Order | Mr. Aklestad |
| 2. Pledge Allegiance | Mr. Aklestad |
| 3. Review and Approval of Minutes | Mr. Aklestad |
| 4. Review and Approval of Claims, Sequences and Voided Checks | Ms. Flynn |
| 5. Public Comment | Mr. Aklestad |
| 6. Reports | |
| a. Insurance Update | Travis Clark |
| b. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. Retirement/Resignation - Denise Flesch | |
| b. Hiring | |
| i. Special Education - Mary Eme Manda | |
| ii. Elementary Education - Ramonelle Oribiada | |
| iii. Coaching Recommendations | |
| 1. Activities Director - Mike White | |
| 2. JH Activities Director - Mike White | |
| 3. JH Assistant Football - Eric Tokerud, Tom Reynolds, Brandon Wootan | |
| 4. JH Head Volleyball - Ron Buck | |
| 5. JH Asst Volleyball - Emily McDermott | |
| 6. HS Cheerleading - Jessica Buck, Darcy White | |
| c. Policy Updates (2nd/Final Reading) | |
| i. BP 1400 Board Meeting | |
| ii. BP 3121P Enrollment and Attendance Records | |
| iii. BP 4301 Visitors to School | |
| iv. BP 4411 Investigations and Arrests by Police | |
| v. BP 4313 Disruption of School Operations | |
| vi. BP 5122F Authorization to Release Information | |
| vii. BP 5232 Abused and Neglected Child Reporting | |
| viii. BP 5322 Military Leave | |
| ix. BP 8123 Driver Training Responsibility | |
| x. BP 8430 Records Management | |
| d. Softball Co-op v. Tennis | |
| e. Year-End Spending | |



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- f. JPT Insurance
- g. Superintendent Contract
- h. Transportation Agreement
- i. Staff Handbook Review
- j. Elementary Handbook Review
- k. JH/HS Handbook Review
- 8. Discussion Items Mr. Crump
 - a. Teacher Negotiations
 - b. Bus/Custodial Negotiations
- 9. Correspondence Mr. Crump
- 10. Next Meeting of the Board - Tuesday, August 9, 2016 Mr. Aklestad
- 11. Adjournment Mr. Aklestad

Staff Hiring

The Superintendent made recommendations to hire the following staff:

Elementary School Counselor- Lisa Clark

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Elementary Special Education Teacher- Mae Durotan

Motion: Dan Leck

Second: Rikki James- passed unanimously.

High School Special Education Teacher- Paul Ekness

Motion: Rikki James

Second: Dan Leck- passed unanimously.

Math Teacher- Benedicto Pastrana

Motion: Krista Mellinger

Second: Rikki James- passed unanimously.

Coaches

High School/Junior High Assistant Cross Country- Merle Raph

High School Assistant Football- Bob Brusven and Paul Schilling

High School Assistant Boys Basketball-Mike White and Carl Nagel

High School Volleyball Assistant- Jessica Brusven

Motion: Anna Fretheim

Second: Dan Leck- passed unanimously.

High School Assistant Girls Basketball- Philip French

Motion: Anna Fretheim

Second: Dan Leck

Rikki James, Anna Fretheim, Krista Mellinger and Dan Leck voted for the motion and Brian Aklestad voted against the motion. Motion passed 4 to 1.

Junior High Head Football- Bill Hansell

Junior High Head Wrestling- Thad White

Junior High Assistant Wrestling- Eric Mertz

8th Grade Girls Basketball- Mac McDermott

7th Grade Girls Basketball- Zach Hayes

6th Grade Girls Basketball- Kari Underdal

8th Grade Boys Basketball- Tom Reynolds

7th Grade Boys Basketball- Zach Hayes

6th Grade Boys Basketball- Carl Nagel

Motion: Anna Fretheim

Second: Krista Mellinger- passed unanimously.

Summer Maintenance Crew

Student Workers- Logan Watson, TJ Reynolds and Aaron White

Hiring will depend on MTSBA answers about offering health insurance.

Part Time Workers- Wendy Reynolds, Dallas Stirling and Kathje Griffis

Motion: Krista Mellinger

Second: Anna Fretheim- passed unanimously.

Custodian- David Wagner

Motion: Dan Leck

Second: Anna Fretheim- passed unanimously.

Classified Recommendations

Elementary/Junior High Paraprofessionals:

Susan Carlstrom, Kelly Buxel, Linnet Doane, Jessica Donahue, Alyssa Edwards, Val Stratton, Debra Jordan, Danika Larson, Tun McCracken and Shannon Scarborough

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

High School Professionals:

Mike Alford, Alicia Baney, Terri Jo Baney, Sandra Blosser, Jane Garsjo, Julie Olsen, Amber Sanchez and Karen Watson

Motion: Rikki James

Second: Dan Leck- passed unanimously.

Cafeteria Staff:

Becky Hansell, Mary Garcia, Casey Clark and Inga Odden.

Motion: Dan Leck

Second: Rikki James- passed unanimously.

Custodial Staff

Lee Davis, Lyle Kimmet, David Clark, Guy Knickerbocker and Janet Kuntz

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Bus Drivers

Loren Bennett, Colleen Billman and Jeanne Wigen

Motion: Krista Mellinger

Second: Rikki James- passed unanimously.

District Secretaries

Denise Flesch, Janet Flesch and Dallas Stirling

Motion: Rikki James

Second: Dan Leck- passed unanimously.

Business Manager-Melit Flynn

Motion: Rikki James

Second: Dan Leck- passed unanimously.

Technology Coordinator- John Hough

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

Golden Triangle Curriculum Consortium

Director- Diana Knudson

Assistant- Brianna McDonough White

Motion: Rikki James

Second: Krista Mellinger- passed unanimously.

Policy Updates

A motion was made by the policy committee to approve the first reading of the following policies:

BP 1400 Board Meeting

BP 3121P Enrollment and Attendance Records

BP 4301 Visitors to School

BP 4411 Investigations and Arrests by Police

BP 4313 Disruption of School Operations

BP 5122F Authorization to Release Information

BP 5232 Abused and Neglected Child Reporting

BP 5322 Military Leave

BP 8123 Driver Training Responsibility

BP 8430 Records Management

The motion to approve the first reading of the above policies passed.

2016-2017 Calendar Revision

Mr. Crump recommended to the Board to take December 9, 2016 as a full day off instead of half day since we will have tournaments starting in the morning in both facilities.

Motion: Rikki James

Second: Anna Fretheim- passed unanimously.

Discussion Items

Year End Spending

Mr. Crump presented to the Board a list of projects that needs to be done if there are funds available before the end of the fiscal year. Before the board meeting, the Board did a walk through the facilities to see which project should be on the top of the list. Due to protested taxes this year the district will not be receiving the funds budgeted for 2015-2016 school year, so a number of maintenance projects will not be done for this budget year.

Superintendent Contract

Mr. Crump asked the Board if they have any questions about his contract.

Joint Power Trust Insurance

The new rates will be available on June 21st.

Teacher Negotiations

Negotiations are not final yet.

Bus/Custodial Negotiations

The committee would like to meet at 5:00 p.m. on the day of the July board meeting.

Correspondence

None.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, July 12, 2016, 7:00 p.m.
Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

ADJOURNMENT

Chairperson Brian Aklestad adjourned the meeting at 8:43 p.m.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 16

| Fund | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|---------------------------|---------------------------|--------------|-------------------|---------------------------|---------------|
| 101 General Fund | 394,233.75 | 2,119,980.86 | 6,279.00 | -2,113,701.86 | *** % |
| 110 Transportation Fund | 36,322.76 | 132,429.57 | 0.00 | -132,429.57 | ** % |
| 111 Bus Depreciation Fund | 7,956.47 | 26,258.65 | 7,697.00 | -18,561.65 | 341 % |
| 113 Tuition | 31.49 | 154.21 | 0.00 | -154.21 | ** % |
| 114 Retirement | 6,008.46 | 194,375.18 | 364,020.00 | 169,644.82 | 53 % |
| 128 Technology Fund | 11,301.38 | 40,733.07 | 52,116.00 | 11,382.93 | 78 % |
| 129 Flexibility Fund | 8,014.00 | 9,392.85 | 25,941.00 | 16,548.15 | 36 % |
| 150 Debt Service | 64,748.29 | 205,271.27 | 274,447.00 | 69,175.73 | 75 % |
| 201 General Fund | 227,418.22 | 1,346,912.25 | 4,061.00 | -1,342,851.25 | *** % |
| 210 Transportation Fund | 13,965.64 | 70,735.99 | 0.00 | -70,735.99 | ** % |
| 211 Bus Depreciation Fund | 9,026.87 | 31,417.22 | 13,500.00 | -17,917.22 | 233 % |
| 214 Retirement | 3,361.61 | 110,637.64 | 225,996.00 | 115,358.36 | 49 % |
| 217 ADULT EDUCATION FUND | 16,585.81 | 57,937.77 | 44,271.00 | -13,666.77 | 131 % |
| 228 Technology Fund | 10,710.34 | 39,311.26 | 49,325.00 | 10,013.74 | 80 % |
| 229 Flexibility Fund | 2,483.72 | 8,800.72 | 62,886.00 | 54,085.28 | 14 % |
| 250 Debt Service | 28,815.62 | 104,001.91 | 153,641.00 | 49,639.09 | 68 % |
| 261 Building Reserve | 18,744.70 | 47,441.13 | 81,265.00 | 33,823.87 | 58 % |
| Grand Total : | 859,729.13 | 4,545,791.55 | 1,365,445.00 | -3,180,346.55 | 333 % |

| Account | Opening Balance | Receipts | | | | Invest (+) | Misc. | Misc. | Closing Balance |
|---------------------------------------|-----------------|---------------|----------------|--------------|---------------|------------|--------------|-------------|-----------------|
| | | Disbursed (-) | in Transit (+) | Deposits (+) | Transfers (+) | | Earnings (+) | Charges (-) | |
| 407 ART CLUB | 868.86 | 0.00 | 0.00 | 1271.34 | 0.00 | | 0.16 | 0.00 | 2140.36 |
| 101 ATHLETICS | 5087.79 | 776.49 | 0.00 | 133.00 | 0.00 | | 0.32 | 0.00 | 4444.62 |
| 405 AUTO/WOOD SHOP/VICA | 3506.07 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.26 | 0.00 | 3506.33 |
| 402 BAND | 573.44 | 117.09 | 0.00 | 872.20 | -315.00 | | 0.07 | 0.00 | 1013.62 |
| 408 BAND & CHOIR UNIFORMS/TRAVEL | 1060.31 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.08 | 0.00 | 1060.39 |
| 112 BOYS BASKETBALL | 490.32 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.04 | 0.00 | 490.36 |
| 213 BPA | 2942.76 | 0.00 | 0.00 | 40.00 | 0.00 | | 0.22 | 0.00 | 2982.98 |
| 203 CHEERLEADERS | 969.03 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.07 | 0.00 | 969.10 |
| 403 CHOIR | 3822.08 | 54.50 | 0.00 | 0.00 | -315.00 | | 0.25 | 0.00 | 3452.83 |
| 316 CLASS OF 2016 (SR) | 4968.20 | 2257.85 | 0.00 | 53.00 | 0.00 | | 0.20 | 0.00 | 2763.55 |
| 317 CLASS OF 2017 (JR) | 4646.48 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.34 | 0.00 | 4646.82 |
| 318 CLASS OF 2018 (SO) | 5624.60 | 0.00 | 0.00 | 96.90 | 0.00 | | 0.42 | 0.00 | 5721.92 |
| 319 CLASS OF 2019 (FR) | 2116.10 | 0.00 | 0.00 | 53.00 | 0.00 | | 0.16 | 0.00 | 2169.26 |
| 202 CONCESSIONS | 1063.23 | 39.63 | 0.00 | 141.75 | 0.00 | | 0.09 | 0.00 | 1165.44 |
| 108 CROSS COUNTRY | 543.66 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.04 | 0.00 | 543.70 |
| 503 DISTRICT 7 MUSIC FESTIVAL | 1278.26 | 630.00 | 0.00 | 0.00 | 630.00 | | 0.09 | 0.00 | 1278.35 |
| 206 EXPLORE AMERICA | 2343.43 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.17 | 0.00 | 2343.60 |
| 212 FCCLA | 385.98 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.03 | 0.00 | 386.01 |
| 211 FFA | 1061.48 | 560.77 | 0.00 | 460.00 | 0.00 | | 0.07 | 0.00 | 960.78 |
| 209 FINE ARTS | 1956.69 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.14 | 0.00 | 1956.83 |
| 107 FOOTBALL | 435.28 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.03 | 0.00 | 435.31 |
| 406 FRENCH CLUB | 2655.29 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.19 | 0.00 | 2655.48 |
| 111 GIRLS BASKETBALL | 1362.11 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.10 | 0.00 | 1362.21 |
| 115 GOLF | 181.17 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.01 | 0.00 | 181.18 |
| 208 HOWL | 99.85 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.01 | 0.00 | 99.86 |
| 221 JOBS FOR MONTANA GRADS | 370.05 | 0.00 | 0.00 | 20.00 | 0.00 | | 0.03 | 0.00 | 390.08 |
| 220 KEY CLUB | 0.00 | 135.00 | 0.00 | 190.50 | 0.00 | | 0.00 | 0.00 | 55.50 |
| 640 MIDDLE SCHOOL BAND | 4403.44 | 0.00 | 0.00 | 102.00 | 0.00 | | 0.33 | 0.00 | 4505.77 |
| 610 MIDDLE SCHOOL BOYS ATHLETICS | 444.24 | 165.38 | 0.00 | 172.50 | 0.00 | | 0.03 | 0.00 | 451.39 |
| 624 MIDDLE SCHOOL BUILDERS CLUB | 1293.90 | -10.00 | 0.00 | 0.00 | 0.00 | | 0.10 | 0.00 | 1304.00 |
| 622 MIDDLE SCHOOL CHEERLEADERS | 2529.26 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.18 | 0.00 | 2529.44 |
| 641 MIDDLE SCHOOL CHOIR | 2.29 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 2.29 |
| 611 MIDDLE SCHOOL GIRLS ATHLETICS | 355.74 | 165.37 | 0.00 | 172.50 | 0.00 | | 0.03 | 0.00 | 362.90 |
| 643 MIDDLE SCHOOL HOME EC | 618.50 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.05 | 0.00 | 618.55 |
| 621 MIDDLE SCHOOL STUDENT COUNCIL | 763.13 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.06 | 0.00 | 763.19 |
| 612 MIDDLE SCHOOL UNIFORM MAINTENANCE | 4466.93 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.33 | 0.00 | 4467.26 |
| 222 MISSOULA CHILDREN'S THEATRE | 1201.01 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.09 | 0.00 | 1201.10 |
| 401 NHS | 1002.79 | 0.00 | 0.00 | 53.00 | 0.00 | | 0.08 | 0.00 | 1055.87 |
| 501 RECOGNITION | 6985.35 | 3016.39 | 0.00 | 2500.00 | 0.00 | | 0.47 | 0.00 | 6469.43 |
| 214 SCHOOL PLAY | 1567.38 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.11 | 0.00 | 1567.49 |
| 216 SCIENCE CLUB | 1314.25 | 0.00 | 0.00 | 26.00 | 0.00 | | 0.10 | 0.00 | 1340.35 |
| 700 SHELBY ELEMENTARY | 1317.67 | 335.79 | 0.00 | 30.14 | 0.00 | | 0.07 | 0.00 | 1012.09 |
| 114 SOFTBALL | 408.14 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.03 | 0.00 | 408.17 |
| 205 SPEECH & DRAMA | 2365.16 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.17 | 0.00 | 2365.33 |
| 201 STUDENT COUNCIL | 1543.05 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.11 | 0.00 | 1543.16 |
| 102 TOURNAMENT FUNDS | 704.29 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.05 | 0.00 | 704.34 |
| 113 TRACK | 527.54 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.04 | 0.00 | 527.58 |
| 104 UNIFORM MAINTENANCE | 3597.31 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.26 | 0.00 | 3597.57 |
| 109 VOLLEYBALL | 663.11 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.05 | 0.00 | 663.16 |
| 110 WRESTLING | 5406.55 | 4226.49 | 0.00 | 0.00 | 0.00 | | 0.09 | 0.00 | 1180.15 |
| 207 YEARBOOK | 6838.20 | 756.44 | 0.00 | 381.00 | 0.00 | | 0.47 | 0.00 | 6463.23 |

07/07/16
11:51:36

SHELBY SCHOOLS
Statement of Activity by Account Name for 06/01/16 to 06/30/16

Page: 2 of 2
Report ID: S100

| Account | Opening Balance | Disbursed (-) | Receipts | | | Invest (+) | Misc. | Misc. | Closing Balance |
|----------------------------|--------------------|------------------|-------------------|-----------------|------------------|---------------|----------------------------|----------------|--------------------|
| | | | in Transit (+) | Deposits (+) | Transfers (+) | | Earnings (+) | Charges (-) | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total for Student Accounts | 100731.75 | 13227.19 | | 6768.83 | | | 6.89 | | 94280.28 |
| Bank Account Totals | 100731.75 | 13227.19 | 0.00 | 6768.83 | 0.00 | | 6.89 | 0.00 | 94280.28 |
| | | | | | | | Bank Balance | | 94280.28 |
| | | | | | | | Plus Outstanding Checks | | 858.10 |
| | | | | | | | Minus Outstanding Deposits | | 0.00 |
| | | | | | | | | ----- | |
| | | | | | | | Balance | | 95138.38 |
| | | | | | | | Minus Receipts in Transit | | 0.00 |
| | | | | | | | | ----- | |
| | | | | | | | Statement Balance | | 95138.38 |

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 6 / 16

| Fund | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Avail able Appropriation |
|---------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|-----------------------------|
| 101 General Fund | 93,583.67 | 2,370,854.53 | 51,047.83 | 2,421,902.36 | 2,565,462.00 | 143,559.64 |
| 110 Transportation Fund | 12,842.73 | 132,745.61 | 0.00 | 132,745.61 | 198,900.00 | 66,154.39 |
| 111 Bus Depreciation Fund | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 87,805.73 | 47,805.73 |
| 113 Tuition | 100.00 | 2,120.00 | 0.00 | 2,120.00 | 18,723.52 | 16,603.52 |
| 114 Retirement | 41,893.38 | 335,362.56 | 0.00 | 335,362.56 | 364,020.00 | 28,657.44 |
| 128 Technology Fund | 1,910.53 | 47,988.39 | 393.70 | 48,382.09 | 52,093.31 | 3,711.22 |
| 129 Flexibility Fund | 625.52 | 4,862.17 | 0.00 | 4,862.17 | 55,714.27 | 50,852.10 |
| 150 Debt Service | 0.00 | 19,337.51 | 0.00 | 19,337.51 | 283,375.00 | 264,037.49 |
| 201 General Fund | 76,231.75 | 1,450,128.03 | 18,433.04 | 1,468,561.07 | 1,597,267.00 | 128,705.93 |
| 210 Transportation Fund | 9,049.47 | 94,001.47 | 0.00 | 94,001.47 | 130,000.00 | 35,998.53 |
| 211 Bus Depreciation Fund | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 138,383.96 | 98,383.96 |
| 214 Retirement | 7,585.09 | 181,628.49 | 0.00 | 181,628.49 | 225,996.00 | 44,367.51 |
| 217 ADULT EDUCATION FUND | 0.00 | 70,771.81 | 0.00 | 70,771.81 | 75,000.00 | 4,228.19 |
| 228 Technology Fund | 2,017.99 | 42,191.27 | 1,848.70 | 44,039.97 | 49,345.22 | 5,305.25 |
| 229 Flexibility Fund | 549.00 | 28,021.24 | 0.00 | 28,021.24 | 102,384.83 | 74,363.59 |
| 250 Debt Service | 0.00 | 9,896.88 | 0.00 | 9,896.88 | 144,493.76 | 134,596.88 |
| 261 Building Reserve | 2,205.05 | 28,417.33 | 0.00 | 28,417.33 | 84,682.70 | 56,265.37 |
| Grand Total : | 248,594.18 | 4,818,327.29 | 151,723.27 | 4,970,050.56 | 6,173,647.30 | 1,203,596.74 |

* ... Over spent expenditure

| Claim Warrant | Vendor #/Name | Amount | Acct/Source/ | | | |
|---------------|---|-------------|--------------|----------|-----------|----------|
| Line # | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj |
| 51456 | 6738 CASCADE COUNTY REGIONAL YOUTH | 100.00 | | | | |
| 1 | 16-05-402 05/31/16 1 student tuition | 100.00* | | 113 | 200-2100 | 563 |
| 2 | 16-05-402 05/31/16 while attending JDC 5 days | 0.00* | | 113 | 200-2100 | 563 |
| 51435 | 6717 CENTER ON TEACHING & LEARNING | 7.00 | | | | |
| 1 | 162-00982 06/02/16 Dibels database system | 7.00 | | 101 | 100-1000 | 610 |
| 51481 | 1833 CHEMSEARCH | 899.25 | | | | |
| 1 | 2335483 06/01/16 tuff job | 899.25* | 10500 | 201 | 100-2600 | 610 |
| 51436 | 3 CITY OF SHELBY WATER DEPT | 2,493.48 | | | | |
| 1 | 06/22/16 bus barn/water/garbage | 83.22 | | 110 | 100-2700 | 421 |
| | BUS BARN WATER BILL | | | | | |
| 2 | 06/22/16 bus barn/water/garbage | 55.48 | | 210 | 100-2700 | 421 |
| | BUS BARN WATER BILL | | | | | |
| 3 | 06/22/16 water/garbage/sewer/landfill | 1,412.87 | | 101 | 100-2600 | 421 |
| | WATER, GARBAGE & LANDFILL BILL | | | | | |
| 4 | 06/22/16 water/garbage/sewer/landfill | 941.91 | | 201 | 100-2600 | 421 |
| | WATER, GARBAGE & LANDFILL BILL | | | | | |
| 51466 | 6906 COLLEEN BILLMAN | 122.00 | | | | |
| 1 | 05/18/16 EL students field trip | 6.00 | | 101 | 100-1000 | 582 |
| 2 | 05/21/16 softball team in Columbus | 52.00* | | 201 | 720-3500 | 582 |
| 3 | 05/28/16 HS track in Bozeman | 64.00* | | 201 | 720-3500 | 582 |
| 51440 | 15 CULLIGAN SOFT WATER SERVICE | 111.00 | | | | |
| 1 | 06/30/16 Admin water/cooler rental | 48.00* | | 201 | 100-2600 | 450 |
| 2 | 06/30/16 EL water/cooler rental | 8.00 | | 101 | 100-2600 | 450 |
| 3 | 06/30/16 HS water/cooler rental -salt | 55.00* | | 201 | 100-2600 | 450 |
| 51467 | 6956 DANNY HINTZ | 16.00 | | | | |
| 1 | 06/16/16 bus training in Great Falls | 16.00 | | 210 | 100-2700 | 582 |
| 51455 | 220 DAVIS BUSINESS MACHINES | 258.85 | | | | |
| 1 | 200137 07/05/16 contract base rate | 155.31 | | 101 | 100-1000 | 440 |
| 2 | 200137 07/05/16 contract base rate | 103.54* | | 201 | 100-1000 | 440 |
| G675 | 6928 DAWN L SIEVERS | 1,533.09 | | | | |
| 1 | 06/16/16 stipend less TRS contribution | 1,377.75 | | 182 | 108-2212 | 320 580 |
| 2 | 06/16/16 mileage- Vaughn- Great Falls | 34.56 | | 182 | 108-2212 | 596 580 |
| 3 | 06/16/16 meals | 12.00 | | 182 | 108-2212 | 592 580 |
| 4 | 06/16/16 supplies for class | 108.78 | | 182 | 108-2212 | 600 580 |

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--|---------|--|-------------|------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| G676 | | 6444 DEAN V. JARDEE | 1,389.75 | | | | | |
| 1 | | 07/08/16 stipend less TRS contribution | 1,377.75 | | 182 | 108-2212 | 320 | 580 |
| 2 | | 07/08/16 meals | 12.00 | | 182 | 108-2212 | 592 | 580 |
| 51474 | | 4100 DENISE FLESCH | 22.00 | | | | | |
| 1 | | 22352 06/10/16 reimb gift purchased | 22.00 | | 201 | 100-2500 | 610 | |
| 51485 | | 6516 DEPARTMENT OF LABOR AND INDUSTRY | 155.00 | | | | | |
| 1 | | #25579 06/08/16 operating certificate fee | 31.00 | | 201 | 100-2600 | 810 | |
| 2 | | #25580 06/08/16 operating certificate fee | 31.00 | | 201 | 100-2600 | 810 | |
| 3 | | #25581 06/08/16 operating certificate fee | 31.00 | | 201 | 100-2600 | 810 | |
| 4 | | #15337 06/08/16 operating certificate fee | 31.00 | | 101 | 100-2600 | 810 | |
| 5 | | #15338 06/08/16 operating certificate fee | 31.00 | | 101 | 100-2600 | 810 | |
| 51482 | | 5751 DEW DROP SPRINKLER SYSTEMS | 225.00 | | | | | |
| 1 | | 831 06/13/16 repaired sprinklers | 225.00 | | 201 | 100-2600 | 440 | |
| G681 | | 2851 DIANA KNUDSON | 739.04 | | | | | |
| 1 | | 07/06/16 mileage out of district | 367.20 | | 182 | 107-2212 | 582 | 570 |
| 2 | | 07/06/16 mileage in district | 321.84 | | 182 | 108-2212 | 596 | 580 |
| 3 | | 07/06/16 phone allowance | 50.00 | | 182 | 107-2212 | 531 | 570 |
| G677 | | 4724 DOROTHEA M. SUSAG | 1,684.48 | | | | | |
| 1 | | 06/20/16 stipend | 1,500.00 | | 182 | 108-2212 | 320 | 580 |
| 2 | | 06/20/16 mileage- Fairfield to GFalls | 41.04 | | 182 | 108-2212 | 596 | 580 |
| 3 | | 06/20/16 meals | 46.00 | | 182 | 108-2212 | 592 | 580 |
| 4 | | 06/20/16 supplies for class | 97.44 | | 182 | 108-2212 | 600 | 580 |
| 51490 | | 6699 ECKROTH MUSIC COMPANY | 892.56 | | | | | |
| 1 | | 2492744 06/20/16 music instruments repair | 892.56* | | 201 | 100-1000 | 610 | |
| 51495 | | 4536 EMC INSURANCE COMPANIES | 81.00 | | | | | |
| 1 | | P-66610251 06/09/16 policy changed-gen. liabil | 81.00 | | 101 | 100-2600 | 520 | |
| 51465 | | 6943 ERICA ALLEN | 36.00 | | | | | |
| 1 | | 06/27/16 MBI conference meals | 36.00* | | 115 | 329-1000 | 582 | 113 |
| 51471 | | 199 FIELDSTONE OFFICE SUPPLY | 87.30 | | | | | |
| 1 | | 125161 06/07/16 tech supplies | 17.10* | | 228 | 100-1000 | 610 | |
| 2 | | 125221 06/17/16 HS office supplies | 70.20* | | 201 | 100-1000 | 610 | |
| 51445 | | 22 GENERAL DISTRIBUTING CO | 127.50 | | | | | |
| do not use program 300 anymore it will not work in Maefairs- use program 100 instead | | | | | | | | |
| 1 | | 00449577 06/30/16 cylinder rentals/supplies | 127.50 | | | | | |
| | | | | * | 201 | 100-1000 | 450 | |

* ... Over spent expenditure

| Claim Warrant | Vendor #/Name | Amount | Acct/Source/ | | | |
|---------------|--|-------------|--------------|----------|-----------|----------|
| Line # | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj |
| 51460 | 1991 GOLDEN TRIANGLE COOP | 80.00 | | | | |
| 1 | 06/15/16 RECCS-class registration fees | 80.00 | | 115 | 434-1000 | 582 271 |
| 2 | 06/15/16 for Julie Olsen | 0.00 | | 115 | 434-1000 | 582 271 |
| G669 | 2847 GTCC PETTY CASH | 240.00 | | | | |
| 1 | 05/31/16 reimburse petty cash | 240.00 | | 182 | 108-2212 | 330 580 |
| 51470 | 2578 H/R SERVICES CO | 29.50 | | | | |
| 1 | 07/01/16 galvanized cap/labor | 29.50 | | 201 | 100-2600 | 440 |
| | PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-440- | | | | | |
| 51454 | 1356 HI-LINE REDI MIX | 1,100.36 | | | | |
| 1 | UP19141 06/16/16 3" minus cobble & delivery | 361.56* | | 201 | 100-4600 | 610 |
| 2 | UP19147 06/27/16 3" minus cobble & delivery | 738.80* | | 201 | 100-4600 | 610 |
| 51432 | 6251 JANET FLESCH | 168.40 | | | | |
| 1 | 06/22/16 reimb. supplies purchased | 168.40 | | 101 | 100-1000 | 610 |
| 2 | 06/22/16 Club Success-retirement social | 0.00 | | 101 | 100-1000 | 610 |
| 51484 | 6750 JANITOR'S WORLD | 11,558.03 | | | | |
| 1 | 649055-0 06/02/16 acid bowl cleaner | 27.00* | 10504 | 201 | 100-2600 | 610 |
| 2 | 649055-0 06/02/16 large flagged angle broom | 23.25* | 10504 | 201 | 100-2600 | 610 |
| 3 | 649055-0 06/02/16 scotch-brite#96 hand pad | 39.20* | 10504 | 201 | 100-2600 | 610 |
| 4 | 649055-0 06/02/16 blue nitrile glove med | 56.50* | 10504 | 201 | 100-2600 | 610 |
| 5 | 649055-0 06/02/16 blue nitrile glove lg | 113.00* | 10504 | 201 | 100-2600 | 610 |
| 6 | 649055-0 06/02/16 blue nitrile glove xlg | 56.50* | 10504 | 201 | 100-2600 | 610 |
| 7 | 649055-0 06/02/16 cometdisinfectant cleaner | 62.00* | 10504 | 201 | 100-2600 | 610 |
| 8 | 649055-0 06/02/16 2-ply facial tissue | 225.00* | 10504 | 201 | 100-2600 | 610 |
| 9 | 649055-0 06/02/16 carpet sanitizer/cleaner | 95.12* | 10504 | 201 | 100-2600 | 610 |
| 10 | 649055-0 06/02/16 24x33 22mic clear trash l | 185.82* | 10504 | 201 | 100-2600 | 610 |
| 11 | 649055-1 06/02/16 waxpapersani tarynapkin lin | 60.94* | 10504 | 201 | 100-2600 | 610 |
| 12 | 649055-0 06/02/16 gc foam handwash | 1,079.55 | 10504 | 101 | 100-2600 | 610 |
| 13 | 649055-0 06/02/16 gc foam handwash | 1,079.55* | 10504 | 201 | 100-2600 | 610 |
| 14 | 649055-0 06/02/16 2-ply toilet paper | 1,801.80 | 10504 | 101 | 100-2600 | 610 |
| 15 | 649055-0 06/02/16 2-ply toilet paper | 1,801.80* | 10504 | 201 | 100-2600 | 610 |
| 16 | 649055-0 06/02/16 1,000' roll towel white | 2,425.50 | 10504 | 101 | 100-2600 | 610 |
| 17 | 649055-0 06/02/16 1,000' roll towel white | 2,425.50* | 10504 | 201 | 100-2600 | 610 |
| 51463 | 6980 JENNIFER HAYES | 90.00 | | | | |
| 1 | 06/27/16 MBI conference meals | 90.00* | | 115 | 329-1000 | 582 113 |
| G673 | 6968 Joshua R. Gibbs | 1,733.87 | | | | |
| 1 | 06/14/16 stipend less TRS contribution | 1,377.75 | | 182 | 108-2212 | 320 580 |
| 2 | 06/14/16 mileage Cut Bank to Malta | 231.12 | | 182 | 108-2212 | 596 580 |
| 3 | 06/14/16 meals- 2 days | 46.00 | | 182 | 108-2212 | 592 580 |
| 4 | 06/14/16 supplies for class | 79.00 | | 182 | 108-2212 | 600 580 |

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | | Acct/Source/ | | |
|--------|---------|---|-------------|------|----------|-----------|--------------|------|--|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj | |
| 51459 | | 6768 JULIE K. OLSEN | 116.88 | | | | | | |
| 1 | | 07/06/16 mileage & meals-training | 116.88 | | 115 | 434-1000 | 582 | 271 | |
| 2 | | 07/06/16 2 days in Great Falls | 0.00 | | 115 | 434-1000 | 582 | 271 | |
| 51461 | | 2014 KELLY HAYES | 256.08 | | | | | | |
| 1 | | 06/27/16 MBI conference meals | 90.00* | | 115 | 329-1000 | 582 | 113 | |
| 2 | | 05/27/16 bought gatorade-Fun Run | 166.08 | | 101 | 100-1000 | 610 | | |
| G679 | | 6926 KELSEY T. BROWN | 1,541.47 | | | | | | |
| 1 | | 07/06/16 stipend less TRS contribution | 1,377.75 | | 182 | 108-2212 | 320 | 580 | |
| 2 | | 07/06/16 mileage- Cut Bank to G Falls | 117.72 | | 182 | 108-2212 | 596 | 580 | |
| 3 | | 07/06/16 meals | 46.00 | | 182 | 108-2212 | 592 | 580 | |
| 51437 | | 3436 KENCO ENTERPRISES INC. | 114.00 | | | | | | |
| 1 | | 1314680 07/01/16 alarm monitoring 7-01/07-31-1 | 68.40 | | 101 | 100-2600 | 340 | | |
| 2 | | 1314680 07/01/16 alarm monitoring 7-01/07-31-1 | 45.60* | | 201 | 100-2600 | 340 | | |
| 51462 | | 3716 KIM HAYES | 90.00 | | | | | | |
| 1 | | 06/27/16 MBI conference meals | 90.00* | | 115 | 329-1000 | 582 | 113 | |
| 51486 | | 3607 LAURI TOKERUD | 167.42 | | | | | | |
| 1 | | 06/30/16 reimb materials/snacks | 167.42 | | 215 | 329-1000 | 610 | 161 | |
| 2 | | 06/30/16 purchased | 0.00 | | 215 | 329-1000 | 610 | 161 | |
| G682 | | 5286 LEE SILLIMAN | 1,813.84 | | | | | | |
| 1 | | 06/30/16 stipend | 1,500.00 | | 182 | 108-2212 | 320 | 580 | |
| 2 | | 06/30/16 mileage | 267.84 | | 182 | 108-2212 | 596 | 580 | |
| 3 | | 06/30/16 meals | 46.00 | | 182 | 108-2212 | 592 | 580 | |
| G674 | | 6682 LORI BROWN-CHAUVET | 1,656.48 | | | | | | |
| 1 | | 06/14/16 stipend less TRS contribution | 1,377.75 | | 182 | 108-2212 | 320 | 580 | |
| 2 | | 06/14/16 mileage-Belgrade -Great Falls | 181.44 | | 182 | 108-2212 | 596 | 580 | |
| 3 | | 06/14/16 meals | 46.00 | | 182 | 108-2212 | 592 | 580 | |
| 4 | | 06/14/16 door prizes for class | 51.29 | | 182 | 108-2212 | 600 | 580 | |
| G670 | | 6982 MALTANA MOTEL | 151.94 | | | | | | |
| 1 | | 06/13/16 trainer's lodging | 151.94 | | 182 | 108-2212 | 592 | 580 | |
| 51442 | | 2 MARIAS RIVER ELECTRIC COOP | 5,329.64 | | | | | | |
| 1 | | 06/22/16 electric bill | 1,910.30 | | 101 | 100-2600 | 412 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452- | | | | | | | |
| 2 | | 06/22/16 electric bill | 2,865.47 | | 201 | 100-2600 | 412 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452- | | | | | | | |
| 3 | | 06/22/16 bus barn | 396.96 | | 110 | 100-2700 | 412 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452- | | | | | | | |
| 4 | | 06/22/16 RECCS-community garden | 156.91* | | 115 | 434-1000 | 610 | 271 | |

* ... Over spent expenditure

| Claim Warrant | Vendor #/Name | Amount | Acct/Source/ | | | |
|---------------|---|-------------|--------------|----------|-----------|----------|
| Line # | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj |
| 51451 | 6979 MARY GARCIA | 13.86 | | | | |
| 1 | 07/05/16 reimb milk purchased for | 13.86* | | 212 | 910-3100 | 631 |
| 2 | 07/05/16 summer food program | 0.00* | | 212 | 910-3100 | 631 |
| 51487 | 228 MASBO | 150.00 | | | | |
| 3 | 3847 06/28/16 Flynn membership | 75.00 | | 101 | 100-2500 | 810 |
| 4 | 3847 06/28/16 Flynn membership | 75.00* | | 201 | 100-2500 | 810 |
| 51477 | 1865 McGraw-Hill School Education | 513.00 | | | | |
| 1 | 9248505600 06/23/16 Student textbooks | 513.00 | 10501 | 215 | 100-1000 | 610 346 |
| G672 | 3932 Medicine River Trading Company | 1,614.59 | | | | |
| 1 | 06/27/16 stipend-coding for tech toys | 1,500.00 | | 182 | 108-2212 | 320 580 |
| 2 | 06/27/16 break item | 3.79 | | 182 | 108-2212 | 600 580 |
| 3 | 06/27/16 meals per diem | 46.00 | | 182 | 108-2212 | 592 580 |
| 4 | 06/27/16 mileage Valier to Cut Bank-2 | 64.80 | | 182 | 108-2212 | 596 580 |
| 51483 | 5571 MONTANA INTERQUEST CANINES | 375.00 | | | | |
| 1 | 703 05/31/16 K-9 inspection 05-26-16 | 375.00* | | 201 | 100-1000 | 340 |
| G680 | 6742 MONTANA TEACHERS RETIREMENT | 1,758.75 | | | | |
| 1 | 06/28/16 employee/employer TRS | 1,758.75* | | 182 | 108-2212 | 220 580 |
| 2 | 06/28/16 contributions | 0.00* | | 182 | 108-2212 | 220 580 |
| 51491 | 1534 MT School Nutrition Association | 150.00 | | | | |
| 1 | 716 06/17/16 B Hansell-conference fee | 150.00* | | 212 | 910-3100 | 810 |
| 51473 | 5546 NORTHERN HARDWOOD CO INC | 4,975.00 | | | | |
| 2 | 06/08/16 screen, clean and apply | 4,975.00* | | 101 | 100-2600 | 440 |
| 3 | 06/08/16 coating on EL gym floor | 0.00* | | 101 | 100-2600 | 440 |
| 51446 | 6112 OETC-ORGANIZATION FOR EDUCATIONAL | 3,821.07 | | | | |
| 3 | 07/01/16 MS Desktop Ed w/std cal | 1,352.40* | 10503 | 128 | 100-1000 | 680 |
| 4 | 07/01/16 MS Desktop Ed w/std cal | 1,352.40* | 10503 | 228 | 100-1000 | 680 |
| 7 | 07/01/16 MS Server Std Edit | 331.57* | 10503 | 128 | 100-1000 | 680 |
| 8 | 07/01/16 MS Server Std Edit | 331.58* | 10503 | 228 | 100-1000 | 680 |
| 9 | 436524 07/01/16 MS Win RDS | 226.56* | 10503 | 128 | 100-1000 | 680 |
| 10 | 436524 07/01/16 MS Win RDS | 226.56* | 10503 | 228 | 100-1000 | 680 |
| 51439 | 6114 OFFICE CENTER (THE) | 220.36 | | | | |
| 1 | 018250 06/21/16 billing 05-15-16/06-14-16 | 45.00* | | 182 | 108-2212 | 550 580 |
| 2 | 018250 06/21/16 extra usage | 175.36* | | 182 | 108-2212 | 550 580 |

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | | Acct/Source/ | | |
|--------|---------|--|-------------|-------|----------|-----------|--------------|------|--|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj | |
| 51453 | | 39 PITNEY BOWES | 415.17 | | | | | | |
| 1 | | 3300722947 06/04/16 postage machine rental | 207.59 | | 101 | 100-5200 | 840 | | |
| 2 | | 3300722947 06/04/16 postage machine rental | 207.58 | | 201 | 100-5200 | 840 | | |
| 51433 | | 758 QUILL CORPORATION | 117.98 | | | | | | |
| 1 | | 6712815 06/16/16 M310 wireless mouse-RECCS | 17.99* | | 115 | 434-1000 | 610 | 271 | |
| 2 | | 7098866 07/01/16 M White's chair | 99.99* | | 201 | 100-1000 | 610 | | |
| 51457 | | 4088 REALLY GOOD STUFF, INC | 415.63 | | | | | | |
| 1 | | 5566403 07/05/16 privacy shields-high gloss | 38.99 | 10531 | 101 71 | 100-1000 | 610 | | |
| 2 | | 5566403 07/05/16 spacemen deluxe complete | 54.99 | 10531 | 101 71 | 100-1000 | 610 | | |
| 3 | | 5566403 07/05/16 shipping | 8.95 | | 101 | 100-1000 | 610 | | |
| 4 | | 5566408 07/05/16 Welcome banner | 5.69 | 10537 | 101 | 100-1000 | 610 | | |
| 5 | | 5566408 07/05/16 Welcome Folders | 40.16 | 10537 | 101 | 100-1000 | 610 | | |
| 6 | | 5566408 07/05/16 Welcome Journals | 50.16 | 10537 | 101 | 100-1000 | 610 | | |
| 7 | | 5566408 07/05/16 Welcome Pencils | 5.98 | 10537 | 101 | 100-1000 | 610 | | |
| 8 | | 5566408 07/05/16 Homework folders | 54.78 | 10537 | 101 | 100-1000 | 610 | | |
| 9 | | 5566408 07/05/16 Desktop Helpers | 39.98 | 10537 | 101 | 100-1000 | 610 | | |
| 10 | | 5566408 07/05/16 Birthday Erasers | 9.98 | 10537 | 101 | 100-1000 | 610 | | |
| 11 | | 5566408 07/05/16 Pencil Holders | 33.98 | 10537 | 101 | 100-1000 | 610 | | |
| 12 | | 5566408 07/05/16 Whale Poster | 12.99 | 10537 | 101 | 100-1000 | 610 | | |
| 13 | | 5566408 07/05/16 Hallway Behavior Poster | 5.69 | 10537 | 101 | 100-1000 | 610 | | |
| 14 | | 5566408 07/05/16 Champs Poster | 5.69 | 10537 | 101 | 100-1000 | 610 | | |
| 15 | | 5566408 07/05/16 Shipping& additional amount | 47.62 | 10537 | 101 | 100-1000 | 610 | | |
| 51492 | | 4088 REALLY GOOD STUFF, INC | 665.06 | | | | | | |
| 1 | | 5571937 07/07/16 Math Jumbo Journals | 105.12 | 10557 | 101 | 100-1000 | 610 | | |
| 2 | | 5571937 07/07/16 Build Standards Voc Skill | 66.96 | 10557 | 101 | 100-1000 | 610 | | |
| 3 | | 5571937 07/07/16 Time Line Posters | 24.96 | 10557 | 101 | 100-1000 | 610 | | |
| 4 | | 5571937 07/07/16 Positive Incentive Sticke | 35.20 | 10557 | 101 | 100-1000 | 610 | | |
| 5 | | 5571937 07/07/16 mR. SKETCH MARKERS | 35.96 | 10557 | 101 | 100-1000 | 610 | | |
| 6 | | 5571937 07/07/16 s & h | 37.55 | 10557 | 101 | 100-1000 | 610 | | |
| 7 | | 5571969 07/07/16 book marks | 11.99 | 10569 | 101 | 100-1000 | 610 | | |
| 8 | | 5571969 07/07/16 magnetic erasers | 9.99 | 10569 | 101 | 100-1000 | 610 | | |
| 9 | | 5571969 07/07/16 transitions word banner | 10.99 | 10569 | 101 | 100-1000 | 610 | | |
| 10 | | 5571969 07/07/16 book holders | 41.97 | 10569 | 101 | 100-1000 | 610 | | |
| 11 | | 5571969 07/07/16 biographies | 59.99 | 10569 | 101 | 100-1000 | 610 | | |
| 12 | | 5571969 07/07/16 shipping | 18.89 | 10569 | 101 | 100-1000 | 610 | | |
| 13 | | 5571965 07/07/16 Organizer - Blue | 19.99 | 10544 | 101 | 100-1000 | 610 | | |
| 14 | | 5571965 07/07/16 Ten Frame Board | 14.99 | 10544 | 101 | 100-1000 | 610 | | |
| 15 | | 5571965 07/07/16 Happy Birthday Bracelet | 10.99 | 10544 | 101 | 100-1000 | 610 | | |
| 16 | | 5571965 07/07/16 Important paper Folders | 40.16 | 10544 | 101 | 100-1000 | 610 | | |
| 17 | | 5571965 07/07/16 Pencils - 1st Grade | 7.98 | 10544 | 101 | 100-1000 | 610 | | |
| 18 | | 5571965 07/07/16 Number of the Day Poster | 5.69 | 10544 | 101 | 100-1000 | 610 | | |
| 19 | | 5571965 07/07/16 Poppleton Books | 20.95 | 10544 | 101 | 100-1000 | 610 | | |
| 20 | | 5571965 07/07/16 Katie Woo Books | 59.50 | 10544 | 101 | 100-1000 | 610 | | |
| 21 | | 5571965 07/07/16 SHIPPI NG | 25.24 | 10544 | 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 |
| 51493 | 4088 REALLY GOOD STUFF, INC | 848.64 | | | | |
| 1 | 5567748 07/01/16 Who was books | 71.88 | 10542 | 101 | 100-1000 | 610 |
| 2 | 5567748 07/01/16 Thirteen Colonies books | 90.35 | 10542 | 101 | 100-1000 | 610 |
| 3 | 5567748 07/01/16 Shipping | 22.71 | 10542 | 101 | 100-1000 | 610 |
| 4 | 5569938 07/06/16 Simple Machines Set | 44.99 | 10570 | 101 | 100-1000 | 610 |
| 5 | 5569938 07/06/16 Snoopy Accents | 5.99 | 10570 | 101 | 100-1000 | 610 |
| 6 | 5569938 07/06/16 Accent Trim | 7.98 | 10570 | 101 | 100-1000 | 610 |
| 7 | 5569938 07/06/16 Trimmer | 7.98 | 10570 | 101 | 100-1000 | 610 |
| 8 | 5569938 07/06/16 Bulletin Board Set | 14.99 | 10570 | 101 | 100-1000 | 610 |
| 9 | 5569938 07/06/16 Gallon Man | 12.99 | 10570 | 101 | 100-1000 | 610 |
| 10 | 5569938 07/06/16 Deco Kit | 4.49 | 10570 | 101 | 100-1000 | 610 |
| 11 | 5569938 07/06/16 Cells Book | 14.95 | 10570 | 101 | 100-1000 | 610 |
| 12 | 5569938 07/06/16 Cells Poster | 9.99 | 10570 | 101 | 100-1000 | 610 |
| 13 | 5569938 07/06/16 Stem Grade 5 | 9.99 | 10570 | 101 | 100-1000 | 610 |
| 14 | 5569938 07/06/16 Gallon Measurement Set | 39.99 | 10570 | 101 | 100-1000 | 610 |
| 15 | 5569938 07/06/16 Animal Cell Model | 19.99 | 10570 | 101 | 100-1000 | 610 |
| 16 | 5569938 07/06/16 Plant Cell Model | 19.99 | 10570 | 101 | 100-1000 | 610 |
| 17 | 5569938 07/06/16 Shipping | 30.00 | 10570 | 101 | 100-1000 | 610 |
| 18 | 5569938 07/06/16 additional amount | 18.24 | | 101 | 100-1000 | 610 |
| 19 | 5570024 07/06/16 Super Strong Magnetic Hoo | 24.00 | 10561 | 101 | 100-1000 | 610 |
| 20 | 5570024 07/06/16 Rainbow Clothes Pins | 19.98 | 10561 | 101 | 100-1000 | 610 |
| 21 | 5570024 07/06/16 100's Day | 14.85 | 10561 | 101 | 100-1000 | 610 |
| 22 | 5570024 07/06/16 Dr. Seuss Bookmark | 8.50 | 10561 | 101 | 100-1000 | 610 |
| 23 | 5570024 07/06/16 Desktop Name Tag | 29.70 | 10561 | 101 | 100-1000 | 610 |
| 24 | 5570024 07/06/16 Classroom Paper Baskets | 13.99 | 10561 | 101 | 100-1000 | 610 |
| 25 | 5570024 07/06/16 Book Basket Large Square | 13.99 | 10561 | 101 | 100-1000 | 610 |
| 26 | 5570024 07/06/16 Book Basket Square | 13.99 | 10561 | 101 | 100-1000 | 610 |
| 27 | 5570024 07/06/16 Shipping | 20.85 | 10561 | 101 | 100-1000 | 610 |
| 28 | 5570024 07/06/16 Less amount on invoice | -9.80 | | 101 | 100-1000 | 610 |
| 29 | 5570045 07/06/16 kindergarten welcome kit | 17.51* | 10554 | 101 | 1 100-1000 | 610 |
| 30 | 5570045 07/06/16 kinder bracelets | 10.99* | 10554 | 101 | 1 100-1000 | 610 |
| 31 | 5570045 07/06/16 chair pockets | 191.76* | 10554 | 101 | 1 100-1000 | 610 |
| 32 | 5570045 07/06/16 S&H | 30.84* | 10554 | 101 | 1 100-1000 | 610 |
| 51443 | 1 SHELBY GAS ASSOCIATION | 2,019.40 | | | | |
| el 60% | | | | | | |
| hs 40% | | | | | | |
| switch between 110 & 210 every month | | | | | | |
| cf | | | | | | |
| 1 | 06/22/16 bus barn gas | 93.80 | | 210 | 100-2700 | 411 |
| 2 | 06/22/16 EL & HS gas charges | 770.24 | | 101 | 100-2600 | 411 |
| 3 | 06/22/16 EL & HS gas charges | 1,155.36* | | 201 | 100-2600 | 411 |

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--------|---------|---|-------------|-------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| 51447 | | 61 SHELBY PAINT AND HARDWARE | 316.99 | | | | | |
| 1 | | 10747 06/22/16 marking flags-super sprayer | 61.96* | | 201 | 100-2600 | 610 | |
| 2 | | 10749 06/22/16 paint supplies | 26.15* | | 201 | 100-2600 | 610 | |
| 3 | | 10774 06/22/16 roundup concentrate | 29.99* | | 201 | 100-2600 | 610 | |
| 4 | | 10781 06/22/16 power rake | 140.00* | | 201 | 100-2600 | 610 | |
| 5 | | 10813 06/29/16 painting supplies | 46.44* | | 201 | 100-2600 | 610 | |
| 6 | | 10777 06/22/16 fabric staples | 12.45* | | 201 | 100-2600 | 610 | |
| 51488 | | 5729 SupplyWorks | 3,336.86 | | | | | |
| 1 | | 06/30/16 crew cling toilet bowl cl | 166.32* | 10511 | 201 | 100-2600 | 610 | |
| 2 | | 06/30/16 signature floor finish | 0.00* | 10511 | 201 | 100-2600 | 610 | |
| 3 | | 06/30/16 over&under sealer | 208.68* | 10511 | 201 | 100-2600 | 610 | |
| 4 | | 06/30/16 purell hand sanitizer | 301.76* | 10511 | 201 | 100-2600 | 610 | |
| 5 | | 06/30/16 toilet bowl moo | 7.50* | 10511 | 201 | 100-2600 | 610 | |
| 6 | | 06/30/16 cotton mop head | 41.70* | 10511 | 201 | 100-2600 | 610 | |
| 7 | | 06/30/16 scotch-brite sponge | 66.40* | 10511 | 201 | 100-2600 | 610 | |
| 8 | | 06/30/16 spicnspan disinfectant cl | 37.84* | 10511 | 201 | 100-2600 | 610 | |
| 9 | | 06/30/16 maxithins pads 500ct | 65.38* | 10511 | 201 | 100-2600 | 610 | |
| 10 | | 06/30/16 uhs floor cleaner | 256.32* | 10511 | 201 | 100-2600 | 610 | |
| 11 | | 06/30/16 20" high speed burnishing | 102.00* | 10511 | 201 | 100-2600 | 610 | |
| 12 | | 06/30/16 hi fixnity floor finish | 170.92* | 10511 | 201 | 100-2600 | 610 | |
| 13 | | 06/30/16 20" screen discs | 101.64* | 10511 | 201 | 100-2600 | 610 | |
| 14 | | 06/30/16 low odor woos floor finish | 272.65* | 10511 | 201 | 100-2600 | 610 | |
| 15 | | 06/30/16 1/4 fold paper towels | 44.15* | 10511 | 201 | 100-2600 | 610 | |
| 16 | | 367756400 05/24/16 surface prep pads | 276.40 | 10124 | 201 | 999 | | |
| | | P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- | | | | | | |
| 17 | | 367756400 05/24/16 baseboard stipper | 7.20 | 10124 | 201 | 999 | | |
| | | P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- | | | | | | |
| 18 | | 06/22/16 signature floor finish | 1,210.00 | 10239 | 201 | 999 | | |
| | | P0 Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- | | | | | | |
| 51472 | | 75 SYSCO FOOD SERVICES OF MONTANA | 526.31 | | | | | |
| 1 | | 606060786 06/06/16 RECCS snacks | 454.12* | | 115 | 434-1000 | 610 | 271 |
| 2 | | 606200728 06/20/16 RECCS snack | 72.19* | | 115 | 434-1000 | 610 | 271 |
| G678 | | 5528 THOMAS MARIKOVICH | 2,536.12 | | | | | |
| 1 | | 07/06/16 stipend | 1,500.00 | | 182 | 108-2212 | 320 | 580 |
| 2 | | 07/06/16 mileage-Box Elder to G Falls | 96.12 | | 182 | 108-2212 | 596 | 580 |
| 3 | | 07/06/16 meals | 46.00 | | 182 | 108-2212 | 592 | 580 |
| 4 | | 07/06/16 materials for class | 894.00 | | 182 | 108-2212 | 600 | 580 |
| 51431 | | 6342 Toole County Extension Revolving | 32.45 | | | | | |
| 1 | | 06/16/16 supplies for cooking class | 32.45* | | 115 | 434-1000 | 610 | 271 |

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--------|-------------|--|-------------|-------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| 51458 | | 3705 UNITED STATES POSTAL SERVICE | 1,599.75 | | | | | |
| | gtcc Act 5 | 182 107 2212 532 570 | | | | | | |
| | reccs Act 3 | 115 434 2000 532 XXX | | | | | | |
| CF | | | | | | | | |
| 1 | | 07/06/16 postage admin Act 1 | 239.66 | | 101 | 100-2500 | 532 | |
| 2 | | 07/06/16 postage admin Act 1 | 159.77 | | 201 | 100-2500 | 532 | |
| 3 | | 07/06/16 postage el/hs Act 2,4 | 399.57 | | 101 | 100-2400 | 532 | |
| 4 | | 07/06/16 postage el/hs Act 2,4 | 599.36 | | 201 | 100-2400 | 532 | |
| 5 | | 07/06/16 postage gtcc Act 5 | 201.39 | | 182 | 107-2212 | 532 | 570 |
| 51468 | | 5337 UNITED STATES TREASURY | 224.64 | | | | | |
| 1 | | 06/30/16 PCori reporting fee-health ins | 224.64* | | 201 | 100-2500 | 810 | |
| 2 | | 06/30/16 Form 720- 2nd quarter 2016 | 0.00* | | 201 | 100-2500 | 810 | |
| 51452 | | 2122 UNIVERSAL ATHLETIC SERVICE | 1,969.47 | | | | | |
| 1 | | 0062096-01 06/30/16 Baden colored comp | 759.80* | 10521 | 201 | 720-3500 | 582 | |
| 2 | | 0062096-01 06/30/16 shipping and handling | 24.10* | | 201 | 720-3500 | 582 | |
| 3 | | 0062100-01 06/30/16 1/8 spikes | 59.95* | 10522 | 201 | 720-3500 | 610 | |
| 4 | | 0062100-01 06/30/16 shipping and handling | 10.41* | | 201 | 720-3500 | 610 | |
| 5 | | 00620904-0 07/02/16 practice jersey | 160.00* | 10523 | 201 | 720-3500 | 610 | |
| 6 | | 00620904-0 07/02/16 shipping and handling | 8.78* | | 201 | 720-3500 | 610 | |
| 7 | | 0062093-01 06/30/16 mouth guards | 39.50* | 10523 | 201 | 720-3500 | 610 | |
| 8 | | 0062093-01 06/30/16 tucker grid stat book | 24.99* | 10523 | 201 | 720-3500 | 610 | |
| 9 | | 0062093-01 06/30/16 tag black travel bags | 189.95* | 10523 | 201 | 720-3500 | 610 | |
| 10 | | 0062093-01 06/30/16 black lanyards | 4.95* | 10523 | 201 | 720-3500 | 610 | |
| 11 | | 0062093-01 06/30/16 rawlings football | 479.92* | 10523 | 201 | 720-3500 | 610 | |
| 12 | | 0062101-01 06/30/16 rawlings football | 149.95* | 10524 | 201 | 720-3500 | 610 | |
| 13 | | 0062101-01 06/30/16 safe t guard mouthpieces | 39.50* | 10524 | 201 | 720-3500 | 610 | |
| 14 | | 0062101-01 06/30/16 shipping and handling | 17.67* | | 201 | 720-3500 | 610 | |
| 51494 | | 2122 UNIVERSAL ATHLETIC SERVICE | 433.93 | | | | | |
| 1 | | 0062096-02 07/07/16 Baden VB cart 30 ball | 331.98* | 10521 | 201 | 720-3500 | 582 | |
| 2 | | 0062093-02 07/06/16 fox 40 whistles | 24.95* | 10523 | 201 | 720-3500 | 610 | |
| 3 | | 0062093-02 07/06/16 shipping | 32.00* | 10523 | 201 | 720-3500 | 610 | |
| 4 | | 0062096-02 07/07/16 shipping | 45.00* | | 201 | 720-3500 | 610 | |
| 51449 | | 6644 US BANCORP Equipment Finance Inc. | 80.00 | | | | | |
| 3 | | 07/01/16 copier lease/vo ag | 80.00 | | 201 | 100-1000 | 452 | |
| 51444 | | 5585 VERIZON WIRELESS | 113.37 | | | | | |
| 1 | | 9767430680 06/21/16 supt cell phone | 44.42* | | 101 | 100-2300 | 531 | |
| 2 | | 9767430680 06/21/16 supt cell phone | 44.41* | | 201 | 100-2300 | 531 | |
| 3 | | 9767430680 06/21/16 RECCS cell phone | 24.54* | | 115 | 434-2210 | 531 | 271 |

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--------|---------|---|-------------|-------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| G668 | | 3484 VISA (for GTCC) | 1,013.88 | | | | | |
| 1 | | 06/28/16 3 Rivers phone & internet | 113.60 | | 182 | 107-2212 | 531 | 570 |
| 2 | | 06/28/16 class supplies and books | 900.28 | | 182 | 108-2212 | 600 | 580 |
| 51434 | E | 6023 WELLS FARGO BANK P CARD SYSTEM | 4,031.46 | | | | | |
| 1 | | 06/30/16 RECCS supplies | 3,721.46* | | 115 | 434-1000 | 610 | 271 |
| 2 | | 06/30/16 professional development fees | 310.00 | | 115 | 434-1000 | 582 | 271 |
| 51469 | E | 6023 WELLS FARGO BANK P CARD SYSTEM | 11,354.13 | | | | | |
| 1 | | 06/30/16 MBI training-lodging & fees | 2,528.43* | | 115 | 329-1000 | 582 | 113 |
| 2 | | 06/30/16 superintendent's purchases | 90.25 | | 101 | 100-2400 | 610 | |
| 3 | | 06/30/16 superintendent's purchases | 90.20 | | 201 | 100-2400 | 610 | |
| 4 | | 06/30/16 L Davis June purchases | 383.92 | 10519 | 101 | 100-2600 | 610 | |
| 5 | | 06/17/16 J Flesch-office supplies | 24.00 | | 101 | 100-1000 | 610 | |
| 6 | | 06/01/16 R Gruber-credit on credit card | -72.00* | | 201 | 100-1000 | 610 | |
| 7 | | 06/24/16 K Hayes-MBI lodging | 102.82* | | 115 | 329-1000 | 582 | 113 |
| 8 | | 06/24/16 K Hayes-MBI lodging | 444.28 | | 101 | 100-1000 | 582 | |
| 9 | | 06/30/16 Hintz-transportation supplies | 1,448.99* | | 110 | 100-2700 | 610 | |
| 10 | | 06/30/16 Hintz-transportation supplies | 965.99* | | 210 | 100-2700 | 610 | |
| 11 | | 06/30/16 bus driver training- lodging | 600.41* | | 110 | 100-2700 | 582 | |
| 12 | | 06/30/16 bus driver training- lodging | 400.27 | | 210 | 100-2700 | 582 | |
| 13 | | 06/24/16 J Hough purchases | 90.35* | | 228 | 100-1000 | 610 | |
| 14 | | 06/07/16 math resource books | 93.03 | 10582 | 101 | 100-1000 | 610 | |
| 15 | | 06/27/16 G Knickerbocker-dry wall mud | 19.99 | | 101 | 100-2600 | 610 | |
| 16 | | 06/07/16 L Kimmet custodial supplies | 38.56* | 10513 | 201 | 100-2600 | 610 | |
| 17 | | 06/01/16 G Maki-Camrose supplies | 17.98 | | 101 | 71 100-1000 | 610 | |
| 18 | | 06/24/16 RECCS- lodging | 118.41 | | 115 | 434-1000 | 582 | 271 |
| 19 | | 06/30/16 student ebooks | 743.40 | 10509 | 215 | 100-1000 | 610 | 346 |
| 20 | | 06/30/16 Teacher ebook edition | 82.95 | 10509 | 215 | 100-1000 | 610 | 346 |
| 21 | | 06/30/16 Lesson Plans | 69.95 | 10509 | 215 | 100-1000 | 610 | 346 |
| 22 | | 06/30/16 Tests & Quizzes Book | 99.95 | 10509 | 215 | 100-1000 | 610 | 346 |
| 23 | | 06/30/16 PowerPoints Lecture CD | 139.95 | 10509 | 215 | 100-1000 | 610 | 346 |
| 24 | | 06/30/16 How to Write It | 13.41 | 10515 | 215 | 451-1000 | 610 | 826 |
| 25 | | 06/30/16 Writing that Works | 8.42 | 10515 | 215 | 451-1000 | 610 | 826 |
| 26 | | 06/30/16 Posters (5) | 47.07 | 10515 | 215 | 451-1000 | 610 | 826 |
| 27 | | 06/30/16 Makey Makey&algator clips | 52.59 | 10515 | 215 | 451-1000 | 610 | 826 |
| 28 | | 06/30/16 postage | 6.99 | 10515 | 215 | 451-1000 | 610 | 826 |
| 29 | | 06/30/16 Ball chairs | 157.94 | 10516 | 215 | 100-1000 | 610 | 346 |
| 31 | | 06/30/16 InDesign Learn video | 49.23 | 10517 | 215 | 451-1000 | 610 | 826 |
| 33 | | 06/30/16 S O'Brien-Carl Perkins | 132.75 | | 215 | 451-1000 | 610 | 826 |
| 34 | | 05/25/16 T Reynolds credit | -57.00 | | 101 | 100-1000 | 610 | |
| 35 | | 06/13/16 Books for the Kindles | 500.00 | 10209 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-640- | | | | | | |
| 36 | | 06/01/16 M Scwenke custodial supplies | 126.39 | 10226 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-650- | | | | | | |
| 37 | | 05/31/16 K Schubert-choir class awards | 181.00 | 10226 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-650- | | | | | | |

* ... Over spent expenditure

| Claim Warrant | Vendor #/Name | Amount | | | | Acct/Source/ | | |
|---------------|---|---------------------------------------|-------|----------|-----------|--------------|------|--|
| Line # | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj | |
| 38 | 05/31/16 used up old PO | 42.61 | 10226 | 201 | 999 | | | |
| | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-650- | | | | | | | |
| 39 | 05/28/16 HS track team-dinner | 355.90* | | 201 | 720-3500 | 582 | | |
| 40 | 06/08/16 Coyote ReAct shirts | 815.42 | | 215 | 329-1000 | 610 | 161 | |
| 41 | 06/23/16 M White meal-paint supplies | 45.91* | | 201 | 100-1000 | 610 | | |
| 42 | 06/23/16 summer project materials | 353.42* | | 201 | 100-2600 | 610 | | |
| 51448 | 6523 WELLS FARGO FINANCIAL LEASING | 565.24 | | | | | | |
| 1 | 5003190754 07/02/16 GTCC copier 07/29/16-08/28 | 485.08* | | 182 | 108-2212 | 550 | 580 | |
| 2 | 5003190754 07/02/16 2016 Personal property tax | 80.16* | | 182 | 108-2212 | 550 | 580 | |
| 51464 | 6981 ZACHARY HAYES | 90.00 | | | | | | |
| 1 | 06/27/16 MBI conference meals | 90.00* | | 115 | 329-1000 | 582 | 113 | |
| | # of Claims 80 | Total: 99,101.88 | | | | | | |
| | | Total Electronic Claims 15,385.59 | | | | | | |
| | | Total Non-Electronic Claims 83,716.29 | | | | | | |

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 | Avail able Appropriation |
|---------|--|---------------------------|-----------------|-------------------|------------------|--------------------------|-----------------------------|
| 100 | Regular Education Programs - | | | | | | |
| 107 | GTCC Interlocal Funds | | | | | | |
| 2212 | Instruction of Curriculum Development Services | | | | | | |
| 112-570 | Professional -Education GTCC InterLocal Dues | 5,798.25 | 69,579.00 | 0.00 | 69,579.00 | 69,578.00 | -1.00 |
| 115-570 | Office/Clerical/Technology GTCC InterLocal Dues | 2,986.32 | 33,279.66 | 0.00 | 33,279.66 | 37,784.23 | 4,504.57 |
| 160-570 | Sick Leave GTCC InterLocal Dues | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| 170-570 | Vacation Leave GTCC InterLocal Dues | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 |
| 210-570 | Social Security/Medicare GTCC InterLocal Dues | 653.65 | 7,876.25 | 0.00 | 7,876.25 | 7,600.00 | -276.25 |
| 220-570 | Teachers' Retirement GTCC InterLocal Dues | 502.71 | 6,032.52 | 0.00 | 6,032.52 | 5,900.00 | -132.52 |
| 230-570 | PERS GTCC InterLocal Dues | 238.91 | 2,862.38 | 0.00 | 2,862.38 | 2,800.00 | -62.38 |
| 240-570 | Unemployment Compensation GTCC InterLocal Dues | 15.82 | 189.70 | 0.00 | 189.70 | 500.00 | 310.30 |
| 250-570 | Workers' Compensation GTCC InterLocal Dues | 48.42 | 527.30 | 0.00 | 527.30 | 600.00 | 72.70 |
| 260-570 | Health Insurance GTCC InterLocal Dues | 0.00 | 20,043.60 | 0.00 | 20,043.60 | 20,043.60 | 0.00 |
| 320-570 | Professional -Educational Services GTCC InterLocal Dues | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| 340-570 | Technical Services GTCC InterLocal Dues | 0.00 | 200.00 | 0.00 | 200.00 | 1,000.00 | 800.00 |
| 440-570 | Repair and Maintenance Services GTCC InterLocal Dues | 0.00 | 0.00 | 0.00 | 0.00 | 956.40 | 956.40 |
| 531-570 | Telephone GTCC InterLocal Dues | 171.84 | 1,864.85 | 0.00 | 1,864.85 | 2,000.00 | 135.15 |
| 532-570 | Postage GTCC InterLocal Dues | 201.39 | 453.33 | 0.00 | 453.33 | 500.00 | 46.67 |
| 582-570 | Travel Out-of-District GTCC InterLocal Dues | 367.20 | 3,468.38 | 0.00 | 3,468.38 | 4,837.32 | 1,368.94 |
| 610-570 | Supplies GTCC InterLocal Dues | 0.00 | 1,402.47 | 0.00 | 1,402.47 | 3,000.00 | 1,597.53 |
| 650-570 | Periodicals GTCC InterLocal Dues | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 660-570 | Minor Equipment-New GTCC InterLocal Dues | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 |
| 681-570 | Software GTCC InterLocal Dues | 0.00 | 0.00 | 0.00 | 0.00 | 400.00 | 400.00 |
| 810-570 | Dues & Fees GTCC InterLocal Dues | 0.00 | 587.00 | 0.00 | 587.00 | 800.00 | 213.00 |
| | Function Total: | 10,984.51 | 150,866.44 | 0.00 | 150,866.44 | 167,399.55 | 16,533.11 |
| | Program Total: | 10,984.51 | 150,866.44 | 0.00 | 150,866.44 | 167,399.55 | 16,533.11 |

182 Interlocal Agreement

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---------|--|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 108 | GTCC Professional Development - Dues | | | | | | |
| 2212 | Instruction of Curriculum Development Services | | | | | | |
| 150-580 | Stipends | 1,500.00 | 4,500.00 | 0.00 | 4,500.00 | 5,800.00 | 1,300.00 |
| | GTCC Professional Development Dues | | | | | | |
| 210-580 | Social Security/Medicare | 114.75 | 344.26 | 0.00 | 344.26 | 250.00 | -94.26 |
| | GTCC Professional Development Dues | | | | | | |
| 220-580 | Teachers' Retirement | 1,888.80 | 4,030.30 | 0.00 | 4,030.30 | 4,000.00 | -30.30 |
| | GTCC Professional Development Dues | | | | | | |
| 230-580 | PERS | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 |
| | GTCC Professional Development Dues | | | | | | |
| 240-580 | Unemployment Compensation | 2.70 | 8.10 | 0.00 | 8.10 | 10.00 | 1.90 |
| | GTCC Professional Development Dues | | | | | | |
| 250-580 | Workers' Compensation | 8.27 | 24.81 | 0.00 | 24.81 | 20.00 | -4.81 |
| | GTCC Professional Development Dues | | | | | | |
| 320-580 | Professional-Educational Services | 12,888.75 | 27,957.45 | 0.00 | 27,957.45 | 37,000.00 | 9,042.55 |
| | GTCC Professional Development Dues | | | | | | |
| 330-580 | Other Professional Services | 240.00 | 320.00 | 0.00 | 320.00 | 625.00 | 305.00 |
| | 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 | 785.60 | 7,338.09 | 0.00 | 7,338.09 | 6,000.00 | -1,338.09 |
| | GTCC Professional Development Dues | | | | | | |
| 592-580 | Meals & Lodging | 497.94 | 13,648.32 | 0.00 | 13,648.32 | 25,000.00 | 11,351.68 |
| | GTCC Professional Development Dues | | | | | | |
| 596-580 | Mileage | 1,356.48 | 5,627.55 | 0.00 | 5,627.55 | 7,000.00 | 1,372.45 |
| | GTCC Professional Development Dues | | | | | | |
| 600-580 | Supplies and Materials | 2,238.61 | 9,751.27 | 0.00 | 9,751.27 | 11,700.00 | 1,948.73 |
| | GTCC Professional Development Dues | | | | | | |
| | Function Total: | 21,521.90 | 73,750.15 | 0.00 | 73,750.15 | 98,455.00 | 24,704.85 |
| | Program Total: | 21,521.90 | 73,750.15 | 0.00 | 73,750.15 | 98,455.00 | 24,704.85 |
| | Program Group Total: | 32,506.41 | 224,616.59 | 0.00 | 224,616.59 | 265,854.55 | 41,237.96 |
| | Fund Total: | 32,506.41 | 224,616.59 | 0.00 | 224,616.59 | 265,854.55 | 41,237.96 |
| | Grand Total: | 32,506.41 | 224,616.59 | 0.00 | 224,616.59 | 265,854.55 | 41,237.96 |

BP1400 – Board Meetings. This is a clean-up revision. On line 7 of the first page it is recommended to delete the phrase “and/or committees of the Board”. This phrase does not fit with the policy, as the policy refers to “board meetings”. Policy 1130, Committees, covers committees of the Board.
Recommended change

BP 3121P – Enrollment and Attendance Records. MTSBA revised this policy and aligned it with the language in Montana Code. The original language could have been interpreted that it only applies to students who have been enrolled in a program for less than 180 hours. That was not accurate. It can be applied to any student who can demonstrate proficiency in a course in less time than it would normally take. Example: a student could demonstrate proficiency of a senior English class, by testing out using the district assessment for that course, in less than the usual number of hours it would take. Required change

BP 4301 –Visitors to School. After much discussion, the reference to this policy as “required” has been discontinued. The new reference is “optional”. MTSBA believes this policy is still important. We also added an option [school building office]. Recommended change

BP 4411 – Investigations and Arrests by Police. This policy has been completely revised by the MTSBA attorney staff. It is now titled: Interrogation and Investigations Conducted by School Officials. The complete revision of the policy stems from an increase in questions regarding investigations by school administration, cooperation with and when to involve law enforcement and what protocol should law enforcement follow when coming to the school, duties of the SRO, taking students in to custody, and the handling of disturbances at school. If a district does not have an SRO, that section can be (should be) deleted from the policy. The revision of this policy would also allow the deletion of Policy 4313-Disruption of School Operations. Recommended change

Delete - BP 4313 – Disruption of School Operations - See above

BP 5122F – Authorization to Release Information. MTSBA revised this form (in its entirety) to reflect the expectations of the Department of Justice regarding application and notice pursuant to the National Child Protection Act of 1993. It is recommended that districts replace their 5122F with this revision. Required change

BP 5232 – Abused and Neglected Child Reporting. MTSBA revised the first paragraph of this policy to reflect the language in MCA 41-3-201. It clearly states that an employee must report an abuse or neglect case if they have reasonable cause to suspect as a result of information they receive **in their professional or official capacity**.

BP 5322 – Military Leave. This is a clean-up change. It did not change any of the requirements. In making sure all leave was covered, it was best to refer to law and collective bargaining agreements. Optional change

BP 8123 – Driver Training and Responsibility. The deletion of paragraph two and the addition of the new paragraph two, reflects the changes in OPI’s Transportation Manual regarding school bus driver qualifications. Required change

BP 8430 – Records Management. Revised to include Information Security Breach language to reflect 30-14-1704, MCA Computer Security Breach.

5 Board Meetings

6
7 Meetings of the Board must occur at a duly called and legally conducted meeting. “Meeting” is
8 defined as the convening of a quorum of the constituent membership of the Board, whether in
9 person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the
10 Board has supervision, control, jurisdiction, or advisory power.

11
12 Regular Meetings

13
14 Unless otherwise specified, all meetings will take place in the Board meeting room. Regular
15 meetings shall take place at 7:00 p.m. on the second Tuesday of each month, or at other times
16 and places determined by a majority vote. Except for an unforeseen emergency, meetings must
17 be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible
18 building located within the District. If regular meetings are scheduled at places other than as
19 stated above or are adjourned to times other than the regular meeting time, notice of the meeting
20 shall be made in the same manner as provided for special meetings. The trustees may meet
21 outside the boundaries of the District for collaboration or cooperation on educational issues with
22 other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as
23 well as an agenda, must be provided to the public in advance. Decision making may only occur
24 at a properly noticed meeting held within the District’s boundaries. When a meeting date falls on
25 a school holiday, the meeting may take place the next business day.

26
27 Emergency Meetings

28
29 In the event of an emergency involving possible personal injury or property damage, the Board
30 may meet immediately and take official action without prior notification.

31
32 Budget Meetings

33
34 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
35 time, and place trustees will meet for the purpose of considering and adopting a final budget for
36 the District, stating that the meeting of the trustees may be continued from day to day until final
37 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
38 be heard for or against any part of the budget. This notice shall be published in the *Shelby*
39 *Promoter*.

40
41 On the date and at the time and place stated in the published notice (on or before August 20),
42 trustees shall meet to consider all budget information and any attachments required by law. The
43 meeting may continue from day to day; however, the Board must adopt a final budget not later
44 than August 25.

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Special Meetings

Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

| | | |
|-------------------|-----------------|---|
| Legal References: | § 2-3-103, MCA | Public participation – governor to ensure guidelines adopted |
| | § 2-3-104, MCA | Requirements for compliance with notice provisions |
| | § 2-3-105, MCA | Supplemental notice by radio or television |
| | § 2-3-201, MCA | Legislative intent – liberal construction |
| | § 2-3-202, MCA | Meeting defined |
| | § 2-3-203, MCA | Meetings of public agencies and certain associations of public agencies to be open to public – exceptions |
| | § 20-3-322, MCA | Meeting and quorum |
| | § 20-9-115, MCA | Notice of final budget meeting |
| | § 20-9-131, MCA | Final budget meeting |
| | 10.55.701, ARM | Board of Trustees |

Policy History:

Adopted on: February 8, 2005
Reviewed on:
Revised on: December 13, 2005. 08/09/2011, 10/09/2012, 06/10/2014

1 **Shelby School District**

2
3 **STUDENTS**

3121P

4 page 1 of 2

5 Enrollment and Attendance Records

6
7 Average Number Belonging

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

15 For a child to be counted for ANB purposes:

- 16
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
18
19 b) Attending 180 to 359 aggregate hours = One-quarter time enrollment
20
21 c) Attending 360 to 539 aggregate hours = One-half time enrollment
22
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
24
25 e) Attending 720 aggregate hours or more = Full-time enrollment
26

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

34 Homebound Students

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

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

1 **Shelby School District**

2
3 **COMMUNITY RELATIONS**

4301

4
5 Visitors to Schools

6
7 The District welcomes visits by parents and citizens to all District buildings. All visitors shall
8 report to the principal's office [school building office] on entering any District building.
9 Conferences with teachers should be held outside school hours or during the teacher's
10 conference or preparation time.

11
12
13
14 Cross Reference: 4313 Disruption of School Operations

15
16 Policy History:

17 Adopted on:

18 Reviewed on: 08/09/2011

19 Revised on:

1 **Shelby School District**

2
3 **COMMUNITY RELATIONS**

4411
Page 1 of 4

5
6 **Interrogation and Investigations Conducted by School Officials**

7
8 The administration has the authority and duty to conduct investigations and to question students
9 pertaining to infractions of school rules, whether or not the alleged conduct is a violation of
10 criminal law. The administration shall determine when the necessity exists that law enforcement
11 officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the
12 safety of other people or school property or which interferes with the operation of the schools.
13

14 In instances when the administration has reasonable suspicion that a violation of district policy or
15 the student code of conduct has been violated, the administrator will investigate. The
16 administrator will notify the suspected rule violator(s) or potential witness(es) to the infraction.
17 The suspected student shall be advised orally or in writing of the nature of the alleged offense
18 and of the evidence against the student. Circumstances may arise where it would be advisable to
19 have another adult present during questioning of students.
20

21 **School Resource Officer**

22
23 Shelby School District contracts with the **Toole County Sheriffs Department** to provide School
24 Resource Officers (SROs) to maintain a safe and secure environment conducive to learning.
25 Whenever possible all interactions between students and law enforcement at schools with SROs
26 assigned shall be coordinated through the SROs as specified within the duties of the contract.
27

28 **Duties:**

- 29
- 30 1. Abide by school board policies and shall consult with and coordinate activities through
31 the school principal but shall remain fully responsive to the chain of command of the law
32 enforcement agency in all matters relating to employment and supervision.
33
 - 34 2. Develop expertise in presenting various subjects; particularly in meeting federal and state
35 mandates in drug abuse prevention education and shall provide these presentations at the
36 request of school personnel in accordance with the established curriculum.
37
 - 38 3. Encourage individual and small group discussions about law enforcement related matters
39 with students, faculty and parents.
40
 - 41 4. Attend meetings of parent and faculty groups to solicit their support and understanding of
42 the School Resource Officer Program and to promote awareness of law enforcement
43 functions.
44

5. Be familiar with all community agencies that offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc.
6. Confer with the administration to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
7. Coordinate with the administration when conducting an investigation into alleged violations of District policy that also could be a violation of the criminal code during school hours, on school property or students travelling to or from school.
8. Advise the administration before requesting additional enforcement assistance on campus and undertake all additional responsibilities at the administration's direction.
9. In order to assure the peaceful operation of school-related programs, SROs will whenever possible, participate in or attend school functions.
10. Reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for scheduled school activities. The uniform will also be worn at events where it will enhance the image of officers and their ability to perform their duties.
11. Coordinate with the administration and be responsible for law enforcement and security activity at extra-curricular events as determined by the principal.
15. File reports as required by the school district and/or law enforcement agency.

Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than a SRO must interact with a student, the officer(s) is requested to confer with the student when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- a. The officer shall contact the school principal and present proper identification in all occasions upon his/her arrival on school premises.
- b. Parents or guardians shall be notified by the law enforcement officer, school principal or assistant principal as soon as possible. The law enforcement officer, principal or assistant

principal shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.

- c. The student's parent or guardian should be present, if practicable, during any interrogation on school premises.

Cooperation with Law Enforcement

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the principal is not satisfied, he/she shall attempt to notify the Superintendent and the officer's superior, documenting such action.

In all cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agree to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator or staff member, but have failed or refused to do so.

| | | |
|------------------|-----------------|---------------------------------|
| Legal Reference: | § 20-1-206, MCA | Disturbance of school - penalty |
| | § 20-5-201, MCA | Duties and sanctions |
| | § 45-8-101, MCA | Disorderly conduct |

Policy History:

Adopted on:

Reviewed on: 08/09/2011

Revised on:

1 **Shelby School District**

2
3 **COMMUNITY RELATIONS**

4313

4
5 Disruption of School Operations

6
7 The staff member in charge will immediately notify local law enforcement authorities, if any
8 person disrupts or obstructs any school program, activity, or meeting or threatens to do so, or
9 commits, threatens to imminently commit, or incites another to commit any act that will disturb
10 or interfere with or obstruct any lawful task, function, process, or procedure of any student,
11 official, employee, or invitee of the District.

12
13 The staff member in charge will make a written report detailing the incident no later than twenty-
14 four (24) hours after the incident occurs. A copy of the report will be given to the staff
15 member's immediate supervisor.

16
17
18
19 Cross Reference: 4301 Visitors to the Schools

20
21 Legal Reference: § 20-1-206, MCA Disturbance of school - penalty
22 § 20-5-201, MCA Duties and sanctions
23 § 45-8-101, MCA Disorderly conduct

24
25 Policy History:

26 Adopted on:

27 Reviewed on: 8/09/2011

28 Revised on:

**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF
1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

5122F

To Whom It May Concern:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to Shelby School District (the District) for the position of (please be specific)

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the district (a) to which you have applied for employment or to serve as a volunteer, or (b) by which you are employed or serve as a volunteer requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. [I understand the fingerprint background check will be at my expense]. These fingerprints will be used to conduct a search of FBI criminal history records. The district conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If district policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the district policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the district may choose to deny you unsupervised access to a person to whom the district provides care.

The [district] [Superintendent] [administration] shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the Board of Trustees. The district shall make reasonable efforts to respond to the inquiry within 15 business days.

1 **Shelby School District**

2
3 **PERSONNEL**

5232

4
5 **Abused and Neglected Child Reporting**

6
7 A District employee who has reasonable cause to suspect, as a result of information they receive
8 in their professional or official capacity, that a child is abused or neglected by anyone regardless
9 of whether the person suspected of causing the abuse or neglect is a parent or other person
10 responsible for the child's welfare, they shall report the matter promptly to the department of
11 public health and human services. An employee does not discharge the obligation to personally
12 report by notifying the Superintendent or principal.

13
14 Any District employee who fails to report a suspected case of abuse or neglect to the Department
15 of Public Health and Human Services, or who prevents another person from doing so, may be
16 civilly liable for damages proximately caused by such failure or prevention and is guilty of a
17 misdemeanor. The employee will also be subject to disciplinary action up to and including
18 termination.

19
20 When a District employee makes a report, the DPHHS may share information with that
21 individual or others as stated in 41-3-201(5). Individuals who receive information pursuant to
22 the above named subsection (5) shall maintain the confidentiality of the information as required
23 in 41-3-205.

| | | | | | |
|----|----|----|------------------|-----------------|---|
| 24 | 25 | 26 | Legal Reference: | § 41-3-201, MCA | Reports |
| 27 | | 27 | | § 41-3-202, MCA | Action on reporting |
| 28 | | 28 | | § 41-3-203, MCA | Immunity from liability |
| 29 | | 29 | | § 41-3-205, MCA | Confidentiality – disclosure exceptions |
| 30 | | 30 | | § 41-3-207, MCA | Penalty for failure to report |

31
32 **Policy History:**

33 Adopted on:

34 Reviewed on: 8/09/2011

35 Revised on: 07/09/2013

1 **Shelby School District**

2
3 **PERSONNEL**

5322

4
5 **Military Leave**

6
7 Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and
8 the Montana Military Service Employment Rights, the Superintendent shall grant military leave
9 to employees for voluntary or involuntary service in the uniformed services of the United States,
10 upon receipt of the required notice. Benefits shall be maintained for these employees as required
11 by law and/or collective bargaining agreements. A service member who returns to the District
12 for work following a period of active duty must be reinstated to the same or similar position and
13 at the same rate of pay unless otherwise provided by law.

14
15 Time spent in active military service shall be counted in the same manner as regular employment
16 for purposes of seniority or District service unless otherwise provided in a collective bargaining
17 agreement.

18
19 The District will not discriminate in hiring, reemployment, promotion, or benefits based upon
20 membership or service in the uniformed services.

21
22 All requests for military leave will be submitted to the Superintendent, in writing, accompanied
23 by copies of the proper documentation showing the necessity for the military leave request.

24
25 When possible, all requests for military leave will be submitted at least one (1) full month in
26 advance of the date military service is to begin.

27
28 Persons returning from military leave are asked to give the Superintendent notice of intent to
29 return, in writing, as least one (1) full month in advance of the return date.

30
31 The District shall post notice of the rights, benefits, and obligations of the District and employees
32 in the customary place for notices.

| | | | |
|----|------------------|------------------------|--|
| 34 | Legal Reference: | 38 U.S.C. §§ 4301-4334 | The Uniformed Services Employment and |
| 35 | | | Reemployment Act of 1994 |
| 36 | | §10-1-1004, MCA | Rights under federal law |
| 37 | | §10-1-1005, MCA | Prohibition against employment |
| 38 | | | discrimination |
| 39 | | §10-1-1006, MCA | Entitlement to leave of absence |
| 40 | | §10-1-1007, MCA | Right to return to employment without loss |
| 41 | | | of benefits – exceptions – definition |
| 42 | | §10-1-1009, MCA | Paid military leave for public employees |

43 **Policy History:**

44 Adopted on: October 10, 2006

45 Reviewed on: 08/09/2011

46 Revised on:

4 **NONINSTRUCTIONAL OPERATIONS**

5
6
7
8
9 Driver Training and Responsibility

10
11 Bus drivers shall observe all state statutes and administrative rules governing traffic safety and
12 school bus operation. At the beginning of each school year, the District will provide each driver
13 with a copy of the District’s written rules for bus drivers and for student conduct on buses.
14

15 School bus drivers must hold a valid Montana school bus certificate in order for a district to
16 receive state reimbursement for that driver’s bus routes. Qualifications for bus drivers are
17 prescribed by 20-10.103, MCA, and by the board of Public Education in Arm 10.64.201. The
18 first aid certificate required by ARM 10.64.201 must include certification in CPR, be signed by a
19 certified instructor, and be received after an initial in-person training of at least four hours with
20 annual renewals.
21

22 A school bus driver is prohibited from operating a school bus while using a cellular phone,
23 including hands free cellular phone devices, except:

- 24 (1) During an emergency situation;
- 25 (2) To call for assistance if there is a mechanical breakdown or other mechanical
26 problem;
- 27 (3) When the school bus is parked.
28

29 A driver may not operate a school bus without a valid, current certificate.
30

31 A teacher, coach, or other certified staff member assigned to accompany students on a bus will
32 have primary responsibility for behavior of students in his or her charge. The bus driver has final
33 authority and responsibility for the bus. The Superintendent will establish written procedures for
34 bus drivers.
35
36
37

38 Legal Reference: § 20-10-103, MCA School bus driver qualifications
39 10.7.111, ARM Bus Drivers
40 Certification Requirement for
41 Reimbursement
42 10.64.201, ARM School Bus Driver Qualifications
43 National Highway Traffic Safety Administration
44

Policy History

Adopted on: 2/8/2005

Reviewed on: 8/9/11

Revised on: 1/10/2006, 6/29/10, 7/14/11

5 Records Management

6
7 The District will retain, in a manner consistent with applicable law and the state’s *Rules for*
8 *Disposition of Local Government Records*, such records as are required by law or regulations to
9 be created and/or maintained, and such other records as are related to students, school personnel,
10 and the operations of the schools.

11
12 For the purpose of this policy, “records” are all documentary materials, regardless of media or
13 characteristics, made or received and maintained by the school unit in transaction of its business.
14 Records include email and other digital communications sent and received.

15
16 Records may be created, received, and stored in multiple formats, including but not limited to
17 print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer
18 disks and CDs, servers, flash drives, etc.).

19
20 The Superintendent will be responsible for developing and implementing a records management
21 program for the cataloging, maintenance, storage, retrieval, and disposition of school records.
22 The Superintendent will also be responsible for developing guidelines to assist school employees
23 in understanding the kinds of information that must be saved and those which can be disposed of
24 or deleted. The Superintendent may delegate records-management responsibilities to other
25 school personnel at his/her discretion to facilitate implementation of this policy.

26
27 All personnel records made or kept by an employer, including, but not necessarily limited to,
28 application forms and other records related to hiring, promotion, demotion, transfer, layoff or
29 termination, rates of pay or other terms of compensation and selection for training or
30 apprenticeship, shall be preserved for 2 years from the date the record is made or from the date
31 of the personnel action involved, whichever occurs later.

32
33 Student records must be permanently kept, and employment records must be kept for 10 years
34 after termination.

35
36 Litigation Holds for Electronic Stored Information (ESI)

37
38 The School District will have an ESI Team. The ESI Team is a designated group of individuals
39 who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant
40 to a pending or imminent legal proceeding. The ESI Team will include a designated school
41 administrator, an attorney, and a member from the Technology Department. In the case of a
42 litigation hold, the ESI Team shall direct employees and the Technology Department, as
43 necessary, to suspend the normal retention procedure for all related records.

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Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Information Security Breach

Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer Security Breach, including, but not limited to, investigations and notifications.

Cross Reference: 1402 School Board Use of Electronic Mail
 3600, 3600P Student Records
 5231, 5231P Personnel Records
 5450 Employee Electronic Mail and On-Line Services Usage

Legal Reference: Montana Secretary of State (Rules for Disposition of Local Government
 Records)
 Federal Rules of Civil Procedure (FRCP)
 § 20-1-212, MCA Destruction of records by school officer
 § 20-9-215, MCA Destruction of certain financial records
 24.9.805 (4), ARM Employment Records
 30-14-1704, MCA Computer Security Breach

Policy History:

Adopted on: 02/08/2006
Reviewed on: 08/09/2011
Revised on: 12/12/2006, 09/11/2007

2015-16 Suggested Items

- 1) Elementary Salad Bar (\$5,362.37)
- 2) ~~Elem Social Studies Curriculum~~
- 3) ~~Earth Science Textbooks \$2,094~~
- 4) Elementary/JH/HS Classroom Tables and Chairs - 2 Classrooms (\$8,260.13)
 - a) \$3500 per room (25 desks and 25 chairs) HS
 - i) 2 sets (20 set and 25 set)
 - b) 4 Kidney Tables Elem
- 5) Shelving for Library (\$2,376.55)
- 6) Paint north exterior of JH/HS Building - CCA week of the fair (material cost)
- 7) ~~Paint all JH/HS~~
- 8) ~~Create copier area in JH/HS Upstairs~~
 - a) ~~Electrical Bid \$605.00 (includes electrical work in old JH Computer room)~~
- 9) Sports Complex Support
 - a) Bleacher Install
 - b) Parking Lot Creation
 - c) Turn Water On (\$????)
 - i) Sprinkler repair (\$4500)
 - d) Stripe Track (\$5,500 - \$6,500)
 - e) Tree Planting
 - f) Sidewalk outside fence along north side of track
 - g) Turn Babe Ruth Field
- 10) HS Foyer
 - a) Windows - Working with Shelby Glass & Door
 - b) Drop Ceiling - \$15,354.00
- 11) High School Classroom Updates
 - a) Windows
 - b) Drop Ceilings (1 classroom = \$2,663.00)
 - c) Paint
- 12) Recoat Gym Floors
 - a) HS - \$5,950.80 (holding off to see replacement costs)
 - b) Elem - \$4,975.00
- 13) Replace Gym Floor - getting bid from Northern Hardwood
- 14) Intercom System
 - a) \$12,565.85 / \$39,429.31 / \$42,577.18 / \$47,989.43
- 15) Music/Choir Risers and chairs (\$31,492.00 including shipping)
 - a) Platform Risers for Auditorium and Music (\$16,000)
 - b) Music Chairs (\$11,000+)
- 16) Bleacher adjustment (\$4000)
- 17) Square Scrub for Janitors
- 18) Choir Room
- 19) Gutters on Admin to get water away from building
- 20) Breezeway between JH/HS and AgEd
- 21) Entryway to Elementary Gym
- 22) Elementary Drainage Project
- 23) Sewer Lift
- 24) Blinds in Elem Gym



JOINT POWERS TRUST

| \$250 Deductible Plan | Current Medical | Renewal Option 1 | Renewal Option 2 | Renewal Option 3 | Renewal Option 4 |
|--------------------------|-----------------|------------------|------------------|------------------|------------------|
| | | w/out credits | w/ 1% credit | w/ 2% credit | w/ 3% credit |
| Single | \$866.44 | \$964.96 | \$956.39 | \$947.83 | \$939.26 |
| Two Party | \$1,420.07 | \$1,582.26 | \$1,568.15 | \$1,554.05 | \$1,539.95 |
| Employee/Child(ren) | \$1,275.88 | \$1,421.48 | \$1,408.82 | \$1,396.16 | \$1,383.50 |
| Family | \$1,726.59 | \$1,924.03 | \$1,906.86 | \$1,889.69 | \$1,872.52 |
| Medicare Retiree Single | \$404.55 | \$449.95 | \$446.00 | \$442.06 | \$438.11 |
| Medicare Retiree 2 Party | \$789.09 | \$878.71 | \$870.92 | \$863.13 | \$855.33 |
| Retiree 2 Party 1<1>65 | \$1,271.75 | \$1,416.88 | \$1,404.26 | \$1,391.64 | \$1,379.02 |

| \$1,000 Deductible Plan | Current Medical | Renewal Option 1 | Renewal Option 2 | Renewal Option 3 | Renewal Option 4 |
|--------------------------|-----------------|------------------|------------------|------------------|------------------|
| | | w/out credits | w/ 1% credit | w/ 2% credit | w/ 3% credit |
| Single | \$782.35 | \$871.20 | \$863.47 | \$855.75 | \$848.02 |
| Two Party | \$1,280.61 | \$1,426.76 | \$1,414.05 | \$1,401.34 | \$1,388.63 |
| Employee/Child(ren) | \$1,150.83 | \$1,282.05 | \$1,270.64 | \$1,259.23 | \$1,247.82 |
| Family | \$1,561.68 | \$1,740.15 | \$1,724.63 | \$1,709.11 | \$1,693.59 |
| Medicare Retiree Single | \$366.63 | \$407.67 | \$404.10 | \$400.53 | \$396.96 |
| Medicare Retiree 2 Party | \$712.74 | \$793.58 | \$786.55 | \$779.52 | \$772.49 |
| Retiree 2 Party 1<1>65 | \$1,147.12 | \$1,277.92 | \$1,266.54 | \$1,255.17 | \$1,243.80 |

| \$2,000 Deductible HDHP Plan | Current Medical | Renewal Option 1 | Renewal Option 2 | Renewal Option 3 | Renewal Option 4 |
|------------------------------|-----------------|------------------|------------------|------------------|------------------|
| | | w/out credits | w/ 1% credit | w/ 2% credit | w/ 3% credit |
| Single | \$666.07 | \$741.55 | \$734.98 | \$728.42 | \$721.86 |
| Two Party | \$1,090.32 | \$1,214.59 | \$1,203.78 | \$1,192.97 | \$1,182.17 |
| Employee/Child(ren) | \$979.82 | \$1,091.38 | \$1,081.68 | \$1,071.98 | \$1,062.28 |
| Family | \$1,329.67 | \$1,481.46 | \$1,468.26 | \$1,455.06 | \$1,441.86 |
| Medicare Retiree Single | \$312.10 | \$346.87 | \$343.85 | \$340.82 | \$337.80 |
| Medicare Retiree 2 Party | \$606.79 | \$675.45 | \$669.48 | \$663.51 | \$657.54 |
| Retiree 2 Party 1<1>65 | \$976.65 | \$1,087.84 | \$1,078.17 | \$1,068.51 | \$1,058.84 |



| New Option - \$4,500/\$9,000 HDHP Embedded Deductible; \$2,000/\$4,000 OOP | Renewal | Renewal | Renewal | Renewal |
|---|---------------|--------------|--------------|--------------|
| | Option 1 | Option 2 | Option 3 | Option 4 |
| | w/out credits | w/ 1% credit | w/ 2% credit | w/ 3% credit |
| Single | \$595.68 | \$590.41 | \$585.14 | \$579.87 |
| Two Party | \$975.68 | \$967.00 | \$958.32 | \$949.64 |
| Employee/Child(ren) | \$876.70 | \$868.91 | \$861.12 | \$853.33 |
| Family | \$1,190.06 | \$1,179.45 | \$1,168.85 | \$1,158.25 |
| Medicare Retiree Single | \$278.64 | \$276.21 | \$273.78 | \$271.35 |
| Medicare Retiree 2 Party | \$542.59 | \$537.79 | \$533.00 | \$528.20 |
| Retiree 2 Party 1<1>65 | \$873.86 | \$866.10 | \$858.33 | \$850.56 |

***The reductions/credits for the decreased renewal rate options require acceptance of the renewal by May 1, 2016. Please clearly indicate which option you are choosing to renew under. The 30% and 40% participation requirements apply to employees covered under the Health Plan taking part in a blood screening. It Starts With Me, the JPT's Wellness and Prevention coordination vendor, will assist in setting up an employee screening at your workplace.*

Renewal Option 1 – Straight renewal with no premium credit

*Renewal Option 2 – (a) commitment to 30% participation in screenings, **or** (b) additional year to three-year commitment elected last year*

*Renewal Option 3 – (a) commitment to 40% participation in screenings, **or** (b) commitment to 30% participation in screenings and additional year to three-year commitment*

Renewal Option 4 – commitment to 40% participation in screenings and additional year to three-year commitment

| Dental/Vision | Current Dental | Renewal Dental (New JPT Dental Plan) | Current Vision | Renewal Vision (VSP Buy-Up Hardware Benefit) |
|---------------------|----------------|--|-------------------|--|
| Single | \$59.13 | \$33.78 | \$18.02 | \$6.29 |
| Two Party | \$114.88 | \$67.56 | \$31.77 | \$15.06 |
| Employee/Child(ren) | \$118.10 | \$70.94 | \$20.95 | \$16.32 |
| Family | \$175.95 | \$101.34 | \$37.10 | \$27.84 |



New for the 2016-2017 plan year!

The JPT has added a base vision exam benefit, through Vision Service Plan, or VSP. All covered members will be eligible for one vision exam per year. If no VSP participating provider is available, or the member's choice of eye doctor is not covered under VSP, the member will have a \$45.00 benefit toward the vision exam. More details on this exciting new added benefit will be coming soon!

Also available, at your employees' option, will be a buy-up vision benefit, covering vision hardware. More information on this new offering, including specific benefits and rates, will be provided in the very near future.

Please indicate which Vision benefit the School District would like to move forward with below.

Thank you for allowing us to serve you this year. We appreciate your business and have enjoyed working with your organization. We look forward to providing you with our high level of service during the upcoming year.

Please indicate your acceptance of the renewal offer below.

Option 1 Option 2 (a) (b) Option 3 (a) (b) Option 4

By

Date

Shelby Schools
Please send signed/dated renewal to your Agent or Broker, or to:
EBMS, Inc.
Attention: Brendan Hanley, Account Manager
PO Box 21367
Billings, MT 59104-1367
Or fax to Brendan at (406) 652-5380