



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: Boardroom

Date: Tuesday, February 17, 2026

Time: 7:00 PM

1. Call To Order Ms. Lamb
2. Pledge of Allegiance Ms. Lamb
3. Review and Approval of Minutes Ms. Lamb
4. Review and Approval of Claims and Voided Checks Ms. Flynn
5. Public Comment Ms. Lamb
6. Reports
 - a. Elem Principal Report Ms. Miller
 - b. JH/HS Principal Report Mr. Fisher
 - c. Superintendent Schedule Mr. Crump
7. Action Items Mr. Crump
 - a. Resignation/Retirement -
 - b. Hire
 - i. 2026-27 Technology Director - Zach Landis
 - ii. HS Assistant Softball Coach - Tressa Keller
 - iii. JH Wrestling Volunteers - Alex Helgeson & Chris Day
 - c. 2025-26 School Calendar
 - d. Profile of a Graduate
 - e. Heating System Recommendations
 - f. First Reading
 - i. BP 2161 Special Education
 - ii. BP 2161-P Special Education
 - iii. BP 3110 Entrance, Placement, and Transfer
 - iv. BP 3600 - Student Records
 - v. BP 3600-NF(1) - Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
 - vi. BP 3600-P(1) - Student Records - Maintenance of School Student Records
 - vii. BP 3150 Part-time Enrollment
 - viii. BP 4550 Registered Sex Offenders
 - ix. BP 5015 Employee Bullying
 - g. Attendance/Transportation Agreements
8. Discussion Items Mr. Crump
 - a. Cell Phone in Schools Update
 - b. Health Insurance Update
 - c. Trustee Election
 - d. MHSA Results
9. Correspondence Mr. Crump
10. Next Meeting of the Board - Tuesday, March 10, 2026, at 7 PM Ms. Lamb
11. Adjournment Ms. Lamb

MINUTES
January 13, 2026

CALL TO ORDER

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room at 1010 Oilfield Avenue. The meeting was called to order at 7:02 p.m.

Members present were: Angela Lamb, Chad Scarborough, Jay Hould, Jared Weishaar, Sara Benjamin, Eric Tokerud and Roy Benjamin. Member(s)absent: None. The superintendent, clerk, and the elementary principal were present throughout the proceedings. Visitors present were Suzanne Hough, John Hough, Shannon Scarborough, Sanna Clark and Robert Wurz.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the December 09, 2025 regular board meeting.

Motion: Sara Benjamin

Second: Eric Tokerud- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 75816 through 75886. The student activity checks for this month were numbered 18051through 18115. 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: Roy Benjamin

Second: Sara Benjamin- passed unanimously.

PUBLIC COMMENT

None.

REPORTS

Elementary Principal Report

Elementary school principal, Toni Miller read her written report. She also reported that the enrollment went up by four students for the month of January.

Junior High/High School Principal Report

Mr. Fisher was not present at this time so Mr. Crump read his written report.

Superintendent Schedule

Mr. Crump reported that he will be attending the State Speech and Drama meet.

ACTION ITEMS

Hiring

All new hires are contingent on fingerprints and background check results.

Cafeteria Staff- Lauren Oxstein at \$15.70/hour

Motion: Sara Benjamin

Second: Jared Weishaar- passed unanimously.

Junior High/High School Secretary- Meghan Richmond at \$17.70/hour

Motion: Chad Scarborough

Second: Sara Benjamin- passed unanimously.

High School Assistant Golf Coach- Tom Reynolds @ \$3,600.00

Motion: Chad Scarborough

Second: Eric Tokerud- passed unanimously.

Junior High Head Wrestling Coach- Logan Erickson at \$2805.00

Junior High Assistant Wrestling Coaches- Karl Flesch and Bethany Keyser at \$1,200.00 (split stipend)

Motion: Eric Tokerud

Second: Chad Scarborough - passed unanimously.

2025-2026 Budget Amendment Resolution

The Trustees have determined that an amendment to the elementary school general fund budget in the amount of \$39,921.60, is necessary under the provision of 20-9-166 (1) MCA for the purpose of significant enrollment increase by which the anticipated source of financing the budget amendment expenditures will be the significant enrollment increase payment that the district will receive from the Office of Public Instruction.

A motion was made to approve the 2025-2026 Budget Amendment Resolution.

Motion: Chad Scarborough

Second: Jay Hould- passed unanimously.

MHSA Proposals

The Board voted on the following MHSA Proposals:

1. Proposal to Amend Membership By-Law- Contest Requirements for Non-Member Schools- Yes
2. Proposal to Amend Dues By-Law- 6 Player Playoff Profit- Yes
3. Proposal to Amend By-Law for Expedited Hearings to the MHSA Executive Board- Yes
4. Proposal to Amend Eligibility By-Law to allow for Academic Hardship- No
5. Proposal to Add Transfer By-Law for Homeschool or Non-Public Schools- Yes
6. Proposal to Amend Awards Rule By-Law- Change Requirements- Yes
7. Proposal to Amend General Penalties By-Laws-Spectators Ejection- Yes

Motion: Chad Scarborough

Second: Roy Benjamin- passed unanimously.

Students Attendance Agreements

A motion was made to approve the elementary school student attendance agreements.

Motion: Chad Scarborough

Second: Eric Tokedrud- passed unanimously.

A motion was made to approve the junior high/high school student attendance agreements.

Motion: Sara Benjamin

Second: Roy Benjamin- passed unanimously.

Discussion Items

Cell Phone In Schools Update

The Board had more discussion about the cell phone use in the schools. There will be more discussion about it until spring and the Board will vote later on a new rule for the next school year.

New Health Insurance Update

There are no updates for now but will know more about it tomorrow after insurance board meeting.

Trustee Election

Trustees Chad Scarborough and Eric Tokerud's term are up for re-election this year.

Correspondence-

Clinic Report- the clinic is down in numbers for the month of December due to being a short month.

Sons of Norway donated \$1000.00 to pay for overdue school lunches.

The Adult Day before the Christmas break was greatly needed and appreciated by the staff.

A break was taken at 7:48 p.m.

Yearly Superintendent's Evaluation

The rights of the individual outweigh the public's right to know so the meeting was closed at 7:57 p.m. The closed meeting was opened at 9:40 p.m. The meeting was then adjourned at 9:41 p.m.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, February 17, 2026 at 7:00 p.m. Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana.

02/13/26
17:42:08

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 1 / 26

Page: 1 of 1
Report ID: B100BF

Fund	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
101 General Fund	26,195.51	1,279,836.36	1,236.03	1,281,072.39	3,625,052.30	2,343,979.91
110 Transportation Fund	2,584.32	61,256.49	0.00	61,256.49	200,000.00	138,743.51
111 Bus Depreciation Fund	0.00	0.00	0.00	0.00	45,391.02	45,391.02
113 Tuition	0.00	56,985.41	0.00	56,985.41	225,000.00	168,014.59
114 Retirement	0.00	153,074.52	0.00	153,074.52	395,000.00	241,925.48
128 Technology Fund	548.84	40,673.52	3,905.20	44,578.72	77,636.94	33,058.22
129 Flexibility Fund	0.00	0.00	0.00	0.00	14,265.30	14,265.30
161 Building Reserve	5,523.07	17,784.10	0.00	17,784.10	101,566.44	83,782.34
201 General Fund	22,655.79	851,335.53	893.60	852,229.13	1,899,370.25	1,047,141.12
210 Transportation Fund	3,224.12	75,393.88	0.00	75,393.88	180,000.00	104,606.12
211 Bus Depreciation Fund	0.00	0.00	0.00	0.00	445,315.99	445,315.99
213 Tuition	0.00	42,774.32	0.00	42,774.32	200,000.00	157,225.68
214 Retirement	0.00	105,605.86	0.00	105,605.86	350,000.00	244,394.14
217 ADULT EDUCATION FUND	0.00	0.00	0.00	0.00	117,428.28	117,428.28
228 Technology Fund	129.84	15,462.10	3,905.20	19,367.30	86,234.06	66,866.76
229 Flexibility Fund	0.00	0.00	0.00	0.00	48,726.02	48,726.02
261 Building Reserve	2,697.79	28,601.63	0.00	28,601.63	143,748.89	115,147.26
Grand Total:	63,559.28	2,728,783.72	9,940.03	2,738,723.75	8,154,735.49	5,416,011.74

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 1 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59656		7263 AMAZON CAPITAL SERVICES	964.11						
1		02/11/26 EL classroom supplies	13.38		101	1	100-1000	610	
2		02/06/26 JH classroom supplies	76.17		101	21	280-1000	610	
3		02/05/26 5-pack of headphones w/sp	37.02	13229	101	1	280-1000	610	
4		02/04/26 Cat Stickers	6.99	13229	101	1	280-1000	610	
5		02/04/26 Family PB M&Ms	12.47	13229	101	1	280-1000	610	
7		02/03/26 shower curtain/shipping	30.98	13217	101	1	280-1000	610	
9		02/02/26 no parking signs	28.49	13231	201	41	100-2600	610	
10		02/02/26 squeegee kit	83.00	13231	201	41	100-2600	610	
11		02/02/26 EL classroom supplies	14.72		101	1	100-1000	610	
12		01/30/26 EL classroom supplies	139.34		101	1	280-1000	610	
13		01/28/26 EL classroom supplies	74.22		101	1	280-1000	610	
14		01/21/25 PH/TDS METER	18.49	13221	201	41	100-2600	610	
15		01/20/26 Fraction dominoes	10.06	13216	101	1	280-1000	610	
16		01/20/26 Jool Baby Potty Training	22.99	13214	101	1	280-1000	610	
17		01/20/26 EL classroom supplies	22.47		101	1	280-1000	610	
18		01/20/26 RETRACTABLE CORD	37.99	13223	201	41	100-2600	610	
19		01/15/26 Curtain Tie Backs	7.59	13217	101	1	280-1000	610	
20		01/15/26 Curtain rod	6.90	13217	101	1	280-1000	610	
21		01/15/26 Table	119.74	13217	101	1	280-1000	610	
22		01/14/24 EL office supplies	86.27		101	1	280-1000	610	
23		01/14/24 tech supplies	98.99		128		100-1000	682	
24		01/12/24 tech supplies	24.99		228		100-1000	682	
25		12/18/25 credit memo	-9.15		101	1	280-1000	610	
59670		5928 ARMACOST TRANE SERVICE CO	8,641.07						
1		52738 01/30/26 hs maint.contract 2visits/year	3,118.00		161		100-2600	440	613
2		52738 01/30/26 el maint.contract 4visits/year	0.00		161		100-2600	440	613
6		52738 01/30/26 4th qtr maintenance	0.00		161		100-2600	440	613
7		52737 01/30/26 hs maint.contract 2visits/year	3,118.00		261		100-2600	440	612
8		52737 01/30/26 el maint.contract 4visits/year	0.00		261		100-2600	440	612
9		52737 01/30/26 3rd qtr. maintenance	0.00		161		100-2600	440	612
10		52723 01/28/26 boiler # 2 having issues	2,405.07		161		100-2600	440	613
11		52723 01/28/26 boilers are both offline	0.00		161		100-2600	440	613
12		52723 01/28/26 parts,per diem & mileage	0.00		161		100-2600	440	613

02/13/26
15:29:40

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For the Accounting Period: 1/26

Page: 2 of 14
Report ID: AP100

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
59652		7202 BIG ROSE COLONY	1,729.00						
4		01/05/26 SPS reimb.Jan 2026	0.00		212 72	910-3100	630		
5		01/05/26 247 breakfasts X 2.65	654.55		212 72	910-3100	630		
6		01/30/26 247 lunches X 4.35	1,074.45		212 72	910-3100	630		
59654		7157 BRENDA WICKUM	584.31						
3		08/27/25 student transportation	287.04		110	100-2700	514		
4		01/16/26 reimb. 1st sem 2026	297.27		210	100-2700	514		
G1502		4996 BRIANNA HANSEN	50.00						
1		01/30/26 phone allowance	50.00		182	107-2212	531	570	
59645		6652 BROADWATER HIGH SCHOOL	40.00						
1		852639 01/28/26 State S&D entry fees	40.00		201 41	720-3500	810		
59649		59 BTI	3,390.39						
1		CL55555 01/31/25 bus routes	846.99		110	100-2700	624		
2		CL55555 01/31/25 bus routes	564.66		210	100-2700	624		
3		CL55555 01/31/25 HSAT trips	1,106.40		201 41	720-3500	624		
4		CL55555 01/31/25 HSRG trips	742.23		201 41	710-3400	624		
5		CL55555 01/31/25 ELAT trips	71.18		101 21	720-3500	624		
6		CL55555 01/31/25 Driver's Ed	54.64		218	100-1000	624		
7		2601-08529 01/23/26 connect link	4.29		201 41	100-2600	610		
59640		5023 CAMROSE COLONY	4,125.00						
reduced rate FY 25-26									
breakfast-\$2.40									
lunch- \$3.90									
1		01/05/26 food bill-SNP-January	0.00		212 71	910-3100	630		
2		01/05/26 breakfasts=656 X \$2.40	1,574.40		212 71	910-3100	630		
3		01/30/26 lunches=654 X \$3.90	2,550.60		212 71	910-3100	630		
59633		4585 CDW GOVERNMENT, INC.	345.00						
1		AH6SV5F 01/15/26 ANYWHERE CART 15 MINUTE	345.00	13218	128	100-1000	660		
59653		7281 CHROMEBOOKPARTS.COM	209.70						
1		272446 02/06/26 C204MA	104.85	13224	128	100-1000	660		
2		272446 02/06/26 C204MA	104.85	13224	228	100-1000	660		

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 3 of 14
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount	Acct/Source/						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj		
59631	3 CITY OF SHELBY WATER DEPT	4,462.95							
1	01/23/26 bus barn/water/garbage	195.63		210	100-2700	421			
BUS BARN WATER BILL									
3	01/23/26 bus barn/water/garbage	1,019.39		101	21 100-2600	421			
4	01/23/26 water/garbage/sewer	1,147.93		101	1 100-2600	421			
WATER, GARBAGE & LANDFILL BILL									
5	01/23/26 and landfill	2,100.00		201	41 100-2600	421			
WATER, GARBAGE & LANDFILL BILL									
59643	15 CULLIGAN SOFT WATER SERVICE	337.00							
1	01668308 01/31/26 Admin water/cooler rental	10.00		210	100-2700	450			
2	01662905 01/31/26 EL water/cooler rental	114.00		101	1 100-2600	450			
3	01661709 01/31/26 HS water/cooler rental	213.00		201	41 100-2600	450			
4	01661709 01/31/26 solar salt delivery	0.00		201	41 100-2600	450			
59632	4908 EAI EDUCATION	56.39							
1	1459805 01/14/26 base ten	9.49	13215	101	1 280-1000	610			
2	1459805 01/14/26 place value chart	7.95	13215	101	1 280-1000	610			
3	1459805 01/14/26 fraction circles	29.95	13215	101	1 280-1000	610			
4	1459805 01/14/26 shipping	9.00		101	1 280-1000	610			
59659	6960 EBMS, LLC	226.00							
1	SIN6177390 01/21/26 Jan. 2026 ACA fee	146.90		101	1 100-2400	810			
2	SIN6177390 01/21/26 Jan. 2026 ACA fee	79.10		101	21 100-2400	810			
59642	6879 ELLIOTT CRUMP	68.50							
1	02/02/26 State S & D meals	68.50		201	41 710-3400	582			
59650	220 FISHER'S TECHNOLOGY	1,696.63							
18	1623970 02/04/26 contract overage 1/2-2/01	600.81		101	1 100-2300	550			
19	1623970 02/04/26 contract overage 1/2-2/01	323.51		201	41 100-2300	550			
21	1622670 02/02/26 contract base charges	155.31		101	1 100-2300	550			
23	1622670 02/02/26 contract base charges	103.54		201	41 100-2300	550			
24	1625067 02/06/26 GTCC	30.26		182	108-2212	550			580
25	1619049 01/26/26 elementary overage	483.20		101	1 100-2300	550			
26	1619049 01/26/26 12/25-1/24/26	0.00		101	1 100-2300	550			

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 4 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
				Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59662		22 GENERAL DISTRIBUTING CO	256.17						
1		1598955 01/31/26 acetylene	126.17		201	41	100-1000	610	
2		1597097 01/31/26 1 yr service agreement	130.00		201	41	100-1000	810	
59635		5729 HD SUPPLY	4,552.56						
1		9244722685 01/11/26 GP Forward	211.58	13212	101	1	100-2600	610	
2		9244722685 01/11/26 Gloves	11.97	13212	101	1	100-2600	610	
3		9244722685 01/11/26 Hand Sanitizer	238.20	13212	101	1	100-2600	610	
4		9244722685 01/11/26 Razor Blade Handle	21.57	13212	101	1	100-2600	610	
5		9244722685 01/11/26 Glass Cleaner	62.40	13212	101	1	100-2600	610	
6		9244722685 01/11/26 Paper Towels	780.45	13212	101	1	100-2600	610	
7		9244722685 01/11/26 Hand Soap	355.25	13212	101	1	100-2600	610	
8		9244722685 01/11/26 Magic Eraser	50.40	13212	101	1	100-2600	610	
9		9244722685 01/11/26 Trash Bags	156.50	13212	101	1	100-2600	610	
10		9244722685 01/11/26 Floor Cleaner	396.96	13212	101	1	100-2600	610	
11		9244722685 01/11/26 Light Bulbs	364.05	13212	101	1	100-2600	610	
12		9244722685 01/11/26 Carpet Cleaner	83.25	13212	101	1	100-2600	610	
13		9244722685 01/11/26 Spray Buff Agent	130.32	13212	101	1	100-2600	610	
14		9244793298 01/13/25 TP	402.48	13219	201	41	100-2600	610	
15		9244793298 01/13/25 broom	49.80	13219	201	41	100-2600	610	
16		9244793298 01/13/25 dust pan	114.80	13219	201	41	100-2600	610	
17		9244793298 01/13/25 gloves	46.50	13219	201	41	100-2600	610	
18		9244793298 01/13/25 paper towels	520.30	13219	201	41	100-2600	610	
19		9244793298 01/13/25 cleaner	312.56	13219	201	41	100-2600	610	
20		9244793298 01/13/25 toilet bowl cleaner	213.36	13219	201	41	100-2600	610	
21		9244793298 01/13/25 graffiti remover	29.86	13219	201	41	100-2600	610	
59646		7400 INDEPENDENCE BANK VISA	1,472.14						
1		01/04/26 K. Fisher's PCard	0.00		201	41	100-1000	610	
2		01/04/26 Concession candy	663.08		201	41	100-1000	610	
3		01/04/26 SA-Concession will reimb	0.00		201	41	100-1000	610	
4		01/09/26 wrestling team meals	209.49		201	41	720-3500	582	
5		01/10/26 office supplies	100.10		201	41	100-1000	610	
6		01/18/26 PD breakfast- groceries	89.07		101	21	100-1000	610	
7		01/21/26 airline tickets-Choir	410.40		201	41	710-3400	582	
8		01/21/26 will be reimbursed	0.00		201	41	710-3400	582	

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 5 of 14
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount	Acct/Source/						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj	
59647	7400 INDEPENDENCE BANK VISA	958.40							
1	12/23/25 K. Fix's PCard	0.00		110		100-2700	610		
2	01/24/26 transportation supplies	575.04		110		100-2700	610		
3	01/24/26 transportation supplies	383.36		210		100-2700	610		
59648	7400 INDEPENDENCE BANK VISA	19.99							
1	01/07/26 M Flynn's PCard	0.00		101	1	100-2500	610		
2	01/07/26 Admin office supplies	290.37		101	1	100-2500	610		
3	01/16/26 supplies-returned	-270.38		101	1	100-2500	610		
59673	7400 INDEPENDENCE BANK VISA	268.86							
1	01/12/26 L. Fisher's PCard	0.00		201	41	710-3400	582		
2	01/12/26 dinner for regional BPA	268.86	13230	201	41	710-3400	582		
59676	7400 INDEPENDENCE BANK VISA	418.43							
1	01/05/26 S. Kovatch's PCard	0.00		101	21	100-1000	610		
2	01/07/26 Foods class groceries	132.14	13148	101		999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
3	01/07/26 Foods class groceries	140.49	13149	101		999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
5	01/07/26 Foods class supplies	145.80		201	41	100-1000	610		
59677	7400 INDEPENDENCE BANK VISA	764.99							
1	01/06/26 T. Miller's PCard	0.00		101	1	100-1000	610		
2	01/06/26 EL teachers supplies	204.99	13140	101		999			
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
3	01/06/26 Scripps Spelling Bee Regi	199.00	13213	101	1	100-1000	610		
4	01/25/26 Top Pivot Hinge	94.05	13228	101	1	100-2600	610		
5	01/25/26 S&H	14.95	13228	101	1	100-1000	610		
6	01/25/26 TPT Writing Bundle G 4	84.00	13226	101	1	100-1000	610		
7	01/25/26 TPT Writing Bundle G 5	84.00	13226	101	1	100-1000	610		
8	01/25/26 TPT Writing Bundle G 2	84.00	13226	101	1	100-1000	610		
59678	7400 INDEPENDENCE BANK VISA	54.87							
1	01/05/26 C. McAllister's PCard	0.00		212	1	910-3100	630		
2	01/21/26 kitchen groceries	54.87		212	1	910-3100	630		

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 6 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
59679		7400 INDEPENDENCE BANK VISA	452.54						
1		01/14/26 R. Gruber's PCard	0.00		101		100-1000	610	
2		01/14/26 Manhasset 48	127.04	13225	101	1	100-1000	610	
3		01/14/26 Manhasset 48-6	325.50	13225	101	1	100-1000	610	
59680		7400 INDEPENDENCE BANK VISA	1,909.92						
1		01/13/26 T. White's PCard	0.00		201	41	100-1000	610	
2		01/13/26 meals	102.70		215	41	451-1000	582	308
3		01/19/26 Adult ED class supplies	1,446.71		218		100-1000	610	
4		01/22/26 welding class supplies	84.99		215		100-1000	610	351
5		01/15/26 shop class supplies	165.52		215	41	329-1000	610	346
6		01/15/26 FFA registration fees	110.00		201	41	710-3400	810	
59681		7400 INDEPENDENCE BANK VISA	5.99						
1		01/09/26 Lisa Clark's PCard	0.00		101	1	100-1000	610	
2		01/09/26 EL teachers supplies	5.99	13140	101		999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
59682		7400 INDEPENDENCE BANK VISA	1,399.90						
1		01/16/26 SPS PCard # 2	0.00		201	41	100-2500	610	
2		01/16/26 board room chairs	1,399.90		201	41	100-2500	610	
3		01/16/26 payment donated	0.00		201	41	100-2500	610	
59683		7400 INDEPENDENCE BANK VISA	69.57						
1		01/08/26 E Crump's PCard	0.00		101	1	100-2500	582	
2		01/08/26 fuel & meal	69.57		101	1	100-2500	582	
59684		7400 INDEPENDENCE BANK VISA	52.50						
1		12/27/25 K Wiederrick's PCard	0.00		101	1	100-1000	610	
2		12/27/25 EL teachers supplies	52.50	13140	101		999		
PO Accounting (Org/Prog/Func/Obj/Proj: 1-100-1000-610-									
59685		7400 INDEPENDENCE BANK VISA	533.53						
1		12/30/25 SPS PCard # 1	0.00		210		100-2700	531	
2		12/30/25 Verizon bill	114.12		210		100-2700	531	
3		12/30/25 Verizon bill	119.60		101	1	100-2400	531	
4		12/30/25 Verizon bill	119.60		201	41	100-2400	531	
5		01/17/26 Speech&Drama meals	180.21		201	41	710-3400	582	

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 7 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59686		7400 INDEPENDENCE BANK VISA	135.00						
1		01/08/26 B. Hayes PCard	0.00		201	41	720-3500	682	
2		01/08/26 track&field website support	135.00		201	41	720-3500	682	
59687		7400 INDEPENDENCE BANK VISA	630.81						
1		12/26/25 M. White's PCard	0.00		201	41	720-3500	582	
2		01/19/26 MHSA mtng.- lodging	152.12		201	41	720-3500	582	
3		01/18/26 3 subscriptions	146.99		201	41	720-3500	682	
4		01/03/26 groceries	133.88		201	41	720-3500	610	
5		01/21/26 meals/cinnamon rolls	197.82		201	41	720-3500	610	
59627		6291 JEANNE M WIGEN	74.75						
1		01/03/26 HSBB in Cascade	25.25		201	41	720-3500	582	
2		01/07/26 8th grade trip-Helena	33.50		101	21	710-3400	582	
3		01/15/26 Wrestling in Fairfield	16.00		201	41	720-3500	582	
59667		7021 JODI AKLESTAD	115.94						
1		01/10/26 Speech & Drama meet	115.94		201	41	710-3400	610	
2		01/10/26 groceries- reimbursement	0.00		201	41	710-3400	610	
59660		2896 JOINT POWERS TRUST C/O EBMS	71,489.75						
Kim Hayes-retired 6/03/23									
6		02/01/26 health ins. premium-Jan.	67,263.91		189		100-2500	260	
7		02/01/26 El retiree incentive	877.50		101	1	100-2500	261	
9		02/01/26 retirees prem.-TRS ACH	3,348.34		189		100-2500	260	
59665		2227 JW PEPPER & SON INC	119.99						
1		368278080 02/09/26 music eprint	79.99		201	41	100-1000	610	
2		368279875 02/09/26 music- band	40.00		201	41	100-1000	610	
59626		6458 KEVIN DODSON	35.00						
1		01/07/26 3rd grade field trip	17.50		101	1	710-3400	582	
2		01/09/26 5th grade ski trip	17.50		101	1	710-3400	582	
59628		4452 KEVIN MITCHELL	68.00						
1		10/10/25 Cross Country	9.25		201	41	720-3500	582	
2		12/20/25 Wrestling in Great Falls	58.75		201	41	720-3500	582	

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 8 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv	Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
G1501	7079	KRISTI CALVERY	670.50					
1	01/30/26	phone allowance	50.00		182	107-2212	531	570
2	01/30/26	mileage- prof. development	435.00		182	108-2212	596	580
3	01/30/26	mileage- interlocal	119.00		182	107-2212	582	570
4	01/30/26	meals	66.50		182	108-2212	592	580
59674	2	MARIAS RIVER ELECTRIC COOP	8,959.62					
9 invoices								
2	02/10/26	electric bill-HS & EL bldgs.	4,926.10		201 41	100-2600	412	
3	02/10/26	electric bill-HS & EL bldgs.	2,652.52		101 1	100-2600	412	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-								
8	02/10/26	bus barn	608.10		110	100-2700	412	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-								
11	02/10/26	east side of fball field	32.50		101 1	100-2600	412	
14	02/10/26	football field bathrooms	502.18		101 21	100-2600	412	
15	02/10/26	football field lights	238.22		101 21	100-2600	412	
59663	390	MARK'S TIRE & ALIGNMENT, INC	30.00					
1	82174 01/05/26	Driver's Ed-flat repair	30.00		218	100-1000	440	
59629	7107	MERLE CLARK BANCROFT	92.25					
1	01/07/26	JH kids to Helena	33.50		101 21	710-3400	582	
2	01/08/26	Wrestling in Chester	25.25		201 41	720-3500	582	
3	01/12/25	BPA- Kalispell	33.50		201 41	710-3400	582	
59636	6673	MICHAEL WHITE	360.00					
starting January 2017 will pay \$30/month per Elliott								
1	01/07/26	data plan Jan.-Dec. 26	360.00		201 41	100-1000	531	
59641	1136	MONTANA SCHOOL BOARD ASSOCIATION	5,936.00					
1	0019781 06/01/26	2026-2027 membership	3,858.40		101 1	100-2313	810	
2	0019781 06/01/26	renewal	2,077.60		201 41	100-2313	810	
59630	3436	MOUNTAIN ALARM	317.84					
3	7698186 02/01/26	EL alarm monitoring	80.05		101 1	100-2600	340	
4	7698186 02/01/26	HS alarm monitoring	77.69		261	100-2600	340	
5	7698186 02/01/26	Admin alarm monitoring	80.05		210	100-2600	340	
6	7698186 02/01/26	Vo-Ag alarm monitoring	80.05		101 21	100-2600	340	

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 9 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
59669		7193 ORKIN	612.11						
1		290662432 01/29/26 monthly charges	153.03		110	100-2600	340		
3		290662432 01/29/26 account # 34481395	153.03		210	100-2600	340		
4		290662432 01/29/26 account # 34481395	153.03		101 21	100-2600	340		
5		290662432 01/29/26 account # 34481395	153.02		201 41	100-2600	340		
59671		7317 PLATINUM PEAK ROOFING	21,250.00						
1		02/04/26 5% retainage w/ warrant	21,250.00		215 41	100-2600	440	262	
2		02/04/26 inspection complete	0.00		215 41	100-2600	440	262	
3		02/04/26 partial re-roof, remove	0.00		215 41	100-2600	440	262	
4		02/04/26 damaged system, install	0.00		215 41	100-2600	440	262	
5		02/04/26 new roofing system	0.00		215 41	100-2600	440	262	
59661		7285 PONDEROSA PUBLICATIONS	319.00						
1		79770 01/14/26 Adult Educ. Class advertise	165.00		218	100-2500	540		
2		79822 01/21/26 Budget Amendment	154.00		201 41	100-2300	540		
3		79822 01/21/26 Resolution advertisement	0.00		201 41	100-2300	540		
59658		758 QUILL	35.34						
1		47743420 02/10/26 admin office supplies	8.99		101 1	100-2500	610		
2		47731956 02/10/26 admin office supplies	14.66		101 21	100-2500	610		
3		47735534 02/10/26 admin office supplies	11.69		101 1	100-2500	610		
59644		3055 RIDDELL/ALL AMERICAN SPORTS CORP	1,779.83						
1		952470538 12/11/25 helmets reconditioned	1,779.83		201 41	720-3500	610		
2		952470538 12/11/25 painted/new speed flex	0.00		201 41	720-3500	610		
3		952470538 12/11/25 protectors	0.00		201 41	720-3500	610		
59675		1 SHELBY GAS ASSOCIATION	13,309.26						
5 invoices									
1		02/10/26 EL & HS gas charges	7,951.62		101 1	100-2600	412		
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-452-							
3		02/10/26 EL & HS gas charges	4,281.64		201 41	100-2600	412		
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-452-							
7		02/10/26 bus barn gas charges	1,076.00		210	100-2700	412		

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 10 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
59664		444 SHELBY GLASS & DOOR, INC.	120.00						
1		27313 01/19/26 front & back doors not	120.00		101	1 100-2600	440		
2		27313 01/19/26 closing properly	0.00		101	1 100-2600	440		
59668		7480 SHELBY GLASS & DOOR, INC.	1,250.00						
5		3024 01/24/26 HS snow removal	550.00		201	41 100-2600	432		
11		3025 01/24/26 EL snow removal	350.00		101	1 100-2600	432		
13		3023 01/24/26 Admin snow removal	350.00		210	100-2600	432		
59637		5577 SHELBY HIGH SCHOOL - FRESHMAN	53.00						
		Lunch Workers # of days X 4 hours X 2.65 per hour							
		cf							
1		01/05/26 lunch workers	53.00		212	41 910-3100	570		
2		01/09/26 Jan. 5-9	0.00		212	41 910-3100	570		
59638		5767 SHELBY HIGH SCHOOL - SOPHOMORE	53.00						
		Lunch Workers # of days X 4 hours X 2.65 per hour							
		cf							
1		01/26/26 lunch workers	53.00		212	41 910-3100	570		
2		01/30/26 Jan. 26-30	0.00		212	41 910-3100	570		
59639		7256 SHELBY HIGH SCHOOL - VOLLEYBALL	53.00						
		Lunch Workers # of days X 4 hours X 2.65 per hour							
		cf							
1		01/12/26 lunch workers	53.00		212	41 910-3100	570		
2		01/16/26 Jan. 12-16	0.00		212	41 910-3100	570		
226		61 SHELBY PAINT AND HARDWARE	254.80						
1		26945 01/13/26 Vo-Ed class supplies	109.91		215	41 329-1000	610	346	
2		27672 01/23/26 EL custodial supplies	24.96		101	1 100-1000	610		
3		27866 01/26/26 HS custodial supplies	4.60		201	41 100-2600	610		
4		27930 01/27/26 HS custodial supplies	41.99		201	41 100-2600	610		
5		28105 01/29/26 Vo-Ed class supplies	54.98		215	41 329-1000	610	346	
6		28179 01/30/26 HS custodial supplies	18.36		201	41 100-2600	610		
59657		75 SYSCO FOOD SERVICES OF MONTANA	17,178.18						
1		543918988 01/05/26 food bill	2,217.69		212	1 910-3100	630		
2		543918988 01/05/26 FFVP	232.24		212	1 460-3100	630		
3		543924014 01/08/26 FFVP	249.80		212	1 460-3100	630		
4		543924014 01/08/26 food bill	1,506.46		212	1 910-3100	630		
5		543929891 01/12/26 food bill	2,412.80		212	21 910-3100	630		
6		543929891 01/12/26 FFVP	653.09		212	21 460-3100	630		

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 11 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
7		543935125 01/15/26 food bill	587.31		212	41	910-3100	630	
8		543935124 01/15/26 cooking class	46.02		201	41	100-1000	610	
9		543940875 01/19/26 food bill	1,694.94		212	1	910-3100	630	
10		543940875 01/19/26 FFVP	209.76		212	1	460-3100	630	
11		543945457 01/22/26 FFVP	90.19		212	21	460-3100	630	
12		543945457 01/22/26 food bill	2,083.32		212	21	910-3100	630	
13		543951570 01/26/26 food bill	2,551.75		212	1	910-3100	630	
14		543951570 01/26/26 FFVP	129.96		212	1	460-3100	630	
15		543956457 01/29/26 cooking class	39.90		101	21	100-1000	610	
16		543956456 01/29/26 FFVP	662.18		212	21	460-3100	630	
17		543956456 01/29/26 food bill	1,810.77		212	21	910-3100	630	
59655		7478 THE MELODY MECHANIC, LLC	138.00						
1		1066 02/09/26 repairs-musical instr.	138.00	13235	101	1	100-1000	440	
59651		74 US FOODS LOCKBOX	6,998.19						
1		5977101 01/22/26 credit	-2.18		212	1	910-3100	630	
2		3655084 01/06/26 food bill	1,896.86		212	1	910-3100	630	
3		3655084 01/06/26 FFVP	95.76		212	1	460-3100	630	
4		3855799 01/13/26 FFVP	316.87		212	21	460-3100	630	
5		3855799 01/13/26 food bill	1,669.63		212	21	910-3100	630	
6		4045678 01/20/26 food bill	1,269.46		212	41	910-3100	630	
7		4225288 01/27/26 food bill	1,390.03		212	1	910-3100	630	
8		4225288 01/27/26 FFVP	361.76		212	1	460-3100	630	
59634		5585 VERIZON WIRELESS	353.32						
		December bill was paid with credit card- SPS 2							
1		6134098088 01/21/26 Supt. cell phone	57.06		110		100-2700	531	
2		6134098088 01/21/26 EL principal	57.06		101	1	100-2400	531	
3		6134098088 01/21/26 JH-HS principal	57.06		101	21	100-2400	531	
4		6134098088 01/21/26 transp. director	57.06		110		100-2700	531	
5		6134098088 01/21/26 EL Aide phone	57.06		101	1	280-1000	531	
6		6134098088 01/21/26 track field wifi hotspot	68.02		101	21	100-2400	531	
G1503		3484 VISA (FOR GTCC)	253.63						
1		01/29/26 Verizon/ 3 Rivers bill	124.36		182		107-2212	531	570
2		01/29/26 office supplies	32.10		182		107-2212	610	570
3		01/29/26 USPS	11.90		182		107-2212	532	570
4		01/29/26 director's lodging	80.27		182		108-2212	592	580
5		01/29/26 fees charged	5.00		182		107-2212	810	570

02/13/26
15:29:40

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 1/26

Page: 12 of 14
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
59666		7479 WADE NELSON	120.61						
1		01/09/26 Speech & Drama meet	120.61		201 41 710-3400		610		
2		01/09/26 groceries- reimbursement	0.00		201 41 710-3400		610		
		# of Claims	65	Total:	193,283.13	# of Vendors	50		

02/13/26
15:29:41

SHELBY SCHOOL DISTRICT
Fund Summary for Claims
For the Accounting Period: 1/26

Page: 13 of 14
Report ID: AP110

Fund/Account	Amount
101 General Fund	
101	26,731.62
110 Transportation Fund	
101	2,584.32
128 Technology Fund	
101	548.84
161 Building Reserve	
101	5,523.07
182 Interlocal Agreement	
101	1,004.39
189 Health Insurance	
101	70,612.25
201 General Fund	
101	26,106.22
210 Transportation Fund	
101	3,224.12
212 Food Services	
101	30,158.32
215 Miscellaneous Federal Funds	
101	21,768.10
218 Traffic Education or Driver's Ed.	
101	1,696.35
228 Technology Fund	
101	129.84
261 Building Reserve	
101	3,195.69
Total:	193,283.13

02/13/26
15:29:41

SHELBY SCHOOL DISTRICT
Claim Approval Signature Page
For the Accounting Period: 1 / 26

Page: 14 of 14
Report ID: AP100A

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

01/19/26
10:42:58

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 12/25

Page: 1 of 4
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
59622		6646 ALL SEASON HEATING & AIR	82.22						
3		57841 12/03/25 HS- diagnose charge-	0.00		201	41	100-2600	440	
4		57841 12/03/25 leaking pipe	0.00		201	41	100-2600	440	
5		57841 12/03/25 contactor 3 Pole	82.22		201	41	100-2600	440	
59618		6846 BSN SPORTS, LLC	4,547.17						
1		932323759 12/02/25 Nike Jersey	44.17	13190	201	41	720-3500	610	
2		932323759 12/02/25 Nike Jersey	1,055.84	13190	201	41	720-3500	610	
3		932323759 12/02/25 Nike Shorts	1,119.84	13190	201	41	720-3500	610	
4		932323759 12/02/25 Nike Jerseys	1,011.67		201	41	720-3500	610	
5		932323759 12/02/25 Nike Shorts	1,119.84		201	41	720-3500	610	
6		932323759 12/02/25 shipping	195.81		201	41	720-3500	610	
59623		7281 CHROMEBOOKPARTS.COM	579.80						
1		269637 01/14/26 Asus 11 CR1100CKA Non-Tou	579.80	13222	128		100-1000	660	
59625		6917 DRY FORK PLUMBING & HEATING, INC.	1,857.00						
1		4498 01/09/26 HS gym-cleaned sewer line	1,857.00		261		100-2600	440	612
2		4498 01/09/26 labor and materials	0.00		261		100-2600	440	
59621		7057 E-RATE PROGRAM MANAGEMENT, LLC	8,297.29						
5% of \$15,411.48									
1		2024090 01/09/26 2024 completion category 1	763.68		101	21	100-2300	330	
2		2024090 01/09/26 2024 completion category 2	3,245.75		201	41	100-2300	330	
3		2024090 01/09/26 2025 completion category 1	668.22		101	1	100-2300	330	
4		2025091 01/09/26 2025 completion category 2	3,619.64		101	1	100-2300	330	
5		2025091 01/09/26 addl. Erate work \$490.00	0.00		101	1	100-2300	330	
7		2024090 01/09/26 discounted	0.00		101	21	100-2300	330	
8		2023086 03/22/23 Total Funding Secured	0.00		101	1	100-2300	330	
9		2023086 03/22/23 = \$100136.40	0.00		101	1	100-2300	330	
59619		2 MARIAS RIVER ELECTRIC COOP	8,965.19						
9 invoices									
2		01/09/26 electric bill-HS & EL bldgs.	4,940.96		201	41	100-2600	412	
3		01/09/26 electric bill-HS & EL bldgs.	2,660.51		101	1	100-2600	412	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-									
8		01/09/26 bus barn	569.83		210		100-2700	412	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-									
11		01/09/26 east side of fball field	32.50		101	1	100-2600	412	
14		01/09/26 football field bathrooms	526.91		101	21	100-2600	412	
15		01/09/26 football field lights	79.32		101	21	100-2600	412	
16		01/09/26 SHS sign	155.16		201	41	100-2600	412	

01/19/26
10:42:58

SHELBY SCHOOL DISTRICT
Claim Approval List
For the Accounting Period: 12/25

Page: 2 of 4
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
59624		3951 SAFEGUARD BUSINESS SYSTEMS	358.91						
1		9009745913 01/14/25 1099 Forms/envelopes	40.13		101	1 100-2300	610		
2		9009745913 01/14/25 1099 Forms/envelopes	67.00		201	41 100-2300	610		
3		9009745913 01/14/25 W-2 Forms/envelopes	133.72		101	21 100-2300	610		
4		9009745913 01/14/25 W-2 Forms/envelopes	80.26		201	41 100-2300	610		
5		9009745913 01/14/25 shipping	37.80		201	41 100-2300	610		
59620		1 SHELBY GAS ASSOCIATION	14,346.25						
5 invoices									
1		01/09/26 EL & HS gas charges	8,544.06		101	1 100-2600	412		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-									
3		01/09/26 EL & HS gas charges	4,600.64		201	41 100-2600	412		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-									
7		01/09/26 bus barn gas charges	1,201.55		110	100-2700	412		
# of Claims		8	Total:	39,033.83	# of Vendors	8			

01/19/26
10:42:59

SHELBY SCHOOL DISTRICT
Fund Summary for Claims
For the Accounting Period: 12/25

Page: 3 of 4
Report ID: AP110

Fund/Account	Amount
101 General Fund	
101	17,068.69
110 Transportation Fund	
101	1,201.55
128 Technology Fund	
101	579.80
201 General Fund	
101	17,756.96
210 Transportation Fund	
101	569.83
261 Building Reserve	
101	1,857.00
Total:	39,033.83

01/19/26
10:42:59

SHELBY SCHOOL DISTRICT
Claim Approval Signature Page
For the Accounting Period: 12 / 25

Page: 4 of 4
Report ID: AP100A

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

02/13/26
17:46:15

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 1 / 26

Page: 1 of 2
Report ID: B100B

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100 Regular Education Programs -							
107 GTCC Interlocal Funds							
2212 Instruction of Curriculum Development Services							
112-570	Professional-Education GTCC Interlocal Dues	0.00	35,000.04	0.00	35,000.04	70,000.00	34,999.96
115-570	Office/Clerical/Technology GTCC Interlocal Dues	0.00	29,884.32	0.00	29,884.32	47,380.00	17,495.68
150-570	Stipends GTCC Interlocal Dues	0.00	3,000.00	0.00	3,000.00	4,000.00	1,000.00
210-570	Social Security/Medicare GTCC Interlocal Dues	0.00	4,976.83	0.00	4,976.83	9,000.00	4,023.17
220-570	Teachers' Retirement GTCC Interlocal Dues	0.00	3,314.52	0.00	3,314.52	7,000.00	3,685.48
230-570	PERS GTCC Interlocal Dues	0.00	2,893.83	0.00	2,893.83	4,643.00	1,749.17
240-570	Unemployment Compensation GTCC Interlocal Dues	0.00	196.88	0.00	196.88	1,000.00	803.12
250-570	Workers' Compensation GTCC Interlocal Dues	0.00	295.42	0.00	295.42	1,000.00	704.58
260-570	Health Insurance GTCC Interlocal Dues	0.00	8,860.00	0.00	8,860.00	30,000.00	21,140.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
530-570	Communications GTCC Interlocal Dues	0.00	0.00	0.00	0.00	2,000.00	2,000.00
531-570	Telephone GTCC Interlocal Dues	224.36	2,814.74	0.00	2,814.74	5,000.00	2,185.26
532-570	Postage GTCC Interlocal Dues	11.90	113.95	0.00	113.95	2,500.00	2,386.05
582-570	Travel Out-of-District GTCC Interlocal Dues	119.00	119.00	0.00	119.00	3,000.00	2,881.00
610-570	Supplies GTCC Interlocal Dues	32.10	32.10	0.00	32.10	2,977.68	2,945.58
650-570	Periodicals GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
660-570	Minor Equipment-New GTCC Interlocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
681-570	Software GTCC Interlocal Dues	0.00	79.98	0.00	79.98	1,000.00	920.02
810-570	Dues & Fees GTCC Interlocal Dues	5.00	380.00	0.00	380.00	1,000.00	620.00
Function Total:		392.36	91,961.61	0.00	91,961.61	199,500.68	107,539.07
Program Total:		392.36	91,961.61	0.00	91,961.61	199,500.68	107,539.07

02/13/26
17:46:15

SHELBY SCHOOL DISTRICT
Budget vs. Actual Report
For the Accounting Period: 1 / 26

Page: 2 of 2
Report ID: B100B

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
150-580	Stipends	0.00	2,125.00	0.00	2,125.00	3,000.00	875.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	162.56	0.00	162.56	2,000.00	1,837.44
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	1,937.70	0.00	1,937.70	5,500.00	3,562.30
	GTCC Professional Development Dues						
230-580	PERS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	6.16	0.00	6.16	1,000.00	993.84
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	9.24	0.00	9.24	1,000.00	990.76
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	0.00	11,488.60	0.00	11,488.60	67,000.00	55,511.40
	GTCC Professional Development Dues						
330-580	Other Professional Services	0.00	200.00	0.00	200.00	5,000.00	4,800.00
	GTCC Professional Development Dues						
340-580	Technical Services	0.00	408.00	0.00	408.00	1,500.00	1,092.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	30.26	155.53	0.00	155.53	3,000.00	2,844.47
	GTCC Professional Development Dues						
592-580	Meals & Lodging	146.77	11,650.65	0.00	11,650.65	20,000.00	8,349.35
	GTCC Professional Development Dues						
596-580	Mileage	435.00	6,287.60	0.00	6,287.60	7,500.00	1,212.40
	GTCC Professional Development Dues						
600-580	Supplies and Materials	0.00	2,129.71	0.00	2,129.71	10,000.00	7,870.29
	GTCC Professional Development Dues						
	Function Total:	612.03	36,560.75	0.00	36,560.75	127,500.00	90,939.25
	Program Total:	612.03	36,560.75	0.00	36,560.75	127,500.00	90,939.25
	Program Group Total:	1,004.39	128,522.36	0.00	128,522.36	327,000.68	198,478.32
	Fund Total:	1,004.39	128,522.36	0.00	128,522.36	327,000.68	198,478.32
	Grand Total:	1,004.39	128,522.36	0.00	128,522.36	327,000.68	198,478.32

02/13/26
17:44:21

SHELBY SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 26

Page: 1 of 1
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
101 General Fund	0.00	1,671,028.30	0.00	-1,671,028.30	%
110 Transportation Fund	0.00	108,596.51	0.00	-108,596.51	%
111 Bus Depreciation Fund	0.00	17,605.61	0.00	-17,605.61	%
113 Tuition	0.00	93,069.69	0.00	-93,069.69	%
114 Retirement	0.00	100,479.44	0.00	-100,479.44	%
128 Technology Fund	0.00	30,068.11	0.00	-30,068.11	%
129 Flexibility Fund	0.00	2,701.20	0.00	-2,701.20	%
161 Building Reserve	0.00	11,470.01	0.00	-11,470.01	%
201 General Fund	0.00	890,581.23	0.00	-890,581.23	%
210 Transportation Fund	0.00	100,539.10	0.00	-100,539.10	%
211 Bus Depreciation Fund	0.00	55,941.79	0.00	-55,941.79	%
213 Tuition	0.00	88,673.30	0.00	-88,673.30	%
214 Retirement	0.00	72,744.32	0.00	-72,744.32	%
228 Technology Fund	0.00	28,877.67	0.00	-28,877.67	%
229 Flexibility Fund	0.00	26,585.36	0.00	-26,585.36	%
261 Building Reserve	0.00	35,962.32	0.00	-35,962.32	%
Grand Total:	0.00	3,334,923.96	0.00	-3,334,923.96	%

02/13/26
17:37:54

SHELBY SCHOOLS
Statement of Activity by Account Name for 01/01/26 to 01/31/26

Page: 1 of 2
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
101 ATHLETICS	17383.25	9698.43	0.00	0.00	0.00		2.30	0.00	7687.12
405 AUTO/WOOD SHOP/VICA	484.11	0.00	0.00	0.00	0.00		0.14	0.00	484.25
402 BAND	1906.76	0.00	0.00	0.00	0.00		0.57	0.00	1907.33
408 BAND & CHOIR UNIFORMS/TRAVEL	956.38	0.00	0.00	0.00	0.00		0.28	0.00	956.66
112 BOYS BASKETBALL	2650.44	474.55	0.00	55.00	0.00		0.66	0.00	2231.55
213 BPA	16260.69	1015.04	0.00	0.00	1130.00		4.86	0.00	16380.51
203 CHEERLEADERS	1800.35	373.95	0.00	0.00	0.00		0.42	0.00	1426.82
403 CHOIR	1235.07	130.26	0.00	0.00	0.00		0.33	0.00	1105.14
326 CLASS OF 2026 (SR)	11819.81	145.00	0.00	0.00	0.00		3.47	0.00	11678.28
327 CLASS OF 2027 (JR)	10054.59	0.00	0.00	0.00	0.00		2.98	0.00	10057.57
328 CLASS OF 2028 (SO)	5401.41	0.00	0.00	0.00	0.00		1.60	0.00	5403.01
329 CLASS OF 2029 (FR)	4637.09	80.76	0.00	0.00	0.00		1.35	0.00	4557.68
202 CONCESSIONS	11220.62	4999.52	0.00	0.00	-3523.40		0.80	0.00	2698.50
103 COYOTE CLASSIC	27395.00	1046.48	0.00	230.00	0.00		7.89	0.00	26586.41
223 COYOTE STORE	40.52	0.00	0.00	0.00	0.00		0.01	0.00	40.53
108 CROSS COUNTRY	4812.29	0.00	0.00	0.00	0.00		1.43	0.00	4813.72
503 DISTRICT 7 MUSIC FESTIVAL	434.47	0.00	0.00	0.00	0.00		0.13	0.00	434.60
702 EL STUDENT COUNCIL	2285.50	0.00	0.00	0.00	0.00		0.68	0.00	2286.18
105 ESPORTS	3550.64	0.00	0.00	0.00	0.00		1.05	0.00	3551.69
206 EXPLORE AMERICA	12163.68	0.00	0.00	0.00	817.60		3.85	0.00	12985.13
212 FCCLA	412.70	0.00	0.00	0.00	0.00		0.12	0.00	412.82
211 FFA	13306.65	4336.63	0.00	0.00	0.00		2.66	0.00	8972.68
209 FINE ARTS	1681.60	0.00	0.00	0.00	0.00		0.50	0.00	1682.10
107 FOOTBALL	626.58	0.00	0.00	0.00	0.00		0.19	0.00	626.77
406 FRENCH CLUB	0.07	0.00	0.00	0.00	0.00		0.00	0.00	0.07
111 GIRLS BASKETBALL	6253.10	821.14	0.00	0.00	0.00		1.61	0.00	5433.57
115 GOLF	692.47	0.00	0.00	0.00	0.00		0.21	0.00	692.68
208 HOWL	1339.56	0.00	0.00	0.00	0.00		0.40	0.00	1339.96
221 JOBS FOR MONTANA GRADS	879.65	0.00	0.00	0.00	0.00		0.26	0.00	879.91
220 KEY CLUB	968.81	428.48	0.00	0.00	0.00		0.16	0.00	540.49
640 MIDDLE SCHOOL BAND	251.33	0.00	0.00	0.00	0.00		0.07	0.00	251.40
610 MIDDLE SCHOOL BOYS ATHLETICS	921.78	0.00	0.00	0.00	0.00		0.27	0.00	922.05
624 MIDDLE SCHOOL BUILDERS CLUB	1327.89	0.00	0.00	0.00	0.00		0.39	0.00	1328.28
622 MIDDLE SCHOOL CHEERLEADERS	2626.52	0.00	0.00	0.00	0.00		0.78	0.00	2627.30
641 MIDDLE SCHOOL CHOIR	223.99	0.00	0.00	0.00	0.00		0.07	0.00	224.06
611 MIDDLE SCHOOL GIRLS ATHLETICS	2370.51	0.00	0.00	0.00	0.00		0.70	0.00	2371.21
643 MIDDLE SCHOOL HOME EC	931.01	0.00	0.00	0.00	0.00		0.28	0.00	931.29
621 MIDDLE SCHOOL STUDENT COUNCIL	2891.28	0.00	0.00	0.00	0.00		0.86	0.00	2892.14
612 MIDDLE SCHOOL UNIFORM MAINTENANCE	7484.06	0.00	0.00	0.00	0.00		2.22	0.00	7486.28
222 MISSOULA CHILDREN'S THEATRE	1812.94	0.00	0.00	0.00	0.00		0.54	0.00	1813.48
401 NHS	2022.55	0.00	0.00	0.00	0.00		0.60	0.00	2023.15
501 RECOGNITION	10327.97	1000.00	0.00	0.00	0.00		2.77	0.00	9330.74
214 SCHOOL PLAY	2215.52	0.00	0.00	0.00	0.00		0.66	0.00	2216.18
216 SCIENCE CLUB	2966.05	79.75	0.00	0.00	0.00		0.86	0.00	2887.16
700 SHELBY ELEMENTARY	1471.93	0.00	0.00	0.00	0.00		0.44	0.00	1472.37
114 SOFTBALL	1341.78	0.00	0.00	0.00	0.00		0.40	0.00	1342.18
205 SPEECH & DRAMA	273.59	25.00	0.00	0.00	0.00		0.07	0.00	248.66
201 STUDENT COUNCIL	3286.14	60.00	0.00	0.00	0.00		0.96	0.00	3227.10
240 STUDENT TRIPS	1049.62	0.00	0.00	0.00	0.00		0.31	0.00	1049.93
102 TOURNAMENT FUNDS	14934.91	0.00	0.00	0.00	0.00		4.43	0.00	14939.34
113 TRACK	3203.86	0.00	0.00	0.00	0.00		0.95	0.00	3204.81
104 UNIFORM MAINTENANCE	3236.97	0.00	0.00	0.00	0.00		0.96	0.00	3237.93

Page: 2 of 2
Report ID: S100

SES February School Board Report

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
K	40	39	40	39	41	41				
1	37	36	36	37	37	37				
2	48	47	47	47	47	47				
3	41	40	40	41	41	41				
4	44	44	44	45	46	46				
5	31	32	31	31	32	32				
Elem Total	241	238	238	240	244	244				
Big Rose	13	13	13	13	13	13				
Camrose	35	35	35	35	35	35				
All Total	289	286	286	288	292	292				

Month in Review:

- Jan. 13 - Birthday Lunches in Cafeteria
- Jan. 14 - Math Pilot Program Training for Pilot Participants
- Jan. 14 - IAT Grades 3 & 5
- Jan. 14 - Staff Mtg.
- Jan. 15 - IAT Grade 4
- Jan. 16 - Midterms
- Jan. 19 - No School (PD Day)
- Jan. 20 - IAT Grade 2
- Jan. 21 - IAT Grades K & 1
- Jan. 25-27 - Principal's Conference
- Jan. 28 - School Spelling Bee @ 1:00
- Jan. 30 - PAWS Assembly @ 10:15
- Feb. 2 - MSU Rural Practicum Students Onsite
- Feb. 3 - Lockdown Drill
- Feb. 4 - ACCESS testing at Camrose
- Feb. 9 - Toole County Spelling Bee in Sunburst
- Feb. 10 - 100's Day Celebration

Upcoming Events:

- Feb. 11 - Elementary Dental Screening
- Feb. 11 - Staff Mtg.
- Feb. 16 - Hooked on Fishing (5th Grade)
- Feb. 17 - Birthday Lunches in Cafeteria
- Feb. 20 - End of 2nd Trimester
- March 2 & 3 - Parent Teacher Conferences
- March 4 - PAWS Assembly @ 2:00 followed by 4/5 Academic Awards
- March 5 - PD Day
- March 6 - PIR No School
- March 9-13 Missoula Children Theatre
- March 13 - MCT Production of Red Riding Hood @ 1:15 (school only) and 6:00 (public)
- March 16 - "Hold" Drill
- March 17 - NAEP Testing (4th Grade)
- March 17 - Birthday Lunches
- March 23-27 - MSU Rural Practicum Students Onsite

Celebrations

Congratulations to the students who qualified to attend the Toole County Spelling Bee on February 9 at 6:30 PM in Sunburst. Thank you to Ron Buck for announcing at our school meet, to Heidi Hooker for judging, and to Chad Scarborough for setting up a clear sound system for the event.

Teagan Junso, Acea Oxtien, Draven Nordstrom, Rhylan Robison, Huntley Melton, Hylas Stewart, Grady White, Malcolm Russell, Aubree Clark, Ashlin Nuttall, Holden Baney, Lily Russell, Griffin Heaton, Cadzington Brooks-Sobule, Ethan Pieratt, Emrie Wines, Bennett Keyser, Charles Benjamin, Callan Munson, Annaka Kidder, X. Marco Manda, Alexander Simonsen, Zoey Fisher, Mia Wasser, Bridger Ergenbright, Kymber Combs (alternate), and Dominic Martinez (alternate)

January PAWS Award Winners for Most Respectful



JH/High School Board Report ~ February 17, 2026

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
6	33	33	34	34	34	35				
7	43	44	44	43	43	44				
8	41	41	41	41	41	42				
9	35	34	33	33	34	34				
10	34	34	34	34	33	32				
11	37	37	37	37	36	36				
12	34	35	35	34	34	33				
Total	257	258	258	256	255	256				

Month in Review:

1/5- School Resumes
 1/7- JH Montana Historical Society Museum Tour
 1/12- BPA Regionals @ Kalispell
 1/12- MAST Window 2 Opens
 1/14- JH/HS Semester Exams Periods 1,3,5 & 7
 1/15- JH/HS Semester Exams Periods 2,4,6 & 8
 1/16- End of 1st Semester
 1/19- PD Day- No School
 1/20- 2nd Semester Begins
 1/20-1/21- FFA KMON Contest @ Great Falls
 1/23-1/24- FFA Fergus Mechanics @ Lewistown
 1/24- Divisional Speech & Drama Meet @ Chester
 1/28- Shelby Spelling Bee @ 1:00 p.m. in the Auditorium
 1/28-1/29- FFA OSHA Training
 1/30-1/31- StateSpeech & Drama Meet @ Townsend

Schedule for this Month:

2/4- Dental Screening Grades 6-12
 2/9- Toole County Spelling Bee in Sunburst @ 6:30 p.m.
 2/13-2/14- Western B-C Divisional Wrestling Meet @ Butte
 2/14- National History Day @ Helena
 2/16-2/20- FFA Week
 2/19-2/21- State Wrestling Tournament @ Billings
 2/19-2/21- District 10-C Tournament @ Shelby
 2/23- FFA Glacier District LDE's @ Augusta
 2/24- JH Science Fair
 2/25-2/28- District 1-B Basketball Tournament @ Cut Bank

Upcoming Events:

3/4-3/8- Northern B Divisional Basketball Tournament @ Shelby
3/6- MAST Window 2 Closes
3/7- FFA Conrad Crops/Mech/Vet @ Conrad
3/12-3/14- State B Basketball Tournament @ Bozeman
3/16- HS Spring Sports Practices Begin
3/17- PreACT for Sophomores
3/20- Principal's Cup @ Simms
3/21- Prom
3/23- Key Club Blood Drive
3/24- ACT for Juniors
3/26- Advanced Culinary @ FVCC Culinary School
3/27- 8th Grade Ski Trip @ Teton
3/30- MAST Window 3 Opens
3/30-3/31- Parent Teacher Conferences 5:00 p.m. - 8:00 p.m.
3/31-4/4- FFA State Convention @ Great Falls
4/2-4/6- Spring Break
4/8- RBHI Screening 11th and 12th Grade
4/9- RBHI Screening 9th and 10th Grade
4/15- RBHI Screening 7th and 8th Grade
4/15- Shelby Job Fair 10:00 a.m. - 1:00 p.m. @ Shelby High School
4/16- RBHI Screening 6th Grade
4/17-4/18- District 7 Music Festival
4/20-4/21- FFA Envirothon @ Great Falls
4/29- Out of the Darkness Walk- Suicide Prevention Walk @ 6:00 p.m.
5/6- AP Lit Exam 8:00 a.m.
5/7- AP Stats Exam 12:00 p.m.
5/8- AP US History Exam 8:00 a.m.
5/11- AP Calc Exam 8:00 a.m.
5/12- AP PreCalc Exam 8:00 a.m.
5/13- Market Day 9:00 a.m. - 2:00 p.m.
5/22- MAST Window 3 Closes
5/24- Shelby High School Graduation @ 3:00 p.m.

2026-2027

Shelby Public School Calendar

1010 Oilfield Ave
Shelby, MT 59474
Phone: 406-424-8910
Fax: 406-434-2959

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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November

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February

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June

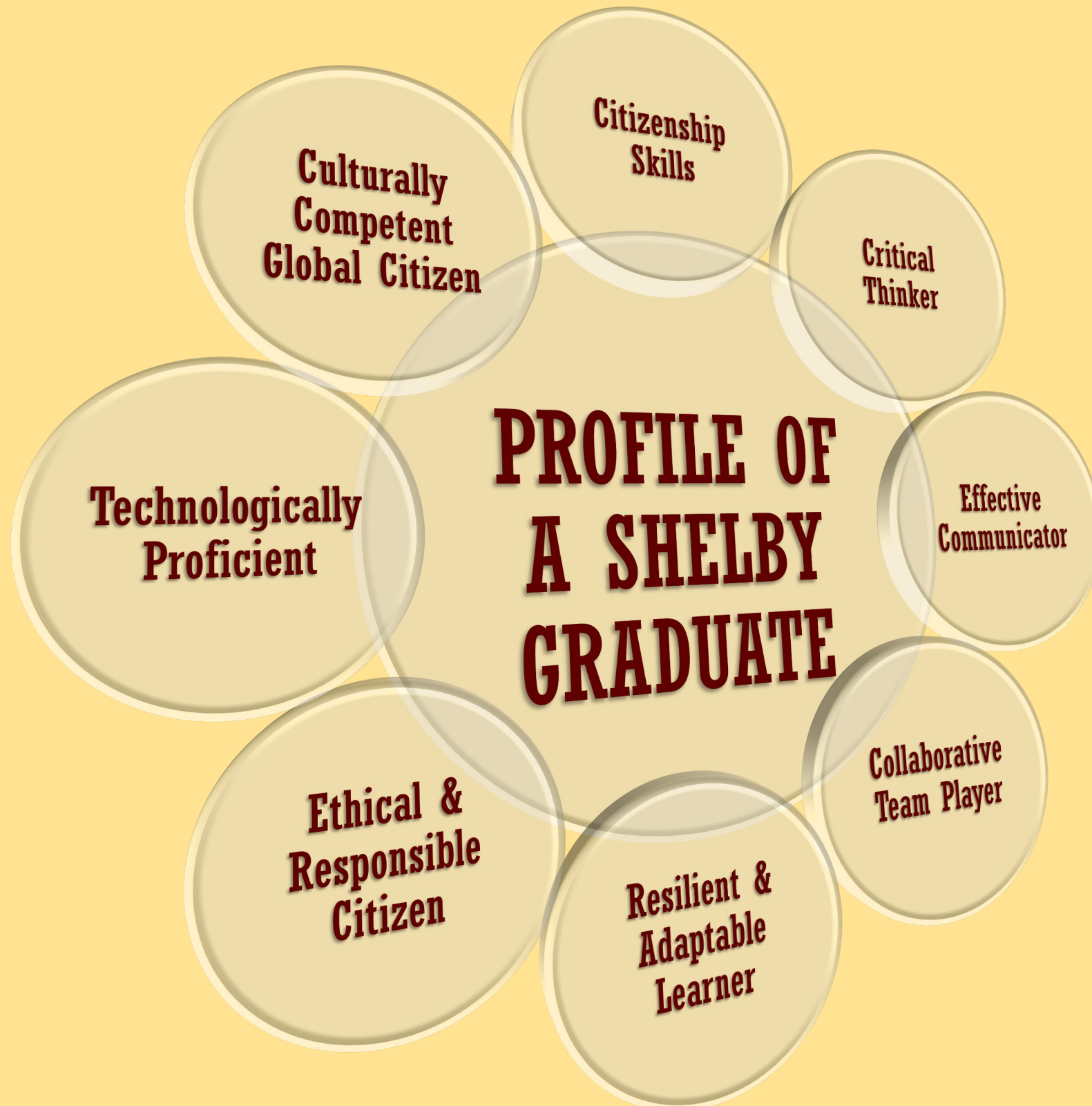
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24	25	26	27	28	29	30
31						

8/10	PD Day 1 - GTCC Katie Novak
8/14	Fall HS Practice Start
8/11-12	Coyote Days
8/21	New Teacher Orientation
8/24-25	Opening PIR Days
8/25	Open House 5-7 PM
8/26	First Day of School
9/7	Labor Day (No School)
???	Homecoming Week
9/28	PD Day 2 (No School)
10/15-16	MFPE Days (No School)
11/2	PD Day 3 (No School)
11/13	Elem - End of First Trimester (53)
11/16-17	JH/HS Parent-Teacher Conferences
11/17 & 19	Elem Parent-Teacher Conferences
11/19	Winter HS Practices Start
11/25	PIR Day (No School)
11/26-27	Thanksgiving (No School)
12/11	Coyote Classic (No School)
12/18	Early Release (1 PM)
12/21-1/1	Christmas Break (No School)
1/4	Return to School
1/13-14	JH/HS Exams
1/15	End of First Semester (84)
1/18	PD Day 4 (No School)
2/15	No School
2/26	Elem - End of Second Trimester (59)
3/1-2	Parent-Teacher Conferences
3/5	PIR Day (No School)
3/15	Spring HS Practices Start
3/25-29	Spring Break
4/30	No School
5/30	Graduation
5/31	Memorial Day
6/1-2	JH/HS Exams
6/3	Last Day of School (1 PM Release)
6/4	PIR Day
	3rd Trimester (62) 2nd Semester (90)

Profile of a Shelby Public School District Graduate



- **Citizenship Skills** - Our students will have the financial literacy skills, practical reading and writing skills, and understanding of the democratic process to be an active participant in modern society. These skills will ensure students have the ability to function independently as an adult.
- **Critical Thinker** - Our students will demonstrate advanced critical-thinking skills, analyze information, and solve complex problems with creativity and innovation. They will be adept at questioning, evaluating, and integrating information from various sources to make informed decisions.
- **Effective Communicator** – Our students will articulate thoughts and express ideas with clarity, confidence, and adaptability in written and verbal communication. They will be proficient at informing, instructing, and persuading others while also listening for meaning and understanding.
- **Collaborative Team Player** - Our students will experience the value of teamwork and collaboration, understanding how diverse perspectives contribute to collective success. They will be skilled in working collaboratively with others, demonstrating empathy, leadership, and a commitment to achieving common goals.
- **Resilient and Adaptable Learner** – Our students will develop resilience (exhibiting persistence and determination), embracing challenges as opportunities for growth and learning. They will be adaptable in the face of change, continuously seeking opportunities to acquire new knowledge and skills throughout their lives.
- **Ethical and Responsible Citizens** - Our students will uphold high ethical standards, demonstrating integrity, honesty, and a sense of responsibility in their personal and professional lives. They will understand the importance of contributing positively to their communities, both locally and globally.
- **Technologically Proficient** – Our students will be proficient in utilizing digital tools and platforms for learning, collaboration, and problem-solving. They will recognize the impact of technology on the modern world.
- **Culturally Competent Global Citizen** - Our students will appreciate and respect cultural diversity, fostering a global perspective that transcends borders. They will be prepared to engage with people from different backgrounds, contributing to a more inclusive and interconnected world.

Proposal



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Prepared For: Elliott Crump

Date: January 22, 2026

Proposal Number: SES2026/01

**Job Name: Shelby Elementary School
Cafeteria Unit Ventilator Replacement &
Hot Pod Install**

Engineer:

Delivery Terms:

Freight Allowed and Prepaid - F.O.B. Factory

Payment Terms:

Net 30 Days

On behalf of Armacost Trane Service Company, I am pleased to present you with this proposal to replace the existing Unit Ventilators in the Cafeteria with 2 new 1500 CFM Unit Ventilators and install two new 1000W Hot Pod heaters in the drop ceiling space to avoid future sprinkler line freeze up conditions. The new units will have all of the new Air-Fi controls factory mounted but will be standalone operation until a control upgrade is done to connect them to the Building Automation system. Armacost Trane will also provide and install two new 1000W Hot Pod Heaters with thermostats and new 120 VAC electrical circuits will be pulled in with new conduit and breakers for power to these heaters. A complete start-up of the units will be done to ensure proper unit operation and performance of the new equipment.

Thank you for giving Trane the opportunity to serve the Shelby School district. Trane is committed to working with you to manage your operating costs, provide you with superior quality maintenance service, and to get the highest performance possible from your HVAC equipment.

Notes:

1. Any service not listed is not included.
2. Work will be performed during normal business hours. (Monday–Friday, 8:00 a.m.–5:00 p.m.)
3. Price is good for thirty days.
4. Note: If paying by Credit Card a 4% Service Fee will be added to the Net Price.

Total Net Price (Excluding Sales Tax) **\$44,461.00**

Sincerely,

Mike Turan - Trane

422 9th Street S.
Great Falls, MT 59405
Phone: (406)727-5111
Fax: (406)727-6006

Acceptance By:

Signature: _____

Printed: _____

Title: _____

Date: _____

Proposal



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Prepared For: Elliott Crump

Date: January 22, 2026

Proposal Number: SHS2026/01

**Job Name: Shelby High School
Mr. Bucks Rm. Unit Ventilator Replacement**

Engineer:

Delivery Terms:

Freight Allowed and Prepaid - F.O.B. Factory

Payment Terms:

Net 30 Days

On behalf of Armacost Trane Service Company, I am pleased to present you with this proposal to replace the existing Unit Ventilator in Mr. Bucks room with a new 1000 CFM Unit Ventilator. The new unit will have all of the new Air-Fi controls factory mounted and ready for connection to the Building Automation system. Armacost Trane will provide a new WCI and wiring to connect to the new unit once installed. A complete start-up of the units will be done to ensure proper unit operation and performance of the new equipment.

Thank you for giving Trane the opportunity to serve the Shelby School district. Trane is committed to working with you to manage your operating costs, provide you with superior quality maintenance service, and to get the highest performance possible from your HVAC equipment.

Notes:

1. Any service not listed is not included.
2. Work will be performed during normal business hours. (Monday–Friday, 8:00 a.m.–5:00 p.m.)
3. Price is good for thirty days.
4. Note: If paying by Credit Card a 4% Service Fee will be added to the Net Price.

Total Net Price (Excluding Sales Tax) **\$23,359.00**

Sincerely,
Mike Turan - Trane
422 9th Street S.
Great Falls, MT 59405
Phone: (406)727-5111
Fax: (406)727-6006

Acceptance By:

Signature: _____

Printed: _____

Title: _____

Date: _____

Policy 2161: Special Education

Status: DRAFT

Original Adopted Date: 08/09/2011 | **Last Reviewed Date:** 08/09/2011

Special Education

The District will provide a free appropriate public education (**FAPE**) and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. **The District will continue to provide FAPE to students with disabilities until their 22nd birthday or until their exit from eligibility for special education services by earning a regular high school diploma based on the District's graduation requirements and that was not based on a lesser credential, whichever occurs sooner.**

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Montana Code Annotated

20-1-213

Description

Transfer of School Records

20-7-469

Dyslexia-definition-screening-intervention

Title 20, Chapter 7, part 4

Special Education for Exceptional Children

Administrative Rules of Montana

10.16.3122

Description

Local Educational Agency Responsibility for Students with Disabilities

10.16.3220

Program Narrative

10.16.3321

Comprehensive Educational Evaluation Process

10.16.3340

Individualized Education Program and Placement Decisions

10.16.3346

Aversive Treatment Procedures

10.16.3560

Special Education Records

10.55.805

Children with Disabilities

10.60.103

Identification of Children with Disabilities

37.85.414

Maintenance of Records and Auditing (Medicaid)

United States Code

29 USC 701, et seq

Description

Section 504 of the Rehabilitation Act

42 USC 12101, et seq.

Title II of the Americans with Disabilities Act of 1990

Title 20, Chapter 33, Subchapter I

Individuals with Disabilities Education Act

Code of Federal Regulations

34 CFR 300.1, et seq.

Description

Individuals with Disabilities Education Act

Cross References

1005FE

Description

[Proficiency-Based ANB](#)

1610

[Goals and Objectives](#)

2050

[Innovative Student Instruction](#)

3141

[Nonresident Student Enrollment](#)

Cross References

3210

8111

8425

8425-P(1)

Description[Equal Educational Opportunity and Nondiscrimination](#)[Transportation of Students With Disabilities](#)[Service Animals](#)[Service Animals - Service Animal Allowance Procedure](#)

Procedure 2161-P(1): Special Education

Status: DRAFT

Original Adopted Date: 12/13/2005 | Last Revised Date: 01/14/2020 | Last Reviewed Date: 01/14/2020

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ~~ages zero (-0-) through twenty-one (21)~~ **residing in the district from birth until their 22nd birthday**. Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are homeschooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:

A. Infants and Toddlers (Birth through Age 2)

Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.

B. Preschool (Ages 3 through 5)

Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.

C. In-School (Ages 6 through ~~18~~ **each student's 22nd birthday**)

Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.

D. ~~Post-School (Ages 19 through 21)~~

~~Individuals who have not graduated from high school with a regular diploma and who were not previously identified. Describe coordination efforts with other agencies.~~

E. Private Schools (This includes home schools.)

Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.

F. Homeless Children

G. Dyslexia

The School District shall establish procedures to ensure that all resident children with disabilities, including specific learning disabilities resulting from dyslexia, are identified and evaluated for special education and related services as early as possible. The screening instrument must be administered to:

- A. a child in the first year that the child is admitted to a school of the district up to grade 2; and
- B. a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade;

The screening instrument shall be administered by an individual with an understanding of, and training to identify, signs of dyslexia designed to assess developmentally appropriate phonological and phonemic awareness skills.

If a screening suggests that a child may have dyslexia or a medical professional diagnosis a child with dyslexia, the child's school district shall take steps to identify the specific needs of the child and implement best practice interventions to address those needs. This process may lead to consideration of the child's qualification as a child with a disability under this policy.

Procedures for Evaluation and Determination of Eligibility

Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.301-300.311 and the following state administrative rules:

- 10.16.3320 - Referral;
- 10.60.103 - Identification of Children with Disabilities;
- 10.16.3321 - Comprehensive Educational Evaluation Process;

Procedural Safeguards and Parental Notification

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530.

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;
- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must...provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

The referral for special education consideration may be initiated from any source, including school personnel. To initiate the process, an official referral form must be completed and signed by the person making the referral. The District shall accommodate a parent who cannot speak English and therefore cannot complete the District referral form. Recognizing that the referral form is a legal document, District personnel with knowledge of the referral shall bring the referral promptly to the attention of the Evaluation Team.

The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their consent for evaluation is sought. These safeguards will include a statement of the parents' rights relative to granting the consent.

Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

Independent Education Evaluations

The parents of a child with a disability have the right to obtain an independent educational evaluation of the child in accordance with law. Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by the District at District expense.

If the parents request an independent educational evaluation, the District will provide information about where an independent educational evaluation may be obtained and the criteria applicable for independent educational evaluations. The District may also ask for the parent's reason why he or she objects to the public evaluation.

A parent is entitled to only one independent educational evaluation at public expense each time the public agency conducts an evaluation with which the parent disagrees. If the parent obtains an independent educational evaluation at District expense or shares with the public agency an evaluation obtained at private expense, the results of the evaluation will be handled in accordance with law.

If an independent educational evaluation is at District expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the public agency uses when it initiates an evaluation.

Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are non-disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

Children in Private Schools/Out-of-District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34 C.F.R. 300.130 through 300.144, and 300.148.

Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable Information

A. Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

C. List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District office. Disabled student records shall be located in the main office, where they are available for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

D. Safeguards

The District will identify in writing the employees who have access to personally identifiable information, and provide training on an annual basis to those staff members.

E. Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. Medicaid reimbursement records must be retained for a period of at least six years and three months from the date on which the service was rendered or until any dispute or litigation concerning the services is resolved, whichever is later. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

Montana Code Annotated

20-1-213

20-7-469

Title 20, Chapter 7, part 4

Description

Transfer of School Records

Dyslexia-definition-screening-intervention

Special Education for Exceptional Children

Administrative Rules of Montana

10.16.3122

10.16.3220

10.16.3321

10.16.3340

10.16.3346

10.16.3560

10.55.805

10.60.103

37.85.414

Description

Local Educational Agency Responsibility for Students with Disabilities

Program Narrative

Comprehensive Educational Evaluation Process

Individualized Education Program and Placement Decisions

Aversive Treatment Procedures

Special Education Records

Children with Disabilities

Identification of Children with Disabilities

Maintenance of Records and Auditing (Medicaid)

United States Code

29 USC 701, et seq

42 USC 12101, et seq.

Title 20, Chapter 33, Subchapter I

Description

Section 504 of the Rehabilitation Act

Title II of the Americans with Disabilities Act of 1990

Individuals with Disabilities Education Act

Code of Federal Regulations

34 CFR 300.1, et seq.

Description

Individuals with Disabilities Education Act

Cross References

1005FE

1610

2050

3141

3210

8111

8425

8425-P(1)

Description

[Proficiency-Based ANB](#)

[Goals and Objectives](#)

[Innovative Student Instruction](#)

[Nonresident Student Enrollment](#)

[Equal Educational Opportunity and Nondiscrimination](#)

[Transportation of Students With Disabilities](#)

[Service Animals](#)

[Service Animals - Service Animal Allowance Procedure](#)

Policy 3110: Entrance, Placement, and Transfer

Status: DRAFT

Original Adopted Date: 02/08/2005 | **Last Revised Date:** 09/09/2025 | **Last Reviewed Date:** 09/09/2025

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet nineteen (19) years of age. Parents may request a waiver of the age requirement. All waivers are granted at the sole discretion of the Trustees.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools.

The trustees may, at their discretion, assign and admit a child to a school in the district who is under five (5) years of age or an adult who is nineteen (19) years of age or older if there are exceptional circumstances that merit waiving the age provision. ~~Students enrolled by the Trustees under this provision shall find the student's exceptional circumstances:~~ **As used in this policy, "exceptional circumstances" means any of the following:**

- a. **the child is being admitted into a preschool program established by the Trustees pursuant to Sec. 20-7-117, MCA;**
- b. the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
- c. the child under 5 is being admitted into an early targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
- d. the adult is 19 years of age or older and, in the trustees' determination, would benefit from educational programs offered by a school of the district.

The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meets the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian, consistent with the provisions of Policy 3150. A part-time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

The Trustees shall assign and admit to a school of the District or otherwise provide special education services to an adult with a disability residing in the District who has neither reached the age of 22 nor previously graduated from high school by earning a regular high school diploma based on the school district's graduation requirements and that was not based upon a lesser credential.

School Entrance

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

Placement

The District's goal is to place students at levels and in settings that will increase the probability of student success.

Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in the student data management system as soon as he/she is enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer

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

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

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

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

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

Montana Code Annotated

	Description
20-1-101	Definitions
20-5-101	Admittance of child to school
20-5-403	Immunization required – release and acceptance of immunization records
20-5-404	Conditional Attendance
20-5-405	Medical or religious exemption
20-5-406	Immunization record
20-7-117	Kindergarten and preschool programs
44-2-511	School enrollment procedure
Title 20, Chapter 5, Part 5	Enrollment of Pupil by Caretaker Relative

Administrative Rules of Montana

	Description
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size

Administrative Rules of Montana

Title 10, Chapter 55

Description

Accreditation Standards

Cross References

2158

2413

3121

3121-P(1)

3124

3125

3125-NF(1)

3141

3150

3413

3413-F(1)

3413-F(2)

3520

3600

3600-P(1)

3600-NF(1)

8100

Description

[Parent and Family Engagement and Educational Involvement](#)

[Credit Transfer and Assessment for Placement](#)

[Enrollment and Attendance Records](#)

[Enrollment and Attendance Records](#)

[Military Compact Waiver](#)

[Education of Homeless Children](#)

[Education of Homeless Children - McKinney-Vento Homesless Assistance Dispute Resolution Form](#)

[Nonresident Student Enrollment](#)

[Part-Time Enrollment](#)

[Student Immunization](#)

[Student Immunization - Medical Exemption](#)

[Student Immunization - Religious Exemption](#)

[Student Fees, Fines, and Charges](#)

[Student Records](#)

[Student Records - Student Records Procedure](#)

[Student Records - Student Record Notification](#)

[Transportation](#)

Policy 3600: Student Records

Status: DRAFT

Original Adopted Date: 07/09/2013 | **Last Reviewed Date:** 07/09/2013

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. ~~Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.~~

Upon a request made by a military recruiter or an institution of higher education, the District must provide access to the name, address, and telephone listing of each high school student served by the District. However, a parent of a high school student may submit a written request that the student's name, address, and telephone listing not be released upon the request of a military recruiter or an institution of higher education without prior written consent of the parent. Upon receipt of the parent's request, the District will not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Montana Code Annotated

	Description
20-1-212	Destruction of Records by school officer
20-5-201	Duties and Sanctions
20-7-104	Transparency and public availability of public school performance data
20-7-1317	Electronic directory photograph repository
40-4-225	Access to records by parent
40-6-701	Interference with fundamental parental rights restricted
41-3-201	Reports
41-5-215	Youth court and department records

Administrative Rules of Montana

	Description
10.55.909	Student Records
10.55.910	Student Discipline Records

United States Code

	Description
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act

Code of Federal Regulations

	Description
34 C.F.R. 99 et seq.	Family Education Rights and Privacy Act

Cross References

2132

2158

2413

3110

3110-NF(1)

3235

3608

Description[Student and Family Privacy Rights](#)[Parent and Family Engagement and Educational Involvement](#)[Credit Transfer and Assessment for Placement](#)[Entrance, Placement, and Transfer](#)[Entrance, Placement, and Transfer - Educational Authorization Affidavit](#)[Video Surveillance](#)[Receipt of Confidential Records](#)

Notice Form 3600-NF(1): Student Records - Student Record Notification

Status: DRAFT

Original Adopted Date: 08/09/2011 | **Last Revised Date:** 04/09/2024 | **Last Reviewed Date:** 04/09/2024

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information including name
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Health and Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Video and audio recording (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits

information that has been properly designated directory information by the district in this policy.

6 . The right to request that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request **in writing** that the District not release this information **without the prior written consent of the parent or eligible student**, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Montana Code Annotated

	Description
20-1-212	Destruction of Records by school officer
20-5-201	Duties and Sanctions
20-7-104	Transparency and public availability of public school performance data
20-7-1317	Electronic directory photograph repository
40-4-225	Access to records by parent
40-6-701	Interference with fundamental parental rights restricted
41-3-201	Reports
41-5-215	Youth court and department records

Administrative Rules of Montana

	Description
10.55.909	Student Records
10.55.910	Student Discipline Records

United States Code

	Description
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act

Code of Federal Regulations

	Description
34 C.F.R. 99 et seq.	Family Education Rights and Privacy Act

Cross References

	Description
2132	Student and Family Privacy Rights
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Educational Authorization Affidavit
3235	Video Surveillance
3608	Receipt of Confidential Records

Procedure 3600-P(1): Student Records - Student Records Procedure

Status: DRAFT

Original Adopted Date: 08/09/1999 | **Last Revised Date:** 04/09/2024 | **Last Reviewed Date:** 08/20/2025

Student Records

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information including name
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Health and psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the

other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.

6. The District will grant access to or release information from a student's records pursuant to a court order.

7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.

8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.

10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

This requirement does not apply to the following:

- (i) A release of information to the parent or eligible student;
- (ii) A release of information to a teacher or other school officials with a legitimate educational interest in accessing the records;
- (iii) A release of information to a party with written consent from the parent or eligible student;
- (iv) A release of information to a party seeking directory information; or
- (v) A release of information in compliance with any of the following:
 - A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)

Video and audio recording (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Grade level
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
Honors and awards received
Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository, permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education/Government Agencies

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with the Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Montana Code Annotated

20-1-212

20-5-201

20-7-104

20-7-1317

40-4-225

40-6-701

41-3-201

41-5-215

Description

Destruction of Records by school officer

Duties and Sanctions

Transparency and public availability of public school performance data

Electronic directory photograph repository

Access to records by parent

Interference with fundamental parental rights restricted

Reports

Youth court and department records

Administrative Rules of Montana

10.55.909

10.55.910

Description

Student Records

Student Discipline Records

United States Code

20 U.S.C. § 1232g, et seq.

Description

Family Education Rights and Privacy Act

Code of Federal Regulations

34 C.F.R. 99 et seq.

Description

Family Education Rights and Privacy Act

Cross References

2132

2158

2413

3110

3110-NF(1)

3235

3608

Description[Student and Family Privacy Rights](#)[Parent and Family Engagement and Educational Involvement](#)[Credit Transfer and Assessment for Placement](#)[Entrance, Placement, and Transfer](#)[Entrance, Placement, and Transfer - Educational Authorization Affidavit](#)[Video Surveillance](#)[Receipt of Confidential Records](#)

Policy 3150: Part-Time Enrollment

Status: DRAFT

Original Adopted Date: 09/14/2021 | **Last Revised Date:** 12/12/2023 | **Last Reviewed Date:** 12/12/2023

Part-Time Enrollment

In accordance with Policy 3110, the District will review requests for part-time enrollment of resident students for purposes of academic courses on a case-by-case basis, with a building principal making a preliminary decision pursuant to the criteria set forth in this Policy. Denial of part-time enrollment may be appealed pursuant to policy 1700. Admission of non-resident students on a part-time basis shall be governed in accordance with Policy 3141. Criteria for accepting students for part-time enrollment are the following:

1. Accepting a student will not create excess student enrollment in a requested class;
2. Accepting a student will not create need for an additional staff member;
3. Accepting a student will not cause a new section of a course to be created.

The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester. The District may secure ANB for part-time enrollees in accordance with Policy 3121.

The District will assign and admit to a school of the District a child who is enrolled in a nonpublic or home school and who meets the age and residency requirements of Sec. 20-5-101, MCA, as a part-time enrollee at the request of the child's parent or guardian. For the purposes of this policy, a "part-time enrollee" is a qualifying pupil who is enrolled and admitted at one of the fractional levels that qualify for part-time ANB pursuant to Sec. 20-9-311(4)(a) or (4)(d), MCA.

The District will prioritize enrollment for both part-time and full-time students wishing to enroll in the same course or a specific section of a course based on the following criteria:

1. Priority will be given to students who require a particular course to advance to the next grade level, matriculate from the 8th grade, or graduate from high school within the District.
2. Preference will be extended to students who need to complete a specific course as a prerequisite for subsequent courses necessary for promotion, matriculation, or graduation as described above.

After addressing these priority cases, all other enrollment requests will be processed equitably, ensuring that both part-time and full-time students receive consistent treatment. The application of a "first-come, first-served" approach to address a course or section of a course that has reached maximum capacity will only take effect after the priority determinations have been resolved. This will be based on the timestamp of submission for requests once the District opens the application period for courses at the beginning of each semester or school year.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

Montana Code Annotated

20-5-101

20-5-112

20-9-311

Description

Admittance of child to school

Participation in extracurricular activities

Calculation of Average Number Belonging

Cross References

2050

2158

2333

Description

[Innovative Student Instruction](#)

[Parent and Family Engagement and Educational Involvement](#)

[Participation in Commencement Exercises](#)

Cross References

2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Educational Authorization Affidavit
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3141	Nonresident Student Enrollment
3510	School-Sponsored Activities
3550	Student Clubs
7260	Endowments, Gifts, and Investments
7425	Extra-Curricular Funds
8132	Activity Trips

Description

Policy 4550: Registered Sex Offenders

Status: DRAFT

Original Adopted Date: 08/05/2008 | **Last Reviewed Date:** 08/09/2011

Registered Sex Offenders

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the Shelby School District declares that, except in limited circumstances, Shelby School District should be off limits to registered sex offenders.

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within the Shelby School District. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

The District hereby declares that no registered sex offender ~~whose victim was a minor~~ may come on, about, or within 1,000 feet of any District-owned buildings or property except as otherwise provided in this policy. If an administrator becomes aware that such a sex offender is on, about, or within 1,000 feet of school property, the administrator shall direct the sex offender to leave the area immediately. The School Board authorizes the administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the area. If a registered sex offender disregards the terms of this policy or the directives of the school administrator, then the Superintendent is authorized to confer with counsel and to pursue such criminal or civil action as may be necessary to enforce compliance with this policy.

This policy shall not be construed to impose any duty upon any administrator or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on, or within 1,000 feet of school property to ascertain whether they are on the Registry. ~~This policy shall only apply when administrators are actually aware that the person in question is on the Sex Offender Registry and that the offender's victim was a minor.~~

The provisions of this policy prohibiting a registered sex offender from coming on, about, or within 1,000 feet of school property shall not apply in the event that a sex offender's name should be expunged from the Registry.

Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender whose victim was a minor has child attending the District, the administrator of the school where the child attends shall be authorized to modify this

policy's restrictions to permit the parent to drop off and pick up the child from school and to come onto campus to attend parent-teacher conferences. However, the parent may not linger on or about school property before or after dropping of his or her child, and the parent is prohibited from being in any part of the school building except the main office.

This policy does not impose a duty upon the administrator of any school or any other employee of the District to review the Sex Offender Registry and the school system's directory information to ascertain whether a registered sex offender may have a child attending school in the District. The provisions of this policy shall apply only if an administrator actually becomes aware that a parent of a student at the school is a registered sex offender.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents upon learning of their status as registered sex offenders to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend these special events. It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent occurrences.

Montana Code Annotated

20-3-324

46-23-501

Description

Powers and duties

Sexual or Violent Offender Registration Act

Montana Constitution

Article X, section 8

Description

School District Trustees

Policy 5015: Bullying/Harassment/Intimidation

Status: DRAFT

Original Adopted Date: 10/13/2020 | **Last Reviewed Date:** 10/13/2020

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, intimidation, between employees, or by third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions

1. "Third parties" include but are not limited to ~~coaches~~, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
3. "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities, or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
 - Physically harming an employee or damaging an employee's property;
 - Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property.
 - Creating a hostile working environment.
4. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, or any device that connects to the internet, etc..

Reporting

All complaints about behavior that may violate this policy shall be promptly ~~investigated~~ **reviewed by the District to determine:**

- **Whether the alleged behavior is within the jurisdiction of the District, and**
- **Whether the alleged behavior, if true, would constitute harassment, intimidation, or bullying, as those terms are defined in this policy.**

If the alleged behavior is within the jurisdiction of the District and, if true as alleged, would constitute harassment, intimidation, or bullying, the District will investigate the allegations set forth in the complaint. If the alleged behavior is beyond the jurisdiction of the District and/or would not constitute a violation of this policy even if true as alleged, the District will provide to the complaining party a written explanation of why the District will not take further action on the complaint.

Any employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, **via written communication to the Board Chair.**

The complainant ~~shall be notified~~ **may be provided a summary** of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties.

When an employee has actual knowledge ~~that behavior is in violation of this policy is~~ **of alleged behavior**

[constituting](#) sexual harassment [as defined in Policy 5012](#), the employee must [contact](#) [report the alleged behavior to](#) the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Administrative Rules of Montana

10.55.701	Board of Trustees
10.55.801	School Climate

Cross References

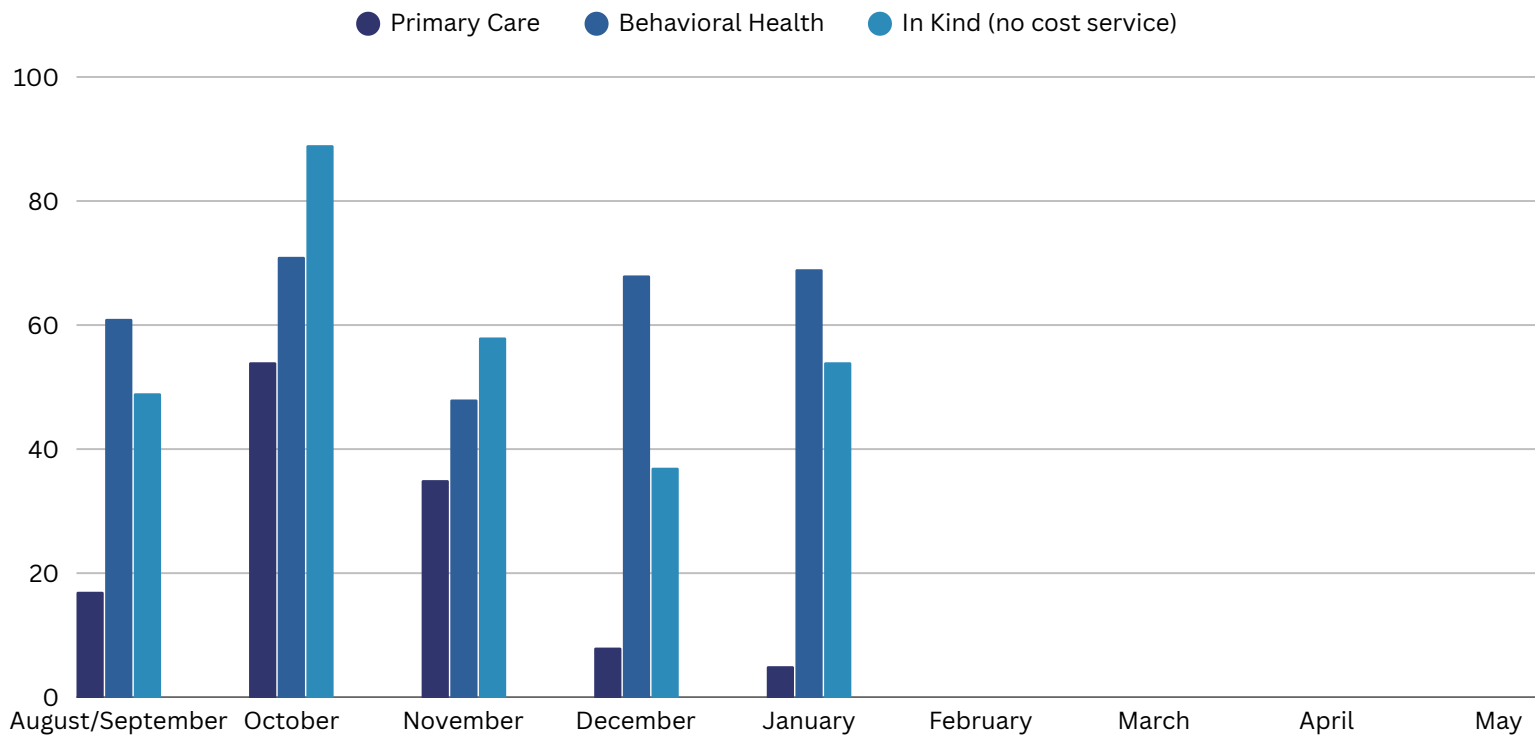
	Description
5010	Equal Employment Opportunity and Nondiscrimination
5012	Sexual Harassment of Employees
5012-F(1)	Sexual Harassment of Employees - Harassment Reporting Form for Employees
5012-P(1)	Sexual Harassment of Employees - Sexual Harassment Greivance Procedure - Employees

January 2026 - At a Glance

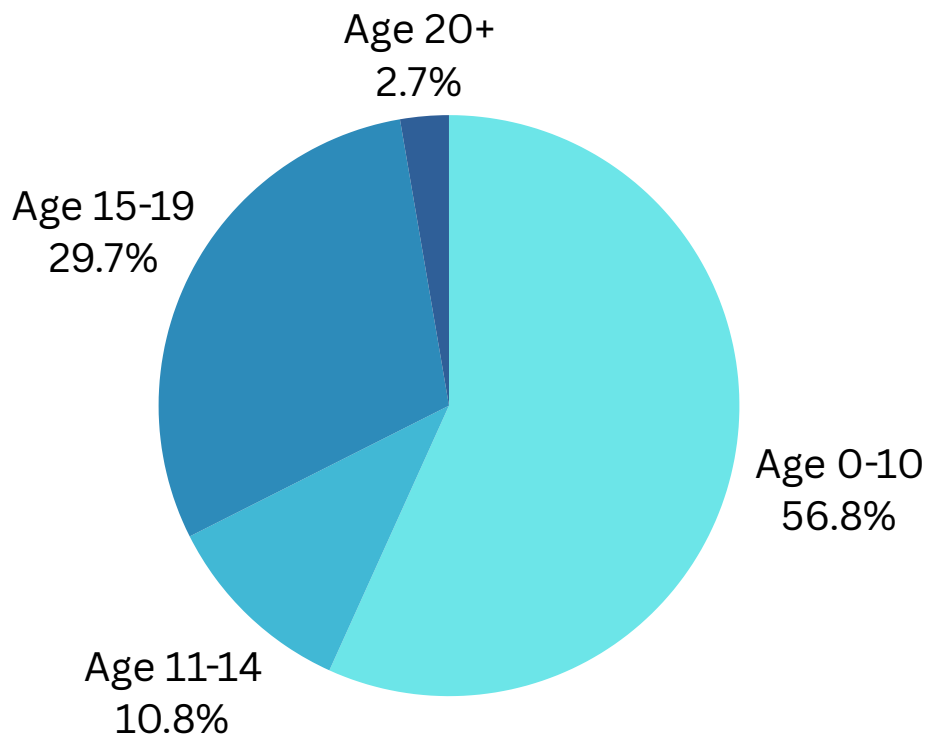
Shelby School Based Health Center Report



Encounters by Month



Patient Age Distribution



Numbers for Current School Year

429 Appointments ~ 285 Nurse Events ~ 421 Student Health Screenings

Susie Hedalen, Superintendent
PO Box 202501
Helena, MT 59620-2501



Phone: 406.444.5643
In-State Toll-free: 1.888.231.9393
opi.mt.gov

January 16, 2026

Angela Lamb, Board Chairperson
Carmelita Flynn, District Clerk
Shelby Elementary
1010 Oilfield Avenue
Shelby, MT 59474

RE: Budget Amendment Resolution – General Fund Significant Enrollment Increase

Board Chair Lamb and District Clerk Flynn:

The district has determined that a budget amendment is needed for the General Fund. As declared in the resolution, as a result of a significant enrollment increase, the district's General Fund budget does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year. The financing source will be the Significant Enrollment Increase payment.

The General Fund budget amendment resolution for Shelby Elementary in Toole County in the amount of \$39,921.60 for fiscal year 2025-26 was adopted under the provisions of §20-9-161, MCA. Expenditures need to be identified within the General Fund in the annual Trustees' Financial Summary using project reporter number 910.

If you have any questions, please contact Autumn Warren at (406) 444-9852 or email autumn.warren@mt.gov.

Sincerely,

Autumn Warren
Budget Analyst

cc: Elliott Crump, Superintendent
Kerry Glisson, Toole County Superintendent



January 30, 2026

Dear Superintendent and Grant Manager,

I am pleased to inform you that during its January meeting, the Montana Board of Public Education qualified Shelby Public Schools for the Montana Advanced Opportunities grant for fiscal year 2027. The award amount is \$18,464.82 for Shelby High School, based on a percentage of your district's FY26 total Quality Educator Payment after subtracting any adjustments. These funds will be deposited into your district's flex fund account prior to October 1, 2026.

The awarded funds are allocated at the district level and may be used to support qualifying pupils across all eligible schools within the district. Districts are responsible for ensuring equitable access to advanced opportunities for 6-12th grade students across participating schools.

School Finance Coding Information

Recording Funds Received:

Fund 29
Revenue Code 3770

Recording Expenditures:

Fund 29
Program Code 377

Provided that appropriations from legislation continue, this funding is permanent and allocated annually upon the completion, submission, and approval of the required annual report. Your district's annual report is due between December 7, 2026 and January 11, 2027. Support for completing this will be provided in the fall of 2026.

Requirements for the use of Montana Advanced Opportunities funding include the following:

- A minimum of **75%** of your district's total funding must be spent to address family out-of-pocket costs that would otherwise, in the absence of such expenditure, be assumed by the pupil or the pupil's family. These expenditures may be made on behalf of qualifying pupils enrolled in any participating school within the district.
- The remaining advanced opportunity aid, up to a maximum of **25%** of annual funding that is not expended or carried forward, may be used to provide any K–12 career and vocational/technical education course offered by the district. Additionally, a district can employ an advanced opportunity facilitator using up to **20%** of the MTAO grant.

An "advanced opportunity facilitator" is an individual employed by a school district who coordinates between the school district, qualifying pupils and their families, postsecondary institutions, employers, industry associations, community organizations, or any other individual or entity that provides an advanced opportunity.

If you have questions regarding this grant or would like support managing it, please reach out to krystal.smith@mt.gov to schedule a virtual meeting. Thank you for your continued commitment to advancing learning opportunities for Montana students.

Warmly,

Krystal Smith

Krystal Smith

Guidance Document

Advanced Opportunity Aid

September 2025

Background: The **Montana Advanced Opportunity Act** was revised with 20-7-1501-1503 and 1506, MCA, ([HB 257](#), 2023 legislative session), and provides state funding to school districts for expanding personalized learning opportunities for students to accelerate their career and college readiness and reduce out-of-pocket costs for families; empower students to actively engage in forming successful postsecondary pathways. Revisions resulting from HB 257 of the 2023 legislative session are effective July 1, 2023.

Accounting:

[20-7-1506, MCA](#)

Recording Funds Received:

Fund 29
Revenue Code 3770

Recording Expenditures:

Fund 29
Program Code 377

A Project Reporter Code (PRC) can be used but is not required.

Advanced opportunity aid **may be expended on any qualifying pupil** by the district subject to the following conditions:

(5)(a) at least 75% of a district's annual distribution of advanced opportunity aid must be spent or encumbered to address out-of-pocket costs that would otherwise, in the absence of such expenditure, be assumed by a qualifying pupil or the pupil's family as a result of participation in an advanced opportunity.

The trustees have full discretion to allocate expenditures among all pupils of the district or any select group of pupils, using any reasonable method they consider appropriate in their full discretion to meet the individual needs of each pupil who pursues an advanced opportunity.

The trustees may create free district initiatives of their own that satisfy the conditions of this subsection (5)(a).

Permissible expenditures include (5)(a):

- (i) dual credit tuition at any institution under authority of the board of regents;
- (ii) exam fees used for postsecondary advancement, placement, or credit, including but not limited to exam fees associated with the ACT, SAT, CLEP, career advancement, international baccalaureate, and advanced placement;
- (iii) fees charged by and any out-of-pocket costs of any business providing work-based learning opportunities to a qualifying pupil of the district, including the cost of workers' compensation insurance for work-based learning opportunities;

- (iv) exam and other fees of any industry-recognized credential or license for which a qualifying pupil is eligible as a result of participation in an advanced opportunity; and
- (v) the costs of participation for qualifying pupils in out-of-school enrichment activities that, in the discretion of the trustees, advance the pupil's opportunity for postsecondary career and educational success; and
- (vi) the costs of participation for qualifying pupils that are identified as necessary, in the discretion of the district and upon request of the qualifying pupil, to maximize the benefit of an advanced opportunity for a qualifying pupil;

(b) Advanced Opportunity Aid Remaining that is not expended or carried forward for the purposes of subsection (5)(a) may be spent by the district to provide any K-12 career and vocational/technical education course offered by the district or pay for the costs of employing an advanced opportunity facilitator as defined in 20-7-1503.

"Advanced opportunity facilitator" means an individual employed by a school district who coordinates between the school district, a qualifying pupil and the pupil's family, postsecondary institutions, employers, industry associations, community organizations, or any other individual or entity that provides an advanced opportunity.

(6) A district qualified for funding under subsection (3) may supplement state funding of advanced opportunity aid with matched expenditures from its adopted adult education budget, not to exceed 25% of the district's advanced opportunity aid. The conditions under subsection (5) apply to any matched expenditures funded under this subsection (6).

Matched Expenditures from Adult Education: Fund 17
Recording Expenditures: Program Code 377

Applications:

The board of public education shall: (a) establish by rule the opening and closing dates for receipt of applications and annual reports.

To qualify for the funding and flexibilities in subsections (4) and (5), the board of trustees of a district shall submit an application that has been approved by motion of the board and signed by the presiding officer to the board of public education for approval of an advanced opportunity program on a form provided by the superintendent of public instruction.

Beginning in fiscal year 2021, the superintendent of public instruction shall provide advanced opportunity aid to each district qualified by the board of public education under subsection (3) by October 1.

Advanced Opportunity Aid must be distributed directly to the school district's flexibility fund under [20-9-543, MCA](#).

Additional questions can be directed to:

Autumn Warren, Budget Analyst at (406) 444-9852 or Autumn.Warren@mt.gov
 Krystal Smith, Education Innovation Manager at Krystal.Smith@mt.gov