

POPLAR SCHOOLS

400 4th Avenue West, Poplar, MT 59255 406.768.6600
www.poplarschools.com

HILARY GOURNEAU
Chairman

LARAE CROWLEY
Vice-Chairman

TATUM EVENSON
Trustee

ROBYN BAKER
Trustee

MARVIN YOUPEE JR.
Trustee

AGENDA **Regular Board Meeting** **Monday, 13 November 2023** **5 PM**

1. Call Meeting To Order
2. Recognition of Guests
3. Public Comment- 5 Minute Courtesy Limit per Topic
The Poplar Schools' Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting.
4. Recognition of Poplar Education Association
5. Consent Agenda: Previous Board Meeting Minutes, Warrants and Claims, Budget vs. Actual, Investment Reports, and High School Activity Fund.
6. Informational Items
 - 6.1. Directors' Reports (p. 58)
 - 6.2. Principals' Reports (p.63)
 - 6.3. Superintendent's Report (p.66)
7. Discussion Agenda (p. 72)
 - 7.1. Incentive Pay
 - 7.2. ESSER Funds Update
 - 7.3. Facilities Priority List (p.84)
 - 7.4. Hiring Process (p. 87)
 - 7.5. Board Appreciation Dinner
8. Action Agenda
 - 8.1. Personnel Report (p.88)
 - 8.2. Termination of Classified Employee
 - 8.3. Policy Second Reading (p.91)
 - 8.4. Incentive Pay Bonus (p. 114)
9. Items of Interest
 - 9.1. Work Session Dates: Daytime Walkthrough
 - 9.2. Special Meeting Dates: N/A
 - 9.3. Next Regular Board Mtg: 11 December
10. Adjournment



The Poplar Schools 9&9B Board of Education understands our intended role of guiding the entire district through meaningful, thoughtful, and purposeful actions. To that end, we uphold our elected responsibilities in fulfilling our requirements of governing through policy, providing a philosophy of operation for the district, and establishing goals for the improvement of the district. This document sets forth the Operating Principles for the Poplar Schools.

Purpose- Why we exist.

- 🎯 Our purpose is to develop productive citizens.

Direction- Where we are going.

- 🎯 We want each and every student to achieve academic and life success by personalizing the learning process.
 - **Each and Every Student:** Reach every student by working with each individual, one-by-one.
 - **Academic Success:** Improve achievement for all students, close achievement gaps, and provide accelerated learning options.
 - **Life Success:** Prepare every student to contribute to their community as a competent, confident, and caring citizen.
 - **Personalizing Learning:** Provide flexible and adaptive pathways to meet students' needs.

Values- How we will behave.

- 🎯 **Student-Centered:** Center everything we do on the student and student learning.
- 🎯 **Culturally Responsive Learning:** Include the heritage of all students.
- 🎯 **Respect:** Embody respect for the diversity and dignity of all.
- 🎯 **Integrity:** Be transparent, trustworthy and professional.
- 🎯 **High Expectations:** Maintain high expectations and educational opportunities to inspire higher achievement.
- 🎯 **Safe Environment:** Provide a safe learning environment.
- 🎯 **Collaboration:** Engage with students, families, staff, and community to support student success.
- 🎯 **Innovation:** Be creative and adaptive to student needs.

Regular Board Meeting

Monday, October 9, 2023

Call to Order: The Regular board meeting of the Board of Trustees called to order by the Chair at 5:00 p.m. Board led the Pledge of Allegiance. The School District No. 9 & 9B Trustees present to constitute a quorum were:

Hilary Gourneau, Chair
Marvin Youpee, Trustee

LaRae Crowley, Vice Chair
Tatum Evenson, Trustee

Cell phone: Robyn Baker, Trustee

District Staff:

Dan Schmidt, Superintendent	Judy Linthicum, Clerk
John Wetsit, Elementary School Principal	Greg Gourneau, ES Assistant Principal
Morgan Norgaard, Middle School Principal	Clint Linthicum, Transportation Director
Jane Crowe, Elementary Teacher	Jessie Colon, Elementary Teacher
Mary Plante, Food Service Director	Marjorie Youpee, Middle School Teacher
Patricia Lanhan Nichols, Elementary Teacher	

Recognition of Guests:

Dan Schmidt thanked Greg Gourneau and everyone that worked in Native American Week Committee.

4.) Review of Complaint Report

The Board went into Executive Session at 5:03p.m.

The Board came out of Executive Session at 5:21p.m.

Review of Complaint Report to Action item 9.7.

Public Comment: None

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5.) Recognition of Poplar Education Association

5.1) Activity Transportation

Jane Crowe expressed concerns over Coaches having to drive after Coaching all day.

Hilary Gourneau left at 5:30p.m at the same time loss cell phone connection with Robyn Baker.

Regular Board Meeting

Monday, October 9, 2023

6.) Consent Agenda:

- **Minutes of Regular Board meeting Monday September 11, 2023**
- **Minutes of Special Board meeting Monday September 25, 2023**
- **Minutes of Work Session Monday September 25, 2023**
- **Warrants and Claims**
- **Budget Vs Actual September 2023**
- **Investments Reports September 2023**
- **High School Activity Report**

ACTION:

Marvin Youpee made motion to approve of Minutes of Regular Board meeting Monday September 11, 2023, Minutes of Minutes of Special Board Meeting September 25, 2023, Minutes of Work Session Monday September 25, 2023, Warrants and Claims, Budget Vs Actual September 2023, Investments Reports September 2023, and High School Activity Report.

Seconded by Tatum Evenson

Vote: 3-0 For

7) Informational Items

7.1) Directors' Reports:

Mike Gorder (Buildings and Ground Director), Clint Linthicum (Transportation Director), Mary Plante (Food Service Director), Jake Riediger (Technology) and Patricia Black (Special Education Director), reports were in the board packet.

Highlights:

- Weather has been a factor in completing pavement of North of Elementary School, Middle School, and Cafeteria.
- Wes Kirn will be fixing the bus yard gates.
- New Pixellot cameras for Football field were installed.

7.2) Principals' Reports

Highlights:

- Middle School finished the first round of MAP Testing and Read 180 has begun with the students who are strategic in need of help.
- Native American Week was a success thanks to the committee and Mr. Greg Gourneau.
- Community Feed to be held on October 11, 2023, with a variety of different locations.

Regular Board Meeting

Monday, October 9, 2023

7.3) Superintendent's Report

Highlights:

- The new law only requires a recording be made available to the public within five days of a meeting, but a live stream would establish another link to community engagement as evidenced by the number of attendees who joined during the pandemic.
- 95 mills for school equalization and the current tax increases due to inflated assessed values, the new public school charter application, administrator contracts/benefits, self-care strategies.
- Pre-MCEL Law Conference- Oct. 18th
- MCEL in Billings- October 19-20th
- End of the First Quarter- Oct. 28th
- Elections- Nov. 7th
- P/T Conferences- Nov. 7th Noon to 6pm (no school)

8) Discussion Agenda

8.1) Construction Project Updates

Parking Lots: Weather delays have slowed progress this past week. All paving will be down by 10.13.2023. Striping and parking blocks will be completed after paving is completed. We should be able to install the parking blocks and stripe the lots after school hours so no conflict there with students/school employees is anticipated. Clean up and punch list items will be done in the next 1-2 weeks.

AC: Continuing to wait on long-lead items. Will be installed upon delivery. Mini splits will be hung in classrooms as available and coordinate classroom schedules.

Galvanized Pipe: Main lines are in with few branch lines remaining. Insulating of lines is ongoing. Expected to complete this project by the end of October.

8.2) BP1610 Annual Goals and Objectives

Per the request of trustees, the remaining balances of funds received during the pandemic will be reviewed.

8.3) Facilities Committee

The facilities committee held meetings to discuss the need for possible building additions to the existing bus garage.

Regular Board Meeting

Monday, October 9, 2023

9.) ACTION AGENDA

9.1) Personnel Report

Classified Staff

Jo'e Youngman*	SPED Aide	\$15.50
Maria Wind	High School Paraprofessional	\$12.20
Miquel Morales	Substitute Custodian	\$15.15
Orvella McKay	Substitute Kitchen	\$12.50

ACTION:

Motion made by Marvin Youpee to approve Classified Staff.

Seconded by Tatum Evenson

Vote: 3-0

* Denotes a Contingent Hiring as outlined in BP 5122

9.2) Out of District Enrollment Request

In accordance with BP3141 all Non-resident Enrollment Requests must be acted upon by the Board. Action is taken upon the recommendation of the building principal whether they approve of the transfer or do not support the transfer. The 2023 Montana Legislature has also changed the statute for this process through HB 203, but it does not go into effect until 01 July 2024. With that, a new policy will be before the board later this year to bring the district's policy into compliance. Our process should remain the same even with the changes to the statute.

Elementary Case Number: 20231009A 20231009C

High School Case Number: 20231009B

ACTION:

Motion made Tatum Evenson approve the recommendation to approve the Elementary Out of District Enrollment Requests for Student Case Numbers 20231009A and 20231009C.

Seconded by Marvin Youpee

Vote: 3-0

Motion made Marvin Youpee approve the recommendation to approve the High School Out of District Enrollment Requests for Student Case Numbers 20231009B.

Seconded by Tatum Evenson

Vote: 3-0

Regular Board Meeting

Monday, October 9, 2023

9.3) Policy – First Reading

The following policies are presented for First Reading.

- BP 4315 Conduct on School Property (New)
- BP 4330 Community Use of School Facilities (Revised)
- BP 4520 Cooperative Programs (Revised)
- BP 4700 Family and Community Engagement (Revised)
- BP 5010 EEO and Nondiscrimination (Revised)
- BP 5222 Evaluation of Non-Administrative Staff (Revised)
- BP 5226 Tobacco, Marijuana, Alcohol, and Drug-free Workplace (Revised)
- BP 5231 Personnel Records (Revised)
- BP 6410 Evaluation of Administrative Staff (Revised)
- BP 8225 Tobacco and Marijuana Free (New)
- BP 8301 District Safety (Revised)

ACTION:

Motion made by Tatum Evenson to approve the policies as presented on First Reading.
Seconded by Marvin Youpee

Vote: 3-0

Trustee Robyn Baker back on Cell phone.

9.4) Policy- Second Reading

The following policies are presented for Second Reading.

- BP 2170 Montana Digital Academy (New Required)
- BP 2332 Religion and Religious Activities (Revised)
- BP 2422 Proficiency (Revised)
- BP 2423 Personalized Learning Opportunities (New Required)
- BP 2450 Recognition of Native American Cultural Heritage (Revised)
- BP 3110 Entrance, Placement and Transfer (Revised)
- BP 3120 Compulsory Attendance (Revised)
- BP 3141 Discretionary Nonresident Student Attendance Policy (Revised)
- BP 3150 Part-Time Attendance (Revised)
- BP 3210 Equal Educational Opportunity (New Required)
- BP 3225 Bullying, Harassment, Intimidation, and Hazing (Revised)
- BP 3235 Video Surveillance (New Required)
- BP 3310 Student Discipline (Revised)
- BP 3600 Student Records (Revised)

Regular Board Meeting

Monday, October 9, 2023

ACTION:

Motion made by Marvin Youpee to approve the policies as presented on Second Reading
Seconded by Tatum Evenson

Vote: 4-0

9.5) School Year 22 Audit

The District Financial Audit for SY22 is ready to be certified. This year's audit had zero findings.

ACTION:

Motion made by Tatum Evenson to certify the SY22 Financial Audit.
Seconded by Marvin Youpee

Vote: 4-0

9.6) Student Expulsion Hearing

The Board went into Executive Session from 6:10p.m.

The Board came out of executive session at 6:19 p.m.

ACTION:

Tatum Evenson moved to follow recommendation to expel Student #090CT23 for the remainder of the 2023-24 school year and must have a pre-hearing for readmittance for the 24-25 School Year.

Second by Marvin Youpee .

Vote: 4-0

9.7) Investigative Findings

The board may accept or reject the Investigative Findings from Noel Treat, an independent investigator, regarding staff complaint against the Superintendent per Board Policy 5015.

ACTION:

Motion made by Tatum Evenson to accept the investigative findings prepared by Noel Treat and dismiss the complaint.

Seconded by Marvin Youpee

Vote: 4-0

10.) Items of Interest

10.1) Work Session Date: October 25, 2023, at 5:00p.m.

**Regular Board Meeting
Monday, October 9, 2023**

Adjourn

LaRae Crowley adjourned at 6:27 p.m. October 9, 2023.

ATTEST:

Judy Linthicum, Board Clerk

Hilary Gourneau , Chair

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
68853		25823 ALEX EAGLEMAN-JAMES	200.00						
		Buffalo unity project guest speaker							
1		10/02/23 BUP guest speaker	200.00		115 50 100-1000		300	50	
68857		25826 CHARLIE PRIBBERNOW	250.00						
		Buffalo unity project painting of buffalo skull							
1		10/02/23 Buffalo skull painting	250.00		115 50 100-1000		300	50	
68858		25387 MARTY RUEM	500.00						
		Buffalo unity project spiritual leader and guest speaker							
1		10/02/23 BUP spiritual leader	300.00		115 50 100-1000		300	50	
2		10/02/23 BUP guest speaker	200.00		115 50 100-1000		300	50	
68855		25386 MICHAEL TURCOTTE	500.00						
		Buffalo unity project spiritual leader							
1		10/02/23 BUP spiritual leader	300.00		115 50 100-1000		300	50	
2		10/02/23 BUP guest speaker	200.00		115 50 100-1000		300	50	
68852		25822 NELLIE BOYD	300.00						
		Buffalo Unity Project spirtual leader							
1		10/02/23 BUP spirtual leader presenter	300.00		115 50 100-1000		300	50	
68856		25825 TAHJ KJELLAND	200.00						
		Buffalo unity project guest speaker							
1		10/02/23 BUP guest speaker	200.00		115 50 100-1000		300	50	
68854		25824 TOMMY CHRISTIAN	200.00						
		Buffalo unity project guest speaker							
1		10/02/23 BUP guest speaker	200.00		115 50 100-1000		300	50	
		# of Claims	7						
		Total:	2,150.00						
		# of Vendors	7						

Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	\$2,150.00
Total:	\$2,150.00

10/03/23
09:48:24

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 10 / 23

Page: 3 of 3
Report ID: AP100A

I have carefully examined the above CLAIM APPROVAL LIST and refer
the same to the Board of Trustees.

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj	
68928	25666	ABDO BOOKS	64.85						
		Elementary library supplies							
1		258655A 05/31/23 Tiana Disney Princess	20.95		126 15 100-2225		640		
2		258655A 05/31/23 Princess Leia	21.95		126 15 100-2225		640		
3		258655A 05/31/23 Mario	21.95		126 15 100-2225		640		
68923	25821	ASSOCIATION FOR CAREER & TECHNICAL	155.00						
		ACTE membership							
1		09/21/23 ACTE membership fees	155.00		215 16 451-1170		810	824	
68927	20220	BIG VALLEY WATER	154.00						
1		172775 09/01/23 High school water	133.00		226 16 100-1000		610		
2		173252 09/25/23 District water	21.00		126 90 100-2300		610		
68871	10032	BRUCO, INC.	22.00						
1		418869 09/08/23 Replace wire on machine	22.00		126 90 100-2600		615		
68883	20184	BSN SPORTS	1,085.00						
		High school track boys shorts							
1		922856064 09/13/23 See attached	1,035.00*	38942	226 16 720-3507		610		
2		922856064 09/13/23 SHIPPING	50.00*	38942	226 16 720-3507		610		
68884	20184	BSN SPORTS	3,593.40						
		Middle school football jerseys							
1		922844270 09/19/23 MS football jerseys	3,390.00	38940	126 50 720-3500		610		
2		922844270 09/19/23 SHIPPING S	203.40	38940	126 50 720-3500		610		
68924	25837	BULLSEYE LLC	9,000.00						
		District walkthrough and coaching package							
1		1746 08/28/23 District walkthrough package	9,000.00		115 15 437-1000		300	437	
68922	21717	BUSINESS PROFESSIONALS OF AMERICA	24.00						
		BPA Membership Dues							
1		18993 09/21/23 BPA MEMBERSHIPS	24.00		215 16 451-1170		810	824	
68867	10748	CITY OF POPLAR	6,013.08						
		Monthly water and sewer charges							
1		09/22/23 Bus Garage- water/sewer	172.32*		110 15 100-2700		421		
2		09/22/23 #9 Shop- water/sewer	61.82		126 90 100-2600		421		
3		09/22/23 Admin building- water/sewer	124.98		126 90 100-2600		421		
4		09/22/23 Trnsprtn&mntnc- water/sewer	127.49		126 90 100-2600		421		
5		09/22/23 Grade school - water/sewer	1,405.50		126 90 100-2600		421		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prag-Func	Obj	Proj	
6		09/22/23 Middle school - water/sewer	866.33		126 90	100-2600	421		
7		09/22/23 High school - water/sewer	61.12		226 16	100-2600	421		
8		09/22/23 HS metal shop- water/sewer	1,942.24		226 16	100-2600	421		
9		09/22/23 HS sprinkling- water	169.87		226 16	100-2600	421		
10		09/22/23 HS Sprinkling 2- water	169.87		226 16	100-2600	421		
11		09/22/23 Supt house- water/sewer	100.50		115	100-2620	410	31	
12		09/22/23 HPDP office-water/sewer	94.47		115	100-2620	410	31	
13		09/22/23 Prof villiage- garbage	94.05		115	100-2620	410	31	
14		09/22/23 Townhouse 1- water/sewer	144.41		115	100-2620	410	31	
15		09/22/23 Townhouse 2- water/sewer	153.57		115	100-2620	410	31	
16		09/22/23 Townhouse 3- water/sewer	178.51		115	100-2620	410	31	
17		09/22/23 Townhouse 5- water/sewer	146.03		115	100-2620	410	31	
68863	24979	COY WEEKS	75.00						
		Cell phone service for the month of October 2023							
1		10/03/23 Cell phone service cost	75.00		226 16	100-2600	531		
68926	24934	CP SPEECH THERAPY	6,700.00						
		Contracted time for the month							
1		141 10/02/23 Direct therapy, testing, paper	1,340.00		126 14	280-2160	320		
2		141 10/02/23 Direct therapy, testing, paper	2,680.00		126 15	280-2160	320		
3		141 10/02/23 Direct therapy, testing, paper	1,340.00		126 50	280-2160	320		
4		141 10/02/23 Direct therapy, testing, paper	1,340.00		226 16	280-2160	320		
68893	10044	DACOTAH PAPER CO.	3,617.14						
		Paper products for kitchen							
1		28328 08/07/23 Elbow length gloves	289.00		212 90	910-3100	610		
2		35638 08/21/23 Mop handles	729.22		212 90	910-3100	610		
3		42484 09/05/23 Plates and bowls for kitchen	2,598.92		212 90	910-3100	610		
68874	24858	DAN SCHMIDT	583.10						
		Travel to MCEL conference in Billings							
1		10/02/23 Travel for MCEL in Billings	291.55		126 90	100-2300	582		
2		10/02/23 Travel for MCEL in Billings	291.55		226 16	100-2300	582		
68912	25833	DONOVAN ARCHAMBAULT	3,000.00						
		Two keynote presentations for MC for 6 hours							
1		10/10/23 Presentations and MC	3,000.00*		115 50	100-1000	300	50	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
68942		10189 ECKROTH MUSIC CO.	3,329.22						
		High school and middle school instrument repairs							
1		08/30/23 HS instrument repairs	1,919.37		226 16	100-1000	440		
2		08/30/23 MS instrument repairs	814.00		126 14	100-1000	440		
3		08/30/23 MS instrument repairs	814.00		126 50	100-1000	440		
4		08/30/23 HS CREDIT	-121.15		226 16	100-1000	440		
5		08/30/23 HS CREDIT	-97.00		226 16	100-1000	440		
68890		23606 ELI ZABETH A. SHIPSTEAD	3,812.53						
		September time sheet							
1		000060 09/27/23 IEP goals and meetings	762.50		126 14	280-2160	320		
2		000060 09/27/23 IEP goals and meetings	1,525.01		126 15	280-2160	320		
3		000060 09/27/23 IEP goals and meetings	762.51		126 50	280-2160	320		
4		000060 09/27/23 IEP goals and meetings	762.51		226 16	280-2160	320		
68911		25447 EXPRESS TO SPEAK INC	5,652.00						
		Fall buffalo unity project speaker. Total of bill included hotel rooms for the week. Mr. Norgaard paid for the rooms with his credit card, resulting in deducting the rooms off the total amount.							
1		10/02/23 BUP presenter for the week	5,652.00*		115 50	100-1000	300	50	
68869		13410 FARMERS UNION LUMBER COMPANY	329.25						
1		09/12/23 Housing cement boards	329.25		115	100-2620	440	31	
68892		24787 FORT PECK JOURNAL. LLC	392.00						
		Positions available ad							
1		2919 09/21/23 Positions available ad	392.00		126 90	100-2300	540		
68860		22225 FRANK GOURNEAU	75.00						
		Cell phone service for the month of October 2023							
1		10/03/23 Cell phone service cost	75.00		226 16	100-2600	531		
68930		25225 GENOY LLC	33,828.00						
		Metal roof repair in designated areas							
1		420 09/28/23 Metal roof repair	33,828.00		115 90	785-4600	725	785	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
68865		25502 GREG GOURNEAU	75.00						
		Cell phone service charge for the month of October 2023							
1		10/03/23 Monthly service charge	75.00		126 90	100-2600	531		
68872		22808 GYSLER FURNITURE & APPLIANCE	3,098.00						
		Washer and dryer for apartment							
1		26344 09/21/23 Washer&dryer for housing	3,098.00		115	100-2620	440	31	
68929		25838 I LOVE U GUYS FOUNDATION	2,500.00						
		SRP breakout remote training							
1		2910 11/07/23 SRP breakout remote	2,500.00		115 15	100-1000	300	50	
68938		25372 INUA GROUP-BELLA BIKOWSKY PH.D	19,736.00						
		Restorative Justice training, district reports, and travel							
1		3221 10/02/23 Restorative justice training	5,414.25		115 14	775-2210	300	775	
2		3221 10/02/23 Restorative justice training	5,414.25		115 15	775-2210	300	775	
3		3221 10/02/23 Restorative justice training	1,414.25		115 50	775-2210	300	775	
4		3221 10/02/23 Restorative justice training	7,493.25		115 15	785-2200	300	785	
68919		14345 J & M DISTRIBUTING	7,474.95						
1		63471 09/01/23 Milk for kitchen	654.50		212 90	910-3100	570		
2		65638 09/05/23 Milk for kitchen	762.50		212 90	910-3100	570		
3		66677 09/08/23 Milk for kitchen	546.50		212 90	910-3100	570		
4		66785 09/12/23 Milk for kitchen	654.50		212 90	910-3100	570		
5		66816 09/15/23 Milk for kitchen	870.50		212 90	910-3100	570		
6		66860 09/19/23 Milk for kitchen	520.45		212 90	910-3100	570		
7		66911 09/22/23 Milk for kitchen	762.50		212 90	910-3100	570		
8		63672 09/26/23 Milk for kitchen	438.50		212 90	910-3100	570		
9		63612 09/26/23 Milk for kitchen	884.00		212 90	910-3100	570		
10		63701 09/29/23 Milk for kitchen	294.50		212 90	910-3100	570		
11		63649 09/29/23 Milk for kitchen	1,086.50		212 90	910-3100	570		
68877		13164 J.W. PEPPER & SON, INC.	464.98						
		High school band sheet music							
1		365427984 07/13/23 Xmas carols easy guitar	12.99	38893	226 16	100-1000	610		
2		365431287 07/17/23 Bill Swick Away in a mang	6.00	38893	226 16	100-1000	610		
3		365431287 07/17/23 BillS begi nni gn gui tar Q.	63.00	38893	226 16	100-1000	610		
4		365427984 07/13/23 March Diabolique Brian B	60.00	38893	226 16	100-1000	610		
5		365427984 07/13/23 The witch and the saint	60.00	38893	226 16	100-1000	610		
6		365427984 07/13/23 Hand Clup Paul Murtha	55.00	38893	226 16	100-1000	610		
7		365427984 07/13/23 Fancy like Paul Murtha	65.00	38893	226 16	100-1000	610		
8		365427984 07/13/23 Push it Mike Story	55.00	38893	226 16	100-1000	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj		
9		365427984 07/13/23 The Star Spangled Banner	65.00	38893	226 16	100-1000	610			
10		365427984 07/13/23 SHIPPING	22.99		226 16	100-1000	610			
68861		25360 JOHN WETSIT	75.00							
		Cellphone service for the month of October 2023								
1		10/03/23 Cell phone service cost	75.00		126 90	100-2600	531			
68917		25360 JOHN WETSIT	579.17							
		Travel to MCEL conference in Billings								
1		10/04/23 Travel to MCEL in Billings	579.17		126 90	100-2300	582			
68940		25360 JOHN WETSIT	1,067.85							
		Travel to MCEL and state cross country in Kalispell								
1		10/12/23 Travel to MCEL	384.63		126 90	100-2300	582			
2		10/12/23 Travel to State XC	683.22		226 16	720-3500	582			
68913		25834 JOURDAN HOOPS-LOVAN	200.00							
		Buffalo unity project guest speaker								
1		10/10/23 BUP guest speaker	200.00*		115 50	100-1000	300	50		
68866		19832 KEITH ERICKSON	75.00							
		Cell phone service for the month of October 2023								
1		10/03/23 Cell phone service cost	75.00		126 90	100-2600	531			
68910		25831 LANETTE CLARK	300.00							
		Buffalo unity project spiritual leader								
1		10/11/23 BUP spiritual leader	300.00*		115 50	100-1000	300	50		
68873		24700 LEARNING A-Z	6,552.00							
		Foundation, science, writing, and vocabulary licenses								
1		7070660 09/06/23 Small school licenses	6,552.00*	38938	126 15	280-1000	681			
68862		24786 LEWIS REESE	75.00							
		Cell phone service for the month of October 2023								
1		10/03/23 Cell phone service cost	75.00		126 90	100-2600	531			
68925		24921 LORRI COULTER, MS, PS, BCBA	5,950.00							
1		1019 10/01/23 School visit, scoring, reports	1,190.00		126 14	280-2140	320			
2		1019 10/01/23 School visit, scoring, reports	2,380.00*		126 15	280-2140	320			
3		1019 10/01/23 School visit, scoring, reports	1,190.00		126 50	280-2140	320			
4		1019 10/01/23 School visit, scoring, reports	1,190.00		226 16	280-2140	320			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prag-Func	Obj	Proj	
68887	25209	MARCO TECHNOLOGIES LLC	4,403.76							
		Monthly copier service contracts								
1		511466013 09/21/23 Copier service contract	503.54		126	14	100-1000	610		
2		511466013 09/21/23 Copier service contract	503.54		126	15	100-1000	610		
3		511466013 09/21/23 Copier service contract	503.54		126	50	100-1000	610		
4		511466013 09/21/23 Copier service contract	503.54		226	16	100-1000	610		
5		511644221 09/22/23 Contract payment	597.40		126	14	100-1000	610		
6		511644221 09/22/23 Contract payment	597.40		126	15	100-1000	610		
7		511644221 09/22/23 Contract payment	597.40		126	50	100-1000	610		
8		511644221 09/22/23 Contract payment	597.40		226	16	100-1000	610		
68889	25249	MCGRAW-HILL	2,071.49							
		Middle school digital textbooks								
1		1298440660 09/22/23 My Math Grade 5	2,071.49	38945	126	14	100-1000	640		
68918	25249	MCGRAW-HILL	2,789.64							
		Elementary curriculum books								
1		2600001 09/15/23 Gr1, vol1 wonders practice	620.00*	38939	115	15	494-1000	640	313	
2		3304001 09/15/23 Gr1, vol2 wonders practice	620.00*	38939	115	15	494-1000	640	313	
3		0760001 10/05/23 Wonders practice Grade 2	1,343.00*	38939	115	15	494-1000	640	313	
4		10/05/23 Shipping	206.64*		115	15	494-1000	640	313	
68921	25249	MCGRAW-HILL	3,105.00							
		Middle school ALEKS subscription								
1		9679001 09/19/23 ALEKS subscription	3,105.00	38944	126	50	100-1000	640		
68888	24040	MID-AMERICAN RESEARCH CHEMICAL	3,655.47							
1		0801010 IN 09/21/23 Bowl cleaner	2,500.00		126	90	100-2600	615		
2		0801010 IN 09/21/23 Deluxe wet mop	1,155.47		226	16	100-2600	615		
68920	21755	MONTANA DOJ	300.00							
		Background check for new employees								
1		165866 09/22/23 Background check on employees	210.00		126	90	100-2305	340		
2		165866 09/22/23 Background check on employees	90.00		226	16	100-2305	340		
68859	21147	MORGAN NORGAARD	75.00							
		Cell phone service for the month October 2023								
1		10/03/23 Cell phone service cost	75.00		126	90	100-2600	531		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prag-Func			
68941	23880 NWEA	16,560.00						
	MAP renewal for 2023-2024 testing							
1	06/06/23 MAP renewal for testing	5,520.00		115 15 494-1000		610	314	
2	06/06/23 MAP renewal for testing	5,520.00		115 14 494-1000		610	314	
3	06/06/23 MAP renewal for testing	5,520.00		115 50 494-1000		610	314	
68864	24767 PATTI JO BLACK	75.00						
	Cell phone services for the month of October 2023							
1	10/03/23 Cell phone service cost	75.00		226 16 100-2600		531		
68932	23706 PINE COVE CONSULTING	2,030.00						
	Warranty and service.							
1	18229C 06/15/23 Warranty and service	2,030.00*		126 15 141-1000		455		
68933	23706 PINE COVE CONSULTING	22,528.00						
	Securly filter premium							
1	18278C 06/27/23 Securly aware premium	7,884.80*		126 15 141-1000		535		
2	18278C 06/27/23 Securly aware premium	3,829.76*		126 14 141-1000		535		
3	18278C 06/27/23 Securly aware premium	4,055.04		126 50 141-1000		535		
4	18278C 06/27/23 Securly aware premium	6,758.40*		226 16 141-1000		535		
68934	23706 PINE COVE CONSULTING	273.66						
	Flex slot platinum hot plug							
1	18233C 06/16/23 800W flex slot platinum	273.66		126 15 141-1000		355		
68935	23706 PINE COVE CONSULTING	26,400.00						
	Annual support contract							
1	18531C 07/28/23 Annual support contract	4,488.00		126 14 141-1000		355		
2	18531C 07/28/23 Annual support contract	9,240.00		126 15 141-1000		355		
3	18531C 07/28/23 Annual support contract	4,752.00		126 50 141-1000		355		
4	18531C 07/28/23 Annual support contract	7,920.00		226 16 141-1000		355		
68936	23706 PINE COVE CONSULTING	2,334.66						
	Internal broadband services							
1	18532C 07/28/23 Internal broadband services	396.89		126 14 141-1000		355		
2	18532C 07/28/23 Internal broadband services	817.13		126 15 141-1000		355		
3	18532C 07/28/23 Internal broadband services	420.24		126 50 141-1000		355		
4	18532C 07/28/23 Internal broadband services	700.40		226 16 141-1000		355		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj		
68878		10253 PITNEY BOWES PURCHASE POWER	7.92							
		Monthly mail meter charges								
1		09/17/23 Mail machine	7.92		126 90	100-2300	610			
68915		25836 REZKAST MEDIS LLC	6,000.00							
		Week film crew instruction on location with students								
1		0000013 09/15/23 Filming/instruction with stud	6,000.00*		115 50	100-1000	300	50		
68891		25252 SCHOLASTIC	172.00							
		Scholastic book club								
1		8512541 07/14/23 The bad guys mega pack	38.00	38914	126 15	100-1000	610			
2		8512541 07/14/23 25 books for \$40 Lucky Ma	40.00	38914	126 15	100-1000	610			
3		8512541 07/14/23 Who would win?	56.00	38914	126 15	100-1000	610			
4		Scary stories 4 pack	0.00	38914	126 15	100-1000	610			
5		8512541 07/14/23 The bad guys 6 pack	38.00	38914	126 15	100-1000	610			
68880		10079 SCHOOL SPECIALTY, LLC	288.00							
		Elementary secretary supplies								
1		3129988 09/15/23 H&S teachers daily memo	288.00	38931	126 15	100-1000	610			
68881		10079 SCHOOL SPECIALTY, LLC	33.28							
		Bi degaray classroom supplies								
1		33131225 09/15/23 Post it page markers	33.28	38873	126 15	100-1000	610			
68882		10079 SCHOOL SPECIALTY, LLC	28.59							
		Knowlton classroom supplies								
1		33184174 09/22/23 Bday pencils w/ erasers	28.59	38870	126 15	100-1000	610			
68886		10079 SCHOOL SPECIALTY, LLC	35.15							
		Grindstaff classroom supplies								
1		33071975 09/08/23 Washable markers	25.20	38930	126 50	100-1000	610			
2		33071975 09/08/23 SHIPPING	9.95		126 50	100-1000	610			
68914		25835 SMOKE SIGNAL STUDIO	3,000.00							
		Buffalo Unity project consulting								
1		23009 09/17/23 Consulting/instruction	3,000.00*		115 50	100-1000	300	50		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
68937	25798	STAPLES TECHNOLOGY SOLUTIONS	44,031.80						
		School wide computers							
1		000009061 06/27/23 Lenovo thinkcentre	17,663.70*		129 14	100-1000	660		
2		000009061 06/27/23 Lenovo thinkcentre	8,055.92*		129 15	100-1000	660		
3		000009061 06/27/23 Lenovo thinkcentre	10,256.26*		229 16	100-1000	660		
4		000009061 06/27/23 Lenovo thinkcentre	8,055.92*		129 50	100-1000	660		
68909	25830	SYLVIA LONG KNIFE	300.00						
		Buffalo unity project spiritual leader							
1		10/11/23 BUP spiritual leader	300.00*		115 50	100-1000	300	50	
68894	12492	SYSCO MONTANA INC.	6,708.75						
		Maintenance cleaning supplies							
1		443540243 08/22/23 Trash can liners	4,500.00		126 90	100-2600	615		
2		443540243 08/22/23 Facial tissue	2,208.75		226 16	100-2600	615		
68895	22157	TEACHER DIRECT	83.76						
1		2023/5565 06/22/23 Calming clouds light filter	83.76		126 15	100-1000	610		
68896	22157	TEACHER DIRECT	406.85						
		1st grade classroom supplies							
1		2023/8326 07/26/23 Xacto electric sharpener	76.68	38877	126 15	100-1000	610		
2		2023/8326 07/26/23 Sensory raised ruled tabl	22.74	38877	126 15	100-1000	610		
3		2023/8326 07/26/23 Sulphite bond practice pa	50.32	38877	126 15	100-1000	610		
4		2023/8326 07/26/23 Storybook paper 500sheets	13.98	38877	126 15	100-1000	610		
5		2023/8326 07/26/23 Stik stikki cliips	12.96	38877	126 15	100-1000	610		
6		2023/8326 07/26/23 Lesson planner	18.88	38877	126 15	100-1000	610		
7		2023/8326 07/26/23 Record book	7.89	38877	126 15	100-1000	610		
8		2023/8326 07/26/23 Time timer 8"	36.88	38877	126 15	100-1000	610		
9		2023/8326 07/26/23 Fluoresent chalk markers	14.88	38877	126 15	100-1000	610		
10		2023/8326 07/26/23 Bistro chalk markers	14.88	38877	126 15	100-1000	610		
11		2023/8326 07/26/23 White bistro chalk marker	14.88	38877	126 15	100-1000	610		
12		2023/8326 07/26/23 Pastel chalk markers	14.88	38877	126 15	100-1000	610		
13		2023/8326 07/26/23 Posi tive posters 13x19"	15.88	38877	126 15	100-1000	610		
14		2023/8326 07/26/23 Chart set rules/bday	13.88	38877	126 15	100-1000	610		
15		2023/8326 07/26/23 Banner 8"x36"	4.88	38877	126 15	100-1000	610		
16		2023/8326 07/26/23 Bloom mini stickers 7 des	2.88	38877	126 15	100-1000	610		
17		2023/8326 07/26/23 Desk pets	11.88	38877	126 15	100-1000	610		
18		2023/8326 07/26/23 My spelling dictionary	57.60	38877	126 15	100-1000	610		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
68897		22157 TEACHER DIRECT	510.92						
		1st grade classroom supplies							
1		2023/7511 07/18/23 We are a rainbow bulletin	14.88	38876	126 15	100-1000	610		
2		2023/7511 07/18/23 Giant hello sunshine bull	14.88	38876	126 15	100-1000	610		
3		2023/7511 07/18/23 30ct. lightning bolts	6.88	38876	126 15	100-1000	610		
4		2023/7511 07/18/23 35" 4ever stars die cut	9.76	38876	126 15	100-1000	610		
5		2023/7511 07/18/23 Colors & shapes bulletin	14.88	38876	126 15	100-1000	610		
6		2023/7511 07/18/23 Crayola name tags	5.48	38876	126 15	100-1000	610		
7		2023/7511 07/18/23 Red deco letters	10.48	38876	126 15	100-1000	610		
8		2023/7511 07/18/23 Primary concepts stencils	19.88	38876	126 15	100-1000	610		
9		2023/7511 07/18/23 Do A Dot paint markers	18.88	38876	126 15	100-1000	610		
10		2023/7511 07/18/23 30ct. stubby brushes	28.18	38876	126 15	100-1000	610		
11		2023/7511 07/18/23 Colored pencils sharpener	70.28	38876	126 15	100-1000	610		
12		2023/7511 07/18/23 12ct circular jumbo stamp	69.88	38876	126 15	100-1000	610		
13		2023/7511 07/18/23 Easel pad 25x30" rule	93.96	38876	126 15	100-1000	610		
14		2023/7511 07/18/23 Shape variety stickers pa	28.88	38876	126 15	100-1000	610		
15		2023/7511 07/18/23 Seasons super spot sticke	9.88	38876	126 15	100-1000	610		
16		2023/7511 07/18/23 Holiday sparkle stickers	15.88	38876	126 15	100-1000	610		
17		2023/7511 07/18/23 Brights apples mini cut o	4.88	38876	126 15	100-1000	610		
18		2023/7511 07/18/23 Adventure paper cutouts	6.48	38876	126 15	100-1000	610		
19		2023/7511 07/18/23 SHIPPI NG	66.62	38876	126 15	100-1000	610		
68898		22157 TEACHER DIRECT	2,362.74						
		3rd and 4th grade special ed classroom supplies							
1		2023/11628 08/28/23 Stress balls set of 3	49.40	38854	126 15	280-1000	610		
2		2023/11628 08/28/23 Convo starters board set	14.88	38854	126 15	280-1000	610		
3		2023/11628 08/28/23 Welcome bulletin board 58	13.88	38854	126 15	280-1000	610		
4		2023/11628 08/28/23 We are Awesome! banner	4.88	38854	126 15	280-1000	610		
5		2023/11628 08/28/23 Brights4ever border trim	4.88	38854	126 15	280-1000	610		
6		2023/11628 08/28/23 Smiley faces die-cut	4.88	38854	126 15	280-1000	610		
7		2023/11628 08/28/23 Rainbows die-cut	4.88	38854	126 15	280-1000	610		
8		2023/11628 08/28/23 Stylish mini bulletin set	7.88	38854	126 15	280-1000	610		
9		2023/11628 08/28/23 Big tree bulletin 49pcs	14.88	38854	126 15	280-1000	610		
10		2023/11628 08/28/23 EL colorful cut-outs Appl	6.88	38854	126 15	280-1000	610		
11		2023/11628 08/28/23 Incentive charts confetti	4.88	38854	126 15	280-1000	610		
12		2023/11628 08/28/23 Incentive confetti sticke	2.88	38854	126 15	280-1000	610		
13		2023/11628 08/28/23 Oh happy day incentive ch	4.88	38854	126 15	280-1000	610		
14		2023/11628 08/28/23 Oh happy day stickers	2.88	38854	126 15	280-1000	610		
15		2023/11628 08/28/23 Treasure chest box 120pcs	22.48	38854	126 15	280-1000	610		
16		2023/11628 08/28/23 Phonics scrambled sentenc	10.88	38854	126 15	280-1000	610		
17		2023/11628 08/28/23 Word families sentences	10.88	38854	126 15	280-1000	610		
18		2023/11628 08/28/23 Sight words sentences	10.88	38854	126 15	280-1000	610		

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19		2023/11628 08/28/23 2&4 pocket chart	36.88	38854	126 15 280-1000		610		
20		2023/11628 08/28/23 Mini Black	19.88	38854	126 15 280-1000		610		
21		2023/11628 08/28/23 Daily schedule Blue	19.88	38854	126 15 280-1000		610		
22		2023/11628 08/28/23 Blue tabletop pocket char	74.64	38854	126 15 280-1000		610		
23		2023/11628 08/28/23 Magnetic clock	29.76	38854	126 15 280-1000		610		
24		2023/11628 08/28/23 Time activity mat	44.88	38854	126 15 280-1000		610		
25		2023/11628 08/28/23 Classroom clock set	74.88	38854	126 15 280-1000		610		
26		2023/11628 08/28/23 Magnetic money	34.88	38854	126 15 280-1000		610		
27		2023/11628 08/28/23 Assorted bills play money	11.76	38854	126 15 280-1000		610		
28		2023/11628 08/28/23 Assorted coins play money	11.76	38854	126 15 280-1000		610		
29		2023/11628 08/28/23 Elmers gluesticks .21oz	28.74	38854	126 15 280-1000		610		
30		2023/11628 08/28/23 Book bins set of 6	80.64	38854	126 15 280-1000		610		
31		2023/11628 08/28/23 Jumbo lapboard set of 30	84.88	38854	126 15 280-1000		610		
32		2023/11628 08/28/23 Colored wood craft sticks	12.98	38854	126 15 280-1000		610		
33		2023/11628 08/28/23 Broad tip markers 12 colo	170.40	38854	126 15 280-1000		610		
34		2023/11628 08/28/23 Wasable water colors 8col	98.40	38854	126 15 280-1000		610		
35		2023/11628 08/28/23 Reg.crayola crayons 16col	68.40	38854	126 15 280-1000		610		
36		2023/11628 08/28/23 5" childrens scissors 12p	34.44	38854	126 15 280-1000		610		
37		2023/11628 08/28/23 Standard staples 5000	1.78	38854	126 15 280-1000		610		
38		2023/11628 08/28/23 Small binder clips	1.74	38854	126 15 280-1000		610		
39		2023/11628 08/28/23 Medium binder clips	4.14	38854	126 15 280-1000		610		
40		2023/11628 08/28/23 Large binder clips	10.14	38854	126 15 280-1000		610		
41		2023/11628 08/28/23 1" book rings assorted	18.56	38854	126 15 280-1000		610		
42		2023/11628 08/28/23 Vinyl jumbo clips 200	6.68	38854	126 15 280-1000		610		
43		2023/11628 08/28/23 Scotch transparent tape 1	46.48	38854	126 15 280-1000		610		
44		2023/11628 08/28/23 Plastic rulers Dozen clea	10.96	38854	126 15 280-1000		610		
45		2023/11628 08/28/23 Bostitch 1 hole punch	6.18	38854	126 15 280-1000		610		
46		2023/11628 08/28/23 Bostitch 3 hole punch	26.88	38854	126 15 280-1000		610		
47		2023/11628 08/28/23 Office cushion grip sciss	9.84	38854	126 15 280-1000		610		
48		2023/11628 08/28/23 Dry erase pockets 30 pack	86.88	38854	126 15 280-1000		610		
49		2023/11628 08/28/23 Black monthly calendar	22.88	38854	126 15 280-1000		610		
50		2023/11628 08/28/23 Kind vibes name plates 36	5.48	38854	126 15 280-1000		610		
51		2023/11628 08/28/23 Bright4ever name tags 36	9.76	38854	126 15 280-1000		610		
52		2023/11628 08/28/23 Whte wipe off sentence	9.88	38854	126 15 280-1000		610		
53		2023/11628 08/28/23 Fidget tools	19.88	38854	126 15 280-1000		610		
54		2023/11628 08/28/23 Sqwooz	29.40	38854	126 15 280-1000		610		
55		2023/11628 08/28/23 Vibrant dry erase markers	38.88	38854	126 15 280-1000		610		
56		2023/11628 08/28/23 36 black fine dry erase m	130.96	38854	126 15 280-1000		610		
57		2023/11628 08/28/23 22oz dry erase cleaner	31.76	38854	126 15 280-1000		610		
58		2023/11628 08/28/23 Expo eraser	14.64	38854	126 15 280-1000		610		
59		2023/11628 08/28/23 6pack sharpie markers	10.88	38854	126 15 280-1000		610		
60		2023/11628 08/28/23 Highlighters 36pak fluore	41.88	38854	126 15 280-1000		610		
61		2023/11628 08/28/23 2pack correction tape	4.88	38854	126 15 280-1000		610		

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Line #		Invoice #/Inv Date/Description	Line Amount	P0 #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj		
62		2023/11628 08/28/23 Synthetic erasers 36box	11.76	38854	126 15	280-1000	610			
63		2023/11628 08/28/23 36ct ticondenga pencils	49.96	38854	126 15	280-1000	610			
64		2023/11628 08/28/23 24box two compart. boxes	133.76	38854	126 15	280-1000	610			
65		2023/11628 08/28/23 The pointer grip 12pk	19.76	38854	126 15	280-1000	610			
66		2023/11628 08/28/23 Electric pencil sharpener	42.88	38854	126 15	280-1000	610			
67		2023/11628 08/28/23 24box pencil sharpeners	10.56	38854	126 15	280-1000	610			
68		2023/11628 08/28/23 10pk poly file jackets	144.40	38854	126 15	280-1000	610			
69		2023/11628 08/28/23 Red 25case two pocket por	63.48	38854	126 15	280-1000	610			
70		2023/11628 08/28/23 Yellow 25case poly portfo	63.48	38854	126 15	280-1000	610			
71		2023/11628 08/28/23 Orange 25case portfolios	63.48	38854	126 15	280-1000	610			
72		2023/11628 08/28/23 Black metal stapler	21.76	38854	126 15	280-1000	610			

68899 22157 TEACHER DIRECT 2,129.82

1st grade classroom supplies

1		2023/8325 07/26/23 Colossal brushes	116.40	38875	126 15	100-1000	610			
2		2023/8325 07/26/23 72ct. ticonderoga pencils	195.16	38875	126 15	100-1000	610			
3		2023/8325 07/26/23 Medium wedge	29.28	38875	126 15	100-1000	610			
4		2023/8325 07/26/23 Eraser cups	34.16	38875	126 15	100-1000	610			
5		2023/8325 07/22/23 Glue sticks	398.08	38875	126 15	100-1000	610			
6		2023/8325 07/22/23 Twin pocket folders	93.92	38875	126 15	100-1000	610			
7		2023/8325 07/26/23 3 pocket poly folder	232.40	38875	126 15	100-1000	610			
8		2023/8325 07/26/23 Zaner Bloser paper	38.32	38875	126 15	100-1000	610			
9		2023/8325 07/26/23 DNealian practice paper	35.92	38875	126 15	100-1000	610			
10		2023/8325 07/26/23 Zaner sentence strips	19.96	38875	126 15	100-1000	610			
11		2023/8325 07/26/23 Crayola triangular classp	297.92	38875	126 15	100-1000	610			
12		2023/8325 07/26/23 Color pencils pack	355.92	38875	126 15	100-1000	610			
13		2023/8625 07/26/23 North star desk plates	53.90	38875	126 15	100-1000	610			
14		2023/8325 07/26/23 iPoint halo sharpener	212.34	38875	126 15	100-1000	610			
15		Elmers glue sticks	0.00	38875	126 15	100-1000	610			
16		2023/8325 07/26/23 Green paint	5.38	38875	126 15	100-1000	610			
17		2023/8325 07/26/23 Red paint	5.38	38875	126 15	100-1000	610			
18		2023/8325 07/26/23 Brown paint	5.38	38875	126 15	100-1000	610			

68900 22157 TEACHER DIRECT 68.48

Kindergarten classroom supplies

1		2023/7443 07/18/23 Happy 100 days pencils	7.56	38889	126 15	100-1000	610			
2		2023/7443 07/18/23 Kindergarten pencils	7.56	38889	126 15	100-1000	610			
3		2023/7443 07/18/23 Graduation crowns	12.88	38889	126 15	100-1000	610			
4		2023/7443 07/18/23 Incentive charts	4.48	38889	126 15	100-1000	610			
5		2023/7443 07/18/23 Confetti incentive charts	4.48	38889	126 15	100-1000	610			
6		2023/7443 07/18/23 Oh happy day incentive ch	4.48	38889	126 15	100-1000	610			
7		2023/7443 07/18/23 Eucalyptus mini stickers	4.48	38889	126 15	100-1000	610			
8		2023/7443 07/18/23 Kindergarten certificates	6.78	38889	126 15	100-1000	610			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
9		2023/7443 07/18/23 Plastic lacing needles	5.78	38889	126 15	100-1000	610			
10		2023/7443 07/18/23 Standard Shipping	10.00		126 15	100-1000	610			
68901		22157 TEACHER DIRECT	239.32							
		3rd grade special ed classroom supplies								
1		2023/10807 08/18/23 Bold block letters	11.88	38856	126 15	280-1000	610			
2		2023/10807 08/18/23 Oh hello there banner	4.88	38856	126 15	280-1000	610			
3		2023/10807 08/18/23 Calendar bulletin board	14.88	38856	126 15	280-1000	610			
4		2023/10807 08/18/23 Welcome to class banner	4.88	38856	126 15	280-1000	610			
5		2023/10807 08/18/23 Amazing things happen	13.88	38856	126 15	280-1000	610			
6		2023/10807 08/18/23 Mini bulletin calendar	14.88	38856	126 15	280-1000	610			
7		2023/10807 08/18/23 Oh happy day poster	19.88	38856	126 15	280-1000	610			
8		2023/10807 08/18/23 All in one door decor	11.88	38856	126 15	280-1000	610			
9		2023/10807 08/18/23 Pink border trim	4.88	38856	126 15	280-1000	610			
10		2023/10807 08/18/23 Lavendar border trim	4.88	38856	126 15	280-1000	610			
11		2023/10807 08/18/23 Exceptional treasure ches	22.48	38856	126 15	280-1000	610			
12		2023/10807 08/18/23 Treasure chest rewards	11.88	38856	126 15	280-1000	610			
13		2023/10807 08/18/23 Desk pets	11.88	38856	126 15	280-1000	610			
14		2023/10807 08/18/23 Polka dot punch card	5.88	38856	126 15	280-1000	610			
15		2023/10807 08/18/23 Fidget tools	39.76	38856	126 15	280-1000	610			
16		2023/10807 08/18/23 Stress balls	9.88	38856	126 15	280-1000	610			
17		2023/10807 08/18/23 Alphabet box	19.88	38856	126 15	280-1000	610			
18		2023/10807 08/18/23 Welcome door decor	10.88	38856	126 15	280-1000	610			
68902		22157 TEACHER DIRECT	197.96							
		2nd grade special ed classroom supplies								
1		2023/7908 07/21/23 Laminating pouches letter	67.88	38905	126 15	280-1000	610			
2		2023/7908 07/21/23 Expo markers 36ct Vibran	64.48	38905	126 15	280-1000	610			
3		2023/7908 07/21/23 3M white board eraser	8.78	38905	126 15	280-1000	610			
4		2023/7908 07/21/23 Peel away eraser	17.90	38905	126 15	280-1000	610			
5		2023/7908 07/21/23 S-gel .7mm 3 colors	24.96	38905	126 15	280-1000	610			
6		2023/7908 07/21/23 Erasable highlighters 6 c	13.96	38905	126 15	280-1000	610			
68903		22157 TEACHER DIRECT	501.98							
		Kindergarten classroom supplies								
1		2023/10651 08/17/23 Pencils package	39.92	38858	126 15	100-1000	610			
2		2023/10651 08/17/23 Pencil grips	48.96	38858	126 15	100-1000	610			
3		2023/10651 08/17/23 Laminate	67.88	38858	126 15	100-1000	610			
4		2023/10651 08/17/23 Light filters	143.28	38858	126 15	100-1000	610			
5		2023/10651 08/17/23 Stickers	28.88	38858	126 15	100-1000	610			
6		2023/10651 08/17/23 Popcorn game	10.88	38858	126 15	100-1000	610			
7		2023/10651 08/17/23 Crayons	88.88	38858	126 15	100-1000	610			
8		2023/10651 08/17/23 Glue sticks	24.88	38858	126 15	100-1000	610			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prag-Func	Obj	Proj	
9		2023/10651 08/17/23 Black Paint	5.38	38858	126	15	100-1000	610		
10		2023/10651 08/17/23 Blue Paint	5.38	38858	126	15	100-1000	610		
11		2023/10651 08/17/23 Brown Paint	5.38	38858	126	15	100-1000	610		
12		2023/10651 08/17/23 Orange Paint	5.38	38858	126	15	100-1000	610		
13		2023/10651 08/17/23 Green Paint	5.38	38858	126	15	100-1000	610		
14		2023/10651 08/17/23 Red Paint	5.38	38858	126	15	100-1000	610		
15		2023/10651 08/17/23 Violet Paint	5.38	38858	126	15	100-1000	610		
16		2023/10651 08/17/23 White Paint	5.38	38858	126	15	100-1000	610		
17		2023/10651 08/17/23 Yellow Paint	5.38	38858	126	15	100-1000	610		

68904 22157 TEACHER DIRECT 715.70

1st grade classroom supplies

1		2023/9931 08/14/23 Orange paint	5.38	38878	126	15	100-1000	610		
2		2023/9931 08/14/23 Yellow paint	5.38	38878	126	15	100-1000	610		
3		2023/9931 08/14/23 Blue paint	5.38	38878	126	15	100-1000	610		
4		2023/9931 08/14/23 Red construction paper 9x1	7.92	38878	126	15	100-1000	610		
5		2023/9931 08/14/23 Green construction paper	7.92	38878	126	15	100-1000	610		
6		2023/9931 08/14/23 White construction paper	7.92	38878	126	15	100-1000	610		
7		2023/9931 08/14/23 12x18 red construction	23.88	38878	126	15	100-1000	610		
8		2023/9931 08/14/23 B5000 executive stapler	159.90	38878	126	15	100-1000	610		
9		2023/9931 08/14/23 Standard staples	8.90	38878	126	15	100-1000	610		
10		2023/9931 08/14/23 Card stock	35.96	38878	126	15	100-1000	610		
11		2023/9931 08/14/23 Expo dry erasers	311.04	38878	126	15	100-1000	610		
12		2023/9931 08/14/23 Sharpie highlighters	83.76	38878	126	15	100-1000	610		
13		2023/9931 08/14/23 Card stock color	17.98	38878	126	15	100-1000	610		
14		2023/9931 08/14/23 Card stock white	17.98	38878	126	15	100-1000	610		
15		2023/9931 08/14/23 Cushion grip scissors	16.40	38878	126	15	100-1000	610		

68905 22157 TEACHER DIRECT 222.56

4th grade classroom supplies

1		2023/7512 07/18/23 Grade 3 language review	23.88	38883	126	15	100-1000	610		
2		2023/7512 07/18/23 All about time bulletins	10.98	38883	126	15	100-1000	610		
3		2023/7512 07/18/23 Spot on carpet markers	19.96	38883	126	15	100-1000	610		
4		2023/7512 07/18/23 100cards: context clues	12.88	38883	126	15	100-1000	610		
5		2023/7512 07/18/23 Grade 3 180 days writing	22.88	38883	126	15	100-1000	610		
6		2023/7512 07/18/23 Grade 4 language review	23.88	38883	126	15	100-1000	610		
7		2023/7512 07/18/23 36ct adhesive intermediat	15.88	38883	126	15	100-1000	610		
8		2023/7512 07/18/23 Confetti subject labels	5.88	38883	126	15	100-1000	610		
9		2023/7512 07/18/23 Giant puzzle pieces	11.88	38883	126	15	100-1000	610		
10		2023/7512 07/18/23 Dough classpack 48	61.18	38883	126	15	100-1000	610		
11		2023/7512 07/18/23 20ct clay cutters	13.28	38883	126	15	100-1000	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
68906		22157 TEACHER DIRECT	178.80							
		2nd grade classroom supplies								
1		2023/11876 09/01/23 Pencil sharpener	56.88	38871	126 15 100-1000		610			
2		2023/11876 09/01/23 Teacher tote	16.88	38871	126 15 100-1000		610			
3		2023/11876 09/01/23 Neopencils Ticonderoga	11.96	38871	126 15 100-1000		610			
4		2023/11876 09/01/23 Rainbow document sorter	8.28	38871	126 15 100-1000		610			
5		2023/11876 09/01/23 Bright post it flags	7.98	38871	126 15 100-1000		610			
6		2023/11876 09/01/23 Dozen clear rulers	5.48	38871	126 15 100-1000		610			
7		USB 2.0 flash- not available	0.00	38871	126 15 100-1000		610			
8		2023/11876 09/01/23 Read all about me poster	15.88	38871	126 15 100-1000		610			
9		2023/11876 09/01/23 Treasure box	22.48	38871	126 15 100-1000		610			
10		US/world stacked- Not available	0.00	38871	126 15 100-1000		610			
11		2023/11876 09/01/23 Glitter glue assort.	32.98	38871	126 15 100-1000		610			
68907		22157 TEACHER DIRECT	111.40							
		3rd grade special ed classroom supplies								
1		2023/10397 08/16/23 Incentive charts	4.88	38855	126 15 280-1000		610			
2		2023/10397 08/16/23 Sticker book	14.88	38855	126 15 280-1000		610			
3		2023/10397 08/16/23 Sharpie 6pk	10.88	38855	126 15 280-1000		610			
4		2023/10397 08/16/23 Bic. white out	4.56	38855	126 15 280-1000		610			
5		2023/10397 08/16/23 Liquid correction	7.98	38855	126 15 280-1000		610			
6		2023/10397 08/16/23 Eraser caps	4.88	38855	126 15 280-1000		610			
7		2023/10397 08/16/23 Pencils 96ct	36.88	38855	126 15 280-1000		610			
8		2023/10397 08/16/23 Practice paper	9.58	38855	126 15 280-1000		610			
9		2023/10397 08/16/23 Bostitch 3 hole punch	16.88	38855	126 15 280-1000		610			
68876		13393 THE BODY SHOP	127.00							
		Installation of car window								
1		30100 07/17/23 Installation of car window	127.00		126 90 100-2600		440			
68908		25829 TYLER CRAFT	200.00							
		Buffalo Unity Project presenter								
1		10/11/23 BUP Presenter	200.00*		115 50 100-1000		300	50		
68870		22443 ULINE SHIPPING SUPPLIES	1,361.61							
		Maintenance supplies								
1		168582648 09/18/23 Mop replacement handles	361.61		226 16 100-2600		615			
2		168582648 09/18/23 Hand soap/disinfecting wipe	1,000.00		126 90 100-2600		615			

10/13/23
07:21:17

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 10/23

Page: 16 of 18
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prag-Func	Obj	Proj	
68916	24481 WIPFLI LLP	19,500.00						
	Final bill for June 30, 2022 audit							
1	2345293 10/04/23 Final bill for 2022 audit	13,650.00		126 90 100-2307		330		
2	2345293 10/04/23 Final bill for 2022 audit	5,850.00		226 16 100-2307		330		
68875	20362 WOLF CITY AUTO INC.	180.00						
1	744042 07/07/23 Car window	180.00		126 90 100-2600		440		
68879	22661 WOODWIND AND BRASSWIND	616.23						
	Elementary music supplies							
1	68591197 09/18/23 Soprano recorders	616.23	38934	126 15 100-1000		610		
	# of Claims 80	Total: 306,649.82	# of Vendors 56					

Fund/Account	Amount
110 Elementary Transportation Fund 101	172.32
115 Elementary Miscellaneous Programs Fund 101	107,404.43
126 Elementary Impact Aid Fund 101	107,405.03
129 Elementary Flex Fund 101	33,775.54
212 High School Food Service Fund 101	11,092.09
215 High School Miscellaneous Programs Fund 101	179.00
226 High School Impact Aid Fund 101	36,365.15
229 High School Flex Fund 101	10,256.26
Total:	306,649.82

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

10/13/23
10:48:09

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 10/23

Page: 1 of 3
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prag-Func	Obj	Proj	
68861		25360 JOHN WETSIT	75.00						
		Cellphone service for the month of October 2023							
1		10/03/23 Cell phone service cost	75.00		126 90	100-2600	531		
68940		25360 JOHN WETSIT	1,067.85						
		Travel to MCEL and state cross country in Kalispell							
1		10/12/23 Travel to MCEL	384.63		126 90	100-2300	582		
2		10/12/23 Travel to State XC	683.22		226 16	720-3500	582		
		# of Claims 2	Total: 1,142.85	# of Vendors	1				

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 10/23

Fund/Account	Amount
126 Elementary Impact Aid Fund	
101	459.63
226 High School Impact Aid Fund	
101	683.22
Total:	1,142.85

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
68970		22685 INDEPENDENCE BANK	57,986.38						
		September credit card charges							
1		CC-13209 09/14/23 HS football meal Fairview	650.00		226	625			
		DOUBLE BARREL SALLOON			CC Accounting: 226-	16-720-3502-582			
2		CC-13209 09/29/23 HS football meal Scobey	600.00		226	625			
		THE BIN406			CC Accounting: 226-	16-720-3502-582			
3		CC-13210 09/22/23 HS volleyball meal in Sidney	273.99		226	625			
		SOUTH 40			CC Accounting: 226-	16-720-3506-582			
4		CC-13210 09/29/23 Gas HS volleyball	79.03		226	625			
		LOVES TRUCK STOP			CC Accounting: 226-	16-720-3500-624			
5		CC-13210 09/29/23 Gas HS volleyball	65.00		226	625			
		LOVES TRUCK STOP			CC Accounting: 226-	16-720-3500-624			
6		CC-13210 09/29/23 HS Volleyball meal Miles Cit	302.62		226	625			
		WENDYS			CC Accounting: 226-	16-720-3506-582			
7		CC-13210 09/29/23 Gas HS volleyball	67.78		226	625			
		LOVES TRUCK STOP			CC Accounting: 226-	16-720-3500-624			
8		CC-13210 09/29/23 Gas HS volleyball	57.12		226	625			
		Cenex			CC Accounting: 226-	16-720-3500-624			
9		CC-13210 09/29/23 Gas HS volleyball	56.50		226	625			
		Cenex			CC Accounting: 226-	16-720-3500-624			
10		CC-13210 09/29/23 Gas HS volleyball	37.09		226	625			
		Cenex			CC Accounting: 226-	16-720-3500-624			
11		CC-13210 09/29/23 HS volleyball meal	275.68		226	625			
		LOVES TRUCK STOP			CC Accounting: 226-	16-720-3506-582			
12		CC-13210 09/29/23 Gas HS volleyball	37.75		226	625			
		Cenex			CC Accounting: 226-	16-720-3500-624			
13		CC-13210 09/30/23 Gas HS volleyball	62.01		226	625			
		AGLAND CO-OP			CC Accounting: 226-	16-720-3500-624			
14		CC-13210 09/30/23 Gas HS volleyball	56.00		226	625			
		AGLAND CO-OP			CC Accounting: 226-	16-720-3500-624			
15		CC-13210 09/30/23 Gas HS volleyball	56.83		226	625			
		AGLAND CO-OP			CC Accounting: 226-	16-720-3500-624			
16		CC-13211 09/15/23 Gas to HS football in Fairvi	37.00		226	625			
		AGLAND CO-OP			CC Accounting: 226-	16-720-3500-624			
17		CC-13211 09/22/23 Gas HS volleyball in Fairvie	26.00		226	625			
		AGLAND CO-OP			CC Accounting: 226-	16-720-3500-624			
18		CC-13211 09/22/23 Meal HS volleyball in Fairvi	17.08		226	625			
		BURGER KING			CC Accounting: 226-	16-720-3500-582			
19		CC-13211 09/23/23 HS XC meal in Miles City	94.19		226	625			
		ARBYS			CC Accounting: 226-	16-720-3501-582			
20		CC-13211 09/23/23 Meal XC in Miles City	6.98		226	625			
		FARMERS UNION OIL CO.			CC Accounting: 226-	16-720-3500-582			

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
21	CC-13211 09/23/23 HS XC meal in Miles City	43.94		226 625				
WENDYS			CC Accounting:	226- 16-720-3501-582				
22	CC-13211 09/23/23 Gas XC in Miles City	80.00		226 625				
EXXON MOBILE			CC Accounting:	226- 16-720-3500-624				
23	CC-13211 09/30/23 Gas Football in Scobey	47.01		226 625				
AGLAND CO-OP			CC Accounting:	226- 16-720-3500-624				
24	CC-13211 09/30/23 Meal XC in Glasgow	23.76		226 625				
SUBWAY			CC Accounting:	226- 16-720-3500-582				
25	CC-13212 09/10/23 Monthly electric charges for	486.93		115 625				
SHERIDAN ELECTRIC CO-OP			CC Accounting:	115- -100-2620-440-	31			
26	CC-13213 08/16/23 DISTRICT PHONES	1,237.08		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	126- 14-100-2600-531				
27	CC-13213 08/16/23 DISTRICT PHONES	1,237.08		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	126- 15-100-2600-531				
28	CC-13213 08/16/23 DISTRICT PHONES	1,237.09		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	126- 50-100-2600-531				
29	CC-13213 08/16/23 DISTRICT PHONES	1,237.09		226 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	226- 16-100-2600-531				
30	CC-13213 08/16/23 TRANSPORTATION PHONES	98.53		110 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	110- 50-100-2700-531				
31	CC-13213 08/16/23 TECH DEPARTMENT PHONES	79.38		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	126- 15-100-2600-531				
32	CC-13213 08/16/23 MAINTENANCE PHONES	79.38		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	126- 90-100-2600-531				
33	CC-13213 08/16/23 DISTRICT PHONES	91.35		126 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	126- 50-100-2600-531				
34	CC-13213 08/16/23 DISTRICT PHONES	91.35		226 625				
NEMONT TELEPHONE COOPERATIVE, INC.			CC Accounting:	226- 16-100-2600-531				
35	CC-13214 09/07/23 MS cross country food	77.62		126 625				
ALBERTSON'S			CC Accounting:	126- 50-720-3500-582				
36	CC-13214 09/08/23 HS cross country meal	291.66		226 625				
PIZZA HUT			CC Accounting:	226- 16-720-3501-582				
37	CC-13214 09/12/23 MS cross country meal	416.00		126 625				
OLD TOWN GRILL			CC Accounting:	126- 50-720-3500-582				
38	CC-13214 09/18/23 JOM meeting drinks	7.99		115 625			700	
FORT PECK VIDEO & MORE			CC Accounting:	115- 90-470-1000-610-700				
39	CC-13214 09/18/23 JOM meeting pizzas	64.00		115 625			700	
BUCKHORN CAFE			CC Accounting:	115- 90-470-1000-610-700				
40	CC-13214 09/21/23 HS cross country meal	515.20		226 625				
OLD TOWN GRILL			CC Accounting:	226- 16-720-3501-582				
41	CC-13214 09/21/23 Water for cross country kids	17.48		126 625				
AGLAND CO-OP			CC Accounting:	126- 50-720-3500-582				
42	CC-13214 09/30/23 HS cross country meal	393.75		226 625				
MC DONALD'S			CC Accounting:	226- 16-720-3501-582				

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func		
43		CC-13215 09/25/23 NA presenters meal	86.25		126	625			
	BUCKHORN CAFE				CC Accounting:	126-	90-100-2300-582		
44		CC-13215 09/25/23 Water/soda for presenters	35.77		126	625			
	MAIN STREET GROCERY				CC Accounting:	126-	90-100-2300-582		
45		CC-13215 09/26/23 Meal for NA presenters	95.00		126	625			
	FROSTEE'S				CC Accounting:	126-	90-100-2300-582		
46		CC-13215 09/27/23 Folding chairs for NA presen	197.98		126	625			
	BRYANS				CC Accounting:	126-	90-100-2300-610		
47		CC-13215 09/27/23 Meals for preseneters	96.00		126	625			
	AMERICAN LEGION SUPPER CLUB				CC Accounting:	126-	90-100-2300-582		
48		CC-13215 10/05/23 Statement fee	3.00		126	625			
					CC Accounting:	126-	15-100-1000-610		
49		CC-13216 09/15/23 HS volleyball meal	103.82		226	625			
	AGLAND CO-OP				CC Accounting:	226-	16-720-3506-582		
50		CC-13216 09/15/23 HS volleyball meal Glasgow	209.60		226	625			
	PIZZA HUT				CC Accounting:	226-	16-720-3506-582		
51		CC-13216 09/15/23 HS volleyball meal Glasgow	300.39		226	625			
	SUBWAY				CC Accounting:	226-	16-720-3506-582		
52		CC-13216 09/16/23 HS volleyball meal Billings	392.68		226	625			
	OUTBACK STEAKHOUSE				CC Accounting:	226-	16-720-3506-582		
53		CC-13216 09/16/23 HS volleyball lunch	95.29		226	625			
	PROJECT MERCANTILE				CC Accounting:	226-	16-720-3506-582		
54		CC-13216 10/03/23 Vision and Career Tech Expo	595.00		215	625			824
	ASSOCIATION FOR CAREER & TECHNICAL EDUCA				CC Accounting:	215-	16-451-1411-582-824		
55		CC-13216 10/04/23 Flights to conf. Phoenix	728.00		215	625			824
	DELTA.COM				CC Accounting:	215-	16-451-1411-582-824		
56		CC-13216 10/04/23 Lodging for conf. in Phoenix	973.08		215	625			824
	HOTELS.COM				CC Accounting:	215-	16-451-1411-582-824		
57		CC-13216 10/03/23 Renewal fees	145.00		215	625			824
	ASSOCIATION FOR CAREER & TECHNICAL EDUCA				CC Accounting:	215-	16-451-1411-810-824		
58		CC-13217 09/12/23 Unleaded gas	52.88		126	625			
	AGLAND CO-OP				CC Accounting:	126-	90-100-2600-624		
59		CC-13217 09/18/23 Cuff with swivel elbow	1,500.00		126	625			
	PARTS WAREHOUSE				CC Accounting:	126-	90-100-2600-615		
60		CC-13217 09/18/23 Dome filter Pro Vac	704.93		226	625			
	PARTS WAREHOUSE				CC Accounting:	226-	16-100-2600-615		
61		CC-13217 09/26/23 Unleaded gas	74.73		126	625			
	AGLAND CO-OP				CC Accounting:	126-	90-100-2600-624		
62		CC-13217 09/30/23 Housing parts	584.22		115	625			31
	MENARDS				CC Accounting:	115-	-100-2620-440-	31	
63		CC-13217 09/30/23 Maintenance parts	315.74		126	625			
	MENARDS				CC Accounting:	126-	90-100-2600-615		
64		CC-13217 09/30/23 Meal	40.09		126	625			
	BWW				CC Accounting:	126-	90-100-2600-582		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
65	CC-13218 09/13/23 Computers for school nurse	2,835.54		126 625				
	STAPLES TECHNOLOGY SOLUTIONS		CC Accounting:	126- 15-141-1000-660				
66	CC-13219 09/09/23 Yearly subscription	19.99		126 625				
	ADOBE CREATIVE CLOUD		CC Accounting:	126- 15-100-2400-610				
67	CC-13219 09/13/23 COMPLETE KINDERGARDEN KIT	348.20		115 625			314	
	HEGGERTY		CC Accounting:	115- 15-494-1000-610-314				
68	CC-13219 09/19/23 Recess playground pack	502.88		126 625				
	GOPHER ATHLETICS		CC Accounting:	126- 15-100-1000-610				
69	CC-13219 09/20/23 Red ribbons for red ribbon w	55.95		126 625				
	POSITIVE PROMOTIONS		CC Accounting:	126- 15-100-1000-610				
70	CC-13219 09/25/23 Counseling supplies	35.91		126 625				
	ALBERTSON'S		CC Accounting:	126- 15-100-1000-610				
71	CC-13220 09/13/23 Testing materials	260.00		126 625				
	PEARSON EDUCATION		CC Accounting:	126- 15-280-1000-610				
72	CC-13220 09/14/23 Quizizz super subscription	144.00		226 625				
	QUIZZIZZ		CC Accounting:	226- 16-280-1000-680				
73	CC-13220 09/17/23 Lodging for MCASE conf.	360.40		126 625				
	COMFORT INN		CC Accounting:	126- 15-280-1000-582				
74	CC-13220 09/20/23 PRS/TRS child record forms	336.02		126 625				
	PEARSON EDUCATION		CC Accounting:	126- 15-280-1000-610				
75	CC-13220 09/27/23 MCEL virtual	325.00		126 625				
	MONTANA SCHOOL BOARDS ASSOCIATION		CC Accounting:	126- 14-280-1000-810				
76	CC-13220 10/04/23 Record forms	199.59		126 625				
	PEARSON EDUCATION		CC Accounting:	126- 15-280-1000-610				
77	CC-13221 09/09/23 MS volleyball meal	114.70		126 625				
	PIZZA HUT		CC Accounting:	126- 50-720-3500-582				
78	CC-13221 09/09/23 MS volleyball meal	168.72		126 625				
	ALBERTSON'S		CC Accounting:	126- 50-720-3500-582				
79	CC-13221 09/12/23 HS career fair lunch	15.50		226 625				
	REYNOLDS SUPERMARKET		CC Accounting:	226- 16-100-1000-582				
80	CC-13221 09/12/23 HS career fair dinner	133.10		226 625				
	EUGENE'S PIZZA		CC Accounting:	226- 16-100-1000-582				
81	CC-13221 09/14/23 MS football meal	62.75		126 625				
	REYNOLDS SUPERMARKET		CC Accounting:	126- 50-720-3500-582				
82	CC-13221 09/16/23 MS football meal	314.80		126 625				
	PIZZA HUT		CC Accounting:	126- 50-720-3500-582				
83	CC-13221 09/16/23 MS volleyball meal	240.72		126 625				
	THE DEAD HORSE		CC Accounting:	126- 50-720-3500-582				
84	CC-13221 09/24/23 Ms volleyball meal	237.46		126 625				
	SUBWAY		CC Accounting:	126- 50-720-3500-582				
85	CC-13222 09/16/23 HS cross country meal	163.91		226 625				
	SUBWAY		CC Accounting:	226- 16-720-3501-582				
86	CC-13222 09/16/23 Hs cross country gas	27.55		226 625				
	PILOT 1014 GLENDIVE		CC Accounting:	226- 16-720-3500-624				

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount							
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj		
87	CC-13223 09/15/23 AD gas	85.00		226 625					
AGLAND CO-OP				CC Accounting: 226-	16-720-3500-624				
88	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
89	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
90	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
91	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
92	CC-13223 09/16/23 AD gas Billings	90.01		226 625					
EXXON MOBILE				CC Accounting: 226-	16-720-3500-624				
93	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
94	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
95	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
96	CC-13223 09/16/23 HS volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
97	CC-13223 09/16/23 Hs volleyball lodging	232.43		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
98	CC-13223 09/17/23 HS volleyball lodging	225.84		226 625					
HOLIDAY INN AND SUITES				CC Accounting: 226-	16-720-3506-582				
99	CC-13223 09/21/23 Meal for opposing VB team	350.00		226 625					
BUCKHORN CAFE				CC Accounting: 226-	16-720-3500-582				
100	CC-13223 09/30/23 MS jamboree hospitality room	116.00		126 625					
BUCKHORN CAFE				CC Accounting: 126-	50-720-3500-582				
101	CC-13223 10/04/23 Paint for football field	239.96		226 625					
AGLAND CO-OP				CC Accounting: 226-	16-720-3500-610				
102	CC-13225 09/28/23 HS cross country fees	25.00		226 625					
RECREATION.GOV				CC Accounting: 226-	16-720-3500-610				
103	CC-13225 09/29/23 HS cross country meal	153.69		226 625					
ALBERTSON'S				CC Accounting: 226-	16-720-3501-582				
104	CC-13225 09/30/23 HS cross country meal	94.91		226 625					
ALBERTSON'S				CC Accounting: 226-	16-720-3501-582				
105	CC-13226 09/07/23 Doc Hub	59.88		126 625					
DocHub				CC Accounting: 126-	90-100-2300-610				
106	CC-13226 09/14/23 Annual subscrip tion	239.00		226 625					
GLOWFORGE, INC				CC Accounting: 226-	16-390-1000-610				
107	CC-13226 09/20/23 Lodging for conference	786.15		126 625					
PHOENIX PARK HOTEL				CC Accounting: 126-	90-100-2300-582				
108	CC-13226 09/20/23 Lodging for conference	786.15		226 625					
PHOENIX PARK HOTEL				CC Accounting: 226-	16-100-2300-582				

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
109		CC-13227 09/07/23 Door Prizes	300.00		115 625			314
AMAZON				CC Accounting:	115- 90-494-2115-610-314			
110		CC-13227 09/07/23 Gift Certificates	320.00		115 625			314
AMAZON				CC Accounting:	115- 90-494-2115-610-314			
111		CC-13227 09/07/23 Door prizes	20.00		115 625			314
AMAZON				CC Accounting:	115- 90-494-2115-610-314			
112		CC-13227 09/12/23 ShearGlass, Gloves, Ziplockbag	264.61		215 625			33
ACE HARDWARE				CC Accounting:	215- 16-390-1000-610- 33			
113		CC-13227 09/12/23 BLT donuts	31.96		226 625			
REYNOLDS SUPERMARKET				CC Accounting:	226- 16-100-1000-610			
114		CC-13227 09/20/23 Hotdogs, bread, plates	259.57		215 625			33
WALMART				CC Accounting:	215- 16-390-1000-582- 33			
115		CC-13227 09/20/23 Hand sanitizer, ice	86.82		215 625			33
WALMART				CC Accounting:	215- 16-390-1000-582- 33			
116		CC-13227 09/20/23 Fuel for stem trip	78.49		215 625			33
Cenex				CC Accounting:	215- 16-390-1000-582- 33			
117		CC-13227 09/20/23 returned item	-4.96		215 625			33
WALMART				CC Accounting:	215- 16-390-1000-582- 33			
118		CC-13227 09/20/23 Meal for students	52.23		215 625			33
WENDYS				CC Accounting:	215- 16-390-1000-582- 33			
119		CC-13227 09/20/23 Meal for students	123.64		215 625			33
PERKINS				CC Accounting:	215- 16-390-1000-582- 33			
120		CC-13227 09/21/23 Fuel for trip	79.49		215 625			33
EXXON MOBILE				CC Accounting:	215- 16-390-1000-582- 33			
121		CC-13227 09/21/23 Bacon	21.03		215 625			33
WALMART				CC Accounting:	215- 16-390-1000-582- 33			
122		CC-13227 09/21/23 Meal for students	126.46		215 625			33
PIZZA HUT				CC Accounting:	215- 16-390-1000-582- 33			
123		CC-13227 09/22/23 Meal for students	70.10		215 625			33
ARBYS				CC Accounting:	215- 16-390-1000-582- 33			
124		CC-13227 09/23/23 Lodging for STEM trip	280.24		215 625			33
BAYMONT INN & SUITES				CC Accounting:	215- 16-390-1000-582- 33			
125		CC-13227 09/23/23 Fuel for trip	76.78		215 625			33
Cenex				CC Accounting:	215- 16-390-1000-582- 33			
126		CC-13227 09/23/23 Fuel for trip	55.36		215 625			33
EXXON MOBILE				CC Accounting:	215- 16-390-1000-582- 33			
127		CC-13227 09/23/23 Lodging for STEM trip	280.24		215 625			33
BAYMONT INN & SUITES				CC Accounting:	215- 16-390-1000-582- 33			
128		CC-13227 09/23/23 Lodging for STEM trip	257.64		215 625			33
BAYMONT INN & SUITES				CC Accounting:	215- 16-390-1000-582- 33			
129		CC-13227 09/26/23 Registration for national FFA	315.00		215 625			824
NATIONAL FFA ORGANIZATION				CC Accounting:	215- 16-451-1412-582-824			
130		CC-13227 09/26/23 Registration for national FFA	105.00		215 625			824
NATIONAL FFA ORGANIZATION				CC Accounting:	215- 16-451-1412-582-824			

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prag-Func			
131	CC-13227 09/27/23 BLT birthday cake	34.99		226 625				
	REYNOLDS SUPERMARKET		CC Accounting:	226- 16-100-1000-610				
132	CC-13228 09/06/23 Teacher lounge items	51.75		126 625				
	MAIN STREET GROCERY		CC Accounting:	126- 50-100-1000-610				
133	CC-13228 09/08/23 Premiere pro	539.64		126 625				
	ADOBE CREATIVE CLOUD		CC Accounting:	126- 50-100-1000-610				
134	CC-13228 09/18/23 Woodshop screws	40.00		126 625				
	AGLAND CO-OP		CC Accounting:	126- 50-100-1000-610				
135	CC-13228 09/18/23 Premiere pro	175.11		126 625				
	ADOBE CREATIVE CLOUD		CC Accounting:	126- 50-100-1000-610				
136	CC-13228 09/27/23 Craftsman belt	1,211.50		115 625			50	
	TANDY LEATHER		CC Accounting:	115- 50-100-1000-610- 50				
137	CC-13228 09/28/23 Three darts sets	105.00		115 625			50	
	ETSY		CC Accounting:	115- 50-100-1000-610- 50				
138	CC-13228 10/03/23 Lodging for BUP presenter	748.44		115 625			50	
	HOMESTEAD INN		CC Accounting:	115- 50-100-1000-610- 50				
139	CC-13228 10/04/23 Scholastic rewards	36.72		126 625				
	SCHOLASTIC		CC Accounting:	126- 50-100-1000-640				
140	CC-22087 09/05/23 AAA batteries	19.99		126 625				
	AMAZON		CC Accounting:	126- 14-100-1000-610				
141	CC-22087 09/06/23 Fun dips	25.99		115 625			314	
	AMAZON		CC Accounting:	115- 50-494-2115-610-314				
142	CC-22087 09/07/23 Checkbook registers	8.95		115 625			314	
	AMAZON		CC Accounting:	115- 50-494-2115-610-314				
143	CC-22087 09/05/23 Long HDMI cable	43.30		226 625				
	AMAZON		CC Accounting:	226- 16-141-1000-610				
144	CC-22087 09/05/23 2023-2024 desk calendar	239.64		226 625				
	AMAZON		CC Accounting:	226- 16-100-1000-610				
145	CC-22087 09/06/23 Parchment specialty paper	50.94		226 625				
	AMAZON		CC Accounting:	226- 16-100-1000-610				
146	CC-22087 09/06/23 Expo markers / erasers	315.44		126 625				
	AMAZON		CC Accounting:	126- 50-100-1000-610				
147	CC-22087 09/05/23 Staff lunch	100.57		126 625				
	AMERICAN LEGION SUPPER CLUB		CC Accounting:	126- 90-100-2500-582				
148	CC-22087 09/06/23 Desk chair	42.99		126 625				
	AMAZON		CC Accounting:	126- 15-100-1000-610				
149	CC-22087 09/08/23 Lodging	149.96		126 625				
	HOTELS.COM		CC Accounting:	126- 90-100-2300-582				
150	CC-22087 09/11/23 Dry erase clipboards	99.14		126 625				
	AMAZON		CC Accounting:	126- 14-100-1000-610				
151	CC-22087 09/11/23 Trustee bday cake	133.41		126 625				
	ALBERTSON'S		CC Accounting:	126- 90-100-2300-610				
152	CC-22087 09/12/23 HS office school supplies	1,867.65		115 625			700	
	AMAZON		CC Accounting:	115- 90-470-1000-610-700				

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prag-Func		
153		CC-22087 09/13/23 MS office school supplies	2,071.83		115 625			700
AMAZON				CC Accounting:	115- 90-470-1000-610-700			
154		CC-22087 09/14/23 Plan and record book	178.64		226 625			
AMAZON				CC Accounting:	226- 16-100-1000-610			
155		CC-22087 09/14/23 Paper towels	16.16		126 625			
AMAZON				CC Accounting:	126- 15-280-1000-610			
156		CC-22087 09/18/23 bulk colored pencils	179.17		126 625			
AMAZON				CC Accounting:	126- 15-280-1000-610			
157		CC-22087 09/14/23 Supertank printer/scanner	239.99		126 625			
AMAZON				CC Accounting:	126- 50-100-1000-610			
158		CC-22087 09/15/23 Locking metal cabinet	195.98		226 625			
AMAZON				CC Accounting:	226- 16-100-1000-610			
159		CC-22087 09/15/23 3 tier bookcase	65.16		226 625			
AMAZON				CC Accounting:	226- 16-100-1000-610			
160		CC-22087 09/15/23 iPad case/ screen protector	17.97		226 625			
AMAZON				CC Accounting:	226- 16-720-3500-610			
161		CC-22087 09/15/23 Rolling file cabinet	139.90		226 625			
AMAZON				CC Accounting:	226- 16-100-1000-610			
162		CC-22087 09/15/23 LG monitor 24"	129.99		126 625			
AMAZON				CC Accounting:	126- 15-280-1000-660			
163		CC-22087 09/15/23 Irish Spring bodywash	27.76		115 625			314
AMAZON				CC Accounting:	115- 50-494-2115-610-314			
164		CC-22087 09/17/23 Electric staple gun	49.95		110 625			
AMAZON				CC Accounting:	110- 15-100-2700-610			
165		CC-22087 09/18/23 Clerk workshop registration	100.00		126 625			
MASBO				CC Accounting:	126- 90-100-2500-582			
166		CC-22087 09/19/23 Job skills book for teens	57.03		226 625			
AMAZON				CC Accounting:	226- 16-280-1000-610			
167		CC-22087 09/20/23 Apple iPad	499.99		226 625			
AMAZON				CC Accounting:	226- 16-720-3500-610			
168		CC-22087 09/20/23 Staff appreciation	22.25		126 625			
PERKULATOR				CC Accounting:	126- 90-100-2500-610			
169		CC-22087 09/20/23 Staff lunch	30.75		126 625			
FROSTEE'S				CC Accounting:	126- 90-100-2500-610			
170		CC-22087 09/20/23 Red ribbon week ribbons	55.95		126 625			
POSITIVE PROMOTIONS				CC Accounting:	126- 15-100-2120-610			
171		CC-22087 09/22/23 Storage tubs	61.57		226 625			
AMAZON				CC Accounting:	226- 16-100-1000-610			
172		CC-22087 09/22/23 8GB flashdrives	137.67		226 625			
AMAZON				CC Accounting:	226- 16-141-1000-610			
173		CC-22087 09/22/23 Twelfth Night Shakespear	166.14		226 625			
AMAZON				CC Accounting:	226- 16-100-1000-610			
174		CC-22087 09/22/23 Preschool readiness kit	24.30		115 625			757
AMAZON				CC Accounting:	115- 15-757-1000-610-757			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/			
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
175		CC-22087 09/22/23 Wooden puzzles	626.55		126	625			
AMAZON				CC Accounting:	126- 15-280-1000-610				
176		CC-22087 09/22/23 Crayola lightup tracing pad	87.95		126	625			
AMAZON				CC Accounting:	126- 15-280-1000-610				
177		CC-22087 09/25/23 Acoustic foam panels	54.96		126	625			
AMAZON				CC Accounting:	126- 15-280-1000-610				
178		CC-22087 09/22/23 200 dry erase markers	88.43		126	625			
AMAZON				CC Accounting:	126- 15-280-1000-610				
179		CC-22087 09/22/23 Wooden alphabet puzzles	239.97		115	625		757	
AMAZON				CC Accounting:	115- 15-757-1000-610-757				
180		CC-22087 09/22/23 Scientific calculators	164.70		126	625			
AMAZON				CC Accounting:	126- 50-100-1000-610				
181		CC-22087 09/22/23 36 clip boards	36.87		226	625			
AMAZON				CC Accounting:	226- 16-100-1000-610				
182		CC-22087 09/23/23 Mead composition notebooks	271.92		226	625			
AMAZON				CC Accounting:	226- 16-100-1000-610				
183		CC-22087 09/22/23 BUP t shirts	4,098.21		115	625		50	
CUSTOMINK, LLC				CC Accounting:	115- 50-100-1000-610- 50				
184		CC-22087 09/24/23 The Canterbury Tales	133.80		226	625			
AMAZON				CC Accounting:	226- 16-100-1000-610				
185		CC-22087 09/24/23 Water cooler	149.99		226	625			
AMAZON				CC Accounting:	226- 16-100-1000-610				
186		CC-22087 09/24/23 Wooden stacking boxes	317.38		115	625		757	
AMAZON				CC Accounting:	115- 15-757-1000-610-757				
187		CC-22087 09/24/23 Color sorting and counting	23.96		115	625		757	
AMAZON				CC Accounting:	115- 15-757-1000-610-757				
188		CC-22087 09/25/23 Expo markers	8.99		126	625			
AMAZON				CC Accounting:	126- 50-100-1000-610				
189		CC-22087 09/26/23 Public speaking textbooks	2,899.00		226	625			
BARNES AND NOBLE				CC Accounting:	226- 16-100-1000-640				
190		CC-22087 09/26/23 USB 2.0 printer cable	47.98		126	625			
AMAZON				CC Accounting:	126- 15-141-1000-610				
191		CC-22087 09/28/23 USB outlet port panel	199.90		110	625			
AMAZON				CC Accounting:	110- 14-100-2700-610				
192		CC-22087 10/02/23 75 inch smart tv	4,460.28		126	625			
AMAZON				CC Accounting:	126- 90-100-2300-610				
193		CC-22087 10/03/23 Certified mail	28.75		126	625			
USPS PO				CC Accounting:	126- 90-100-2300-610				
194		CC-22087 10/04/23 Camping cott with mattress	49.90		226	625			
AMAZON				CC Accounting:	226- 16-280-1000-610				

of Claims 1 Total: 57,986.38 # of Vendors 1

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
68959	25259	AGEDNET.NET	465.00							
		12 month AgEdNet subscription								
1		53842 09/12/23 AgEdNet.com subscription	465.00		226 16	100-1000	610			
68981	10162	AGLAND CO-OP	8,332.30							
		September 2023 bill								
1		09/30/23 ROUTE	1,058.31		110 14	100-2700	624			
2		09/30/23 ROUTE	1,058.31		110 15	100-2700	624			
3		09/30/23 ROUTE	1,058.32		110 50	100-2700	624			
4		09/30/23 ACTIVITY	3,089.91		226 16	720-2700	624			
5		09/30/23 PICKUP/RANGER	586.98		126 90	100-2600	624			
6		09/30/23 MAINTENANCE	544.93		126 90	100-2600	615			
7		09/30/23 BUS BARN PARTS	38.94		110 14	100-2700	440			
8		09/30/23 HOUSING PARTS	325.53		115	100-2620	440			31
9		09/30/23 BISON TRIP GAS	56.62*		115 50	100-1000	582			50
10		09/30/23 BLT GAS CARDS	400.00		226 16	100-1000	610			
11		09/30/23 STEM TRIP GAS	52.13		215 16	390-1000	582			33
12		09/30/23 TRANSPORTATION FOR SPED	62.32*		126 14	280-1000	582			
68949	24853	AMERICAN FIDELITY ADMINISTRATIVE	268.00							
		October monthly time and eligibility fees								
1		66576 10/16/23 October time & eligibility fee	200.00		126 90	100-2300	340			
2		66576 10/16/23 October time & eligibility fee	68.00		226 16	100-2300	340			
68951	25827	ATTAINMENT COMPANY, INC.	129.15							
		Math for life student book								
1		372664A 10/11/23 Math for life curriculum	89.00	38954	126 50	100-1000	610			
2		372664A 10/11/23 Math for life student boo	34.00	38954	126 50	100-1000	610			
3		372664A 10/11/23 SHIPPING	6.15	38954	126 50	100-1000	610			
68975	20220	BIG VALLEY WATER	212.00							
1		173251 09/25/23 Water for HS	141.00		226 16	100-1000	610			
2		173515 10/13/23 Admin building water	21.00		126 90	100-2300	610			
3		173308 10/02/23 Water for HS	37.00		226 16	100-1000	610			
4		172776 09/01/23 Water for Admin building	13.00		126 90	100-2300	610			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
68950	20184	BSN SPORTS	2,014.00							
		Middle school volleyball jerseys and shorts								
1		923069818 09/27/23 MS volleyball jerseys/short	1,900.00	38941	126 50	720-3500	610			
2		923069818 09/27/23 SHIPPING	114.00	38941	126 50	720-3500	610			
68963	20184	BSN SPORTS	4,392.51							
		Fall sports equipment								
1		923137057 10/02/23 Fall sports equipment	4,125.46		226 16	720-3500	610			
2		922784824 09/08/23 Practice jersey	18.50		226 16	720-3500	610			
3		923137057 10/02/23 Shipping	248.55		226 16	720-3500	610			
68979	24979	COY WEEKS	311.67							
		Travel to Kalispell for state cross country								
1		10/18/23 Travel for state cross country	311.67		226 16	720-3500	582			
68976	10044	DACOTAH PAPER CO.	4,573.56							
1		56444 10/02/23 40 cases copy paper	187.20		126 14	100-1000	610			
2		56444 10/02/23 40 cases copy paper	74.88		126 14	280-1000	610			
3		56444 10/02/23 40 cases copy paper	599.04		126 15	100-1000	610			
4		56444 10/02/23 40 cases copy paper	74.88		126 15	280-1000	610			
5		56444 10/02/23 40 cases copy paper	187.20		126 50	100-1000	610			
6		56444 10/02/23 40 cases copy paper	74.88		126 50	280-1000	610			
7		56444 10/02/23 40 cases copy paper	224.64		226 16	100-1000	610			
8		56444 10/02/23 40 cases copy paper	74.88		226 16	280-1000	610			
9		56735 10/02/23 Bowls, gloves, plates, napkins	3,075.96		212 90	910-3100	570			
68973	10589	DEMCO INC	47.71							
		HS library purchases								
1		7381904 10/13/23 Diecut replacement mat	34.08*	38957	226 16	100-2225	610			
2		7381904 10/13/23 Shipping	13.63*		226 16	100-2225	610			
68960	13410	FARMERS UNION LUMBER COMPANY	188.74							
		Supplies for Apartment 4C								
1		077598 10/13/23 Painters tape 4C	188.74		115	100-2620	440	31		
68957	22029	FORT PECK AGENCY	100.00							
		Business lease on lease number 206 5015771236								
1		0001266606 10/02/23 Business lease	100.00		115	100-2600	451	31		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
68956		10405 GLASGOW COURIER	818.00						
		Print slips for Diane							
1		2023-3253 09/27/23 10,000 print slips	272.66		126 14	100-1000	610		
2		2023-3253 09/27/23 10,000 print slips	272.67		126 50	100-1000	610		
3		2023-3253 09/27/23 10,000 print slips	272.67		126 15	100-1000	610		
68965		14442 HIGH PLAINS MOTORS, INC.	49,800.00						
		2023 GMC Acadia							
1		10/18/23 2023 GMC Acadia	44,448.00		115 50	775-2700	732	775	
2		10/18/23 2023 GMC Acadia	5,352.00		126 50	720-2700	732		
68966		24700 LEARNING A-Z	4,225.00						
		5 classroom licenses							
1		7231262 10/19/23 5 classroom licenses	4,225.00*	38966	126 15	280-1000	681		
68969		10087 MAIN STREET GROCERY	732.58						
1		09/05/23 Admin building supplies	10.90		126 90	100-2300	610		
2		09/12/23 Lunchroom food	115.86		212 90	910-3100	570		
3		09/13/23 MS FCS supplies	114.80		126 50	100-1000	610		
4		09/20/23 Lunch room food	24.60		212 90	910-3100	570		
5		09/27/23 Lunch room food	22.40		212 90	910-3100	570		
6		09/28/23 Lunch room food	384.12		212 90	910-3100	570		
7		10/25/23 Special ed treats	59.90		115 15	757-1000	610	757	
68984		25716 MAROTTEK MEATS	1,130.00						
		Processing for buffalo unity project buffalo							
1		300951 10/27/23 Buffalo processing	1,130.00*		115 90	470-1000	610	700	
68964		10069 MONTANA DAKOTA UTILITIES	4,994.56						
		Electric charges for October							
1		10/18/23 Middle&grade school - electric	-1,232.42		126 90	100-2600	412		
2		10/18/23 413 W Hwy 2 electric	117.63		126 90	100-2600	412		
3		10/18/23 Maintenance shop- electric	95.48		126 90	100-2600	412		
4		10/18/23 Admin building- electric	197.00		126 90	100-2600	412		
5		10/18/23 Football field- electric	574.58		226 16	100-2600	412		
6		10/18/23 High school - electric	4,140.69		226 16	100-2600	412		
7		10/18/23 Bus Garage- electric	-0.29		110 15	100-2700	412		
8		10/18/23 317 W Hwy 2- electric	107.11		115	100-2620	410	31	
9		10/18/23 Apt 9 #9B- electric	114.57		115	100-2620	410	31	
10		10/18/23 Apt 1A- electric	18.61		115	100-2620	410	31	
11		10/18/23 Apt 1B- electric	51.16		115	100-2620	410	31	
12		10/18/23 Apt 1C - electric	30.04		115	100-2620	410	31	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj	
13		10/18/23 Apt 2A- electric	53.30		115	100-2620	410	31	
14		10/18/23 Apt 2B- electric	98.25		115	100-2620	410	31	
15		10/18/23 Apt 2C- electric	76.56		115	100-2620	410	31	
16		10/18/23 Apt 3A- electric	32.09		115	100-2620	410	31	
17		10/18/23 Apt 3B- electric	92.98		115	100-2620	410	31	
18		10/18/23 Apt 3C- electric	43.18		115	100-2620	410	31	
19		10/18/23 Apt 4A- electric	52.94		115	100-2620	410	31	
20		10/18/23 Apt 4B- electric	158.54		115	100-2620	410	31	
21		10/18/23 Apt 4C- electric	6.93		115	100-2620	410	31	
22		10/18/23 Apt 5A- electric	62.83		115	100-2620	410	31	
23		10/18/23 Apt 5B- electric	44.97		115	100-2620	410	31	
24		10/18/23 Apt 5C- electric	57.83		115	100-2620	410	31	
68980	20106 NEMASS		150.00						
	2023-2024 dues								
1		08/24/23 2023-2024 Dues	150.00		226 16	100-2300	810		
68982	25132 NORTHERN PLAINS INDEPENDENT		2,916.69						
	Advertising								
1		4489 09/30/23 Advertising	2,916.69		126 90	100-2300	540		
68962	25328 REHABMART, LLC		3,162.75						
	Game ready pro 2.1 for high school athletic trainer								
1		81211 10/13/23 Gameready Pro 2.1	2,892.75	38952	226 16	720-3500	610		
2		81211 10/13/23 GameReady carry bag	270.00	38952	226 16	720-3500	610		
68974	25764 SCHOLASTIC INC.		164.78						
	Christine Grindstaff classroom purchases								
1		M7395390 10/10/23 Superstem	164.78		126 50	100-1000	610		
68952	10079 SCHOOL SPECIALTY, LLC		57.29						
	M Smith classroom supplies for 2023/2024								
1		3280115 10/06/23 Abilitations fidgets	57.29	38826	126 14	280-1000	610		
68955	10079 SCHOOL SPECIALTY, LLC		2,548.06						
	C Young classroom purchases for 23/24								
1		4424844 10/11/23 Asst. play doh	34.92	38836	126 14	100-1000	610		
2		4424844 10/11/23 Task cards info. text	12.99	38836	126 14	100-1000	610		
3		4424844 10/11/23 Task cards lit. text	12.99	38836	126 14	100-1000	610		
4		4424844 10/11/23 Task cards evidence	12.99	38836	126 14	100-1000	610		
5		4424844 10/11/23 Tin gradeball (6)	44.71	38836	126 14	100-1000	610		
6		4424844 10/11/23 Basketball (6)	56.35	38836	126 14	100-1000	610		
7		4424844 10/11/23 Gradeball football	17.28	38836	126 14	100-1000	610		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prag-Func	Obj	Proj	
8	Glue sticks (30 pk)	0.00	38836	126	14	100-1000	610		
9	4424844 10/11/23 2 pocket folder	54.56	38836	126	14	100-1000	610		
10	4424844 10/11/23 Colored masking tape	36.39	38836	126	14	100-1000	610		
11	4424844 10/11/23 Scotch tape Hot pink	5.65	38836	126	14	100-1000	610		
12	4424844 10/11/23 Scotch tape red	5.65	38836	126	14	100-1000	610		
13	4424844 10/11/23 Scotch tape yellow	5.65	38836	126	14	100-1000	610		
14	4424844 10/11/23 Scotch tape purple	5.65	38836	126	14	100-1000	610		
15	4424844 10/11/23 Scotch tape blue	5.65	38836	126	14	100-1000	610		
16	4424844 10/11/23 Scotch tape orange	5.65	38836	126	14	100-1000	610		
17	4424844 10/11/23 White 25lb clay	80.06	38836	126	14	100-1000	610		
18	4424844 10/11/23 Graph paper	20.78	38836	126	14	100-1000	610		
19	4424844 10/11/23 Asst. pencils color	295.56	38836	126	14	100-1000	610		
20	4424844 10/11/23 Wedge cap erasers 140 ct	38.20	38836	126	14	100-1000	610		
21	Fine tip sharpies 12 ct	0.00	38836	126	14	100-1000	610		
22	4424844 10/11/23 Asst. perm markers 20 ct	4.44	38836	126	14	100-1000	610		
23	4424844 10/11/23 Assorted highlighter 48ct	164.75	38836	126	14	100-1000	610		
24	4424844 10/11/23 White out	7.34	38836	126	14	100-1000	610		
25	4424844 10/11/23 8in bent scissors	108.78	38836	126	14	100-1000	610		
26	Pastel pop up notes 12ct	0.00	38836	126	14	100-1000	610		
27	4424844 10/11/23 2 pocket folders 25ct	183.24	38836	126	14	100-1000	610		
28	3hole mesh pencil	0.00	38836	126	14	100-1000	610		
29	4424844 10/11/23 Construction paper 9X12	79.50	38836	126	14	100-1000	610		
30	4424844 10/11/23 12X18 construction paper	79.50	38836	126	14	100-1000	610		
31	4424844 10/11/23 Classpack crayons	124.78	38836	126	14	100-1000	610		
32	4424844 10/11/23 Asst. poster board 50	58.74	38836	126	14	100-1000	610		
33	4424844 10/11/23 Colored pencil classpack	185.20	38836	126	14	100-1000	610		
34	4424844 10/11/23 Marker classpack	357.45	38836	126	14	100-1000	610		
35	4424844 10/11/23 Watercolor brushes	54.07	38836	126	14	100-1000	610		
36	Duct tape Tribal pattern	0.00	38836	126	14	100-1000	610		
37	4424844 10/11/23 Notebooks	35.00	38836	126	14	100-1000	610		
38	4424844 10/22/03 3X5 ruled index cards	1.41	38836	126	14	100-1000	610		
39	4424844 10/11/23 Elmers glue all 128oz	19.30	38836	126	14	100-1000	610		
40	4424844 10/11/23 Elmers glue 12 pk 1.25oz	17.74	38836	126	14	100-1000	610		
41	4424844 10/11/23 Dry erase markers 36ct	93.58	38836	126	14	100-1000	610		
42	4424844 10/11/23 Qt. ziplock bags 500	56.54	38836	126	14	100-1000	610		
43	4424844 10/11/23 Gal. ziplock bags 250	45.17	38836	126	14	100-1000	610		
44	Lysol neutra air 12	0.00	38836	126	14	100-1000	610		
45	4424844 10/11/23 6 rolls shipping tape	24.24	38836	126	14	100-1000	610		
46	4424844 10/11/23 Magnetic clip 2	25.95	38836	126	14	100-1000	610		
47	4424844 10/11/23 Paper labels	19.62	38836	126	14	100-1000	610		
48	4424844 10/11/23 Sparkling glitter asst.	50.04	38836	126	14	100-1000	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
68968	10079	SCHOOL SPECIALTY, LLC	189.70						
		Grindstaff classroom supplies							
1		33297489 10/10/23 Lightweight stereo headph	164.96	38839	126 50	100-1000	610		
2		33297489 10/10/23 Shipping	24.74		126 50	100-1000	610		
68978	10079	SCHOOL SPECIALTY, LLC	159.36						
1		33341884 10/18/23 Glue sticks (30 pk)	159.36	38836	126 14	100-1000	610		
68958	25835	SMOKE SIGNAL STUDIO	3,500.00						
		Buffalo unity project production							
1		23022 10/12/23 BUP production	3,500.00*		115 50	100-1000	610	50	
68983	25802	SOLIANT	14,400.00						
		Online therapy for special ed students							
1		20769516 09/24/23 Online school therapy	4,800.00		126 50	280-2140	320		
2		20764140 09/17/23 Online school therapy	4,800.00*		126 14	280-2140	320		
3		40775868 10/01/23 Online school therapy	4,800.00*		126 14	280-2140	320		
68971	12492	SYSCO MONTANA INC.	53,725.84						
		September bill							
1		443576032 09/12/23 Board meeting meal	121.94		126 90	100-2300	610		
2		443565027 09/05/23 Food for kitchen	5,031.07		212 90	910-3100	570		
3		443570459 09/08/23 Food for kitchen	4,959.34		212 90	910-3100	570		
4		443576031 09/12/23 Food for kitchen	6,184.26		212 90	910-3100	570		
5		443576034 09/12/23 MS sack lunches	86.55		126 14	100-1000	610		
6		443586828 09/19/23 Food for kitchen	6,598.08		212 90	910-3100	570		
7		443586827 09/19/23 MS FCS plates/cups	217.70		126 50	100-1000	610		
8		443581613 09/15/23 Food for kitchen	10,542.48		212 90	910-3100	570		
9		443581612 09/15/23 Elem sped pb&j	61.99		126 15	280-1000	610		
10		443592336 09/22/23 Food for kitchen	3,320.91		212 90	910-3100	570		
11		443597754 09/26/23 Food for kitchen	3,744.87		212 90	910-3100	570		
12		443603005 09/29/23 Food for kitchen	7,699.18		212 90	910-3100	570		
13		443559416 09/01/23 Food for kitchen	490.93		212 90	910-3100	570		
14		443621244 10/10/23 Community feed	4,666.54*		115 15	785-3300	610	785	
68967	10084	TANDE'S GROCERY	159.35						
1		09/28/23 Lettuce for lunchroom	18.54		212 90	910-3100	570		
2		09/27/23 Lettuce for lunchroom	42.37		212 90	910-3100	570		
3		10/12/23 Lettuce for lunchroom	98.44		212 90	910-3100	570		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prag-Func	Obj	Proj	
68977		13395 U. S. FOOD SERVICE, INC.	17,426.78						
		September food bill							
1		4188537 09/07/23 Juice, fruit, chips	212.48		226 16	100-1000	610		
2		4188534 09/07/23 Produce, dairy, pork/beef	4,920.64		212 90	910-3100	570		
3		4551151 09/21/23 Produce, disposables	1,407.99		212 90	910-3100	570		
4		4551155 09/21/23 Pork, beef, poultry	3,970.53		212 90	910-3100	570		
5		4731237 09/28/23 Dry grocery, dairy	6,479.66		212 90	910-3100	570		
6		4731239 09/28/23 Coffee, granola bars	320.86		126 14	100-1000	610		
7		4731240 09/28/23 Nutri grain bars	114.62		126 14	100-1000	610		
68947		10111 WILL'S OFFICE WORLD	1,007.92						
		Print shop service agreement and staple cartridge							
1		10427133 09/29/23 Copier service contract	318.30		126 14	100-1000	610		
2		10427133 09/29/23 Copier service contract	318.31		126 15	100-1000	610		
3		10427133 09/29/23 Copier service contract	318.31		126 50	100-1000	610		
4		10426554 09/11/23 Staple cartridge for copier	53.00		126 15	100-1000	610		
68953		20362 WOLF CITY AUTO INC.	39.96						
1		7512313 09/29/23 Splice lock connector	14.98		110 15	100-2700	440		
2		7511047 09/28/23 Rain X latitude water	24.98		110 14	100-2700	440		
68946		25839 WOLF POINT MUSIC	86.00						
		Registration fees and pizza for choir workshop							
1		09/22/23 Choir workshop fees	86.00		226 16	100-1000	610		
68948		20976 WOLFTRAX BROADCASTING, LLC	82.95						
		Sports booster sponsorship							
1		23090176 09/30/23 Sports booster sponsorship	82.95		226 16	100-2300	540		
		# of Claims 35	Total: 182,512.21						# of Vendors 31

Fund/Account	Amount
110 Elementary Transportation Fund 101	3,253.55
115 Elementary Miscellaneous Programs Fund 101	55,577.22
126 Elementary Impact Aid Fund 101	36,835.31
212 High School Food Service Fund 101	69,132.23
215 High School Miscellaneous Programs Fund 101	52.13
226 High School Impact Aid Fund 101	17,661.77
Total :	182,512.21

I have carefully examined the above CLAIM APPROVAL LIST and refer the same to the Board of Trustees.

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

POPLAR SCHOOLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 23

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Avai lable Appropriation	% Comm.
101 Elementary General Fund	0.00	889,442.88	4,458,496.27	4,458,496.27	3,569,053.39	20%
110 Elementary Transportation Fund	939.86	92,119.28	480,700.00	480,700.00	388,580.72	19%
111 Elementary Bus Depreciation Fund	0.00	0.00	1,045,615.40	1,045,615.40	1,045,615.40	0%
113 Elementary Tuition Fund	0.00	0.00	126.21	126.21	126.21	0%
114 Elementary Retirement Fund	0.00	195,488.79	1,249,766.00	1,249,766.00	1,054,277.21	16%
115 Elementary Miscellaneous Programs	3,481.80	2,359,639.66	6,014,494.57	6,084,494.57	3,724,854.91	39%
126 Elementary Impact Aid Fund	53,266.04	1,219,592.01	4,989,092.08	4,995,192.08	3,775,600.07	24%
128 Elementary Technology Fund	0.00	0.00	41,650.83	41,650.83	41,650.83	0%
129 Elementary Flex Fund	0.00	112,182.94	451,701.24	451,701.24	339,518.30	25%
160 Elementary Building Fund	0.00	0.00	125,000.00	125,000.00	125,000.00	0%
161 Elementary Building Reserve Fund	16,166.49	16,166.49	439,993.55	439,993.55	423,827.06	4%
201 High School General Fund	0.00	378,723.88	2,384,702.72	2,384,702.72	2,005,978.84	16%
210 High School Transportation Fund	0.00	19,496.70	195,200.00	195,200.00	175,703.30	10%
211 High School Bus Depreciation Fund	0.00	0.00	548,842.04	548,842.04	548,842.04	0%
212 High School Food Service Fund	55,117.55	227,742.29	936,970.00	936,970.00	709,227.71	24%
213 High School Tuition Fund	0.00	0.00	39,818.12	39,818.12	39,818.12	0%
214 High School Retirement Fund	0.00	90,010.26	500,000.00	500,000.00	409,989.74	18%
215 High School Miscellaneous Programs	9,389.50	36,069.45	233,920.48	233,920.48	197,851.03	15%
218 High School Traffic Education Fund	0.00	0.00	5,002.00	5,002.00	5,002.00	0%
226 High School Impact Aid Fund	15,179.58	466,540.72	2,493,172.00	2,493,172.00	2,026,631.28	19%
228 High School Technology Fund	0.00	0.00	24,030.45	24,030.45	24,030.45	0%
229 High School Flex Fund	0.00	10,256.26	309,732.87	309,732.87	299,476.61	3%
260 High School Building Fund	0.00	0.00	546.03	546.03	546.03	0%
261 High School Building Reserve Fund	0.00	0.00	233,997.16	233,997.16	233,997.16	0%
Grand Total :	153,540.82	6,113,471.61	27,202,570.02	27,278,670.02	21,165,198.41	22%

October 27,2023

Betty Romo, County Treasurer

400 2nd Avenue South
 Wolf Point, Mt 59201

Please invest with **STIP** **\$13,344,500** as follows:

ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	\$120,000	-\$95,000	\$25,000
110	TRANSPORTATION	\$110,000	-\$50,000	\$60,000
111	BUS DEPRECIATION	\$985,000	\$0	\$985,000
113	TUITION	\$0	\$0	\$0
114	RETIREMENT	\$375,000	\$60,000	\$435,000
115	MISC FUNDS	\$0	\$0	\$0
121	SICK LEAVE	\$56,000	\$0	\$56,000
126	IMPACT AID	\$6,720,000	\$0	\$6,720,000
128	TECHNOLOGY	\$35,000	\$0	\$35,000
129	FLEX FUND	\$425,000	-\$25,000	\$400,000
160	BUILDING	\$150,000	\$0	\$150,000
161	BUILDING RESERVE	\$325,000	\$0	\$325,000
ELEMENTARY TOTALS		\$9,301,000	-\$110,000	\$9,191,000
HIGH SCHOOL				
201	GENERAL	\$110,000	-\$5,000	\$105,000
210	TRANSPORTATION	\$120,000	-\$10,000	\$110,000
211	BUS DEPRECIATION	\$500,000	\$0	\$500,000
212	HOT LUNCH	\$57,000	-\$22,000	\$35,000
213	TUITION	\$0	\$0	\$0
214	RETIREMENT	\$192,000	\$8,000	\$200,000
215	MISC FUNDS	\$0	\$0	\$0
218	TRAFFIC EDUCATION	\$5,000	\$0	\$5,000
221	SICK LEAVE	\$22,000	\$0	\$22,000
226	IMPACT AID	\$2,840,350	-\$132,850	\$2,707,500
228	TECHNOLOGY	\$19,000	\$0	\$19,000
229	FLEX FUND	\$275,000	\$0	\$275,000
260	BUILDING	\$0	\$0	\$0
261	BUILDING RESERE	\$175,000	\$0	\$175,000
HIGH SCHOOL TOTALS		\$4,315,350	-\$161,850	\$4,153,500
TOTAL INVESTMENTS		\$13,616,350	-\$271,850	\$13,344,500

Sincerely,

Judy Lentheim
 Business Manager

11/07/23
12:17:33

POPLAR SCHOOLS
Statement of Activity by Account Number for 10/01/23 to 10/31/23

Page: 1 of 4
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)				
1 HIGH SCHOOL STUDENT COUNCIL	9832.62	711.50	0.00	625.64	0.00		0.00	0.00	9746.76
4 DRAMA	1733.05	0.00	0.00	0.00	0.00		0.00	0.00	1733.05
5 INDUSTRIAL ARTS	1750.83	0.00	0.00	0.00	0.00		0.00	0.00	1750.83
6 ATHLETICS	26774.50	3611.09	0.00	3933.75	-22.00		0.00	0.00	27075.16
7 ANNUAL	2699.96	0.00	0.00	0.00	0.00		0.00	0.00	2699.96
8 7-8 MS STUDENT COUNCIL	1626.16	287.08	0.00	0.00	0.00		0.00	0.00	1339.08
10 MUSIC	7578.60	0.00	0.00	0.00	0.00		0.00	0.00	7578.60
11 FCCLA	4260.41	0.00	0.00	0.00	0.00		0.00	0.00	4260.41
12 NATIONAL HONOR SOCIETY	628.27	0.00	0.00	0.00	0.00		0.00	0.00	628.27
13 PEP CLUB	3571.33	1348.76	0.00	0.00	0.00		0.00	0.00	2222.57
15 INDIAN CLUB	296.30	0.00	0.00	0.00	0.00		0.00	0.00	296.30
16 INDEPENDENCE BANK CARD DONATION	0.00	0.00	0.00	19975.05	0.00		0.00	0.00	19975.05
17 DISTRICT MUSIC	823.74	0.00	0.00	0.00	0.00		0.00	0.00	823.74
21 VENDING ACCOUNT	2751.73	0.00	0.00	129.37	0.00		0.00	0.00	2881.10
22 BPA	797.47	640.55	0.00	0.00	0.00		0.00	0.00	156.92
23 INTEREST	44.13	0.00	0.00	0.00	0.00		0.00	0.00	44.13
38 MS ART	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
39 MCA MT CAREER ASSOC (JMG)	1183.74	0.00	0.00	0.00	0.00		0.00	0.00	1183.74
48 HISTORY CLUB	13238.41	0.00	0.00	0.00	0.00		0.00	0.00	13238.41
53 CLASS OF 2021	1318.42	0.00	0.00	0.00	0.00		0.00	0.00	1318.42
54 CLASS OF 2022	4116.52	0.00	0.00	0.00	0.00		0.00	0.00	4116.52
55 CLASS OF 2023	1459.19	0.00	0.00	0.00	0.00		0.00	0.00	1459.19
56 CLASS OF 2024	2864.53	0.00	0.00	0.00	0.00		0.00	0.00	2864.53
57 CLASS OF 2025	2021.56	2942.44	0.00	8404.65	22.00		0.00	0.00	7505.77
60 MS INDIAN CLUB	4836.63	0.00	0.00	0.00	0.00		0.00	0.00	4836.63
61 FUTURE FARMERS OF AMERICAN	588.02	0.00	0.00	0.00	0.00		0.00	0.00	588.02
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total for Student Accounts	96796.12	9541.42		33068.46					120323.16

057

Hilary Gourneau, Chair

Judy Linthicum, School Clerk

Agenda Number 6 Informational Items- Reports

POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: 13 November 2023

SUMMARY:

6.1-6.3: Directors', Principals', and the Superintendent's reports to the Board are informational items designed to share progress towards goals being accomplished within each respective area of operation. Monthly reporting is intended to highlight the accomplishments of individual students, classrooms, parents, staff, or other groups of employees and to report any administrative changes made within their jurisdictions.

Transportation Report for November 2023

Still short Bus Drivers.

Picked up new Acadia.

Buses are already for cold weather.

Everything is good.

Clint Linthicum

A handwritten signature in black ink, appearing to read "Clint Linthicum". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Maintenance Report
November 2023

Paving should all be complete last of the lines are being painted
Water lines in HS continue
MS roof valley project seems to be working after the early snow
Fire sprinkler test completed for fall
Boiler inspection and license complete for this year
I would like to move William Pinili from sub to Class 1 custodian

Thank you
Mike

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent
Phone: 406-768-6600
Fax: 406-768-6800

High School Principal
Phone: 406-768-6830

The mission of Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

Elementary Principal
Phone: 406-768-6630

Middle School Principal
Phone: 406-768-6730

November Technology Report

Tech department responded to 158 tasks for the month

5 HP chromebooks were replaced due to wifi card going out. The HP chromebooks were from 2019 so wasn't a surprise

A new cable was ran in the HS Gym for the NFHS scoreboard camera & another cable was ran for the new Hudl camera being set up in the gym also

3 display clocks were replaced due to the backlight going out; ongoing issue since we received a bad batch of about 60 when they were installed

New 20 laptop cart was set up for the high school tech class so they can utilize Adobe and Office products

Installed the new testing kiosk on the chromebooks, from what I've heard from the principals the testing ran smoothly

Jake Riediger

Tech Director

Poplar School District

PO Box 458, Poplar, Montana 59255

5-8 Principal

Phone: 406-768-6731

Assistant 5-8 School Principal

Phone: 406-768-6774

Superintendent

Phone: 406-768-6602

Fax: 406-768-6800

9-12 Principal

406-768-6831

Assistant 9-12 Principal

406-768-6832

K-4 Principal

Phone: 406-768-6631

Assistant K-4 Principal

Phone: 406-768-6665

November 2023

Special Education Services

*Seven students were tested the month of August, all are initials and they all qualified for SPED services.

*Eight students were tested the month of September: One student was exited, one student did not qualify, 3 students qualified. We still have two students being re-evaluated.

*Nine students were tested the month of October: Meetings are occurring now, one student has qualified so far. There were six initials and 3 re-evals.

*November/December/January-14 initials and 5 re-evaluations (We have 27 more students that will be re-evaluated this year).

*We have had the largest number of initial evaluations since I have been the SPED Director and we are doing the best we can to test students. It is a timely process.

*OPI SPED Compliance Monitoring occurred the week of November 6. The District should receive the report within a month's time.

*Speech Services are going very well. Jennie Verdecia, Speech Pathologist and Shaira Delim-Sped teacher work with students K-4, Speech Pathologist Chelsea Phipps and Shaira Delim-Sped teacher work with Pre-K. Speech Pathologist and Speech Pathologist Assistant Sheila Fladager work with students 5-12.

Student Success

Janine Tan, 4th: A student tested at 4.1 STAR math and another at 3.7! Also, most kids have improved on their STAR Reading Test.

Twilia Bear Cub, 7/8: With supports and accommodations, 80% of the 7/8 grade SPED student made a gpa of 3.0 for the 1st quarter.

Rose Ordinario: One of the best things about this school year is that students have shown profound interest in their own culture. They participate in the activities that the resource speaker prepares for them. They listen intently to the science and logic of the ingenuity of their ancestors. It is a joy to see them take pride in their culture. Also, a student has made marked improvement in working independently. The student has more confidence.

Our team has done a remarkable job preparing for the OPI SPED Compliance Review.

Patti Jo Black, Poplar Schools SPED Director

Poplar School District

PO Box 458, Poplar, Montana 59255

5-8 Principal

Phone: 406-768-6731

Associate 5-8 School Principal

Phone: 406-768-6763

Superintendent

Phone: 406-768-6602

Fax: 406-768-6800

9-12 Principal

406-768-6831

Associate 9-12 Principal

406-768-6832

K-4 Principal

Phone: 406-768-6631

Associate K-4 Principal

Phone: 406-768-6665

The mission of Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

11/8/23

Attendance

KF	85.92%
01	88.92%
02	90.68%
03	89.09%
04	90.27%

Overview: Our school's overall attendance rate for the current academic year stands at 90% as of 11/1/23. This is a testament to the collaborative efforts of our dedicated staff, engaged parents, and proactive students.

Positive Trends:

1. *Regular Attendance Campaigns:* The implementation of regular attendance campaigns has significantly contributed to increased student attendance. These campaigns focus on creating awareness, emphasizing the importance of punctuality, and celebrating consistent attendance.
2. *Parental Involvement:* Our school actively promotes parental involvement in monitoring and supporting their child's attendance. Regular communication through newsletters, meetings, and digital platforms has proven effective in keeping parents informed.
3. *Innovative Incentive Programs:* The introduction of creative incentive programs, such as attendance competitions between classes or grade levels, has fostered a sense of friendly competition among students. This approach has yielded positive results in maintaining high attendance rates.

Challenges:

1. *Chronic Absenteeism:* Despite our overall positive attendance rate, we are addressing the issue of chronic absenteeism among a small percentage of students. The school has implemented personalized intervention plans, involving teachers and support staff, to understand and address the root causes of persistent absenteeism.
2. *External Factors:* Unforeseen circumstances, such as health issues or family emergencies, may contribute to occasional dips in attendance. The school remains committed to providing support and flexibility to students facing such challenges.

Strategies for Improvement:

1. *Early Intervention Programs:* We are working on enhancing early intervention programs to identify students at risk of chronic absenteeism. By identifying and addressing potential barriers to attendance early on, we aim to prevent long-term absenteeism.
2. *Community Partnerships:* Exploring partnerships with local community organizations and businesses to provide additional resources and support for families facing attendance challenges.

John Wetsit

Elementary Principal

Poplar School District

HIGH SCHOOL PRINCIPAL REPORT November Board Meeting

Superintendent's District Goals:

Health and Wellness Goal: *Understanding Trauma informed practice for students and staff to implement a system which readies learners.*

- All juveniles in JDC are enrolled at Poplar schools and have been placed on Acellus.
- Weekly Health/Wellness/Healing meetings with various entities.

Teaching and Learning goal: *Analyzing individual student learning to make data informed decisions for differentiated instruction.*

- NWEA MAP scores have been placed in a shared folder for staff to access.
- We will have one more benchmark test in January/February.

Operation Goal: *Institute a framework for all operations which reflects our student's wellbeing and the focal point for all decisions.*

- BLT's and correlates have continued to work together. BLT and Correlate calendars are a continued progress, and we are trying to implement more activities with students and the community.
- Monthly staff meetings are held.
- Meeting on November 20th with the tribal education committee

Buffalo Hunt could fall under all three categories. This is happening on November 14th with the HS student body attending. We will also continue to work on and devise a plan on the possibility of a sweat being built and allowing students to opt in or out on various days of the year (possibly Fridays).

Superintendent's Report
13 November 2023

1. School District Enrollment
 - a. We are currently at 858 students ready to change the world. This is up one student from last month. This is also our count for the state
2. Superintendent's District Pillars:
 - a. Health and Wellness Pillar: *Understanding trauma informed practice for students and staff to implement a system which readies learners.*
 - i. District Leadership team will meet with Dr. Bikowski this week. This is a meeting protocol and continued planning meeting.
 - b. Teaching and Learning Pillar: *Analyzing individual student learning to make data-informed decisions for differentiated instruction.*
 - i. Administration of the MAST pilot has commenced. First round of testing is complete. Both MS and ES participate.
 - c. Operations Pillar: *Institute a framework for all operations which reflects our student's wellbeing as the focal point for all decisions.*
 - i. Safety Committee has met.
 - ii. *I love u guys* training was held for all staff on Tuesday, Nov. 7th. About 25 staff attended this online training.
3. Supplemental benefits (cancer, life, Gap, etc.) through American Fidelity continue to be an issue. AF has sent error-filled withholdings for EE for the last two months. These are very similar billing issues we have had Aflac which led to us transitioning to AF. If issues continue, the district must seriously consider the cost factor of offering such supplemental benefits to our employees through payroll deductions. With the availability to acquire supplemental benefits online, this could be an area for employees to seek their own options without the district being third party fiduciary.
4. Wipfli is here to start the audit. They will be on site November 13th. If you have questions, please feel free to stop in for a quick chat. The email shared from Wipfli is a standard email for all schools beginning the audit process.
5. Questions from classified staff, mostly our paraprofessionals, have had questions about their contracts. Specifically, why do they not include MEA days. Mr. Erickson and I will continue to meet with some of them to make sure there is more understanding and to work with them to better their positions.
6. Attended monthly NEMASS meeting. We met in Sidney with CSPD Region 1, MSGIA and Reach Higher MT providing professional presentations. Discussions were held on the topics of superintendent contracts, stress management, OPI Accreditation workdays in the Spring, and the MHSA Fall meeting.
7. Important Dates, Meetings, and Conferences:
 - a. Daytime Board Walkthrough: Best dates available?
 - b. Thanksgiving: the district will be closed November 23-24th for the holiday
 - c. Teamsters LMC: November 30th, Noon-3pm, Central Office
 - d. NIISA Annual Conference: December 11-12th
 - e. December Board Meeting: December 11th
 - f. I am out of the office November 20-22nd

Poplar School District Administrative Regulation

PERSONNEL

AR 5321

Sick Leave and Bereavement Leave

Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift each day. Medical documentation for an illness or medical-related absence lasting four or more days must be obtained and turned into the employee's supervisor, which in turn is forwarded to the payroll clerk, prior to the start of the next shift.

Sick Leave

Certified employees will be granted discretionary leave according to terms of the master contract. Administrators and classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, "sick leave" means a leave of absence, with pay, for an illness suffered by an employee or a member of the employee's immediate family. "Immediate family" is defined as in the PEA Master Agreement shall mean the employee's spouse, children or parent (does not include parents in-law), grandchildren with a serious health condition for which the employee is needed to provide care, or custodial grandchildren.

Bereavement Leave

A certified employee who has a death in the family is eligible for up to 5 days of paid leave according to the terms of the master contract, which the Superintendent has the authority to approve. All other employees may be granted bereavement leave in accordance with district policy and their individual contracts. Employees seeking more than 5 days of bereavement leave must apply for that leave through the Superintendent. The Superintendent may grant additional, unpaid leave at his/her discretion. For the purposes of bereavement leave, "family" is defined as the employee's spouse, child, parents/guardians, sibling, grandparents and spouse's like relations.

Classified Sick Leave Bank (Fund)

Employees may transfer a portion of their accumulated sick leave to another employee to use. The maximum amount of sick leave an employee can receive is 40 days from July 1 to June 30 in any given school year. The use of such sick leave by an employee is subject to the following limitations:

- a. The receiving employee:
 1. Is qualified for sick leave benefits (MCA 2-18-618)
 2. Has a serious health condition and has been on a medical leave of absence for a minimum of ten (10) working days. Donated leave shall not be accessible to the recipient until the 11th consecutive working day
 3. Must submit appropriate medical documentation for leave beyond the 10th day (physician's letter provided by the attending physician or certified/licensed provider)
 4. Has exhausted all accrued sick leave, personal days, and vacation leave;
 5. Receives approval from supervisor for leave of absence

Poplar School District Administrative Regulation

- b. The contributing employee(s) request, in writing, that sick leave credits be transferred to the disabled employee;
- c. No employee shall be allowed to transfer more than 50% of his/her sick leave credits to another employee;
- d. Once the sick leave credits are transferred, they are considered forfeited and must be re-accrued in the established manner;
- e. No employee or official shall request an employee to transfer his/her sick leave credits to another employee; and
- f. No employee shall coerce, intimidate or in any manner attempt to persuade another employee to transfer his/her sick leave credits to a disabled employee. Violation shall result in disciplinary action.

Individuals in a collective bargaining unit with established procedures for donation of sick leave will not be allowed to receive or donate to an individual outside of the bargaining unit.

Personal Leave

Per the policy, notice of one (1) week is required for personal leave of less than one (1) week. Notice of at least one (1) month is required for any personal leave exceeding one (1) week. This applies to all staff.

Vacation Leave

Notice of one (1) week prior is required for vacation leave of less than one (1) week. Notice of at least one (1) month is required for any vacation leave exceeding one (1) week. This applies to all classified staff.

Requests for Leave

- Sick Leave
 - *Request for Leave* sheets are due the day the employee returns to duty.
 - Supervisors are responsible for ensuring the *Request for Leave* sheets are submitted to the Payroll Office within one business day.
- Leave Other Than Sick Leave
 - Personal, vacation, jury duty, school business, emergency, or leave without pay will all be considered and approved by your supervisor under the guidelines of this policy.
 - Leave sheets should be filled out in advance in accordance with this policy and regulation, exceptions will be considered.
 - *Request for Leave* sheets shall be turned into the supervisor prior to the employee's absence.

Board review: 10/22/07 and 11/12/07

Revisions: 5/11/2020, 6/11/2012, 8/16/2022, 9/23/2020, 10/25/2023

Poplar School District Administrative Regulation

FINANCIAL MANAGEMENT

AR 7320

Purchasing

Authorization of Signatures

The Board Chair and Clerk are authorized to use a facsimile signature plate or stamp. The use and security of a signature stamp by the Board Chair and Clerk shall be in accordance with Section 20-9-221(2) MCA. The Board Chair and Clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

The Superintendent and Board Clerk are authorized to sign contracts, leases, and/or contracts for goods and services on behalf of the Board. The types of goods and services contracted for must be pre-approved by the Board.

The Board Chair and Clerk are authorized to sign personnel contracts and agreements of employment by facsimile signature on behalf of the Board. Negotiated agreements shall be signed on behalf of the District by the Board Chair and Clerk.

Credit Card (CC) process for Purchasing

The credit card checkout for any staff member not assigned a permanent CC will be as follows:

1. Staff member will determine where the CC will be used,
2. Fill out a requisition with the expected amount to be spent,
3. Take the requisition to your building principal or your director for approval,
 1. All athletic purchases will go to the AD and the building principal for approval,
4. Director or Principal will code the purchase with the correct budget line if known. (Directors and Principals can always seek guidance on budget line items from the Business Manager, especially when grants are used.)
5. Submit to Accounts Payable (AP),
6. Sign and Receive CC from AP,
7. Use the CC at the approved business,
8. On the next business day bring the CC back to AP along with ALL RECEIPTS,
9. Sign card back into AP office.

For CC checked out to sponsors and coaches for a season, you will be allowed to use the CC for team meal purchases ONLY without the approval process mentioned above. Please follow these updated meal prices for everyone beginning 01 November 2023:

- Breakfast \$10.00
- Lunch \$12.00
- Dinner \$15.00 (see the Athletic Handbook for the other language about meals.)

***ALL RECEIPTS need to be returned on the next business day to the AP.

Poplar School District
Administrative Regulation

Unauthorized purchasing of equipment and clothing (i.e. jerseys, warm ups) is expressly prohibited. Follow the requisition process with the AD/Principal.

The use of personal accounts (Amazon, Sam's, etc.) is prohibited for school business when ordering. The AP office is available to help with ordering as needed.

Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligation. (BP 7320)

**0857 Poplar Public
Schools District**

Box 458, Poplar, MT 59255
Generated on 11/07/2023 09:47:40 AM Page 1 of 1

Attendance/Membership Summary Report

Start/End Date: 11/06/2023 - 11/06/2023 School(s): 4 Calendar(s): 4
Grade: 05, 06, 07, 08, 09, 10, 11, 12, P1, PK, KF, 01, 02, 03, 04

SUMMARY Total Schools: 4 Total Calendars: 4

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
05	66	66	8.00	58.00	66.00	58.00	5.91	5.91	87.88%	
06	60	60	4.52	55.48	60.00	55.48	1.87	1.87	92.47%	
07	56	56	8.00	48.00	56.00	48.00	6.87	6.87	85.71%	
08	65	65	9.35	55.65	65.00	55.65	6.31	6.31	85.62%	
09	82	82	13.02	68.98	82.00	68.98	11.02	11.02	84.12%	
10	82	82	18.54	63.46	82.00	63.46	15.21	15.21	77.39%	
11	61	61	18.63	42.37	61.00	42.37	17.35	17.35	69.46%	
12	51	51	16.23	34.77	51.00	34.77	15.23	15.23	68.18%	
P1	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A	
PK	5	5	0.00	5.00	5.00	5.00	0.00	0.00	100.00%	
KF	48	48	8.00	40.00	48.00	40.00	7.00	7.00	83.33%	
01	70	70	10.00	60.00	70.00	60.00	10.00	10.00	85.71%	
02	81	81	10.00	71.00	81.00	71.00	10.00	10.00	87.65%	
03	67	67	5.00	62.00	67.00	62.00	4.00	4.00	92.54%	
04	64	64	5.00	59.00	64.00	59.00	5.00	5.00	92.19%	
Total	15	858	858	134.29	723.71	858.00	723.71	115.77	115.77	84.35%

School: Poplar 5-6 School Calendar: 23-24 Poplar 5-6 School

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
05	66	66	8.00	58.00	66.00	58.00	5.91	5.91	87.88%	
06	60	60	4.52	55.48	60.00	55.48	1.87	1.87	92.47%	
Total	2	126	126	12.52	113.48	126.00	113.48	7.78	7.78	90.06%

School: Poplar 7-8 Calendar: 23-24 Poplar 7-8

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
07	56	56	8.00	48.00	56.00	48.00	6.87	6.87	85.71%	
08	65	65	9.35	55.65	65.00	55.65	6.31	6.31	85.62%	
Total	2	121	121	17.35	103.65	121.00	103.65	13.18	13.18	85.66%

School: Poplar High School Calendar: 23-24 Poplar High School

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
09	82	82	13.02	68.98	82.00	68.98	11.02	11.02	84.12%	
10	82	82	18.54	63.46	82.00	63.46	15.21	15.21	77.39%	
11	61	61	18.63	42.37	61.00	42.37	17.35	17.35	69.46%	
12	51	51	16.23	34.77	51.00	34.77	15.23	15.23	68.18%	
Total	4	276	276	66.42	209.58	276.00	209.58	58.81	58.81	75.93%

School: Poplar School Calendar: 23-24 Poplar School

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
P1	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A	
PK	5	5	0.00	5.00	5.00	5.00	0.00	0.00	100.00%	
KF	48	48	8.00	40.00	48.00	40.00	7.00	7.00	83.33%	
01	70	70	10.00	60.00	70.00	60.00	10.00	10.00	85.71%	
02	81	81	10.00	71.00	81.00	71.00	10.00	10.00	87.65%	
03	67	67	5.00	62.00	67.00	62.00	4.00	4.00	92.54%	
04	64	64	5.00	59.00	64.00	59.00	5.00	5.00	92.19%	
Total	7	335	335	38.00	297.00	335.00	297.00	36.00	36.00	88.66%

Agenda Number 7 Discussion Agenda

POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: 13 November 2023

SUMMARY:

7.1 Incentive Pay for Staff

The district has the ability to pay out a smaller bonus to staff in December than previous years. PEA bargained the recruitment and retention incentives into the current CBA. The district then presented options to the board for classified staff in each of the past two years for a bonus. ESSER funding has been the source of those bonuses.

This year's bonus funds would be allocated through the general fund and consolidated Title funding. This includes the Title II allocation we receive which is for, among other allowable expenditures, recruitment and retention which gets consolidated.

This bonus pay will help classified staff recover some of the occurring and potential loss of pay for snow days, late starts, or other missed work opportunities.

7.2 ESSER Fund Update

Per the request of trustees, the remaining balances of funds received during the pandemic will be reviewed. What is available this month are the Final Expenditure Reports for ESSER and ESSER II. A complete update for ESSER III will be available for December's meeting.

7.3 Facilities Priorities List- We do need to schedule a Facilities Committee meeting to bring forth ideas. The PHS STUCO would also like to attend the meeting.

7.4 Hiring Process- Questions about the HR function, particularly hiring, has been a topic the board has wanted more information. Attached is a basic protocol which is the process the district attempts to adhere to.

7.5 Board Appreciation Dinner- If the board is planning on hosting an Appreciation Dinner for the holidays, the superintendent needs a directive to begin that planning.



E-Grants System

Applicant: 0775 Poplar Elem

Application: 2019-2020 ESSER Fund Grant - 00- **School Year:** 7/1/2019 - 6/30/2020

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Payment Summary

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Vendor 0000023559 001

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Payment Summary as of 11/10/2023

ESSER_Fund

Current Grant Year Allocation	\$444,273
(+/-) Adjustments	\$0
(+/-) Consortiums	\$142,016
(+/-) Transfers	\$0
Total Funds Available	\$586,289
Approved Budget --Original Application	\$586,289
Anticipated Payments	
Auto-Scheduled	\$0

Cash Requests	\$586,289
Total	\$586,289

Pending Payments

Auto-Scheduled	\$0
Approved Cash Requests	\$0
Total	\$0

Completed Payments

Auto-Scheduled	\$0
Cash Requests	\$586,289
Total	\$586,289

Remaining Payments

Auto-Scheduled	\$0
Cash Requests	\$0
Total	\$0

Final PER Status Approved

OPI PRD 5.0 user ID: Dan Schmidt ()

[Contact Us](#)



E-Grants System

Applicant: 0775 Poplar Elem

Application: 2019-2020 ESSER Related Services Grant - 00-

School year: 7/1/2019 - 6/30/2020

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Payment Summary as of 11/10/2023

ESSERRelated_Services

Current Grant Year Allocation	\$14,215
(+/-) Adjustments	\$0
(+/-) Consortiums	\$4,574
(+/-) Transfers	\$0
Total Funds Available	\$18,789
Approved Budget -- Original Application	\$18,789

Anticipated Payments

Auto-Scheduled	\$0
Cash Requests	\$18,789
Total	\$18,789

Pending Payments

Auto-Scheduled	\$0
Approved Cash Requests	\$0
Total	\$0

Completed Payments

Auto-Scheduled	\$0
Cash Requests	\$18,789
Total	\$18,789

Remaining Payments

Auto-Scheduled	\$0
Cash Requests	\$0
Total	\$0

Final PER Status Approved



Applicant: 0775 Poplar Elem

Application: 2020-2021 ESSER Consolidated - 00-

School Year: 1/1/2021 - 11/10/2023

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Payment Summary

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VIEW CASH REQUESTS/EXPENDITURE REPORTS

Payment Summary as of 11/10/2023

Table with 7 columns: ESSER_Base, School_Dist_Supplemental, Other_EductI_Institutions, Special_Needs, School_District_Targeted, Supplemental_Targeted. Rows include Current Grant Year Allocation, Adjustments, Consortiums, Transfers, Total Funds Available, Approved Budget -- Amendment 3, Anticipated Payments (Auto-Scheduled, Cash Requests, Total), Pending Payments (Auto-Scheduled, Cash Requests, Total), Completed Payments (Auto-Scheduled, Cash Requests, Total).

Remaining Payments

CARES (ESSER I)

Object Code	Purpose Category	Exp. Description & Itemization	Total Allocated
600	10	WIFI for remote learning, the school district needs to address the lack of WIFI connections at the home, within the school boundaries and provide internet hot spots in the districts buses to help promote distance learning. To do this we are developing a wide area network through multi-point to point protocol through the installation of antennas, receivers, and routers.	\$82,815
600	21	Masks, Gloves, Thermometers, Hand Sanitizer	\$5,000
600	26	Cleaning Supplies to sanitize	\$63,474
600	31	Supplies to assist with feeding student	\$25,000
600	00	Outreach to students who are unable to attend school	\$4,066
700	26	Poor air quality within each of our buildings is mostly caused by an aging HVAC system. New unit ventilators are needed within the school district to circulate fresh outside air, decreasing the spread of airborne illness, and provide the ability to completely cut off outside airflow.	\$400,000
		TOTAL:	\$586,289

CRRSA (ESSER II)

BASE:

Object Code	Purpose Category	Use of Funds	Exp. Description and Itemization	Total Allocated
100 Salaries	10 Instruction	Other	Recruitment and retention as outlined in title IIA	\$675,000
100 Salaries	10 Instruction	Supplemental Learning	CIA Director to respond to instructional loss	\$200,000
100 Salaries	20 Support Services	Supplemental Services	Salaries for additional support staff needed in response to addressing needs associated with C19	\$200,000
200 EE Benefits	10 Instruction	Other	Benefits	\$140,000
200 EE Benefits	10 Instruction	Other	Benefits	\$60,000
200 EE Benefits	10 Support Services	Supplemental Learning	Benefits	\$60,000
300 Purchased Prof & Tech	22 PD	Supplemental Learning	Professional learning services, PD, and instructional/SEL	\$100,000

			coaching in response to C19	
600 Supplies	10 Instruction	Supplemental Learning	Online access for student textbook subscription; Textbooks	\$170,000
600 Supplies	33 School & Community Support	Other	Health and wellness equipment and supplies as part of COVID preparation	\$25,000
700 Property & Equipment	27 Pupil Transportation	Other	Larger driver's education vehicle to prevent COVID transmission	\$48,292
700 Property & Equipment	40 Facilities	Other	Facility needs assessment, Safety & Security updates, ventilation and circulation of indoor air, facility and grounds safety upgrades which will allow for preparation, prevention, and response to COVID	\$1,000,000
			TOTAL:	\$2,678,292

ARPA (ESSER III)

BASE:

Object Code	Purpose Category	Use of Funds	Exp. Description and Itemization	Total Allocated
100 Salaries	20 Support Services	Other	Retention monies for additional support staff needed in response to addressing needs associated with C19	\$300,000
200 EE Benefits	20 Support Services	Other	Benefits	\$100,000
300 Purchased Prof. & Tech	22 PD	Other	Professional learning services, PD, and instructional/SEL coaching in response to C19	\$250,000
600 Supplies	33 School & Community Support	Other	Health and wellness equipment and supplies as part of COVID preparation	\$100,000

700 Property & Equipment	40 Facilities	Other	Safety & Security updates, ventilation and circulation of indoor air, facility and grounds safety upgrades, and facility which will allow for preparation, prevention, and response to COVID	\$4,062,051
			TOTAL:	\$4,812,051

Lost Instructional Time:

Object Code	Purpose Category	Use of Funds	Exp. Description and Itemization	Total Allocated
100- Salaries	10- Instruction	Address LL	Salaries of additional t. to address LL	\$803,013
200- EE Benefits	10- Instruction	Address LL	Benefits	\$350,000
600- Supplies	10- Instruction	Address LL	Instructional supplies for summer school, after school programs, and tutoring	\$50,000
			TOTAL:	\$1,203,013



E-Grants System

Applicant: 0775 Poplar Elem

Application: 2020-2021 ESSER III Consolidated - 00-

School Year: 1/1/2021 - 11/10/2023

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Payment Summary

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Payment Summary as of 11/10/2023

	ESSER_III_Base	ESSER_IIISchDistSupplmntl	ESSER_III_OtherEdInst	ESSER_III_LostInstrTime
Current Grant Year Allocation	\$3,521,248	\$0	\$0	\$880,312
(+/-) Adjustments	\$0	\$0	\$0	\$0
(+/-) Consortiums	\$1,298,951	\$0	\$0	\$324,738
(+/-) Transfers	\$0	\$0	\$0	\$0
Total Funds Available	\$4,820,199	\$0	\$0	\$1,205,050
Approved Budget -- Amendment 1	\$4,812,051	\$0	\$0	\$1,203,013
Anticipated Payments				
Auto-Scheduled	\$0	\$0	\$0	\$0
Cash Requests	\$4,812,051	\$0	\$0	\$1,203,013
Total	\$4,812,051	\$0	\$0	\$1,203,013

Pending Payments

Auto-Scheduled	\$0	\$0	\$0	\$0
Approved Cash Requests	\$1,414,356	\$0	\$0	\$40,135
Total	\$1,414,356	\$0	\$0	\$40,135

Completed Payments

Auto-Scheduled	\$0	\$0	\$0	\$0
Cash Requests	\$1,716,151	\$0	\$0	\$663,800
Total	\$1,716,151	\$0	\$0	\$663,800

Remaining Payments

Auto-Scheduled	\$0	\$0	\$0	\$0
Cash Requests	\$1,681,544	\$0	\$0	\$499,078
Total	\$1,681,544	\$0	\$0	\$499,078

Final PER Status

OPI PRD 5.0 user ID: Dan Schmidt ()

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Deferred Maintenance

- Water Lines for heating
 - Computer wiring needs to be bundled throughout the district
- PES shutoff valving for domestic water
 - Surface lines
- Anywhere with galvanized piping
- Cafeteria roofing valley
- PMS roofing- mostly valleys need tar or treatment
- ALC building
 - Parking lot or
 - Re-configure a roof and gut to remodel
- Air conditioning units
- T-bar in MS west wing

Construction

- Improve parking
- Playground
- Bus Barn
- FB field and track
- Cafeteria remodel

Housing

- Townhouses:
- 8 more trailers
- Parking at village

Long range plans for Poplar Schools

Elementary School

Update fire alarm system
Replace entryway steps and ramps
Update classroom sinks and bathrooms
Playgrounds

Middle School

Drainage and landscaping
Sprinkler valve update
Gym and Music room air handlers and dampers
Parking?

High School

AC for classrooms
Add parking and resurface existing parking
Roofing on north side and on Auto and Art section
Update thermostat and dampers in Auditorium and Music Room

Replace all lighting with LED lights
Replace all concrete hand wash sinks

17 May 2019

Summer 2019

Middle School Roof- \$7K

Sweeps and Seals on all exterior doors- \$1500

Carpet tiles in 3-4 Classrooms \$6K (Craig Karge lays)

Countertops and sinks in FCS @ PHS \$?

Housing readiness-

PHS A/C? (Hi-Tech Dan Dobner)

ALC Roof?

RFQ

Poplar Schools Assessments and Priorities

Potential Middle School and High School Projects

PRIORITIES

Priority 1: Safety Issues

- Unsafe and non-compliant playground surfacing
- Unsafe and non-compliant playground equipment
- Congestion at M.S. Drop-off Zone
 - could be improved by converting existing playground to parking lot
 - Lack of snow retention systems at metal panel roof areas

Priority 2: Immediate Maintenance Items

Repair of roofing seams, pipe flashings, flue caps etc. as detailed within this report

Priority 3: Code Compliance Issues

Non-compliant ADA parking stalls at HS

Priority 4: Education/ Community Needs

Air Conditioning at the High School

Learning Center, 'Boys & Girls Club' type facility, ALC

Equipment Service Life Improvements Bus Barn

Expansion/Replacement Concession Stand Improvements

Deferred Maintenance Items

Replacement of Hypalon membrane roofing at E.S. Replacement of metal panel roofing at M.S.

Priority Ranking:

1. Unsafe and non-compliant playground surfacing
2. Unsafe and non-compliant playground equipment
3. Congestion at M.S. Drop-off Zone
 - a. could be improved by converting existing playground to parking lot
 - b. Lack of snow retention systems at metal panel roof areas
4. MS grass area renovated with age-appropriate play area
5. Acquisition of property east of bus garage/white house

KEY:

Completed

In Progress

Unplanned

Poplar Schools Hiring Process

1. All applicants must have an application on file in the District Office. If an applicant is a current employee of the district, or is an incumbent sponsor, a letter of interest in the position will suffice.
 2. Once a determination has been made to hire, the Director will submit a name for hire to the Board through the following process:
 - a. Directors will submit the name of the candidate to the Superintendent's Administrative Assistant (SAA)
 - b. The SAA will conduct the appropriate hiring screening procedures and report findings to the Superintendent.
 - i. The Superintendent and/or SAA will notify the Director if a candidate is eligible go forward to the Board.
 - ii. The Director will then notify the candidate that they are not eligible for hire at the current time. If the candidate would like more information on their eligibility, they must submit a written request to the Superintendent within 48 hours of notice.
 3. Once a successful candidate completes the screening process, the SAA will notify both the Superintendent and Director that the candidate is eligible for hire by the Board.
 - a. SAA will submit name on the Personnel Report for the Board.
 4. The candidate's name will go before the Board for consideration. If approved the SAA will have a pre-made contract to the District Clerk for the Board Chair's signature prior to the meeting in which the candidate is to be considered.
 5. Once approved and on the following day, the SAA will coordinate with the Director to ensure the newly hired employ is aware of the action and to come to the Central Office to sign the contract and fulfill any remaining HR functions.
 6. The contract should be signed by the approved candidate within twenty days of the approval.
 - a. Once the contract is signed by all parties, the SAA will make two copies.
 - i. One for the new employee
 - ii. One for the Director's files
 - b. The SAA will also make sure the signed contract is scanned into the Payroll system.
 - c. The SAA will file the contract in the Personnel File of the employee.
- These procedures found in this directive are to be considered the minimum and are open to mutually agreed changes.

Agenda Number 8.1 Personnel Report

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: 13 November 2023**

SUMMARY: The Personnel Report is a concise reporting method for all personnel actions in the district for the month. The Personnel Report has two section, one for Action and one is Informational. A motion can be made to accept the entire report or names can be removed for individual actions.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve the Personnel Report as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
Gourneau						
Crowley						
Evenson						
Baker						
Youpee						

ACTION

CLASSIFIED STAFF					
NAME	FT E	HOURLY WAGE	POSITION	SUPERVISOR	EFFECTIVE DATE
Mauri Gourneau**		\$12.50	Educational Sub.		SY24
Thomasine Thomas		\$12.50	Educational Sub.		SY24
Lori Sande*		\$12.50	Educational Sub.		SY24
Ryan Youngman		\$12.50	Student Worker	Black	SY24
Royce LaVallie		\$12.50	Kitchen Sub.	Plante	SY24
Lawrence HeadCarrier		\$12.50	Kitchen Sub.	Plante	SY24
Britney Iron Bear		\$12.50	Kitchen Sub.	Plante	SY24
William Pinili	1	\$15.15	Class 1 Custodian	Gorder	SY24
Andrew Dethman*		\$25	Transportation Sub.	Linthicum	SY24

Co- and Extra-Curricular Staff				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Owen Gramling	\$2,476	7/8 BBB	Young	SY24
Ben Lovan	\$2,476	7/8 BBB	Young	SY24
Wilford Lambert	\$2,063	5/6 BBB	Young	SY24
Andrew Azure Youpee	\$2,063	5/6 BBB	Young	SY24
Miranda Gramling*	\$2,063	5/6 GBB	Young	SY24
John Wetsit	\$2,476	Winter Weight Trainer	Young	SY24
Brent Moore	\$5,365	V Head Track	Young	SY24
Loren Boadle	\$3,714	V Asst. Track	Young	SY24
Shari Daniels	\$2,063	5/6 VB	Young	SY24
Demri Whitehead	\$2,063	5/6 GBB	Young	SY24
Sunshine Vincente*	\$3,714	V Asst. GBB	Young	SY24

VOLUNTEER APPROVAL			
NAME	POSITION	SUPERVISOR	EFFECTIVE DATE

* Denotes a Contingent Hiring as outlined in BP 5122

** Possible Closed Session

INFORMATION

RESIGNATIONS		
Name	Position	Supervisor
Don Miller	HS SS	Gourneau

Agenda Number 8.2 Termination of Classified Employee

POPLAR PUBLIC SCHOOLS 9&9B

BOARD AGENDA FACT SHEET

MEETING DATE: 13 November 2023

SUMMARY:

Enright Bighorn is a probationary employee being recommended for termination without cause.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -

Fund -

Estimated Cost –

SAMPLE MOTION: *I move to approve the termination of Enright Bighorn, a probationary employee, without cause.*

	Motion	Second	Aye	Nay	Abstain	Other
Gourneau						
Crowley						
Evenson						
Baker						
Youpee						

Agenda Number 8.3 Policy Second Reading

POPLAR PUBLIC SCHOOLS 9&9B

BOARD AGENDA FACT SHEET

MEETING DATE: 13 November 2023

SUMMARY:

The following policies are presented for Second Reading. However, the entire Update Memo is attached.

- BP 4315 Conduct on School Property (New)
- BP 4330 Community Use of School Facilities (Revised)
- BP 4520 Cooperative Programs (Revised)
- BP 4700 Family and Community Engagement (Revised)
- BP 5010 EEO and Nondiscrimination (Revised)
- BP 5222 Evaluation of Non-Administrative Staff (Revised)
- BP 5226 Tobacco, Marijuana, Alcohol, and Drug-free Workplace (Revised)
- BP 5231 Personnel Records (Revised)
- BP 6410 Evaluation of Administrative Staff (Revised)
- BP 8225 Tobacco and Marijuana Free (New)
- BP 8301 District Safety (Revised)

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve the policies as presented on First Reading.*

	Motion	Second	Aye	Nay	Abstain	Other
Gourneau						
Crowley						
Evenson						
Baker						
Youpee						



TO: SCHOOL DISTRICTS
FROM: KALEVA LAW OFFICE
SUBJECT: SUMMARY OF POLICY CHANGES
DATE: JUNE 30, 2023

This memo explains the revised/new policies attached hereto. These revised policies and new policies are the result of the 2023 Montana Legislative session as well as changes to Chapter 10.55 of the Montana Administrative Rules governing school accreditation. Changes are also made for clarification purposes.

Required Revisions to Existing Policies **Adopted** **Second Reading**

Policy 1110 (Taking Office) – Revised to incorporate requirement under House Bill 811 for a district clerk to cooperate with OPI in providing trustee contact information.

Policy 1111 (School Board Elections) – Revised legal references to reflect House Bill 453, which requires that any levy or bond election form state that “an increase in property taxes may lead to an increase in rental costs” and must provide the impact on the taxes for homes valued at \$100,000, \$300,000, and \$600,000 at a minimum.

Policy 1400 (Board Meetings) – Revised to incorporate language from House Bill 724 requiring electronic posting of board and committee agendas on newspaper websites if free of charge or on a district website or social media page.

Policy 1700 (Uniform Grievance Procedure) – Revised to reflect requirements of House Bill 504. This bill requires school districts to have a uniform grievance procedure providing for both informal and formal resolution of complaints as well as providing a printed version of the grievance policy upon request. The law also requires that a formal grievance process have a timeline that starts 30 days from the completion of the informal process. Clarification language was also added to state that the grievance process does not apply to those complaints covered by state or federal law that supersedes the uniform process. These would include issues related to special education under IDEA as well as disability discrimination and sexual harassment.

Policy 2120 (Curriculum Development, Content, Assessment) – Revised to reflect changes in the law related to remote and offsite instruction from House Bill 214. Changes are also made to reflect changes made to the accreditation rules in Chapter 10.55 of the Montana Administrative Rules. Legal references were also updated.

Policy 2132 (Student and Family Privacy Rights) – Revised to reflect the language adopted in House Bill 676 regarding parental rights as well as participation in surveys.

Policy 2140 (Guidance and Counseling) - Revised to reflect House Bill 458 which permits (but does not require) high schools to hire career coaches. Note that the language of the bill allows the

use of a career coach to assist with K-12 career and vocational/technical training but most of the language is applicable to only high schools.

Policy 2158 (Parent/Family Engagement) – Revised to reflect House Bill 676 and Senate Bill 518 regarding parental rights and parent and family engagement. It also reflects the changes made in Chapter 10.55 of the Montana Administrative Rules regarding family engagement. Cross references to other policies have also been added to address the notification requirements of House Bill 676 and Senate Bill 518 (please note that there is a reference to Policy 2170 which is an optional new policy addressed below – only include this reference if the new policy is adopted).

- House Bill 676 revises MCA § 40-6-701 to define the fundamental rights of parents. Such rights are now enumerated to include: (1) directing the education of a child including choosing a public, home, or private school and “the right to make reasonable choices with public schools for the education of the child; (2) access and review written and electronic education records controlled by or in the possession of a school; (3) consent before an audio or video recording is made of the child except where it is part of the security or surveillance of buildings/grounds/transportation of the student or an ID card; (4) be notified if the school suspects abuse or neglect or a crime against the child unless the parent is the one perpetrating such conduct; (5) opt the child out of personal analysis, evaluation, survey, or data collected for inclusion into the statewide data system except data necessary and essential for the student’s education record; (6) excuse the child from school attendance for religious purposes; (7) participate in PTAs and school organizations; and (8) be notified if and provide consent before their child is supposed to sleep in the same room as a transgender student on a school trip (if the parent does not consent, the child can still attend and must be provided with different sleeping quarters). The law also defines an “education record” as “attendance records, test scores of school-administered tests and statewide assessments, grades, school-sponsored or extracurricular activity or club participation, email accounts, online or virtual accounts or data, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information including any medical records maintained by a health clinic or medical facility operated or controlled by the school district or located on the district property, teacher and counselor evaluations, and reports of behavioral patterns.” Changes are made to the policy to recognize the fundamental rights; however, such rights are recognized only to the extent consistent with the law. While the bill defines education records, the rights regarding education records must be consistent with FERPA. Although the law defines what “education records” are considered, this does not create an obligation to maintain such records if none exist. If the record is maintained and exists, it would be part of the student’s education records. Moreover, it is unclear what analysis/evaluation/survey/data collection would be done that would not be required for the student’s education record. Student surveys are already governed by the Pupil Protection Rights Act (PPRA).
- Senate Bill 518 also addresses parent rights. It creates additional obligations for school districts to inform parents regarding certain matters including parental participation, information about how to participate in governance, how they may learn the “course of study”, withdrawing their child from instruction or presentations/assemblies/lectures/educational events that “offend the parent’s beliefs or practices,” and information about the clubs and extracurricular activities offered by the school as well as the right to withdraw the child and give permission for the child to

participate. There is also a provision requiring parental consent before a child uses a pronoun that does not align with the child's sex at birth; such provision, however, is in conflict with federal law. It also provides that if parental consent is provided, an individual may not be compelled to use such pronouns. Some changes related to the information about clubs and activities and consent for such as well as the notice of parent rights are included in the handbook. The law also requires annual notice about a district's educational opportunities; a template for this notice will be provided with the annual notices.

Policy 2332 (Religion and Religious Activities) – Revisions are made to this policy to recognize the holding of the U.S. Supreme Court's decision in *Kennedy v. Bremerton School District*, 142 S.Ct. 2407 (2022). That was the case regarding the football coach praying after games. The Court's decision to permit such prayer was largely based on the school district's practice of allowing coaches after games to engage in personal activities despite the fact that they were still on duty, such as checking cell phones and talking to family. Revisions are also made to reflect House Bill 745 which clarified that students may choose to read the Bible or other religious materials during free reading time or if a course/classroom permits a student to self-select materials. Legal references were updated to reflect these laws.

Policy 2422 (Proficiency) – Revisions were made to this policy to reflect Senate Bill 8 which changes the definition of "proficiency" and House Bill 214 which addresses remote instruction. Districts must include their own definition of proficiency in the space provided.

Policy 2450 (Recognition of Native American Cultural Heritage) – Revised to reflect the requirement under House Bill 338 requiring the use of a certified staff member to provide instruction in American Indian studies if the District receives a Indian Education for All payment. Legal references were also updated to add citation to administrative rules incorporating education related to Native Americans.

Policy 3110 (Entrance, Placement and Transfer) – Revised to reflect changes in the definition of "exceptional circumstances" under House Bill 946 for students under 5 and over 19. Districts who currently are operating an early kindergarten should also include the criteria for students to be admitted for such program – the board must approve each student admitted for such program. *Please note* that such programs will change pursuant to House Bill 352 starting July 1, 2024, and changes will be made to this policy after next school year to reflect this change. The language also reflects the requirement from House Bill 396 that a district enroll a home school or nonpublic school student part-time at the request of the parent.

Policy 3120 (Compulsory Attendance) – Revised to reflect changes in language regarding compulsory enrollment under House Bill 676 and Senate Bill 518. Senate Bill 518 permits a parent to withdraw a student from instruction or presentations/assemblies/lectures/educational events that "offend the parent's beliefs or practices," which is a basis for excusal from compulsory attendance.

Policy 3150 (Part-Time Attendance) – Revised to reflect House Bill 396 which requires the part-time enrollment of a nonpublic or homeschool student who is a resident of the district and meets the age requirements at the request of the parent.

Policy 3210 (Equal Educational Opportunity) – Revised to incorporate a cross-reference to Policy 3225 (the bullying/intimidation/harassment/hazing policy) which addresses retaliation. Legal references were also updated.

Policy 3225 (Bullying, Harassment, Intimidation, and Hazing) – Legal references were revised to reflect House Bill 450 which permits a student to use physical force as self-defense or the defense of another when under physical attack and House Bill 361. While districts cannot adopt policies under House Bill 361 disciplining students for “deadnaming” or misgendering another student, it does not prohibit such discipline if the conduct constitutes bullying as that term is defined by Montana law and existing district policy.

Policy 3235 (Video Surveillance) – Language was added to this policy to clarify that staff members cannot video a student in a classroom without permission of the parents, which is required by House Bill 676. That bill does not require parental permission for recording a student for purposes of security or surveillance.

Policy 3310 (Student Discipline) – Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property. “Marijuana products” are defined as those products which include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. It also reflects the self-defense/defense of others exception to the use of physical force by a student adopted under House Bill 450. The legal references were also updated to reflect House Bill 361.

Policy 3600 (Student Records) – Legal references were updated to reflect a parent’s right to access and review student records under House Bill 676 as well as a reference to MCA § 52-2-211 (which was revised by Senate Bill 213) that allows for a county interdisciplinary team/school safety team to access student records.

Policy 4315 (Conduct on School Property) - Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

Policy 4330 (Community Use of School Facilities) – Revised to reflect the prohibition on “sexually oriented performances” on public property (which includes school districts and district property leased to third parties) adopted in House Bill 359. That bill also prohibits “sexually oriented performances” in libraries receiving federal funding as well as in schools or libraries during regular operating hours or at school-sanctioned extracurricular activities. Schools and libraries are prohibited from having “drag story hours” during regular operating hours or school-sanctioned extracurricular activities. A “sexually oriented performance” is a “performance that, regardless of whether performed for consideration, is intended to appeal to a prurient interest in sex (meaning a shameful or morbid interest in sex or excretion) and features: (a) the purposeful exposure, whether complete or partial, of: (i) a human genital, the pubic region, the human buttocks, or a female breast, if the breast is exposed below a point immediately above the top of the areola; or (ii) prosthetic genitalia, breasts, or buttocks; (b) stripping; or (c) sexual conduct.” A “drag story hour” is an event hosted by a drag queen (male/female performer who adopts a flamboyant or parodic feminine persona with glamorous or exaggerated costumes or makeup) or drag king (male/female performer who adopts a flamboyant or parodic male persona with glamorous or exaggerated costumes or

makeup) who reads children’s books or engages in other learning activities with minor children present.

Policy 4520 (Cooperative Programs with Other District and Public Agencies) – Revised to incorporate language from House Bill 214 which permits districts to enter into multidistrict agreements for a district to provide “culturally rooted instruction aligned to a learning environment for English language learners or an Indian language immersion program.”

Policy 4700 (Family and Community Engagement) – Revised to reflect a new rule adopted in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules that incorporates family engagement goals. The language in the policy is updated to reflect the change made to the language previously in the accreditation rules.

Policy 5010 (Equal Employment Opportunity and Nondiscrimination) – Revised to incorporate a cross reference to Policy 5015 which addresses retaliation.

Policy 5222 (Evaluation of Non-Administrative Staff) – Revised to reflect a new rule adopted in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules regarding evaluation of certified employees.

Policy 5226 (Tobacco, Marijuana, Alcohol and Drug-Free Workplace) - Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

Policy 5231 (Personnel Records) – Legal references were updated to reflect the transfer of evaluation language from an existing rule to a new rule in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules.

Policy 6410 (Evaluation of Administrative Staff) - Legal references were updated to reflect the transfer of evaluation language from an existing rule to a new rule in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules.

Policy 8225 (Tobacco and Marijuana Free) - Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

Policy 8301 (District Safety) – Revised to reflect Senate Bill 213 and the requirement that safety/emergency plans be reviewed annually as well as incorporate threat assessment practices to include the adoption of protocols to be used for student threats towards others or property and identification of the threat assessment team as well as a requirement that the team meet at least monthly.

Required New Policies

Policy 1650 (Public Charter Schools) – New policy regarding board obligations relating to the creation of public charter schools under House Bill 549. This law permits a school board of trustees to submit an application for the creation of a public charter school. This is permitted but not required. Similarly, the law allows for individuals located within the district to request that the board create a charter school. The local board may decline the request but an independent group can

submit an application directly to the Montana Board of Public Education in such event for the creation of the public charter school. Public charter schools may be created to serve a particular population of students and may be limited in the programs offered. The governing board of the public charter school may be the existing board of trustees or may be established through a separate board that is publicly elected after initial creation.

Policy 2423 (Personalized Learning Opportunities) – New policy regarding personalized learning. This policy is required under the changes to 10.55.701 adopted as part of the changes to Chapter 10.55 of the Montana Administrative Rules regarding accreditation.

Optional New Policy

Policy 2170 (Montana Digital Academy) – districts are not required to have policies regarding access to the Montana Digital Academy. However, a district may want to adopt this policy to recognize when it can charge a fee for students enrolled in these courses (i.e., when not required for graduation). The language reflects the law as it currently stands with changes made in House Bill 749. ****High School Only****

Optional Revision

Policy 3141 (Discretionary Nonresident Student Attendance) – For the 2023-24 school year, districts may continue to implement discretionary enrollment of nonresident students. House Bill 203 changes this law but is not effective until July 1, 2024. Notably, in House Bill 203, there is language recognizing that a district may adopt a policy with “reasonable timelines for the submission of applicants.” Although not required at this time, a district could adopt the revision included for Policy 3141 that incorporates specified timelines for applications for enrollment of a nonresident student in order to start implementing such practice for next school year.

Poplar School District

COMMUNITY RELATIONS

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Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Possess, carry or store a weapon at any time;
- Injure or threaten to injure another person;
- Damage another’s property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco products, vapor products, ~~or~~ alternative nicotine products, **or marijuana products** (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation) **(marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping)**;
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or medical marijuana at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational program or any other activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year round, and during all District extra or co-curricular activities. District administrators will take appropriate action as circumstances warrant, up to and including recommending that the individual violating this policy be denied access to District property. If a recommendation is made to the Board to deny access to District property to an individual, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Cross References:	4313	Disruption of School Operations
Legal References:	§ 20-1-206, MCA	Disturbance of school
	§ 20-1-220, MCA	Use of tobacco on school property prohibited <u>(revised by House Bill 128)</u>
	§ 45-8-361, MCA	Possession of a weapon in a school building
	§ 50-46-301, MCA	Montana Medical Marijuana Act

20 USC § 7101

Safe and Drug Free Schools &
Community Act

Policy History

Adopted on:
Reviewed on:
Revised on:

Poplar School District

COMMUNITY RELATIONS

4330
page 1 of 1

Community Use of School Facilities

The Trustees of are supportive of the people of the community using the school facilities for both educational and recreational purposes. The Administration shall be charged with the responsibility of coordinating and authorizing use of all grounds and facilities by groups other than those directly connected with the school. The Administration shall develop the rules, regulations, and procedures for the use of facilities. As required by the Boy Scouts of America Equal Access Act, the District shall provide an equal right of access to the Boy Scouts of America and other designated patriotic youth groups. **Sexually oriented performances are not permitted on District property.**

Legal Reference:

20 USC § 7905 Boy Scouts of America Equal Access Act
House Bill 359 Prohibiting Sexually Oriented Performances on Public Property

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

Poplar School District

COMMUNITY RELATIONS

4520
page 1 of 1

Cooperative Programs with Other Districts and Public Agencies

Whenever it appears to the economic, administrative, and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will prepare and present for Board consideration an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents, or other professional persons licensed under Title 37, MCA. If the District shares a teacher or specialist with another district(s), the District's share of such teacher's or specialist's compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

The District may enter a multidistrict agreement with one or more districts for a district to provide culturally rooted instruction aligned to a learning environment for English language learners or an Indian language immersion program to pupils of a district participating in the multidistrict agreement.

Legal Reference:	§§ 7-11-101, <i>et seq.</i> , MCA <u>§ 20-3-363, MCA</u>	Interlocal Cooperation Act <u>Multidistrict agreements – fund transfers (revised by House Bill 214)</u>
	§§ 20-7-451 through 456, MCA	Authorization to create full service education cooperatives
	§§ 20-7-801, <i>et seq.</i> , MCA	Public recreation

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

Poplar School District

COMMUNITY RELATIONS

4700
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Family and Community Engagement

The Board recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- Encourage families to actively participate in the life of their children’s schools;
- Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; **and**
- Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation; **and**
- **Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to post-secondary education opportunities, including workforce training, apprenticeship opportunities, career pathways, and degree programs, and encourage students to explore college and career planning tools (including Free Application for Federal Student Aid completion) and incentives provided by post-secondary institutions.**

To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs, including but not limited to Title I programs.

Cross Reference: **Board Policy 2158** **Family Engagement Policy**
 Board Policy 2160 Federal Funding and Title I
 Administrative Procedures

Legal Reference: ~~§ 10.55.701, ARM~~ ~~Board of Trustees~~
 § 10.55.722, ARM **Family and Community Engagement**

Policy History

Adopted on:

Revised on: 11 July 2016

PERSONNEL

Equal Employment Opportunity and Non-Discrimination

As required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations The District will provide equal employment opportunities to and will not discriminate in its educational programs or activities, including in the area of employment, with respect to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform essential functions of a job with reasonable accommodations, and other legally protected categories. For purposes of this policy, “sex” includes sexual orientation and gender identity and expression.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. Covid-19 vaccine status will not be used as a basis to deny or allow equal opportunity to employment.

Persons who believe they have not received equal employment opportunities or have been retaliated against should report their claims to the building principal. Inquiries regarding sex discrimination or sexual harassment may also be directed to the District’s Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education, or both. Claims of sexual harassment will be handled through the District’s Title IX Sexual Harassment Grievance Procedures. Claims of disability discrimination will be handled through the District’s Section 504 and ADA Grievance Procedure. All other claims will be handled through the Uniform Complaint Protocol. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws. The District reserves the right to take action against any individual who knowingly makes false accusations or knowingly provides false information.

Retaliation against an employee who has filed a discrimination complaint, testified or participated in any manner in a discrimination investigation or proceeding is prohibited.

Cross Reference: **5015 Bullying/Harassment/Intimidation**
 1700 Uniform Complaint Procedure
 Title IX Sexual Harassment Grievance Procedure
 Section 504 and ADA Grievance Procedure

Legal Reference: 29 U.S.C. §§ 621, *et seq.* Age Discrimination in Employment Act
 42 U.S.C. §§ 12111, *et seq.* Americans with Disabilities Act, Title I
 29 U.S.C. § 206(d) Equal Pay Act

8 U.S.C. §§ 1324(a), <i>et seq.</i>	Immigration Reform and Control Act
29 U.S.C. §§ 791, <i>et seq.</i>	Rehabilitation Act of 1973
20 U.S.C. §§ 1681, <i>et seq.</i>	Title IX of the Education Amendments,
34 C.F.R. Part 106	Nondiscrimination on the Basis of Sex in Education
Montana Constitution, Art. X, § 1	Educational goals and duties
§ 49-2-101, <i>et seq.</i> , MCA	Human Rights Act
House Bill 702	Prohibits Discrimination Based on Vaccine Status
§ 50-16-502, MCA	Legislative findings (<i>Cited by House Bill 702</i>)
<i>Bostock v. Clayton County</i> , 140 S. Ct. 1731 (2020)	

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

PERSONNEL

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page 1 of 2

Tobacco, **Marijuana**, Alcohol and Drug-Free Workplace

All District workplaces are tobacco-, **marijuana-**, drug-, and alcohol-free. All employees are prohibited from:

1. Smoking or otherwise using a tobacco product, vapor product, ~~or~~ alternative nicotine product, **or marijuana product** (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation) **(marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping)** while on District property or while performing work for the District;
2. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a “medical marijuana” card.
3. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

Nothing herein prohibits an employee from using a smoking cessation product on school property. Upon prior notice and approval by a building administrator, a teacher or other employee may possess a tobacco product, vapor product, or alternative nicotine product in a classroom or otherwise on school property as part of a lecture, demonstration, or educational forum concerning the risks associated with the use of a tobacco product, vapor product, or alternative nicotine product.

For purposes of this policy, a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner other than as prescribed;
3. Legally obtainable but has not been legally obtained; or
4. Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

1. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
2. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
3. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
4. Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal Reference:	41 USC §§ 702, 703, 706	Drug-free workplace requirements for Federal grant recipients
	§ 20-1-220, MCA	Use of tobacco products in public school building or on public school property prohibited (<i>revised by House Bill 128</i>)
	§ 50-46-205(2)(b), MCA	Limitations of Medical Marijuana Act

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

Poplar School District

PERSONNEL

5231
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Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent.

In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school.

Personnel records must be kept for 10 years after termination.

Legal Reference: Admin. R. Mont. 10.55.701(5)
 Admin. R. Mont. 10.55.724
 § 20-1-212(2), MCA

Board of Trustees
Evaluation
Destruction of records by school officer

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

Poplar School District

ADMINISTRATION

6410
page 1 of 1

Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria. **Administrators have a right to access to the evaluation instrument and a right to respond in writing to the completed evaluation.**

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report and retain a copy for their records. A person being evaluated has the right to submit and attach a written statement to the evaluation within a reasonable time following the evaluation conference.

Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: ~~10.55.701, ARM~~ — ~~Board of Trustees~~
10.55.724, ARM Evaluation

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

Poplar School District

NON-INSTRUCTIONAL OPERATIONS

8225
page 1 of 1

Tobacco **and** Marijuana Free Policy

The District maintains tobacco-free **and marijuana-free** buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation. **Marijuana projects are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping.**

Use of tobacco **and marijuana** products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited <u>(revised by House Bill 128)</u>
	§§ 50-40-101, <i>et seq.</i> , MCA	Montana Clean Indoor Air Act of 1979
	ARM 37.111.825	Health Supervision and Maintenance

Policy History:

Adopted on:

Reviewed on:

Revised on:

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries and accidents will be reported to the District office.

The building principal will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year. All teachers will discuss disaster drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. The Superintendent will develop safety and health standards that comply with the Montana Safety Culture Act.

Safety or Emergency Plans

The Board shall review the school safety or emergency operations plan **periodically at least annually** and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the Board has made the **annual** certification to OPI, it may transfer funds pursuant to Section 20-1-401, MCA to make improvements to school safety and security.

The school safety plan or emergency operations plan must include threat assessment practices regarding the following:

1. **The adoption of a threat assessment protocol, outlining policies and procedures for implementation when there is notification of a student threat of harm to others or property; and**
2. **An identified threat assessment team, composed of key staff, that meets at least monthly and may include behavioral threat assessment addressing students in need of academic and behavioral supports or interventions.**

School Closure

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Specific procedures for school closures may be found in the District's Safety Plan or Emergency Operations Plan. The Board shall periodically review the District's Safety Plan or Emergency Operations Plan and shall update the plan as necessary based upon changing circumstances regarding school safety.

Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District’s Safety Plan.

Safety Measures

The Superintendent is authorized to adopt reasonable safety measures to protect the safety of District personnel, students, and visitors on District premises and during school-related activities. Reasonable safety measures include adoption of cleaning/sanitization plans, use of physical safeguards/barriers, and required use of personal protective equipment (*e.g.*, face masks). Exceptions to any requirements adopted by the Superintendent may be granted as required by law and on a case-by-case basis.

Legal References:	§ 20-1-401, MCA	Disaster drills <u>(revised by Senate Bill 213)</u>
	§ 20-1-402, MCA	Number of disaster drills required –
		time of drills to vary
	§ 20-1-801, <i>et seq.</i> , MCA	Emergency School Closure
	§§ 39-71-1501, MCA	Montana Safety Culture Act
	§ 50-71-111, <i>et. seq.</i> , MCA	Montana Occupational Health and Safety Act

Cross References:

Policy History:

Adopted on:

Revised on: 11 July 2016

Agenda Number 8.4 Incentive Pay Bonus

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: 13 November 2023**

SUMMARY:

Through discussion earlier, the board may choose to act on an incentive pay bonus to be given in December.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund – X01, 115, X26
Estimated Cost – \$200,000

SAMPLE MOTION: *I move to approve the incentive pay bonus of \$XXX for each regular staff member and \$XXX for substitutes.*

	Motion	Second	Aye	Nay	Abstain	Other
Gourneau						
Crowley						
Evenson						
Baker						
Youpee						