

AGENDA

BOARD OF TRUSTEES MEETING

SHELBY SCHOOL DISTRICT NO. 14
1010 Oilfield Avenue
Shelby, MT

Tuesday, September 12, 2006
7:00 pm

Minutes

MINUTES
August 8, 2006

CALL TO ORDER

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

Members present were: Kevin Mitchell, Barb Mercer, Greg Matteson, Elda Nichols, Mark Grotbo, Joe Larsen and Joe Sisk. The superintendent and clerk were present throughout the entire proceedings. Visitors present were Joe Rapkoch, Shawn Clark, Sara Aikins, Sanna Clark, Lorette Carter, Tom Carter, Sharon Bashor and Cris Steinbacher.

The **Pledge of Allegiance** was recited.

PUBLIC HEARING FY 2006-2007 BUDGET

Presentation of FY 2006-2007 Budget

Mr. Rogers presented the proposed budget for the 2006-2007 school year.

Public Comment or Questions regarding FY 2006-2007 Budget

None

APPROVAL OF MINUTES

A motion was made to approve the minutes of the July 17, 2006 meeting as presented.

Motion: Joe Larsen Second: Joe Sisk - passed unanimously.

PUBLIC COMMENT

Comment on any public matter

Lorette Carter inquired about the Adult Education fund. She said she would like to see what type of classes the community would be interested in. Sanna Clark said she attended a couple classes offered by the Golden Triangle Cooperative. They were very interesting and she was hoping the District would like to look into the possibility of moving forward with some of the concepts taught. Mark Grotbo attended the football camp in Conrad and said he appreciated Mr. Clark stepping up and taking the kids down in the absence of a football coach. Joe Larsen said he was glad to see that the youth got involved in the METH ad campaign.

Community Positive Comment on District Operations

None

REPORTS

Shelby Elementary School - Mr. Rapkoch reported he would be back to work Monday. There are a lot of staff changes this year: Peggy Taylor is now the reading specialist, Sara McMillan to kindergarten, Keely Huso in 3rd grade, two new special education teachers Phil Combs and Anna Edgar and Cris Steinbacher to the colony. We will also have 3 or 4 special ed aide positions open. School will be starting soon; the teachers start on the 28th and the kids on the 30th. This year there will be some concentration on the Indian Education for All program and Special Education Training.

Shelby Middle/High School - Mr. Clark reported that registration letters went out yesterday and the registration will take place in a couple weeks then we are ready to go. Mr. Clark had the opportunity

to attend 10 days at Harvard this summer and said the program was pretty remarkable. Ruby Paine was one of the teachers.

Superintendent's report - Mr. Rogers said we are getting ready for school to start. The handbooks are at the printers and per the lawyer the gathering clause needs to stay as it was. The district newsletter is also at the printers. It includes budget information and required publication information and should be mailed within the next week or so. The repair projects are moving forward. There were some accumulated funds available in the Driver's Education fund and some of that was used to purchase a State Motor Pool vehicle for the program. It is a 2001 Taurus and cost us \$2950.00.

INFORMATION ITEMS

Lorette Carter - Pedestrian Safety - Lorette spoke about a workshop she attended in June. The workshop promoted quality of life by implementing walking and biking instead of relying mostly on automobiles. Another part of the workshop dealt with developing safer routes to schools for our children. Lorette shared many of the ideas with the board in hopes they could work jointly with the City in implementing some ideas. She also had a printout available for the board of the many ideas she shared.

PERSONNEL ACTION ITEMS

A motion was made to hire Tim Clark as 7-12 Health Enhancement teacher and Head Football Coach.
Motion: Greg Matteson Second: Barb Mercer - passed unanimously.

A motion was made to accept the resignation of Sherri Robison as instructional aide.
Motion: Mark Grotbo Second: Elda Nichols - passed unanimously.

A break was taken at 8:13 p.m. The meeting reconvened at 8:25 p.m.

ACTION ITEMS

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list and the monthly listing of Student Activities accounts as presented and added. The claims approval list may be referenced in the claims approval file in the administration office and the Student Activities accounts may be referenced in the Student Activities file in the administration office.

Motion: Greg Matteson Second: Mark Grotbo - passed unanimously.

Clerk's Report

The clerk informed the board that the Trustee's Financial Statements have been completed. It will be submitted to OPI tomorrow and then if anyone wants to look at it or get a copy to just let her know.

A student attendance agreement was presented for an exchange student living with Holly Olszewski. A motion was made to accept the agreement.

Motion: Mark Grotbo Second: Joe Sisk - passed unanimously.

The clerk confirmed the registrations for Barb Mercer and Mark Grotbo to attend the MTSBA workshop in Great Falls on August 17th.

Adoption of FY 2006-2007 Budgets

Elementary District	
General	2,306,945
Transportation	137,500
Bus Depreciation	178,860

Tuition	16,246
Retirement	301,720
Technology	18,302
Flexibility	1,887

A motion was made to pass the elementary district budgets for the 2006-2007 school year.
 Motion: Elda Nichols Second: Mark Grotbo - passed unanimously.

High School District

General	1,444,111
Transportation	91,700
Bus Depreciation	234,268
Retirement	191,020
Technology	16,422
Flexibility	-0-

A motion was made to pass the high school district budgets for the 2006-2007 school year.
 Motion: Joe Sisk Second: Joe Larsen - passed unanimously.

Opening of fuel bids

One fuel bid was received. It was submitted by Ben Taylor Inc. The price for red diesel was \$2.7422 per gallon and the price for gasoline was \$2.9464 per gallon.

A motion was made to accept the bid submitted by Ben Taylor Inc.

Motion: Joe Larsen Second: Elda Nichols - passed unanimously.

Opening of milk bids

Two bids were received. Winter Dairy Products bid 17.5¢ per half pints for milks and 20¢ per ice cream/dixie cups. Meadow Gold Dairies bid 16¢ per half pint for whole milk, 15¢ per half pint for 2% milk and for 1% or 2% chocolate milk, 14.5¢ for 1% milk and skim milk 15¢ per ice cream/dixie cups.

A motion was made to accept the low bid of Meadow Gold Dairies.

Motion: Mark Grotbo Second: Barb Mercer - passed unanimously.

INFORMATION ITEMS

None

CORRESPONDENCE

None

NEXT MEETING OF THE BOARD

Special Meeting, Monday, August 21, 2006 6:00 p.m.

Regular Meeting, Tuesday, September 12, 2006 7:00 p.m.

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

ADJOURNMENT

A motion was made to adjourn the meeting at 8:51 p.m.

Motion: Mark Grotbo Second: Joe Larsen - passed unanimously.

BUSINESS MANAGER/CLERK

CHAIRMAN OF THE BOARD

MINUTES
August 21, 2006
SPECIAL MEETING

CALL TO ORDER

A special meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 6:28 p.m. by Chairman Kevin Mitchell.

Members present were: Kevin Mitchell, Elda Nichols, Barb Mercer, Mark Grotbo, Joe Larsen and Joe Sisk. Member absent was: Greg Matteson. The superintendent and clerk were present throughout the entire proceedings. Visitors present were Shawn Clark and Sanna Clark.

The **Pledge of Allegiance** was recited.

PUBLIC COMMENT

Comment on any public matter

None

Community Positive Comment on District Operations

Kevin Mitchell said he saw the newsletter and it had a lot of information for both adults and students. He also thanked Sanna Clark for her article on the budget adding it helps get the word out to the public. The board echoed this thank you. Mark Grotbo reported he went to the Legal Primer workshop that MTSBA put on and found it fairly informative. Barb Mercer also attended this workshop and added that our Board Policy is going to get thicker and thicker faster and faster. She said the workshop was very good. Barb Mercer said the kids love the new football coach. Mark Grotbo said he watched a couple practices and he seems to interact well with them.

PERSONNEL ACTION ITEMS

A motion was made to hire Troy Wanken as HS Assistant Football Coach.

Motion: Joe Larsen Second: Joe Sisk - passed unanimously.

A motion was made to hire Tawnee Hartwell, Michelle O'Connell and Ron Buck as instructional assistants and Mac McDermott and Gaylord Lafond as MS Football Coaches.

Motion: Barb Mercer Second: Elda Nichols - passed unanimously.

WORK SESSION

Strategic Planning

Mr. Rogers reported the ultimate goal that everything must work toward has to be that all students will be proficient as measured by State Assessments by the end of the 2013-2014 school year.

Greg Matteson joined the meeting at 6:45 p.m.

Mr. Clark shared a strategic plan document from a prior school he was at. Mr. Rogers also pointed out a plan from the Whitefish School District for reference. Mr. Rogers said the district needs the specific goals for the district and the administration can develop the action plan.

Reports

If board members have any questions, please ask the administrator during the Reports Item #2 on the Agenda.

Principal's Report

Shelby Elementary School

Sept., 2006

- **Smooth Start:**

The Start of the 2006-07 School Year got off to a very smooth start; just about as smooth a start that recent memory may recall.

- **Orientation Open House:**

The elementary school started things off before the students arrived, which helped to make for the smooth start. The Orientation Open House was held on Tues., Aug. 29, 2006, from 6:00 to 7:30 pm, at the elementary school. During the first 40 minutes, the ground floor grades (K – 3rd Gr.) visited their respective classrooms, met the teachers and found out where their desks were. The parents and students of the upper floor (4th – 6th Gr.) were given a short synopsis of some of the important features in the Student Handbooks. At 6:45 pm, the roles of each of the groups switched so everyone was able to go through each session.

Holding the Orientation meeting before school started turned out to be popular for several reasons, mostly because it gave the students a chance to meet their teachers, find their desks and get to know a few of the nuances that help eliminate a lot of the first day jitters. Too, with many parents buying their lunch tickets that evening, it substantially cut down on the congestion in the office the morning of the first day.

- **Goal-setting Meetings:**

We will be scheduling the individual goal-setting meetings with each of the teachers during the next few weeks, with the guidance of the Board Goals, so our professional development objectives can be set.

- **Site Council:**

The first Site Council Meeting for this school year, for the elementary council, is set for Tues., Sept. 26, 2006, in the elementary school cafeteria, at 7:00 pm. The main task of this meeting is to establish the council's set of By-laws, so we can establish the foundation from which we'll run these councils.

- **Balanced Leadership Conferences:**

Mr. Clark and I will be attending the Balanced Leadership Conferences, session number two (of three), in Great Falls, Sept. 7th & 8th.

- **Calendar Items:**

- **Home N' School Meeting** – 7:00 pm – Elem. School Cafeteria
- **Early Out Day** – Wed., Sept. 20th – Teacher Inservice starts at 2:15 pm

- **Site Council Meeting** – 7:00 pm – Elem. School Cafeteria
- **School Pictures** – all day – Sept. 26th & 27th
- **Pre-School Screening** – all day – Oct. 4th
- **International Walk To School Day** – Oct. 4th
- **Fire Prevention Week** – Oct. 8th – 14th

September Board Report

Recognition: Two Shelby High School students: Jeren Starr and Emily Gravens scored in the top 2 percent of all participating Montana students on the Montana University System Writing Assessment. Shelby High School was one of just 28 High Schools in Montana that had an average score of a 3.8 or above on the 2006 Writing Assessment. SHS will once again formally assess our students writing skills in October and March of this school year.

Education: Mr. Madison has been assigned the task of assembling a committee and directing the research and creation of a senior portfolio project centered on the development of a senior project/exit procedure. The committee will present their recommendation at the March board meeting.

The initial compiling of names for our Ag committee has been submitted to me. Letters will be sent within the week. The committee's charge will be to present a concrete plan regarding the resurrection of our Ag program to our board at the March meeting.

Mr. Madison and Mr. Clark used the second week of school to actively engage our freshmen students in Sean Covey's Seven Habits of Highly Effective Teens materials. Students used the time to investigate how they could better prepare themselves for their high school experience by fully incorporating the Seven Habits into their daily routines.

Mrs. Pepprock and Mr. Wanty have started the year by team teaching A.P. English Composition and A.P. U.S. History. Students are enrolled in both classes and are in a two period block working with both teachers simultaneously. We are looking to expand this program next year by offering A.P. English Literature combined with A.P. Government for senior students and A.P. World History combined with Honors Sophomore English. We are also exploring the feasibility of offering A.P. Chemistry. The Core Middle School teachers are going to explore the possibility of implementing pre-A.P. classes in our Middle School beginning with the 2007-2008 school year.

Middle School teachers have been assigned the task of reinventing our Middle School schedule. Currently, Middle School students have physical education two days a week with reading the other three days; on alternating weeks students have physical education three days and reading two days. The Middle School staff has also expressed the desire to allow Middle School students the opportunity to enroll in elective classes for more than a quarter per year.

Athletics: Fall athletics are well underway. Shelby High School offers boys and girl's cross-country, volleyball and football. State Cross Country will be held in Helena in October. We will host the 2006 North-East Divisional Volleyball Tournament in November. Division passes have arrived and should have been delivered to board members.

Facilities: Middle School students continue to lack sufficient before school and noon-time playground areas. Middle School students are also in great need of new and bigger locker space. The ceiling tiles in the shop need to be cleaned or replaced—Mr. Hayes is much appreciative of the new ventilation system recently installed in the shop. The football/track complex also needs to become a significant focus for the District during the next school year as the complex is not safe for our students. It would be in the Districts best interest to either hold all parties financially accountable for the upkeep and maintenance of the complex or begin the process of dissolving the current agreement. We would also like to thank Mr. Rogers for allowing us the opportunity to offer a salad bar to our students during lunch.

SMS

9-8 GBB @ Havre 4:00
9-9 GBB @ Browning A 10:00
9-9 FB (H) Choteau 10:00
9-12 GBB @ Cut Bank 4:30
9-14 GBB (H) Chester 4:30
9-16 GBB @ Boarding Dorm 10:00
9-19 FB @ Conrad 4:30
9-22 GBB (H) Valier 4:30
9-23 FB @ Ft Benton 10:00
9-23 GBB @ Havre 10:00
9-25 (H) Cut Bank 4:30
9-28 GBB @ Sunburst 4:30
9-30 GBB @ Conrad 10:00
9-30 FB (H) Cut Bank 10:00

SHS

9-9 CC @ Kalispell
9-9 VB (H) Conrad
9-8 VB (H) Ft Benton
9-9 FB @ Simms
9-14 VB @ Cut Bank
9-15 FB (H) Glasgow
9-15 VB @ Browning
9-15 CC @ Cut Bank
9-16 VB @ Ft Benton
9-21 VB @ Cascade
9-22 FB (H) Fort Benton
9-23 CC @ Missoula
9-25 FROSH FB @ Ft Benton

SUPERINTENDENT'S REPORT
September 2006

1. Budget work study session – Remember that we will have our study session on the budget on Monday, the 18th, at 7:00 pm. Topics will include how to read the budget, where the revenue comes from, and how the money is spent.

2. Repairs – The doors have been replaced in the elementary gym and the automatic door openers installed on the elementary entry doors. The new overhead doors in the shop also have been installed. The gym and auditorium doors will be completed next.

The roof repairs at the high school have also been completed.

The unions that were leaking in the elementary heating system have been repaired. The seals are only three years old and already cracked, dry, and brittle. I will bring a couple to show the Board at the meeting. There are more than 100 of the unions in the building. Sooner or later (probably sooner) they will all start leaking. The person that did the repairs is talking to manufactures of gasket material to find gaskets that can hold up to the heat, pressure, and chemicals that are found in the system. He recommends that once a suitable alternative is found that all of the seals be replaced. We will probably have to do this next summer as the boilers need to be drained to accomplish this work.

3. Enrollment – The opening enrollment is as follows:

Shelby Elementary	254
Cam Rose	20
Shelby 7-8	101
Shelby HS	193
Total	568

The High School enrollment is up and the enrollment at Shelby Elementary is down. Overall, we are down 17 students from 585 at the end of the last school year.

4. Alternative School – We have two full time students attending the alternative school, and four others that take one or more classes each day. Courses are being provided by MSEL, North Dakota Independent Study, and BYU Independent Study.

5. MCEL – A reminder that MCEL is coming up October 18-20. Please let Marigail know if you will be attending. The NSBA Annual Conference will be April 14-17 in San Francisco. Please let me know as soon as possible if you are interested in attending.

Personnel Action

PERSONNEL ACTION ITEMS

AGENDA ITEM VII

If the board wishes to further discuss any of the positions listed, individual items may be withdrawn from consideration at this time and placed on the agenda of a subsequent meeting.

HIRING

#	Name	Position	CE	AD	CL	EC
1	SEE ATTACHED LIST	Activities Sponsors				X
2	SEE ATTACHED LIST	Substitute Teachers	X		X	

DISCONTINUANCE OF EMPLOYMENT

#	Name	Position	RES	TER	CE	AD	CL	EC

REASSIGNMENT/CHANGE OF CONTRACT/OTHER

#	Name	Position to	Position From

CE – Certified CL – Classified AD – Administration EC – Extra Curricular TER – Termination RES - Resignation

2006-2007 Activities
Sponsors

Art Club	Charlotte Hanson
Athletics	Ray Wanty
Auto/VICA	Brian Hayes
Band	Ron Gruber
Band/Choir Uniforms	Gruber/Sanford
BPOA	Sharol O'Brien
Cheerleaders	Karen Watson
Choir	Nicole Sanford
Class of 2007 (SR)	Holly, Eric, Tom
Class of 2010 (FRSH)	Molly, Ron, Julia
Class of 2008 (JR)	Lauri, Sharol, Brian
Class of 2009 (SOPH)	Bruce, Sanna, Clay
Concessions	Becky Hansell
District 7 Music	Gruber, Ron
EF Science	Lauri Tokerud
Explore America	Ray Wanty
FFA	Ula Omdahl
FCCLA	Janet Smedsrud
French Club	Ula Omdahl
GED Testing	David Madison
Hands Across Border	Lauri Tokerud
HOWL	Sharol O'Brien
NHS	Eric Tokerud
Recognition	Dallas Stirling
"S" Club	Dallas Stirling
School Play	Charlotte/Nicole
Science Club	Lauri Tokerud
Speech & Drama	Charlotte Hanson
Student Council	David Madison
Tournament Fund	Dallas Stirling
Vo-Ag	Ula Omdahl
Yearbook	Sharol O'Brien

SUBSTITUTES UP-DATED 09/07/06

Ballantyne, Shirley	434-5752
Benjamin, Jewell	432-3875(Kit/Sec)
Benjamin, Kaylee	432-3460*
Benjamin, Roy	432-3460*
Burns, Carolyn	424-5712*
Brown, Helen	424-2563
Fagen, Cindy	337-2945
Halverson, Eldon	424-2036
Haroldson, Marcia	450-1050(EL/Monday Only/no resource room)
Hemmer,Marie,E	424-5682
Lorenzen,Louise	753-2263*
Laverdure, Julie	229-0255*
McAllister, Dawn	434-5733 (Kit Only)
McCabe,Jennifer	432-2201*
Miller, Brenda	424-2844(Wendy R.)
Miller, Erin	434-5943 (Except Wednesdays)
O'Brien, Patsy	424-8118 (gone Nov- March)
Paulson, Susan	434-2867
Sanchez, Amber	434-7044
Sullivan, Patricia	No number*
Tokerud, Traci	424-5726*
Tomscheck, Deon	339-2655(MS/HS)
Wigen, Jeanne	Bus Driver
Zelenka, Marjorie	424-3912(EL)

* Indicates New or Recently Re-Added

If you have any additions or corrections please let me know.

Teacher Subs- \$9.29

Kit/Sec Subs- \$7.50

Action Items

ACTION ITEM 1
September 12, 2006

Item: **Approval of Bills and Student Activity Accounts**

Submitted by: Marigail Sveum

RECOMMENDATION:

It is recommended that the Board of Trustees approve the bills and student activity accounts as presented.

ACTION ITEM 2
September 12, 2006

Item: **Clerk's Report**

Submitted by: Marigail Sveum

RECOMMENDATION:

Approval of:

- a. Warrants and/or Student Activity checks to be voided
- b. Student attendance agreements
- c. Individual transportation contracts

BACKGROUND INFORMATION:

Attached

Item: **Adoption of District Goals**

Submitted by: Tom Rogers

RECOMMENDATION:

It is recommended that the Board adopt the District Goals as developed during the Strategic Planning session on August 21st.

INFORMATION:

A copy of the goals, including suggested wording from individual board members is attached.

Primary Goal:

All students will be proficient as measured by the state assessments by the 2013-2014 school year.

2006-2007 Goals:

- 1) Increase student achievement by offering a challenging curriculum **with** a variety of programs that ~~meet~~ **challenge and stimulate** individual student needs **while** having high expectations for success ~~for~~ **from** all students and staff.
- 2) ~~Improve~~ **Develop and advance** internal communication between the board, administration, staff, and students; **improve and promote** external communication between the schools and parents/community.

1st Revision: 8/21/06

DRAFT

Item: **First Reading of Policy Revisions**
3231, 3345, 5140, 5322, 5430, 7400

Submitted by: Tom Rogers

RECOMMENDATION:

It is recommended that the Board hear the first reading to policy revisions/additions 3231, 3345, 5140, 5322, 5430, and 7400.

INFORMATION:

The policies are attached. Changes to current policy appear in yellow. Policy 3345 is considered by MTSBA to be optional. The others changes are recommended to help prevent problems that Districts had in the past year.

Shelby School District

STUDENTS

3231
page 1 of 2

Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of a student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School authorities may search a student or a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:

Adopted on: February 8, 2005

Revised on: December 13, 2005

1 **Shelby School District**

2

3 **STUDENTS** 3345

4

5 **Gambling**

6

7 Students are not permitted to gamble for money while in school, on school property, in school
8 vehicles, while on school-sponsored trips, or when representing the school during activity or
9 athletic functions. Students who are found to be betting, playing cards, rolling dice for money,
10 playing keno or poker machines, gambling on the Internet, or involved in any other form of
11 gambling shall be reported to the principal. Appropriate discipline will be administered in
12 accordance with the District's student discipline policies.

13

14

15

16 Legal Reference: § 23-5-112, MCA Definitions
17 § 23-5-158, MCA Minors not to participate – penalty – exception

18

19 **Policy History:**

20 **Adopted on:**

21 **Revised on:**

1 **Shelby School District**

2
3 **PERSONNEL**

5140

4
5 Classified Employment and Assignment

6
7 Each classified employee will be employed under a written contract of a specified term within
8 the meaning of § 39-2-912, MCA. Such employees shall have no expectation of continued
9 employment from year to year.

10
11 The District reserves the right to change employment conditions affecting an employee's duties,
12 assignment, supervisor, or grade.

13
14 The Board will determine salary and wages for classified personnel.

15
16 There will be no probationary period for those classified employees employed under and
17 pursuant to a written contract for a specified term.

18
19
20 *NOTE: For those new hires not employed under or pursuant to a written contract for a specified*
21 *term, the Board may establish a probationary period and should specify such*
22 *probationary period in policy. If the Board does not establish a specific probationary*
23 *period or provide that there is no probationary period prior to or at the time of hire,*
24 *there is an automatic six-(6)-month probationary period from the date of hire.*

25
26
27
28 Legal Reference: § 39-2-904, MCA Elements of wrongful discharge – presumptive
29 probationary period
30 *Hunter v. City of Great Falls* (2002), 2002 MT 331
31 *Whidden v. Nerison*, 294 Mont. 346, 981 P.2d 271 (1999)
32 *Bowden v. The Anaconda Co.*, 38 St. Rep. 1974 (D.C. Mont. 1981)
33 *Scott v. Eagle Watch Inv., Inc.*, 251 Mont. 191, 828 P.2d 1346 (1991)
34 *Prout v. Sears, Roebuck & Co.*, 236 Mont. 152, 722 P.2d 288 (1989)

35
36 Policy History:

37 Adopted on: February 8, 2005

38 Revised on: December 13, 2005

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.

33	Legal Reference:	38 U.S.C. §§ 4301-4333	The Uniformed Services Employment and
34			Reemployment Act of 1994
35		§10-1-1004, MCA	Rights under federal law
36		§10-1-1005, MCA	Prohibition against employment
37			discrimination
38		§10-1-1006, MCA	Entitlement to leave of absence
39		§10-1-1007, MCA	Right to return to employment without loss
40			of benefits – exceptions – definition
41		§10-1-1009, MCA	Paid military leave for public employees

42
43 Policy History:

44 Adopted on:

45 Revised on:

1 **Shelby School District**

2
3 **PERSONNEL**

5430
page 1 of 2

4
5 Volunteers

6
7 The District recognizes the valuable contributions made to the total school program by members
8 of the community who act as volunteers. By law, a volunteer by law is an individual who:

- 9
10 1. Has not entered into an express or implied compensation agreement with the District;
11
12 2. Is excluded from the definition of “employee” under appropriate state and federal
13 statutes;
14
15 3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
16
17 4. Is not employed by the District in the same or a similar capacity for which he/she is
18 volunteering (e.g., a teacher cannot volunteer to teach although he/she could volunteer to
19 type or file), as prescribed by the Federal Fair Labor Standards Act.
20

21 District employees who work with volunteers shall clearly explain duties for supervising children
22 in school, on the playground, and on field trips. An appropriate degree of training and/or
23 supervision of each volunteer will be administered commensurate with responsibility undertaken.
24 The Superintendent will develop and implement procedures for utilization of volunteers within
25 the District.
26

27 Volunteers formally acting on behalf of and assisting in school projects will be covered by the
28 District’s liability insurance. As with an employee, this does not alleviate a volunteer from
29 exercising appropriate judgment and responsibility in the discharge of all duties in accordance
30 with Board policies.
31

32 Volunteers who have unsupervised access to children are subject to the District’s policy
33 mandating background checks.
34

35 Chaperones

36
37 The Superintendent may direct that appropriate screening processes be implemented to assure
38 that adult chaperones are suitable and acceptable for accompanying students on field trips or
39 excursions.
40

41 When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers,
42 including employees of the District, assigned to chaperone, shall not use tobacco products in the
43 presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug
44 during the duration of their assignment as a chaperone, including during the hours following the
45 end of the day’s activities for students. The chaperone shall not encourage or allow students to
46 participate in any activity that is in violation of district policy during the field trip or excursion,

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including during the hours following the end of the day’s activities. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of and agree to these District rules before being allowed to accompany students on any field trip or excursion.

Any chaperone found to have violated these rules shall not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Policy History:

Adopted on:

Revised on:

1 **Shelby School District**

2
3 **FINANCIAL MANAGEMENT**

7400

4
5 Credit Card Use

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

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

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

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

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

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

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

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

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

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

43
44 Policy History:

45 Adopted on:

46 Revised on:

Correspondence

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August 23, 2006

Shelby School District
Shelby School Board
1010 Oilfield Avenue
Shelby, MT. 59474

Subject: Health Insurance Premium Increases

Shelby School Board Members:

I have been informed that the school district's health insurance premiums are going to increase sixteen percent (16%) beginning in September. The net result of this in talking with Tom, your superintendent of schools is... single employee coverage is now \$200 out of pocket, and family coverage is escalated even more. This is a significant increase for all covered members in the health insurance group (custodians, teachers, administrators, etc.). This is extremely taxing for my members, the custodians, since their salaries for the most part are smaller than others in the group.

The Board is certainly not to blame for what is happening in the health insurance industry, and I know that small business owners on the board face the same dilemma for themselves, and employees that work for them. I would ask the Board to seriously consider increasing their contribution to the employees in the group to help them absorb these increased costs, any additional help that the Board could provide in this area would be greatly appreciated by members. I can assure you that the Montana Public Employees Association and our custodial members would not consider this precedent setting, and would be willing to give this to the Board in writing if they would choose to give additional contributions to our members. This would certainly help short-term.

I believe that long-term solutions need to be explored by the Board and the members of the health insurance group. The Shelby Education Association certainly drives the insurance coverage, but all of us, including the teachers, need to begin looking hard at what we can do to contain costs within the plan. I would ask the Board to help facilitate a committee to begin looking at what can be done within the plan it-self to contain costs.

Please advise me if the Board is interested in one or more of the preceding options listed above. Thank you for your cooperation in this matter.

Sincerely,



Richard Letang,
Director of Field Services

Cc: Shelby School District Custodians
Tom Rogers - Superintendent of Schools

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