

THREE FORKS PUBLIC SCHOOLS

School District No. J-24 . 212 East Neal . Three Forks, MT 59752

Robert DoBell, Ed.D. Superintendent 285-6830
Steve Fanning, Elementary Principal 285-6830
Randi Strickland, District Clerk 285-6830
Laurie Mack, Elementary Secretary 285-6830
Elementary Fax 285-3216



Justin Helvik, High School Principal 285-3224
Gayla Sieler, High School Secretary 285-3224
Paula McDonald, Middle School Secretary 285-3224
Dale Kober, Board Chairperson 285-3153
High School Fax 285-3503

Three Forks Schools
School Board Meeting
Tuesday, December 9, 2014 5:00pm
Three Forks School Conference Room

Pledge:

- I. Adjustments to the Order of the Agenda
- II. Approval of Agenda
- III. Approval of the Minutes, November 11, 2014 regular board meeting, and November 17, 2014 Work Session
- IV. Visitors and Patrons
 - a. Elementary – Accelerated Reader Presentation (Shelby Mack Librarian, and Students)
- V. Communications and Petitions
 - a. Letter from the Dennis and Phyllis Washington Foundation (Grant Request)
 - b. Letter from Kathy Rutherford and the Three Forks MEA/MFT Local 4476 (Intent to begin negotiations for the 2015-2016 school year.)
- VI. Public Comment Period (Non-Agenda Items and Non Personnel Related Items)
- VII. Student Council Report
 - a. Essie Hostler, President
- VIII. Principals Report
 - a. Steve Fanning – Elementary K-5 Principal
 - b. Justin Helvik- Middle/High School 6-12 Principal
- IX. Financial Report
 - a. Randi Strickland, Business Manager and Clerk
- X. Superintendents Report
 - a. Robert DoBell
- XI. Old Business
 - a. Strategic Planning –Draft Strategic Plan
 - b. Second Reading - Policy 3080 Maintenance of Student Records
 - c. Second Reading - Policy 7400 Financial Management, revisions
- XII. New Business
 - a. Update on Student Enrollment after December Count
 - i. K-6 331 up 8 students from fall count
 - ii. 7-8 85 up 1 student from fall count
 - iii. 9-12 166 down 2 from fall count
 - iv. Total 582 up 7 from fall count
 - b. 2012-2013- Final Audit Report (Phillip Edmonds)
 - c. General Fund, Financial Direction for the 2015-2016 school year (Potential Operational Mill Levy)
 - d. Montana Educational Consortium (MEC) Curriculum Review Cycle

- e. Recommendation to approve the following curriculum developed in cooperation with the Montana Educational Consortium or (MEC)
 - i. First Reading- Recommendation to approve K-12 English Language Arts Curriculum
 - ii. First Reading- Recommendation to approve K-12 Mathematics Curriculum
 - iii. First Reading -Recommendation to approve K-12 Social Studies Curriculum
- f. Recommendation to hire Ashton Carrier and Shelby Jensen for Cheerleading Coach; \$715 each for the winter season for a total allocation of \$1,430
- g. Recommendation to hire Lori Lane as 8th Grade Girls Basketball Coach at a stipend of \$1,716 for the season.
- h. Recommendation to hire Bobby Lauver as 7th Grade Girls Basketball Coach at a stipend of \$1,716 for the season.
- i. Recommendation to accept Pat Zuelke's resignation as Special Education Aide in the Middle/High School.
- j. Recommendation to hire Karen Rose as Special Education Aide in the Middle/High School at \$9.00/Hour.
- k. Recommendation to accept Lester Williams verbal resignation as Milligan Canyon Bus Driver.

XIII. Claims Approval

XIV. Adjourn: _____

Regular Board Meeting --- November 11, 2014

Present: Chairperson - Dale Kober, Vice-Chairperson – Lori Van Vleet, Trustees Kathy Lien, Joe Petersen and Lori Sayers, Superintendent – Robert DoBell, District, MS/HS Principal - Justin Helvik, Elementary Principal - Steven Fanning, District Business Manager/Clerk - Randi Strickland, Student Council President - Essie Hostler.

Guests: Cathe Felz, Fawn Venzor, Abigail Venzor, Mel Hamilton, Deanna Thurston and Kathy Rutherford.

The board meeting was called to order at 5:01 pm by Chairperson Dale Kober. Chairperson Kober welcomed the guests and led all attendees in the pledge of allegiance.

ADDITIONS OR DELETIONS TO THE AGENDA:

- A. Trustee Van Vleet requested to move Item A. of the New Business related to the expulsion hearing of Student A to follow the final item on the agenda, "Claims Approval". Trustee Van Vleet requested to move the agenda items, "Principals' Reports, Superintendent's Report and Financial Report" to occur prior to the Old/New Business items on the agenda. All members agreed to make the change. This change will continue into the future to allow audience members to be present when the administrative reports are given.

APPROVAL OF THE AGENDA:

- A. Trustee Petersen made a motion, seconded by Trustee Sayers to approve of the agenda. All members voted in favor.

APPROVAL OF THE MINUTES:

- A. Trustee Van Vleet made a motion, seconded by Trustee Lien to approve the minutes of the 10/14/14 regular board meeting. All members voted in favor.

VISITORS AND PATRONS:

- A. FCCLA President Abigail Venzor presented her trip to Washington D.C. Ms. Venzor attended the national conference in order to have the opportunity to speak to state legislators about interests and current events as well as specifically about the Carl D. Perkins Act, which provides grant funds utilized within several departments within the District. Ms. Venzor also had the opportunity to assist with bagging over 10,000 meals for homeless community members in a mere hour.

COMMUNICATIONS AND PETITIONS:

- A. Superintendent DoBell reported on the approval and communication on the petition for an Elementary Budget Amendment from the OPI.

PUBLIC COMMENT:

- A. Trustee Van Vleet made a comment regarding complaints on the speed of the bus drivers during her annual homeowners' association meeting. Principal Fanning responded that he would address the issue as the Transportation Director.

STUDENT COUNCIL REPORT:

Student Body President Essie Hostler provided the Student Council Report. Students are working on the Renaissance Card Program and are making headway. Volleyball finished a great season this last weekend at the Divisional tournament. Speech and Drama is gearing up to begin their season as are the Basketball teams. All students are looking forward to the Thanksgiving break.

PRINCIPALS REPORT:

- A. Elementary Principal Steve Fanning reported on current Elementary affairs.
 - a. Mr. Fanning reported on the Parent-Teacher Conferences on November 4th-5th. Teachers reported that there was over 90% student representation by parents during the conferences. While the representation was not 100%, it was a great turnout. Mr. Fanning thanked the teachers for all of their time and efforts that were put into the conference.
 - b. The Veterans' Program went extremely well. Mr. Fanning thanked Mrs. Frank and her team for doing such a great job and recognized the hard work and great performances of the students.
 - c. The K-5 MBI team is working on a video on "teach-to's" to reinforce our school-wide expectations. The team is also reviewing walk-through documents to be used to gain insight from in-class observations. Finally, the MBI team will hold the 1st Quarter Awards Assembly on November 12th in order to recognize the efforts and achievements of the students.
 - d. Mr. Fanning mentioned that he will speak more on a change to the Milligan Canyon bus route as well as some individual transportation contracts later in the Board Meeting.
 - e. Current Elementary enrollment is at 285.
- B. Middle School and High School Principal Justin Helvik reported on the current MS/HS activities.
 - a. Current 6-12 enrollment is at 293, which is slightly down for the beginning of the year.
 - b. Principals Helvik and Fanning along with members of the staff have created a School Wide Assistance Team (SWAT) in order to develop a multi-tiered system of support. Mr. Helvik presented the SWAT flowchart in order to provide an example of the multi-tier process for academic, social and emotional support for students.
 - c. Mr. Helvik commented on the great season for the Volleyball team, who ended their season at the Divisional tournament last weekend. Winter sports are beginning (Speech & Drama/Debate & Basketball) and the Junior High basketball teams are having a great season so far.

FINANCIAL REPORT:

- A. District Business Manager/Clerk Randi Strickland reported that she and her fellow administrators have been working diligently as a team to enhance and implement the District purchasing policy with staff members. Fine tuning the purchasing procedures allows the administrative team to have a better grasp on spending and the overall budget. The policy is being followed and respected by the staff, which

the administrative team is very pleased with.

- B. Ms. Strickland will attend the New Clerk Academy on November 20th-21st and is looking forward to the opportunity to learn and network with fellow clerks across the state. Ms. Strickland thanked her administrative team and the Board of Trustees for providing her the time and permission to attend the conference.
- C. Ms. Strickland reported that finances are reconciled with the Treasurer at this point in time and will continue to be kept up to date and reconciled on a monthly basis.

SUPERINTENDENTS REPORT:

- A. General Fund Budget Update:
 - a. Elementary Expended:
 - i. Committed = \$379,596.85
 - ii. % Remaining = 83.66%
 - b. High School Expended:
 - i. Committed = \$220,666.14
 - ii. % Remaining = 84.41%
- B. The staff and administrative team continue to work on Professional Development through the use of Twitter, which is going really well.
- C. The development of Adult Education classes is going very smoothly with the help of Mr. & Mrs. Noble. Registration will begin in December and will be due before Christmas break. Classes will begin in the month of January.
- D. With the purchase of the iPad carts as well as the integration of wireless within the District, the need for professional development and education on the technological changes became a need. Dean Phillips from Beyond the Chalk will visit the District 4 days a month and will host office hours via Google Hangout 2 days a week. Title I professional development funds that must be used for means such as Mr. Philip's assistance will be used to pay for the services. REAP monies will be used to finance the remainder of Mr. Philips' service.
- E. BRUCO demonstrated a new ride-on carpet cleaning machine as well as a smaller extractor machine last month. The administrative team decided that the need for quality cleaning machines due to high density carpet throughout the school is a need. The District will purchase a ride-on as well as a smaller capacity extractor from BRUCO and the custodial staff will provide the cleaning service. The total expense for the two machines was \$18,000.
- F. The concession shed air ventilation system for heat reduction is underway. With this improvement our food items will not be ruined due to high heat and will not go to waste. The total cost for this improvement was just under \$3,000.
- G. End of year REAP grant funds will be used in order to purchase an iPad cart for the Middle School/High School similar to the Elementary School iPad cart. The cart will hold 40 iPads. The total cost of the cart was \$22,000.
- H. Fiber Optic Internet Update:
 - a. Superintendent DoBell has been in conversation with Century Link in efforts to decrease the original bid, which he anticipates will decrease significantly.
 - b. Pine Cove is also looking into alternative solutions for the District in competition with Century Link.
 - c. The Dennis and Phyllis Washington Foundation Grant for \$245,000 is still

outstanding. Superintendent DoBell anticipates a response from the grant application by Christmas.

- d. Superintendent DoBell researched surrounding areas that are undergoing fiber optic projects to make a comparison of cost as well as grant funds awarded to these projects. This research shows that funds from grants should certainly be available to our District.
- I. Superintendent DoBell provided an update on the water rights and property rights of the District and presented a letter from the District's legal representative regarding such rights. The owner of the land adjacent to the District bus barn parcel is asking the District to sign a quitclaim deed for the water rights to three wells located on the property line. Per communication with the District's legal representative, 5 points of consideration were presented to the Board of Trustees in order for an educated decision to be made on whether or not to sign the quitclaim deed. The Board requested that the District obtain an estimate of the cost to survey the land in order to determine the true location of the wells and the value of the wells prior to making a decision. Superintendent DoBell commented that he would look into this option.
- J. Superintendent DoBell asked for direction from the Board of Trustees for recommendations related to the extra-curricular activities survey results. Overall, the Board of Trustees felt the survey should be conducted on an annual basis in order to get a better idea of consistency of interest in new extra-curricular activities prior to investing in new sports programs.

OLD BUSINESS:

- A. The third and final Strategic Planning session will be on Monday, November 17th. The final plan will be worked on following this session in order to begin implementing the Strategic Plan within the District.
- B. Superintendent DoBell made a recommendation to hire Kari Hansen as the Clarkston bus route driver at a rate of \$11.40 per hour with 4 years of experience. Trustee Van Vleet made a motion, seconded by Trustee Peterson to hire Kari Hansen as a bus route driver at a rate of \$11.40 per hour. Interjection was made by bus route driver Deanna Thurston regarding the starting rate for Mrs. Hansen. Mrs. Thurston feels that she has been with the District for 3 years and is making substantially less than Mrs. Hansen and feels that should be considered in determining a fair starting rate for Mrs. Hansen. The administrative team looked at years of experience in order to determine the beginning rate for Mrs. Hansen. Board Chair Kober asked the Board of Trustees for a final vote on the hiring of Mrs. Hansen at a rate of \$11.40. All members voted in favor.

NEW BUSINESS:

- A. Superintendent DoBell provided a presentation to the Board of Trustees from the Board Negotiations Committee regarding the future of the District's General Fund as well as the financial direction of the District for the 2015-2016 school year.
- B. The Board of Trustees heard the first reading of Board Policy 3080 Maintenance of Student Records. This policy has not been included in the District as board policy in the past and Superintendent DoBell feels it is an important policy to have in place. There were no recommendations from the Board to make changes on

- language or content of Policy 3080. Trustee Lien made a motion, seconded by Trustee Sayers to approve of the first reading of Policy 3080 Maintenance of Student Records. All members voted in favor.
- C. The Board of Trustees heard the first reading of Board Policy 7400 Financial Management in regards to revisions in order to support the new Procurement Card program through MASBO as presented at the October Board meeting. Trustee Van Vleet made a motion, seconded by Trustee Petersen to approve of the revisions made to Policy 7400 Financial Management. All members voted in favor.
 - D. Superintendent DoBell made a recommendation for a resolution for an Elementary General Fund Budget Amendment for \$39,000 for the 2014-2015 school year due to increased enrollment. Trustee Petersen made a motion, seconded by Trustee Van Vleet to adopt the resolution for the Elementary General Fund Budget Amendment for \$39,000 for the 2014-2015 school year due to increased enrollment. All members voted in favor.
 - E. Principal Fanning made a recommendation to approve 1 Elementary and 1 High School individual transportation contract for the remainder of the 2014-2015 school year. The families of such students will provide each student with transportation. Trustee Sayers made a motion, seconded by Trustee Lien to approve of 1 Elementary and 1 High School individual transportation contract for the remainder of the 2014-2015 school year. All members voted in favor.
 - F. Principal Fanning made a recommendation to approve a transportation route/mileage decrease for route #1 Milligan Canyon of 19 miles each day. Trustee Petersen made a motion, seconded by Trustee Sayers to approve of a transportation route/mileage decrease for route #1 Milligan Canyon of 19 miles each day. All members voted in favor.
 - G. Superintendent DoBell made a recommendation to hire Ray Noble as a 1-year Middle School paraprofessional for a home bound student at a rate of \$9.00 per hour for up to 20 hours per week for the 2014-2015 school year. Trustee Van Vleet made a motion, seconded by Trustee Lien to approve of the hiring of Ray Noble as a 1-year Middle School paraprofessional for a home bound student. All members voted in favor.
 - H. Superintendent DoBell made a recommendation to hire Roxi McDermott as a 1-year paraprofessional for the Elementary School at a rate of \$10.05 per hour for the remainder of the 2014-2015 school year. Trustee Lien made a motion, seconded by Trustee Petersen to hire Roxi McDermott as a 1-year paraprofessional for the Elementary School for the 2014-2015 school year. All members voted in favor.
 - I. Superintendent DoBell made a recommendation to hire David Lawson as the C boys' basketball coach for the 2014-2015 season with a stipend of \$2,574. Trustee Sayers made a motion, seconded by Trustee Lien to hire David Lawson as the C boys' basketball coach for the 2014-2015 season. All members voted in favor.
 - J. Superintendent DoBell made a recommendation to hire Lester Williams as a bus route driver at a rate of \$10.00 per hour for the 2014-2015 school year. Trustee Van Vleet made a motion, seconded by Trustee Petersen to hire Lester Williams as a bus route driver for the 2014-2015 school year. All members voted in favor.
 - K. Superintendent DoBell made a recommendation to appoint Terry Howey as the

Close-Up advisor for the Three Forks High School. Trustee Lien made a motion, seconded by Trustee Sayers to appoint Terry Howey as the Close-Up advisor for the Three Forks High School. All members voted in favor.

APPROVAL OF CLAIMS:

- A. Trustee Van Vleet made a motion, seconded by Trustee Sayers to approve of the claims. All members voted in favor.

EXPULSION HEARING:

- A. The regular school board meeting was closed at 7:19 pm in order to abide by privacy rights associated with the expulsion of Student A.
- B. The regular board meeting was opened again to the public at 7:28 pm.
- C. Trustee Van Vleet made a motion, seconded by Trustee Sayers to expel Student A for violation of Board Policies 3310, 3311 and for a violation of Title IX for an undetermined amount of time. All members voted in favor.

ADJOURNMENT:

- A. Trustee Van Vleet made a motion, seconded by Trustee Petersen to adjourn the regular board meeting. All members voted in favor.
- B. Chairperson Kober adjourned the regular board meeting at 7:29 pm.

District Clerk

Chairperson, Board of Trustees

Dated

Strategic Planning Session #3

October 17, 2014

Vice Chairperson Dale Kober called the meeting to order at 6:30 pm and led the meeting attendees in the pledge of allegiance.

Superintendent DoBell welcomed all meeting attendees and thanked everyone for their attendance. Mr. DoBell also welcomed Debra Silk, Associate Executive Director of the Montana School Board Association (MTSBA).

Mrs. Silk began the session by providing summary notes on the Core Purpose of the District as discussed in the first Strategic Planning session and then summarized the Big Audacious Goal as discussed in the second Strategic Planning session.

The purpose of the third and final Strategic Planning session is to identify five broad based goal areas where time, energy and resources should be prioritized over the next three to five years. The long term envisioned future as well as the external environmental scan should be considered in order to identify these five broad based goal areas. Once these goal areas are identified, a discussion will take place on specific strategies that the District would like to identify within each goal area.

Mrs. Silk asked each attending member to review the notes provided at the beginning of the meeting regarding factors/goals/focus areas discussed in the previous two Strategic Planning sessions in order to begin brainstorming about the five broad based goal areas. Ultimately, strategy within these areas will be discussed in order to arrive at the final draft of the Strategic Plan to be utilized within the District for future years.

Below are the key broad based goal areas as defined by the Board of Trustees, District administrators and attending community members.

1. Operations & Capacity Building
 - a. Policy & administrative procedure:
 - i. Ensure that District policy and procedures are followed and administered fairly to promote behavioral initiative, expectations and appropriate discipline practices.
 - ii. Develop an attractive and successful recruiting procedure for quality applicants. Utilize a thorough screening, interview and final hiring process. Design incentives in order to retain quality educators & staff.
 - b. Professional development:
 - i. Continue to promote additional advancement & educational opportunities outside of the OPI requirements for educators to advance within their careers or specific areas.

- c. Collaboration & Integration K-12:
 - i. Look at vertical alignment of curriculum in terms of effectively discussing curriculum amongst educators at the K-12 level.
 - ii. Successfully evaluate time opportunities in order to have such discussions.
 - iii. Provide enhanced opportunities for students to collaborate with students within surrounding Districts and educators through technological means, such as with the use of Digital Academy.
- d. Trustee training:
 - i. Identify opportunities for further training, practice enhancement, and team development for Trustees.
- e. School Superintendent evaluation process:
 - i. Design an evaluation process that ensures the collaboration between the Superintendent and Board of Trustees in order to understand District achievement, performance, goals & objectives.

2. Student Focus

- a. Student Safety, Health, Welfare & Mental Health:
 - i. Design a plan to collaborate with Gallatin Valley Mental Health to offer an on-site team to work on family and student based counseling for in-need students. This service would be targeted to roughly 2% of the most intensive need students within the District.
- b. Student Voice:
 - i. Offer programs, such as Student Council, student government, student voice surveys, etc.
- c. Curriculum Flexibility:
 - i. Promote learning through specific learning styles unique to each individual student.
- d. Formative & Summative Assessments:
 - i. Continue to implement discussion between students & teachers and teachers & administrators regarding exit assessments at the end of each class (formative) and at the end of each year (summative).
- e. Academic Performance & Enhanced Student Achievement:
 - i. Design processes to ultimately increase academic performance, such as PLC's, SWAT, PACs, Star assessments (accelerated reader program), AP & Digital Academy courses, Smarter Balance Programs, etc.
- f. Healthy Nutrition Program:
- g. Extra & Co-Curricular Activities:

3. Technology Integration

- a. Digital Footprint & Citizenship:
 - i. Continue to teach students about risks, potential and appropriate use of technology provided within the District.
- b. Data management systems:

- i. Implement enhancement and development within the data management systems utilized by the District, such as within the Transportation sector.
 - ii. Look at digital security and network measures to ensure the system which contains confidential information is safe and inaccessible to outside software/individuals.
 - iii. Look at enhancement in the student management system in order to identify user friendly, effective data management options.
- c. Advancement of curriculum & technological components throughout the District:
 - i. Investigate options for achieving fiber optic capabilities and ultimately making a fiber optic network a reality.
- d. Professional Development:
 - i. Continue to provide opportunities for educators to work with coaches and skill based guidance programs to better understand the use and capabilities of technology provided within the District.

4. Community Engagement & Relations

- a. Transparency:
 - i. Continue to promote understanding of budgetary measures, District spending, available District funding.
- b. Adult Education:
 - i. Continue enhancements to the Adult Education program offered by the District to community members.
- c. Mentoring Program:
 - i. Continue to develop and enhance mentoring programs through the collaboration of community businesses and senior students.
 - ii. Continuation of support and development of the Graduation Matters philosophy.
 - iii. Enhance opportunities for parents to engage with staff and students throughout the school year.
 - iv. Accommodate career fairs for businesses/parents to present their industries to students & for students to present senior projects focused on experience with community businesses.
 - v. Accommodate collaboration amongst community members, organizations and students to promote volunteerism and activism.

5. Facilities

- a. Maintenance & Upkeep:
 - i. Continue to identify areas of weakness or concern with the maintenance and aging infrastructure of facility components, such as the boiler, electrical system, integrity of exterior walls, etc.
 - ii. Work collaboratively with the District's liability insurance company to continue to develop and maintain an electronic inventory of equipment,

supplies and other tangible property in the event that a catastrophic event were to occur.

Superintendent DoBell presented his Superintendent's report.

- A. The iPad cart arrived for the MS/HS, which will be introduced to staff & students prior to the Christmas break (goal).
- B. Superintendent DoBell sent out an email to Trustees regarding surveying the water rights on the land discussed during last week's board meeting. Further discussion needs to take place as the quote provided by the surveyor was not budgeted for.

Trustee Van Vleet made a motion, seconded by Trustee Sayers to adjourn the meeting. All members voted in favor. Meeting adjourned at 8:30 pm.

DENNIS & PHYLLIS
WASHINGTON
FOUNDATION

101 International Drive
Post Office Box 16630
Missoula, MT 59808
www.dpwfoundation.org

November 24, 2014

Three Forks School District
Attn: Robert DoBell
212 East Neal
Three Forks, MT 59752

Dear Mr. DoBell:

On behalf of the Dennis and Phyllis Washington Foundation, thank you for taking the time to visit our website and for submitting a grant application on behalf of Three Forks School District to support funding for high-speed fiber optic internet.

The Grants Committee of the Dennis and Phyllis Washington Foundation has reviewed your application and we are sorry to inform you that the Foundation is unable to assist your organization at this time. Each year the Foundation receives many more grant requests than it can fund.

We wish you the best of luck in attaining your goals. If you have any questions, please feel free to contact the Foundation at (406) 523-1300 or go the website:
www.dpwfoundation.org.

Sincerely,



Mike Halligan
Executive Director

MH/mc

December 1, 2014

Dale Kober, School Board Chair
Robert Dobell, Superintendent
Three Forks Public Schools

Dear Mr. Kober and Mr. DoBell,

I write on behalf of the Three Forks Teacher's Association of MEA/MFT Local 4476 and in compliance with the negotiated agreement to commence the bargaining process. The Three Forks MEA/MFT has selected a bargaining team. The members include: Kathy Rutherford, Sandra Cutler, Craig Vietz, and Linda Semones.

The Association will undoubtedly have other information as we process; however, preliminarily, we would like to request the following information from the District:

- A. Total employee salary costs
- B. Districts budget for the 2014-2015 school year
- C. Vendor Reports for the current fiscal school year
- D. Current teacher placements on the salary schedule
- E. Current administrator contacts to include current salary and benefits packages

If we could receive this information by February 20, 2015 it would help a great deal.

We anticipate a positive and productive process for us all. Thanks for your attention to this important matter.

Sincerely yours,



Kathy Rutherford

Three Forks MEA/MFT, President

THREE FORKS PUBLIC SCHOOLS

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Elementary Fax 285-3216



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Paula McDonald, Middle School Secretary 285-3224
Dale Kober, Board Chairperson 285-3153
High School Fax 285-3503

December 9, 2014

December 2014 School Board Meeting Superintendents Report

Educational Leadership:

- General Fund Budget Update
 - Elementary Expended
 - Committed \$539,913.91
 - Percentage Remaining 76.76%
 - High School Expended
 - Committed \$315,293.03
 - Percentage Remaining 77.73%
- Twitter (Professional Development)
 - #MTEDCHAT Tuesday's from 8-9pm MDT
- Adult Education January-March 2015 (Ray Noble and Linda Hesson)
 - Course Descriptions and Registrations are located on the school website
 - Registrations will go out in December before Christmas Break
- Carpet Cleaning Schedule – All common area carpets in hallways will be cleaned at least twice a month.
- Old Gym Resurfaced December 22-23
- Exterior Lighting Project, and Student Parking Lot Lights – Set on timer for events.
- Water Rights and Property across from the Bus Barn update. Call in to Dan and Bernadette Swenson (Townsend)
- Three Forks Lumber – Easement portion for the electrical project completed, they can now begin work.
- Evaluation Tool for Superintendent:
 - Board Policy and Expectations; 6110, 6110P, and School Superintendent Essential Functions
 - Superintendent Goals for 2014-2015
 - Completed Trustees Evaluations (compiled evaluations at January Meeting)
- K-12 Christmas Door Decorating Contest, Judging Friday December 12th
- Willow Creek Transportation Agreement (Airport Pick up/drop off for Willow Creek, Buttlemans for TF.)
- Vacation December 24- January 1, 2015

Upcoming events:

1. December 12, 2014 Early Dismissal 11:10am (Imery's Tournament)
2. December 20-January 4, 2015 Christmas Recess
3. December 22-23, 2014 OLD Gym Refinished – Water Based Application
4. January 7, 2015 MASS Meeting – Belgrade 11:00-2:30pm
5. January 12, 2015 Chamber of Commerce Meeting 7pm
6. January 13, 2014 School board Meeting 5pm
7. January 16, 2014 End of First Semester
8. January 19, 2014 No School (Martin Luther King Jr. Holiday)

12/03/14
09:57:15

THREE FORKS PUBLIC SCHOOLS
Summary Budget
For the Accounting Period: 11 / 14

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Report ID: B100M

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	100	1000	112			INSTRUCTION	TEACHERS SALARY		1,123,558.00	169,571.94	953,986.06
101	100	1000	117			INSTRUCTION	TEACHER AIDS SALARY		42,000.00	10,454.40	31,545.60
101	100	1000	120			INSTRUCTION	TEMPORARY SAL (SUB)		27,500.00	3,102.50	24,397.50
101	100	1000	160			INSTRUCTION	SICK LEAVE		13,000.00	0.00	13,000.00
101	100	1000	170			INSTRUCTION	VACATION LEAVE		16,000.00	0.00	16,000.00
101	100	1000	250			INSTRUCTION	WORKERS' COMP		17,000.00	304.14	16,695.86
101	100	1000	260			INSTRUCTION	HEALTH INSURANCE		217,000.00	92,718.87	124,281.13
101	100	1000	320			INSTRUCTION	PROF-EDUCATIONAL SER		2,000.00	121.25	1,878.75
101	100	1000	440			INSTRUCTION	REPAIR AND MAINT SER		1,000.00	0.00	1,000.00
101	100	1000	582			INSTRUCTION	TRAVEL OUT/DIST		10,000.00	1,176.95	8,823.05
101	100	1000	610			INSTRUCTION	SUPPLIES		30,000.00	17,513.21	12,486.79
101	100	1000	640			INSTRUCTION	BOOKS		10,000.00	5,754.05	4,245.95
101	100	1000	660			INSTRUCTION	MINOR EQUIP NEW		13,000.00	2,328.79	10,671.21
101	100	1000	730			INSTRUCTION	EQUIPMENT-NEW		4,500.00	0.00	4,500.00
101	100	1000	800			INSTRUCTION	OTHER OBJECTS		0.00	555.00	-555.00
101	100	1000	***	****					1,526,558.00	303,601.10	1,222,956.90
101	100	2130	113			HEALTH SERVICES	PROF-OTHER SALARY		1,000.00	0.00	1,000.00
101	100	2130	***	****					1,000.00	0.00	1,000.00
101	100	2200	112			SUP SEV INST-STAFF	TEACHERS SALARY		52,838.00	11,377.82	41,460.18
101	100	2200	250			SUP SEV INST-STAFF	WORKERS' COMP		0.00	19.51	-19.51
101	100	2200	260			SUP SEV INST-STAFF	HEALTH INSURANCE		0.00	402.00	-402.00
101	100	2200	***	****					52,838.00	11,799.33	41,038.67
101	100	2213	582			STAFF DEVELOPMENT	TRAVEL OUT/DIST		2,200.00	0.00	2,200.00
101	100	2213	***	****					2,200.00	0.00	2,200.00
101	100	2220	610			EDUCATION MEDIA SER	SUPPLIES		1,500.00	930.25	569.75
101	100	2220	640			EDUCATION MEDIA SER	BOOKS		3,000.00	500.33	2,499.67
101	100	2220	800			EDUCATION MEDIA SER	OTHER OBJECTS		1,000.00	33.00	967.00
101	100	2220	***	****					5,500.00	1,463.58	4,036.42
101	100	2300	111			SUPPORT SEV GEN ADM	ADMIN SALARY		55,918.00	7,688.80	48,229.20
101	100	2300	115			SUPPORT SEV GEN ADM	OFFICE/CLERICAL SAL		23,665.00	6,775.06	16,889.94
101	100	2300	250			SUPPORT SEV GEN ADM	WORKERS' COMP		0.00	17.36	-17.36
101	100	2300	582			SUPPORT SEV GEN ADM	TRAVEL OUT/DIST		1,600.00	900.99	699.01
101	100	2300	610			SUPPORT SEV GEN ADM	SUPPLIES		8,000.00	7,962.79	37.21
101	100	2300	800			SUPPORT SEV GEN ADM	OTHER OBJECTS		900.00	831.17	68.83
101	100	2300	810			SUPPORT SEV GEN ADM	DUES & FEES		405.00	0.00	405.00
101	100	2300	***	****					90,488.00	24,176.17	66,311.83
101	100	2400	111			SUPPORT SER ADMINIST	ADMIN SALARY		55,440.00	18,480.00	36,960.00
101	100	2400	115			SUPPORT SER ADMINIST	OFFICE/CLERICAL SAL		47,750.00	14,189.57	33,560.43
101	100	2400	120			SUPPORT SER ADMINIST	TEMPORARY SAL (SUB)		300.00	0.00	300.00
101	100	2400	250			SUPPORT SER ADMINIST	WORKERS' COMP		0.00	40.59	-40.59
101	100	2400	260			SUPPORT SER ADMINIST	HEALTH INSURANCE		0.00	418.09	-418.09
101	100	2400	330			SUPPORT SER ADMINIST	OTHER PROF SER		6,500.00	3,283.10	3,216.90
101	100	2400	440			SUPPORT SER ADMINIST	REPAIR AND MAINT SER		11,000.00	3,362.41	7,637.59
101	100	2400	582			SUPPORT SER ADMINIST	TRAVEL OUT/DIST		2,500.00	3,127.64	-627.64
101	100	2400	610			SUPPORT SER ADMINIST	SUPPLIES		8,000.00	9,292.60	-1,292.60
101	100	2400	800			SUPPORT SER ADMINIST	OTHER OBJECTS		825.00	953.65	-128.65

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Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101		100	2400	810		SUPPORT SER ADMINIST	DUES & FEES		900.00	543.48	356.52
101		100	2400	***	****				133,215.00	53,691.13	79,523.87
101		100	2500	340		SUPPORT SER BUSINESS	TECHNICAL SER		5,000.00	4,967.38	32.62
101		100	2500	***	****				5,000.00	4,967.38	32.62
101		100	2600	114		OP & MAINT PLANT SER	TECHNICAL SALARY		20,000.00	3,964.62	16,035.38
101		100	2600	120		OP & MAINT PLANT SER	TEMPORARY SAL (SUB)		10,000.00	2,942.02	7,057.98
101		100	2600	130		OP & MAINT PLANT SER	OVERTIME SALARIES		700.00	0.00	700.00
101		100	2600	250		OP & MAINT PLANT SER	WORKERS' COMP		1,000.00	91.40	908.60
101		100	2600	260		OP & MAINT PLANT SER	HEALTH INSURANCE		0.00	144.53	-144.53
101		100	2600	411		OP & MAINT PLANT SER	GAS		35,000.00	5,760.71	29,239.29
101		100	2600	412		OP & MAINT PLANT SER	ELECTRICITY		35,000.00	12,524.23	22,475.77
101		100	2600	420		OP & MAINT PLANT SER	OTHER UTILITY		0.00	405.48	-405.48
101		100	2600	421		OP & MAINT PLANT SER	WATER/SEWER		11,000.00	2,904.88	8,095.12
101		100	2600	431		OP & MAINT PLANT SER	DISPOSAL SVC-GARBAGE		5,500.00	2,365.18	3,134.82
101		100	2600	440		OP & MAINT PLANT SER	REPAIR AND MAINT SER		81,760.00	42,683.61	39,076.39
101		100	2600	520		OP & MAINT PLANT SER	INSURANCE, NON-EMPLOY		16,516.00	16,516.00	0.00
101		100	2600	610		OP & MAINT PLANT SER	SUPPLIES		21,000.00	10,432.66	10,567.34
101		100	2600	730		OP & MAINT PLANT SER	EQUIPMENT-NEW		7,000.00	109.05	6,890.95
101		100	2600	800		OP & MAINT PLANT SER	OTHER OBJECTS		1,000.00	0.00	1,000.00
101		100	2600	***	****				245,476.00	100,844.37	144,631.63
101		100	****	***	****				2,062,275.00	500,543.06	1,561,731.94
101		280	1000	112		INSTRUCTION	TEACHERS SALARY		53,165.00	8,860.84	44,304.16
101		280	1000	113		INSTRUCTION	PROF-OTHER SALARY		46,865.00	7,991.50	38,873.50
101		280	1000	117		INSTRUCTION	TEACHER AIDS SALARY		57,054.00	6,535.19	50,518.81
101		280	1000	250		INSTRUCTION	WORKERS' COMP		0.00	60.11	-60.11
101		280	1000	260		INSTRUCTION	HEALTH INSURANCE		14,000.00	177.07	13,822.93
101		280	1000	320		INSTRUCTION	PROF-EDUCATIONAL SER		6,000.00	0.00	6,000.00
101		280	1000	440		INSTRUCTION	REPAIR AND MAINT SER		500.00	0.00	500.00
101		280	1000	582		INSTRUCTION	TRAVEL OUT/DIST		300.00	0.00	300.00
101		280	1000	610		INSTRUCTION	SUPPLIES		3,500.00	2,723.81	776.19
101		280	1000	640		INSTRUCTION	BOOKS		600.00	0.00	600.00
101		280	1000	660		INSTRUCTION	MINOR EQUIP NEW		3,500.00	1,197.00	2,303.00
101		280	1000	***	****				185,484.00	27,545.52	157,938.48
101		280	****	***	****				185,484.00	27,545.52	157,938.48
101		365	1000	582		INSTRUCTION	TRAVEL OUT/DIST		2,500.00	0.00	2,500.00
101		365	1000	610		INSTRUCTION	SUPPLIES		2,100.00	0.00	2,100.00
101		365	1000	640		INSTRUCTION	BOOKS		500.00	0.00	500.00
101		365	1000	810		INSTRUCTION	DUES & FEES		3,000.00	0.00	3,000.00
101		365	1000	***	****				8,100.00	0.00	8,100.00
101		365	****	***	****				8,100.00	0.00	8,100.00
101		720	3500	120		ATHLETICS/SCHOOL SP.	TEMPORARY SAL (SUB)		17,000.00	7,012.74	9,987.26
101		720	3500	250		ATHLETICS/SCHOOL SP.	WORKERS' COMP		0.00	15.09	-15.09
101		720	3500	582		ATHLETICS/SCHOOL SP.	TRAVEL OUT/DIST		8,000.00	0.00	8,000.00
101		720	3500	610		ATHLETICS/SCHOOL SP.	SUPPLIES		6,500.00	0.00	6,500.00

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101		720	3500	660		ATHLETICS/SCHOOL SP.	MINOR EQUIP NEW		5,000.00	0.00	5,000.00
101		720	3500	***	****				36,500.00	7,027.83	29,472.17
101		720	****	***	****				36,500.00	7,027.83	29,472.17
101		910	3100	116		FOOD SERVICES	SERVICE WORK SALARY		28,637.00	4,093.40	24,543.60
101		910	3100	120		FOOD SERVICES	TEMPORARY SAL (SUB)		1,500.00	38.25	1,461.75
101		910	3100	250		FOOD SERVICES	WORKERS' COMP		0.00	124.72	-124.72
101		910	3100	260		FOOD SERVICES	HEALTH INSURANCE		1,300.00	541.13	758.87
101		910	3100	582		FOOD SERVICES	TRAVEL OUT/DIST		200.00	0.00	200.00
101		910	3100	***	****				31,637.00	4,797.50	26,839.50
101		910	****	***	****				31,637.00	4,797.50	26,839.50
101		***	****	***	****						
101	***	***	****	***	****				2,323,996.00	539,913.91	1,784,082.09
Grand Total									2,323,996.00	539,913.91	1,784,082.09

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Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
201	100	1000	112			INSTRUCTION	TEACHERS SALARY		591,531.00	101,047.71	490,483.29
201	100	1000	117			INSTRUCTION	TEACHER AIDS SALARY		5,800.00	0.00	5,800.00
201	100	1000	120			INSTRUCTION	TEMPORARY SAL (SUB)		21,000.00	2,239.25	18,760.75
201	100	1000	160			INSTRUCTION	SICK LEAVE		2,000.00	0.00	2,000.00
201	100	1000	170			INSTRUCTION	VACATION LEAVE		2,000.00	0.00	2,000.00
201	100	1000	250			INSTRUCTION	WORKERS' COMP		4,500.00	184.86	4,315.14
201	100	1000	260			INSTRUCTION	HEALTH INSURANCE		121,000.00	38,865.85	82,134.15
201	100	1000	320			INSTRUCTION	PROF-EDUCATIONAL SER		600.00	600.00	0.00
201	100	1000	440			INSTRUCTION	REPAIR AND MAINT SER		1,000.00	0.00	1,000.00
201	100	1000	516			INSTRUCTION	Field Trips		8,800.00	0.00	8,800.00
201	100	1000	582			INSTRUCTION	TRAVEL OUT/DIST		6,000.00	2,688.80	3,311.20
201	100	1000	610			INSTRUCTION	SUPPLIES		33,500.00	15,474.48	18,025.52
201	100	1000	640			INSTRUCTION	BOOKS		10,000.00	706.39	9,293.61
201	100	1000	650			INSTRUCTION	PERIODICALS		3,600.00	662.95	2,937.05
201	100	1000	660			INSTRUCTION	MINOR EQUIP NEW		11,000.00	1,118.95	9,881.05
201	100	1000	800			INSTRUCTION	OTHER OBJECTS		5,000.00	0.00	5,000.00
201	100	1000	***	****					827,331.00	163,589.24	663,741.76
201	100	2200	112			SUP SEV INST-STAFF	TEACHERS SALARY		29,803.00	4,428.68	25,374.32
201	100	2200	117			SUP SEV INST-STAFF	TEACHER AIDS SALARY		3,000.00	0.00	3,000.00
201	100	2200	250			SUP SEV INST-STAFF	WORKERS' COMP		0.00	8.18	-8.18
201	100	2200	***	****					32,803.00	4,436.86	28,366.14
201	100	2213	582			STAFF DEVELOPMENT	TRAVEL OUT/DIST		1,500.00	0.00	1,500.00
201	100	2213	***	****					1,500.00	0.00	1,500.00
201	100	2220	610			EDUCATION MEDIA SER	SUPPLIES		1,000.00	523.19	476.81
201	100	2220	640			EDUCATION MEDIA SER	BOOKS		1,000.00	1,752.83	-752.83
201	100	2220	***	****					2,000.00	2,276.02	-276.02
201	100	2300	111			SUPPORT SEV GEN ADM	ADMIN SALARY		48,000.00	11,666.66	36,333.34
201	100	2300	115			SUPPORT SEV GEN ADM	OFFICE/CLERICAL SAL		31,822.00	9,355.18	22,466.82
201	100	2300	250			SUPPORT SEV GEN ADM	WORKERS' COMP		0.00	38.34	-38.34
201	100	2300	440			SUPPORT SEV GEN ADM	REPAIR AND MAINT SER		8,000.00	2,491.98	5,508.02
201	100	2300	582			SUPPORT SEV GEN ADM	TRAVEL OUT/DIST		2,000.00	864.98	1,135.02
201	100	2300	610			SUPPORT SEV GEN ADM	SUPPLIES		7,000.00	3,328.25	3,671.75
201	100	2300	800			SUPPORT SEV GEN ADM	OTHER OBJECTS		1,000.00	738.27	261.73
201	100	2300	810			SUPPORT SEV GEN ADM	DUES & FEES		600.00	0.00	600.00
201	100	2300	***	****					98,422.00	28,483.66	69,938.34
201	100	2400	111			SUPPORT SER ADMINIST	ADMIN SALARY		11,259.00	3,640.00	7,619.00
201	100	2400	115			SUPPORT SER ADMINIST	OFFICE/CLERICAL SAL		26,929.00	8,257.91	18,671.09
201	100	2400	120			SUPPORT SER ADMINIST	TEMPORARY SAL (SUB)		400.00	0.00	400.00
201	100	2400	250			SUPPORT SER ADMINIST	WORKERS' COMP		0.00	15.46	-15.46
201	100	2400	260			SUPPORT SER ADMINIST	HEALTH INSURANCE		0.00	305.52	-305.52
201	100	2400	330			SUPPORT SER ADMINIST	OTHER PROF SER		5,000.00	1,868.05	3,131.95
201	100	2400	582			SUPPORT SER ADMINIST	TRAVEL OUT/DIST		1,500.00	899.75	600.25
201	100	2400	610			SUPPORT SER ADMINIST	SUPPLIES		4,500.00	3,260.95	1,239.05
201	100	2400	800			SUPPORT SER ADMINIST	OTHER OBJECTS		0.00	383.16	-383.16
201	100	2400	***	****					49,588.00	18,630.80	30,957.20
201	100	2500	340			SUPPORT SER BUSINESS	TECHNICAL SER		4,500.00	2,446.62	2,053.38

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201		100	2500	***	****				4,500.00	2,446.62	2,053.38
201		100	2600	114		OP & MAINT PLANT SER TECHNICAL SALARY			31,500.00	12,052.03	19,447.97
201		100	2600	120		OP & MAINT PLANT SER TEMPORARY SAL (SUB)			2,000.00	2,660.98	-660.98
201		100	2600	130		OP & MAINT PLANT SER OVERTIME SALARIES			500.00	0.00	500.00
201		100	2600	250		OP & MAINT PLANT SER WORKERS' COMP			0.00	214.43	-214.43
201		100	2600	260		OP & MAINT PLANT SER HEALTH INSURANCE			0.00	707.33	-707.33
201		100	2600	411		OP & MAINT PLANT SER GAS			20,000.00	2,943.89	17,056.11
201		100	2600	412		OP & MAINT PLANT SER ELECTRICITY			32,000.00	6,153.45	25,846.55
201		100	2600	420		OP & MAINT PLANT SER OTHER UTILITY			0.00	238.14	-238.14
201		100	2600	421		OP & MAINT PLANT SER WATER/SEWER			8,000.00	1,572.62	6,427.38
201		100	2600	431		OP & MAINT PLANT SER DISPOSAL SVC-GARBAGE			5,500.00	1,164.94	4,335.06
201		100	2600	440		OP & MAINT PLANT SER REPAIR AND MAINT SER			43,939.00	20,915.88	23,023.12
201		100	2600	520		OP & MAINT PLANT SER INSURANCE, NON-EMPLOY			7,500.00	7,500.00	0.00
201		100	2600	610		OP & MAINT PLANT SER SUPPLIES			12,000.00	4,781.52	7,218.48
201		100	2600	660		OP & MAINT PLANT SER MINOR EQUIP NEW			2,000.00	0.00	2,000.00
201		100	2600	***	****				164,939.00	60,905.21	104,033.79
201		100	****	***	****				1,181,083.00	280,768.41	900,314.59
201		280	1000	112		INSTRUCTION	TEACHERS SALARY		48,000.00	12,165.50	35,834.50
201		280	1000	117		INSTRUCTION	TEACHER AIDS SALARY		13,500.00	0.00	13,500.00
201		280	1000	250		INSTRUCTION	WORKERS' COMP		0.00	25.94	-25.94
201		280	1000	260		INSTRUCTION	HEALTH INSURANCE		8,000.00	0.00	8,000.00
201		280	1000	320		INSTRUCTION	PROF-EDUCATIONAL SER		1,500.00	0.00	1,500.00
201		280	1000	581		INSTRUCTION	TRAVEL IN/DIST		500.00	0.00	500.00
201		280	1000	610		INSTRUCTION	SUPPLIES		2,000.00	366.34	1,633.66
201		280	1000	640		INSTRUCTION	BOOKS		1,000.00	0.00	1,000.00
201		280	1000	680		INSTRUCTION	SOFTWARE		500.00	0.00	500.00
201		280	1000	730		INSTRUCTION	EQUIPMENT-NEW		600.00	0.00	600.00
201		280	1000	***	****				75,600.00	12,557.78	63,042.22
201		280	****	***	****				75,600.00	12,557.78	63,042.22
201		365	1000	582		INSTRUCTION	TRAVEL OUT/DIST		1,000.00	0.00	1,000.00
201		365	1000	610		INSTRUCTION	SUPPLIES		1,000.00	0.00	1,000.00
201		365	1000	***	****				2,000.00	0.00	2,000.00
201		365	****	***	****				2,000.00	0.00	2,000.00
201		710	3400	120		EXTRA-CUR ACTIVITIES	TEMPORARY SAL (SUB)		27,000.00	2,444.57	24,555.43
201		710	3400	250		EXTRA-CUR ACTIVITIES	WORKERS' COMP		0.00	8.13	-8.13
201		710	3400	260		EXTRA-CUR ACTIVITIES	HEALTH INSURANCE		0.00	15.25	-15.25
201		710	3400	582		EXTRA-CUR ACTIVITIES	TRAVEL OUT/DIST		11,000.00	0.00	11,000.00
201		710	3400	610		EXTRA-CUR ACTIVITIES	SUPPLIES		8,500.00	0.00	8,500.00
201		710	3400	660		EXTRA-CUR ACTIVITIES	MINOR EQUIP NEW		900.00	0.00	900.00
201		710	3400	***	****				47,400.00	2,467.95	44,932.05
201		710	****	***	****				47,400.00	2,467.95	44,932.05
201		720	3500	119		ATHLETICS/SCHOOL SP. ACT	DIRECTOR SALARY		4,862.00	1,620.66	3,241.34
201		720	3500	120		ATHLETICS/SCHOOL SP.	TEMPORARY SAL (SUB)		55,000.00	17,482.25	37,517.75

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201		720	3500	250		ATHLETICS/SCHOOL SP.	WORKERS' COMP		300.00	59.25	240.75
201		720	3500	582		ATHLETICS/SCHOOL SP.	TRAVEL OUT/DIST		20,000.00	0.00	20,000.00
201		720	3500	610		ATHLETICS/SCHOOL SP.	SUPPLIES		10,000.00	300.00	9,700.00
201		720	3500	660		ATHLETICS/SCHOOL SP.	MINOR EQUIP NEW		10,000.00	0.00	10,000.00
201		720	3500	810		ATHLETICS/SCHOOL SP.	DUES & FEES		4,000.00	0.00	4,000.00
201		720	3500	***	****				104,162.00	19,462.16	84,699.84
201		720	****	***	****				104,162.00	19,462.16	84,699.84
201		910	3100	120		FOOD SERVICES	TEMPORARY SAL (SUB)		2,500.00	38.25	2,461.75
201		910	3100	250		FOOD SERVICES	WORKERS' COMP		0.00	-1.52	1.52
201		910	3100	582		FOOD SERVICES	TRAVEL OUT/DIST		650.00	0.00	650.00
201		910	3100	660		FOOD SERVICES	MINOR EQUIP NEW		2,400.00	0.00	2,400.00
201		910	3100	***	****				5,550.00	36.73	5,513.27
201		910	****	***	****				5,550.00	36.73	5,513.27
201		***	****	***	****						
201	***	***	****	***	****				1,415,795.00	315,293.03	1,100,501.97
Grand Total									1,415,795.00	315,293.03	1,100,501.97

1 **Three Forks School District**

R

2
3 **ADMINISTRATION**

6110

4
5 Superintendent

6
7 Duties and Authorities

8
9 The Superintendent is the District's executive officer and is responsible for the administration
10 and management of District schools, in accordance with Board policies and directives and state
11 and federal law. The Superintendent is authorized to develop administrative procedures to
12 implement Board policy and to delegate duties and responsibilities; however, delegation of a
13 power or duty does not relieve the Superintendent of responsibility for that which was delegated.
14

15 Qualifications and Appointment

16
17 The Superintendent must be of good character and of unquestionable morals and integrity. The
18 Superintendent will have the experience and skills necessary to work effectively with the Board,
19 District employees, students, and the community. The Superintendent must hold a valid
20 administrative certificate with superintendent's endorsement issued by the State Certification
21 Board.
22

23 When the Superintendent position becomes vacant, the Board will conduct a search to find the
24 most capable person for the position. Qualified staff members who apply for the position will be
25 considered for the vacancy.
26

27 Evaluation

28
29 At least annually the Board will evaluate the performance of the Superintendent, using standards
30 and objectives developed by the Superintendent and the Board, which are consistent with District
31 mission and goal statements. A specific time shall be designated for a formal evaluation session.
32 The evaluation will include a discussion of professional strengths, as well as performance areas
33 needing improvement.
34

35 Compensation and Benefits

36
37 The Board and the Superintendent will enter into a contract which conforms to this policy and
38 state law. The contract will govern the employment relationship between the Board and the
39 Superintendent.
40

41 Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high
42 school principal
43

44 Policy History:

45 Adopted on: 4/13/2004

46 Reviewed on: 2/10/2009

47 Revised on:

ADMINISTRATION

Superintendent

The Board will:	The Superintendent will:
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.

The Board will:	The Superintendent will:
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Procedure History:

Promulgated on: 2/10/2009

Reviewed on:

Revised on:

SCHOOL SUPERINTENDENT

REPORTS TO: The Board of Trustees

ESSENTIAL FUNCTIONS:

Serves as chief executive officer of the school system.

Has general supervision of all schools of the District and the personnel employed by the District.

Implements and administers the policies of the Board and develops administrative regulations to implement Board policy.

Develops and recommends courses of instruction to the Board.

Selects all textbooks and submits the selections to the Board for its approval.

Selects all reference and library books and submits the selections to the Board for its approval.

Has general supervision of all pupils of the District, enforces compulsory attendance laws, and has authority to suspend any student for good cause.

Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the county superintendent.

Provides leadership, initiative, and technical guidance to the Board and to District personnel.

Serves as liaison between the community and the District.

Evaluates the effectiveness of all phases of school programs, including but not limited to curriculum, instruction, books, materials, equipment, supervision, administration, business procedures and school finance, personnel procedures, auxiliary services.

Keeps community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.

Completes fair and accurate annual performance evaluation of all administrators and makes recommendation to Board for annual salary increases.

Makes recommendations to the Board, individually or in consultation with appropriate personnel, regarding employment, promotion, nonrenewal, or cessation of employment.

Analyzes financial condition of the District, presents District budgets, and proposes budget item priorities and long-range financial needs to maintain a financially sound District.

Reviews policies with Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.

Establishes and prepares meeting agendas, presents items for consideration, and responds to inquiries of the Board.

Ensures compliance with appropriate state and federal constitutional and statutory rules and regulations.

Serves as resource and advisor to the Board during collective bargaining with the teachers' association.
Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Valid Montana certification with Superintendent's endorsement as required by the Montana State Superintendent of Public Instruction.

Strong leadership, organizational, and communication skills.

Able to speak on demand to large groups of people.

Able to establish and maintain effective working relationships with students, staff, and the community.

Able to express himself/herself clearly and concisely in both oral and written communications.

Able to perform duties with an awareness of all District requirements and Board policies.

Ability to handle stressful situations.

Ability to maintain confidentiality of employee and student matters.

Ability to effectively manage time and responsibilities.

Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the District.

EQUIPMENT USED:

Computer, calculator, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job. The noise level in this position varies. When visiting a building, the noise level may be loud, while in the Central Office it may be quiet, and at meetings it may be moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History

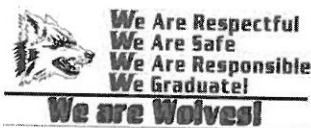
Approved on:

Revised on:

THREE FORKS PUBLIC SCHOOLS

School District No. J-24 . 212 East Neal . Three Forks, MT 59752

Robert DoBell, Ed.D. Superintendent 285-6830
Steve Fanning, Elementary Principal 285-6830
Randi Strickland, District Clerk 285-6830
Laurie Mack, Elementary Secretary 285-6830
Elementary Fax 285-3216



Justin Helvik, High School Principal 285-3224
Gayla Sieler, High School Secretary 285-3224
Paula McDonald, Middle School Secretary 285-3224
Dale Kober, Board Chairperson 285-3153
High School Fax 285-3503

Goals for Superintendent Robert DoBell

- I. STRATEGIC PLANNING**
 - A. To work with all stakeholders to develop a long range strategic plan for the school district

- II. 21ST CENTURY EDUCATIONAL TECHNOLOGY**
 - A. To use district resources to maximize the available technology for the district
 - B. Develop a plan to install wireless internet in all school buildings
 - C. Work with stakeholders to try and obtain a fiber optic internet connection for the school district

- III. COMMUNICATIONS AND PUBLIC RELATIONS**
 - A. To be visible in the school and community
 - B. Continue to work on communication with the community and school board
 - C. To encourage community involvement in the school
 - D. Develop an Adult Education program for all stakeholders
 - E. To send weekly correspondence to the school board
 - F. To keep and maintain a website to facilitate the flow of information
 - G. To develop and oversee the implementation of the new automated School Reach system for the district.

- IV. TO CONTINUE TO DEVELOP POSITIVE RELATIONSHIPS BETWEEN THE ELEMENTARY AND HIGH SCHOOL STAFF**

- III. WORK TO DEVELOP POSITIVE STUDENT ATTITUDES**
 - A. To expand curricular opportunities
 - B. Maintain plans for advanced learning programs
 - C. To encourage student involvement
 - D. Maintain a positive discipline plan through respect and cooperation

- IV. IMPROVE STAFF AND SUPERVISION AND EVALUATIONS**
 - A. To encourage and guide staff members
 - B. To support and motivate staff members
 - C. To see that the school business office is running smoothly

- V. MAKE THE BEST USE OF SCHOOL DISTRICT MONEY**
 - A. To provide projections on growth and the number of teachers and administrators needed
 - B. Prepare for contract negotiations with the certified and classified staff

Three Forks Public Schools

Formal Superintendent Evaluation Form

Superintendent: _____ School Year _____

Purpose: This evaluation is being conducted to provide the superintendent with the Board of Trustees' assessment of his/her performance. It is the intent of this instrument to serve as a guide for change and improvement. Further, this instrument will serve as a catalyst to strengthen the board/superintendent relationship and the achievement of district goals.

Process: Each board member will complete this evaluation form and bring it to the January school board meeting. During that meeting, any member can request more information in order to complete the evaluation. The Board Chair or designee compiles the individual trustees' evaluations. Because the superintendent's evaluation is confidential, the Board Chair or trustee designated by the Chair should compile the evaluations, complete with comments. The superintendent will receive a copy of the composite evaluation, as will each board member.

One composite evaluation form signed by the superintendent and the board chair, will be placed in the superintendent's personnel file. The signed forms, used as a source for the composite, shall be given to the superintendent for his/her use.

COMPONENTS OF EFFECTIVE ADMINISTRATION

1. Serves as chief executive officer of the school board

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities: The list is not intended to be either exhaustive or complete:

- *Proposes and implements policies of the school board.

- *Reports to the school board about the status of programs, personnel and operations of the district.

- *Facilitates the decision-making process for the board by making sound recommendations for board action which are consistent with the district's vision, mission statements and goals.

- *Communicates as liaison between the school board and school personnel.

- *Informs the school board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education.

- *Prepares and distributes notices and agendas of meetings to the school board.

- *Keeps school board adequately informed of the superintendent's activities, particularly those activities affecting the functioning of the school district.

- *Attends meetings of the board and takes part in deliberations, but does not vote.

- *Ensures the filing of all reports required by statute or regulation.

COMPONENTS OF EFFECTIVE ADMINISTRATION

2. Acts as the educational leader of the school.

Rating: ___ Exceeds expectations
 ___ Meets expectations
 ___ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete:

- *Supervises all administrative staff.
- *Oversees planning and evaluation of curriculum and instruction.
- *Devises procedures for adopting textbooks and other instructional materials for approval by the school board
- *Maintains a current knowledge of developments in curriculum and instruction through continuing education.
- *Supervises staff development
- *Keeps the public informed about modern educational practices, educational trends, and the practices and problems of the school district.
- *Administers and supervises the educational program of the district.
- *Shows respect in dealings with the public, board and district staff.

COMPONENTS OF EFFECTIVE ADMINISTRATION

3. Directs community relations activities.

Rating: ___ Exceeds expectations
 ___ Meets expectations
 ___ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete:

- *Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district.
- *Responds to concerns expressed in the community.
- *Maintains contacts with the news media.
- *Maintains a recognized presence in community activities.
- *Involves the community in planning and problem solving for the schools.
- *Represents the district with other school systems, social institutions, business firms, government agencies and the general public.

COMPONENTS OF EFFECTIVE ADMINISTRATION

4. Oversees staff personnel management

Rating: ___ Exceeds expectations
 ___ Meets expectations
 ___ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete:

- *Organizes recruitment of personnel.
- *Assigns personnel to schools and offices
- *Ensures administration of personnel policies and programs
- *Implements an evaluation process for all personnel
- *Maintains up-to-date job descriptions for all personnel
- *Encourages staff initiative and participation in planning and decision making

COMPONENTS OF EFFECTIVE ADMINISTRATIONS

5. Oversees student personnel services

Rating: ___ Exceeds expectations
 ___ Meets expectations
 ___ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete.

- *Ensures adequate student record keeping
- *Implements policies and programs relating to behavior and discipline of students.
- *Oversees programs for health and safety of students
- *Communicates as liaison between schools and community social agencies.
- *Supervises the establishment or modifications of school attendance and transportation areas subject to approval of the board.

COMPONENTS OF EFFECTIVE ADMINISTRATION

6. Oversees financial management

Rating: ___ Exceeds expectations
 ___ Meets expectations
 ___ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete:

- *Prepares and proposes a balanced district budget in accordance with the law
- *Approves and directs, in accordance with the law and regulations of the board, purchases and expenditures within the limits of the budget
- *Maintains a complete and accurate inventory of district assets.
- *Reports to the school board on financial condition of the schools
- *Establishes procedures for procurement of equipment and supplies

COMPONENTS OF EFFECTIVE ADMINISTRATION

7. Oversees facilities management

Rating _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete:

- *Prepares long-and-short-range plans for facilities and sites
- *Ensures the maintenance of school property and safety of personnel and property
- *Inspects school property on a regular basis
- *Supervises utilization of school property in accordance with board policy
- *Monitors any construction, renovation and demolition of school facilities
- *Represents the school before local or state agencies controlling building requirements or providing financing for buildings

**Three Forks School District Superintendent
EMPLOYMENT CONTRACT
2014-2015**

This Employment Contract, made and entered into this 30th day of January, 2014, by and between the Governing Board of the Three Forks School District of Three Forks, Montana, hereinafter referred to as DISTRICT, and **Robert DoBell**, hereinafter referred to as SUPERINTENDENT.

WHEREAS, DISTRICT desires to provide SUPERINTENDENT with a written employment contract in order to enhance administrative stability and continuity within the schools which DISTRICT believes generally improves the quality of its overall educational program; and

WHEREAS, DISTRICT and SUPERINTENDENT, believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the school.

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

1. **TERM:** DISTRICT, in consideration of the promises of SUPERINTENDENT herein contained, hereby employs and SUPERINTENDENT hereby accepts employment as Superintendent of Schools for a term commencing on July 1, 2014 and ending June 30, 2015. DISTRICT may, by specific action and with the consent of the SUPERINTENDENT, extend the termination date of the existing contract to the full extent permitted by state law.
2. **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF SUPERINTENDENT:**
 - a) **Certification:** SUPERINTENDENT shall provide the necessary certification and experience record and other records required for personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any misrepresentation may be grounds for dismissal.
 - b) **Duties:** SUPERINTENDENT shall have charge of the administration of the schools under the direction of the Board. He shall be the Chief executive officer of the Board; shall direct and assign teachers and other employees of the schools under his supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the DISTRICT subject to approval of the Board; shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district, and in general, perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time.
 - c) **Outside Activities:** SUPERINTENDENT shall devote his time, attention and energy to the business of the school district. However, with agreement of the Board, he may serve as consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities which are of a short-term duration. SUPERINTENDENT may, at his option, and with the approval of the Board of Trustees, continue to draw a salary while engaged in outside activity as described above. In such cases, honoraria paid SUPERINTENDENT in connection with these activities shall be

above. In such cases, honoraria paid SUPERINTENDENT in connection with these activities shall be transferred to the DISTRICT. If SUPERINTENDENT chooses to use vacation leave to perform outside activities, he shall retain any honoraria paid. In no case will DISTRICT be responsible for any expenses to the performance of such outside activities.

3. **PROFESSIONAL GROWTH OF SUPERINTENDENT:** DISTRICT encourages the continuing professional growth of SUPERINTENDENT through his participation in:
 - a) The operations, programs, and other activities conducted or sponsored by local, state, and national school administrators and school board associations;
 - b) Seminars and courses offered by public or private educational institutions; and,
 - c) Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of SUPERINTENDENT to perform his professional responsibilities for DISTRICT.
4. **COMPENSATION:** DISTRICT shall pay SUPERINTENDENT at an annual salary of Eighty four Thousand Dollars (\$84,000) for the 2014-2015 school year. The salary referenced in this section shall be paid on the basis of a two hundred and sixty (260) day Contract.
5. **VACATION AND OTHER BENEFITS:** That the SUPERINTENDENT shall accrue vacation as prescribed in Section 2-18-612, MCA, exclusive of legal holidays. SUPERINTENDENT shall be entitled to annual sick leave of one day per month as prescribed in Section 2-18-618, MCA. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond three (3) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Contract.

DISTRICT shall provide family health insurance coverage for SUPERINTENDENT and his dependents, as provided to other DISTRICT employees.
6. **EVALUATION:** DISTRICT shall evaluate and assess, in writing, the performance of SUPERINTENDENT at least once a year during the term of this agreement. This evaluation and assessment shall be reasonably related to the position description of SUPERINTENDENT and the goals and objectives of the DISTRICT for the year in question.
7. **PROFESSIONAL DUES.** DISTRICT shall pay the Association dues of the Superintendent for the American Association of School Administrators, the School Administrators of Montana, and the SAM region in which the School District is located, as well as other appropriate affiliations, and civic and social memberships approved by the Board.
8. **PROFESSIONAL LIABILITY.** DISTRICT shall provide for the indemnification, defense and immunization of SUPERINTENDENT as provided in Section 2-9-305, MCA.
9. **TERMINATION OF EMPLOYMENT CONTRACT:** This employment contract may be terminated by:
 - a) Mutual agreement of the Board of Trustees and the SUPERINTENDENT: When the contract has been terminated by mutual agreement, the DISTRICT shall be obligated to pay that portion of the salary

that has been earned up to and including the last day of service. At least a thirty (30) day advance notice of termination date will be given after reaching a mutual agreement.

b) Notice of Retirement: SUPERINTENDENT may retire at the end of any school year provided notice is given at the regular December Board meeting of the school year.

c) Disability of the Superintendent: In the event of disability by illness or incapacity, after SUPERINTENDENT'S sick leave has been exhausted, the compensation shall be reinstated after SUPERINTENDENT has returned to employment and undertaken full charge of his duties. DISTRICT may terminate this contract by written notice of SUPERINTENDENT at any time after SUPERINTENDENT has exhausted any accumulated sick leave and SUPERINTENDENT remains unable to return to his duties. If a question exists concerning the capacity of SUPERINTENDENT to return to his duties, DISTRICT may require SUPERINTENDENT to submit to a medical examination, to be performed by a doctor licensed to practice medicine. DISTRICT and SUPERINTENDENT shall mutually agree upon the physician who shall conduct the examination. The examination shall be limited to the issue of whether the SUPERINTENDENT has a continuing disability, which prohibits him from performing his duties.

d) Discharge for Cause: DISTRICT may dismiss SUPERINTENDENT during the term of this Contract for good cause as provided by the Wrongful Discharge Act.

10. **SAVINGS CLAUSE**: If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.

11. **CONTROLLING LAW**. This Contract will be governed by the laws of the State of Montana. Venue shall be in the 18th Judicial District, Gallatin County, Montana.

12. **COMPLETE AGREEMENT**. This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

DATED this 30th day of January, 2014.

Ron Dreel 1/30/14 Dave Kuhn 1-30-2014
Superintendent Date Chairman, Board of Trustees Date
Three Forks School District, Three Forks, MT

ATTEST:

Randi Ste 1/30/14
Business Manager/District Clerk Date

STUDENTS

Maintenance of Student Records

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

Content of Records and Maintenance

The District maintains 2 sets of school records for each student: a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

The cumulative record may include, but is not limited to:

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

Information in the permanent record will indicate authorship and date and will be maintained in a secure location in perpetuity for every student who enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents. Student disciplinary records shall be maintained for all disciplinary actions that are educationally related and shall include an explanation regarding such action. Minutes relating to a student disciplinary action that is educationally related that is taken by the Board, including minutes

during closed sessions, shall be included in that student's disciplinary record. Student disciplinary records shall be maintained in the same manner as cumulative records.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with 20-1-212, MCA and District procedure established by the Superintendent.

Access to Student Records

The District will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document. The parents of a student under 18 years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the Principal. Access to the records will be granted as provided by law. Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student, except as provided below.

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

Other individuals or entities may access student records as follows:

- The District may grant access to or release information from student records to employees or officials of the District, including contractors or consultants to whom the District has outsourced institutional services or functions, or the Montana State Board of Education, provided a current, legitimate educational interest is shown, without parental consent or notification. Access in such cases will be limited to the satisfaction of that need.
- The District may grant access to or release information from student records without parental consent or notification where it is necessary in connection with the audit, evaluation, compliance, or enforcement of federal legal requirements to state and local educational authorities, entities or individuals designated by a state or local educational authority, or an agency headed by the Secretary of the United States Department of Education, the Attorney General of the United States, or Comptroller General of the United States.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the

information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

The District will grant access to or release information from a student's records pursuant to a court order in an action where a parent is not a party without parental consent, provided that the parent will be given prompt written notice of the order, its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent. When a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, parental consent or notification is not required to release information from a student's record upon receipt of an order requiring disclosure in such case.

The District may grant access to or release information from any student record, without parental consent or notification, to a caseworker or other representative of a child welfare agency when that agency is legally responsible for the care and protection of the student. The caseworker or other child welfare agency representative shall present documentation evidencing legal responsibility for a student.

The District will grant access to or release information from any student record, as specifically required by federal or state statute. The parent will be given prompt written notice of its intended action, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One copy of the consent form will be kept in the records, and 1 copy will be mailed to the parent or eligible student. The parent will be given prompt written notice of its intended action, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. The parent will be given prompt written notice of its intended action, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such

records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

- The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities or a child interdisciplinary team or school safety team involved in the proceedings, pertaining to that student's violations of the Montana Youth Court Act or criminal laws by the student prior to the adjudication of that student.
- The District may release student records or information, without parental consent or notification, to the U.S. Secretary of Agriculture or authorized Food and Nutrition Service representative, including contractors, for the purposes of monitoring, evaluations, and performance with regard to funding received for federal school lunch programs. The authorized representative or contract is not permitted to disclose personal identification of students and their parents aside from reporting results in an aggregate form. Any personally identifiable data will be destroyed once it is no longer necessary for program monitoring, evaluations, and performance measurements.

The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship. A record of releases of information from student records required by law will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person.

Directory Information

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

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received

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

Military Recruiters/Colleges

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

Parents and eligible students may challenge the accuracy, relevancy, or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing before the Board and, if necessary, to insert a written statement of reasonable length describing their position on disputed information. The school will include the statement in any release of the information in dispute.

Legal References:	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act,
	§ 20-1-212, MCA	Destruction of Records by School Officer
	§ 20-5-201, MCA	Duties and sanctions
	§ 40-4-225, MCA	Access to records by parent
	§ 41-5-215, MCA	Youth Court and Department Records
	10.55.909, ARM	Student Records
	10.55.910, ARM	Student Discipline Records
	10.16.3560, ARM	Special Education Records
	20 USC 6301	No Child Left Behind Act

Cross References:

Policy History:

Adopted on: 12/9/2014

Revised on:

1 **Three Forks School District**

2
3 **FINANCIAL MANAGEMENT**

7400

4
5 Credit Card Use

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

12
13 The District shall establish a credit line not to exceed ~~Five Thousand Dollars (\$5,000) for each~~
14 ~~card issued~~ and an aggregate credit limit of ~~Fifty Twenty Thousand Dollars (\$20,000)~~ (50,000)
15 for all cards issued to the District.

16
17 Credit cards may only be used for legitimate District business expenditures. The use of credit
18 cards is not intended to circumvent the District’s policy on purchasing.

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

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

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

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

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

39
40 Cross Reference: 7320 Purchasing
41 7335 Personal Reimbursement
42 7336 Travel Allowances and Expenses

43
44 Legal Reference: §2-7-503, MCA Financial reports and audits of local government
45 entities

46
47 Policy History:

48 Adopted on: 9/8/2009

49 Reviewed on:

50 Revised on: 12/09/14

THREE FORKS PUBLIC SCHOOLS

School District No. J-24 . 212 East Neal . Three Forks, MT 59752

Robert DoBell, Ed.D. Superintendent 285-6830
 Steve Fanning, Elementary Principal 285-6830
 Randi Strickland, District Clerk 285-6830
 Laurie Mack, Elementary Secretary 285-6830
 Elementary Fax 285-3216



Justin Helvik, High School Principal 285-3224
 Gayla Sieler, High School Secretary 285-3224
 Paula McDonald, Middle School Secretary 285-3224
 Dale Kober, Board Chairperson 285-3153
 High School Fax 285-3503

Montana Educational Consortium Curriculum Review Cycle

School Year	Begin	Finish and Adopt
2014-2015	Science	School Counseling World Language The Arts – Music The Arts - Visual
2015-2016	Technology Information Literacy - Library Media	Science
2016-2017	Traffic Education Social Studies	Technology Information Literacy – Library Media
2017-2018	English Language Arts (ELA) Career & Technology Education – Workplace Competencies Health Enhancement	Traffic Education Social Studies
2018-2019	Mathematics The Arts (Visual & Music) World Language School Counseling	English Language Arts (ELA) Career & Technology Education – Workplace Competencies Health Enhancement

THREE FORKS PUBLIC SCHOOLS
Claims by Vendor Report
For the Accounting Period: 11/14

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
899 ALLEGIANCE	CL 6862	2	11/17/14	37377	80.00
1635 AMERICAN TIME & SIGNAL CO.	CL 6810	2	11/12/14	37328	370.06
87 AMSAN CUSTODIAL	CL 6873	2	11/25/14	37386	595.86
993 ANGELIC REALMS	CL 6860	2	11/13/14	37372	9,166.67
2287 BBG CONTRACTORS	CL 6861	2	11/14/14	37376	3,747.00
821 BIGGER, FASTER, STRONGER	CL 6805	2	11/11/14	37323	980.00
1240 BLUE TARP FINANCIAL, INC.	CL 6874	1	11/25/14	37387	169.97
1992 CENTURY LINK	CL 6875	2	11/25/14	37388	323.36
1998 CENTURY LINK BUSINESS SERVICES	CL 6811	1	11/12/14	37329	5.20
8 CITY OF THREE FORKS	CL 6812	2	11/12/14	37330	1,181.05
1443 COMMERCIAL LAUNDRY SALES	CL 6876	2	11/25/14	37389	135.00
1609 CONSOLIDATED ELECTRICAL DIST., INC.	CL 6813	1	11/12/14	37331	78.68
	CL 6878	2	11/25/14	37390	160.64
490 DARLINTON, EILEEN A.	CL 6871	1	11/24/14	37382	67.20
1922 DARLINTON, NORM	CL 6879	1	11/25/14	37391	82.88
1924 DAVIS BUSINESS MACHINES	CL 6814	4	11/12/14	37332	602.91
	CL 6880	1	11/25/14	37392	137.03
2301 DE LAGE LANDEN	CL 6815	2	11/12/14	37333	311.92
165 DEMCO	CL 6809	1	11/11/14	37324	147.20
2068 DOBELL, ROBERT	CL 6881	1	11/25/14	37393	197.12
2189 FIRST BANKCARD VISA	CL 6798	3	11/04/14	37313	82.89
	CL 6799	1	11/04/14	37317	32.16
2190 FIRST BANKCARD VISA	CL 6797	1	11/04/14	37314	109.89
2191 FIRST BANKCARD VISA	CL 6800	1	11/04/14	37318	1,349.74
2192 FIRST BANKCARD VISA	CL 6796	1	11/04/14	37315	54.42
	CL 6801	2	11/04/14	37319	37.99
2193 FIRST BANKCARD VISA	CL 6802	3	11/04/14	37320	250.84
2194 FIRST BANKCARD VISA	CL 6803	1	11/04/14	37321	39.30
2195 FIRST BANKCARD VISA	CL 6795	1	11/04/14	37316	282.07
2196 FIRST BANKCARD VISA	CL 6870	1	11/24/14	37383	375.00
128 FOOD SERV. OF AMER.	CL 6882	1	11/25/14	37394	4,307.00
2216 FRANZ FAMILY BAKERIES	CL 6816	3	11/12/14	37334	96.33
	CL 6883	1	11/25/14	37395	126.86
11 GALLATIN COUNTY TREASURER	CL 6864	1	11/24/14	37379	582.95
	CL 6866	1	11/24/14	37380	531.97
	CL 6868	1	11/24/14	37381	132.99
2 GENERAL DISTRIBUTING	CL 6817	1	11/12/14	37335	371.46
379 GOPHER	CL 6806	3	11/11/14	37325	4,229.38
1493 GRANITE TCS, INC.	CL 6884	2	11/25/14	37396	249.00
441 GUMDROP BOOKS	CL 6885	1	11/25/14	37397	116.64
	CL 6902	1	11/25/14	37397	149.73
500 HAMILTON, MEL	CL 6818	2	11/12/14	37336	260.50
2274 HELVIK, JUSTIN	CL 6886	1	11/25/14	37398	206.08
59 HOUSE OF CLEAN	CL 6819	2	11/12/14	37337	196.76
	CL 6887	1	11/25/14	37399	83.96
51 J.W. PEPPER & SON, INC.	CL 6820	1	11/12/14	37338	55.00
2036 KALEVA P.C., ELIZABETH A.	CL 6859	1	11/13/14	37373	121.25
1156 LIVINGOOD ENTERPRISES INC.	CL 6821	2	11/12/14	37339	450.00
1490 MAC PROPANE INC.	CL 6822	2	11/12/14	37340	426.25
915 MAIN STREET OFFICE	CL 6823	2	11/12/14	37341	53.00
	CL 6888	1	11/25/14	37400	3.00
745 MALMQUIST, LISA	CL 6824	1	11/12/14	37342	42.16
2282 MAX CASES	CL 6808	1	11/11/14	37326	125.35
820 MCCURRY, JODY	CL 6825	1	11/12/14	37343	20.00

THREE FORKS PUBLIC SCHOOLS
Claims by Vendor Report
For the Accounting Period: 11/14

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
349 MCLEES INCORPORATED	CL 6826	2	11/12/14	37344	481.60
131 MEADOW GOLD BILLINGS	CL 6827	1	11/12/14	37345	3,535.20
375 MECHANICAL TECHNOLOGY INC.	CL 6889	2	11/25/14	37401	607.69
2134 MOTORCOACH MAINT & TRUCK REPAIR OF MT I	CL 6829	1	11/12/14	37346	75.00
106 NORTHWESTERN ENERGY	CL 6830	2	11/12/14	37347	4,719.47
	CL 6890	2	11/25/14	37402	214.54
1891 OETC	CL 6869	1	11/24/14	37384	974.40
142 ORIENTAL TRADING CO	CL 6831	1	11/12/14	37348	338.62
2076 PEARSON EDUCATION INC.	CL 6832	1	11/12/14	37349	32.80
1568 PERRIN, CORIE	CL 6833	1	11/12/14	37350	100.67
620 POPPLERS MUSIC	CL 6834	1	11/12/14	37351	63.94
809 PURCHASE POWER	CL 6891	1	11/25/14	37403	49.00
2161 REDSTONE LEASING	CL 6835	2	11/12/14	37352	413.50
2162 REPUBLIC SERVICES #886	CL 6836	2	11/12/14	37353	902.21
1723 ROBINSON, TRINA	CL 6837	1	11/12/14	37354	27.09
2295 RUMELHART, LYDIA	CL 6863	1	11/18/14	37378	128.00
27 SCHOLASTIC INC.	CL 6838	1	11/12/14	37355	157.86
	CL 6892	1	11/25/14	37404	255.75
1149 SCHOOL SPECIALTY INC.	CL 6839	2	11/12/14	37356	209.34
	CL 6840	2	11/12/14	37356	526.82
54 SEMONES, LINDA G.	CL 6893	1	11/25/14	37405	73.92
1997 SHELL ENERGY NO. AMERICA L.P.	CL 6841	2	11/12/14	37357	2,784.89
1187 SIMPLY OFFICE SUPPLIES INC.	CL 6842	1	11/12/14	37358	35.16
	CL 6894	2	11/25/14	37406	116.76
1234 SMITH, TRISHA	CL 6807	1	11/11/14	37327	96.96
1160 STAGELINE PIZZA	CL 6895	2	11/25/14	37407	146.00
1389 STAPLES CREDIT PLAN	CL 6872	1	11/24/14	37385	99.99
	CL 6906	1	11/26/14	37408	31.19
	CL 6907	1	11/26/14	37408	286.95
	CL 6908	1	11/26/14	37408	45.19
2302 STONE, DALE	CL 6843	1	11/12/14	37359	123.20
2224 STRICKLAND, RANDI	CL 6896	1	11/25/14	37409	231.73
50 SYSCO/CONTINENTAL K.	CL 6897	2	11/25/14	37410	13,072.28
2107 T.F.E.M.T	CL 6903	1	11/25/14	37411	25.00
1199 TARGET BANK	CL 6898	1	11/25/14	37412	20.88
1803 TEAR IT UP	CL 6844	2	11/12/14	37360	121.20
1459 TED BROWN MUSIC CO.	CL 6899	1	11/25/14	37413	473.78
2283 TEST	CL 6858	1	11/13/14	37374	259.00
777 THE SILVER THIMBLE	CL 6900	1	11/25/14	37414	79.99
31 THREE FORKS HERALD	CL 6845	2	11/12/14	37361	230.00
33 THREE FORKS LUMBER	CL 6846	2	11/12/14	37362	74.35
950 THREE FORKS MARKET	CL 6847	7	11/12/14	37363	1,197.08
2245 THREE FORKS MARKET	CL 6848	1	11/12/14	37364	2,091.80
136 THREE FORKS MOTOR SUPPLY	CL 6849	3	11/12/14	37365	49.09
252 TIM'S DIESEL	CL 6850	2	11/12/14	37366	346.95
1598 VERIZON WIRELESS	CL 6804	3	11/11/14	37322	73.91
196 VIETZ, CRAIG B.	CL 6851	1	11/12/14	37367	33.60
1290 WALMART COMMUNITY/GECRB	CL 6901	1	11/25/14	37415	65.10
959 WARDEN PAPER	CL 6852	2	11/12/14	37368	259.50
2128 WEX BANK	CL 6857	2	11/12/14	37375	3,076.25
753 WHEAT-MONTANA, INC	CL 6853	2	11/12/14	37369	436.00
945 WILDFLOWER DESIGNS	CL 6854	1	11/12/14	37370	30.00
2281 WILSON, LOREE	CL 6855	1	11/12/14	37371	68.25
	CL 6905	1	11/26/14	37416	125.84

Total: 74,186.96

THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 11/01/14 to 11/30/14

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85801	236 LINDSEY M AASHEIM	1999.49	11/10/14	11/14
-85800	201 SERRA A. BAUMAN	803.69	11/10/14	11/14
-85799	177 AUDRIA K. BLOCH	645.44	11/10/14	11/14
-85798	13 PAMELA K. CAREY	1665.54	11/10/14	11/14
-85797	17 SANDRA J. CUTLER	2533.06	11/10/14	11/14
-85796	231 BRADLEY C DAHL	2221.44	11/10/14	11/14
-85795	18 EILEEN A. DARLINTON	1268.67	11/10/14	11/14
-85794	188 ROBERT DOBELL	4155.33	11/10/14	11/14
-85793	189 STEVEN FANNING	3863.72	11/10/14	11/14
-85792	24 CATHERINE L. FELZ	2808.78	11/10/14	11/14
-85791	25 KRISTEN FORD	2807.04	11/10/14	11/14
-85790	27 LUCY A. FRANK	2467.57	11/10/14	11/14
-85789	208 JENNA FROMME	1663.67	11/10/14	11/14
-85788	36 STEVEN B. HAMILTON	2096.92	11/10/14	11/14
-85787	39 ERIN K. HANSEN	2700.46	11/10/14	11/14
-85786	244 KARI J HANSEN	41.11	11/10/14	11/14
-85785	40 AARON M. HARKINS	2081.47	11/10/14	11/14
-85784	41 JUDY R. HARRIS	1223.67	11/10/14	11/14
-85783	43 ERIN L. HAYDER	1212.39	11/10/14	11/14
-85782	233 JUSTIN P HELVIK	3834.36	11/10/14	11/14
-85781	45 LINDA H. HESSEN	867.07	11/10/14	11/14
-85780	46 GREGORY W. HEYS	2670.69	11/10/14	11/14
-85779	238 ELEANORA M HILTON-TAYLOR	995.92	11/10/14	11/14
-85778	170 CASSIDEE JARVIE	1898.07	11/10/14	11/14
-85777	52 JULIE A. JENSEN	2737.47	11/10/14	11/14
-85776	222 SHELBY A. JENSEN	257.75	11/10/14	11/14

12/03/14
10:06:02

THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 11/01/14 to 11/30/14

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Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85775	56 LESLIE KENNEDY	1640.70	11/10/14	11/14
-85774	158 ROBERT LAUVER	1537.54	11/10/14	11/14
-85773	237 DAVID L LAWSON	1988.70	11/10/14	11/14
-85772	240 JAMI J LAWSON	2041.53	11/10/14	11/14
-85771	60 AMY E. LOCKE	2691.33	11/10/14	11/14
-85770	62 LAURIE MACK	1986.25	11/10/14	11/14
-85769	63 SHANN W. MACK	1767.29	11/10/14	11/14
-85768	167 SHELBY J. MACK	1784.44	11/10/14	11/14
-85767	64 KATIE L. MAGNUS	1975.41	11/10/14	11/14
-85766	65 LISA A. MALMQUIST	2921.95	11/10/14	11/14
-85765	66 BRENDA L. MASSEY	1127.13	11/10/14	11/14
-85764	68 JAY T. MCCURRY	2572.77	11/10/14	11/14
-85763	69 JODY L. MCCURRY	2134.16	11/10/14	11/14
-85762	71 PAULA MCDONALD	1482.33	11/10/14	11/14
-85761	75 CAROLYN MILLER	870.82	11/10/14	11/14
-85760	73 DEENA M. MOEYKENS	1078.67	11/10/14	11/14
-85759	74 KERRI L. MOORE	2988.78	11/10/14	11/14
-85758	77 SCOTT D. MURPHY	1278.70	11/10/14	11/14
-85757	80 LACY L. NOBLE	1849.87	11/10/14	11/14
-85756	232 GARRET M OKSNESS	1780.99	11/10/14	11/14
-85755	171 GREGORY OVERMAN	1947.11	11/10/14	11/14
-85754	85 TYLER R. PALMER	2023.09	11/10/14	11/14
-85753	89 CORIE M. PERRIN	2693.74	11/10/14	11/14
-85752	92 SUSAN E. PITCHER	2744.71	11/10/14	11/14
-85751	211 STANLEY PROVENZA	2427.83	11/10/14	11/14
-85750	95 MARILYN K. RANDOLPH	655.05	11/10/14	11/14

12/03/14
10:06:02

THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 11/01/14 to 11/30/14

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Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85749	239 JOLIE M REIJNDERS	2264.21	11/10/14	11/14
-85748	212 LYNDISAY RICHARDS	2354.52	11/10/14	11/14
-85747	96 LONNIE M. RICHARDSON	3098.87	11/10/14	11/14
-85746	97 TRINA M. ROBINSON	1305.02	11/10/14	11/14
-85745	98 KAREN M. ROSE	374.10	11/10/14	11/14
-85744	99 KATHY A. RUTHERFORD	2707.98	11/10/14	11/14
-85743	103 MICHAEL SAUVAGEAU	3009.77	11/10/14	11/14
-85742	106 LINDA G. SEMONES	3099.80	11/10/14	11/14
-85741	108 GAYLA SIELER	1783.83	11/10/14	11/14
-85740	111 STEVEN R. STEINBACHER	1925.46	11/10/14	11/14
-85739	112 JEFFERY L. STRICKLAND	2786.85	11/10/14	11/14
-85738	113 LACI A. STRICKLAND	2167.90	11/10/14	11/14
-85737	221 RANDI L. STRICKLAND	3223.01	11/10/14	11/14
-85736	116 DEANNA M. THURSTON	587.87	11/10/14	11/14
-85735	183 LANA K TORRENCE	347.80	11/10/14	11/14
-85734	120 FAWN VENZOR	1702.77	11/10/14	11/14
-85733	121 CRAIG B. VIETZ	3258.19	11/10/14	11/14
-85732	125 TRACY L. WELTER	2547.23	11/10/14	11/14
-85731	235 LENA L WILSON	1681.05	11/10/14	11/14
-85730	128 JOAN M. WYCOFF	2738.56	11/10/14	11/14
-85729	136 CHRISTINE L. ZEIGER	1499.08	11/10/14	11/14
-85728	248 DRU A. ZEIGER	885.40	11/10/14	11/14
-85727	181 MARGARET M. ZEIGER	1359.31	11/10/14	11/14
-85726	193 deanna m. thurston	1043.97	11/10/14	11/14
-85725	27 LUCY A. FRANK	526.44	11/10/14	11/14
-85724	40 AARON M. HARKINS	682.34	11/10/14	11/14

12/03/14
10:06:02

THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 11/01/14 to 11/30/14

Page: 4 of 5
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85723	237 DAVID L LAWSON	694.02	11/10/14	11/14
-85722	171 GREGORY OVERMAN	1400.86	11/10/14	11/14
-85721	103 MICHAEL SAUVAGEAU	660.27	11/10/14	11/14
-85720	106 LINDA G. SEMONES	539.82	11/10/14	11/14
-85719	120 FAWN VENZOR	78.51	11/10/14	11/14
-85718	FIT EFTPS	55167.10	11/10/14	11/14
-85717	FIT EFTPS	204.30	11/14/14	11/14
-85716	P.E.R.S. PERS	3979.28	11/18/14	11/14
33762	195 JOHANNA DUNDAS	286.57	11/10/14	_____
33763	245 CONOR P DWYER	73.88	11/10/14	_____
33764	224 Leah I. Golding	787.52	11/10/14	_____
33765	35 MELVIN HAMILTON	1130.03	11/10/14	_____
33766	249 MARGOT R. HARTER	220.64	11/10/14	_____
33767	223 Peggy J. Judd	59.25	11/10/14	_____
33768	203 LORIE A. LANE	966.52	11/10/14	_____
33769	174 PAMELA LEBLANC	672.87	11/10/14	_____
33770	234 ROXI L MCDERMOTT	817.20	11/10/14	_____
33771	246 RAYMOND J. NOBLE	87.27	11/10/14	_____
33772	198 TAMIKA J. PAGE	1099.51	11/10/14	_____
33773	110 KAREN SPEEGLE	1420.98	11/10/14	_____
33774	217 MELISSA STONE	144.76	11/10/14	_____
33775	225 SARA J. THARP	195.09	11/10/14	_____
33776	163 STEPHANIE WHITCOME	1128.83	11/10/14	_____
33777	214 PATRICIA ZUELKE	978.81	11/10/14	_____
33778	25 KRISTEN FORD	1296.46	11/10/14	_____
33779	53 TANYA JEVNING	650.30	11/10/14	_____

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
33780	63 SHANN W. MACK	1308.15	11/10/14	_____
33781	167 SHELBY J. MACK	884.88	11/10/14	_____
33782	125 TRACY L. WELTER	896.56	11/10/14	_____
33783	153 ROBERT A. MIOTKE	788.12	11/10/14	_____
33784	CELLULAR PHONES VERIZON WIRELESS	532.96	11/11/14	_____
33785	HSA BSWB EMPE BIG SKY WESTERN BANK	360.00	11/11/14	_____
33786	HSA BSWB EMPE2 BIG SKY WESTERN BANK #2	271.00	11/11/14	_____
33787	HSA FSB EMPE FIRST SECURITY BANK	4286.00	11/11/14	_____
33788	HSA MAN EMPE MANHATTAN BANK	775.00	11/11/14	_____
33789	HSA RMB EMPLR ROCKY MOUNTAIN BANK	201.00	11/11/14	_____
33790	HSA STOCK EMPE STOCKMAN BANK OF MONTANA	75.00	11/11/14	_____
33791	237 DAVID L LAWSON	201.00	11/11/14	_____
33792	MEA/MFT DUES MEA/MFT	972.98	11/11/14	_____
33793	SIT DEPARTMENT OF REVENUE	9138.00	11/11/14	_____
33794	27 LUCY A. FRANK	526.44	11/14/14	_____
33795	106 LINDA G. SEMONES	539.82	11/14/14	_____
33796	FLEX-DEP.CARE ALLEGIANCE	2068.31	11/17/14	_____
33797	FLEX-DEP.CARE ALLEGIANCE	2068.31	11/17/14	_____

# of Checks:	122	Total:	251107.19	Electronic Checks:	213,197.17
				Non-electronic Checks:	37,910.02

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THREE FORKS PUBLIC SCHOOLS
Statement of Activity by Account Number for 11/01/14 to 11/30/14

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Board Member

Account	Opening Balance	Receipts			Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)					
1 THREE FORKS HS ACCT	1428.05	72.00	0.00	70.00	0.00		0.05	0.00	1426.10
2 VOLLEYBALL	340.20	156.89	0.00	277.00	0.00		0.01	0.00	460.32
3 HOME EX	705.36	0.00	0.00	0.00	-11.52		0.01	0.00	693.85
5 FCCLA	5250.69	1704.29	0.00	597.77	0.00		0.07	0.00	4144.24
7 DRAMA	2132.84	0.00	0.00	0.00	0.00		0.04	0.00	2132.88
8 STUDENT COUNCIL	1536.01	0.00	0.00	0.00	0.00		0.03	0.00	1536.04
9 YEARBOOK	1945.12	0.00	0.00	490.00	0.00		0.04	0.00	2435.16
10 BAND/CHORUS	1537.48	0.00	0.00	0.00	0.00		0.03	0.00	1537.51
11 SHOP	3790.20	0.00	0.00	55.00	0.00		0.07	0.00	3845.27
12 CHEERLEADERS	1381.61	162.97	0.00	0.00	0.00		0.02	0.00	1218.66
13 MISSOULA CHILDREN THEATER	1621.78	0.00	0.00	0.00	0.00		0.03	0.00	1621.81
14 SENIORS	6543.86	0.00	0.00	0.00	0.00		0.11	0.00	6543.97
15 JUNIORS	2452.35	0.00	0.00	0.00	0.00		0.04	0.00	2452.39
16 SOPHOMORE CLASS 2011	1484.91	0.00	0.00	0.00	0.00		0.03	0.00	1484.94
17 FRESHMAN	1901.66	0.00	0.00	0.00	0.00		0.03	0.00	1901.69
18 EIGHTH GRADE	0.00	83.77	0.00	0.00	0.00		0.00	0.00	-83.77
19 JR HIGH FOOTBALL	681.94	0.00	0.00	0.00	0.00		0.01	0.00	681.95
20 HONOR SOCIETY	2354.11	15.20	0.00	0.00	0.00		0.04	0.00	2338.95
21 GIRLS BASKETBALL	2880.46	1279.48	0.00	1468.00	0.00		0.05	0.00	3069.03
23 FOOTBALL	1144.54	0.00	0.00	0.00	0.00		0.02	0.00	1144.56
24 BOYS BASKETBALL	3026.60	1575.72	0.00	85.00	0.00		0.03	0.00	1535.91
25 TRACK	1969.67	0.00	0.00	0.00	0.00		0.03	0.00	1969.70
26 8TH GRADUATION	837.26	0.00	0.00	0.00	0.00		0.01	0.00	837.27
28 RETIREES	5817.79	0.00	0.00	1568.71	0.00		0.13	0.00	7386.63
29 ART FUND	799.76	0.00	0.00	0.00	0.00		0.01	0.00	799.77
31 ENRICHMENT	250.03	0.00	0.00	0.00	0.00		0.00	0.00	250.03
33 BAND INSTRUMENT RENTAL	2041.48	0.00	0.00	18.95	0.00		0.04	0.00	2060.47
35 GOLF	3535.94	0.00	0.00	0.00	0.00		0.06	0.00	3536.00
36 RENAISSANCE PROGRAM	1015.87	0.00	0.00	0.00	0.00		0.02	0.00	1015.89
37 CLOSE UP	1485.23	0.00	0.00	0.00	0.00		0.03	0.00	1485.26
39 DRAMA CLASS PLAY	28.98	0.00	0.00	0.00	0.00		0.00	0.00	28.98
41 LIBRARY BOOK FINES	668.64	0.00	0.00	0.00	0.00		0.01	0.00	668.65
42 SKI CLUB	1156.48	0.00	0.00	0.00	0.00		0.02	0.00	1156.50
44 DRIVERS ED	2750.19	0.00	0.00	0.00	0.00		0.05	0.00	2750.24
47 AD - TOURNEY	37496.83	6192.92	-108.00	837.27	0.00		0.56	0.00	32033.74
48 SPANISH CLASS	177.42	0.00	0.00	0.00	0.00		0.00	0.00	177.42
51 JR HIGH BASKETBALL	345.42	0.00	0.00	0.00	0.00		0.01	0.00	345.43
52 JR HIGH VOLLEYBALL	716.56	82.30	0.00	0.00	0.00		0.01	0.00	634.27
53 JR HIGH TRACK	465.04	0.00	0.00	0.00	0.00		0.01	0.00	465.05
54 BPA	2946.77	0.00	0.00	0.00	0.00		0.05	0.00	2946.82
55 SPEECH AND DRAMA	1957.89	598.29	0.00	45.00	0.00		0.02	0.00	1404.62
56 SCIENCE CLUB	1045.05	0.00	0.00	0.00	0.00		0.02	0.00	1045.07
57 JOURNALISM	327.73	0.00	0.00	0.00	0.00		0.01	0.00	327.74
58 VERIZON	3488.31	62.02	0.00	140.99	0.00		0.06	0.00	3567.34
59 GATORADE	1267.16	514.78	0.00	0.00	0.00		0.01	0.00	752.39
60 DENIM DAY	72.35	0.00	0.00	0.00	0.00		0.00	0.00	72.35
63 DIST II FCCLA	-11.52	0.00	0.00	0.00	11.52		0.00	0.00	0.00
65 HOLNAM SCHOLARSHIP	0.45	0.00	0.00	0.00	0.00		0.00	0.00	0.45
67 SCHOLARSHIP FUND	6307.44	0.00	0.00	0.00	0.00		0.11	0.00	6307.55
69 ACEDEMIC OLYMPICS	500.04	0.00	0.00	0.00	0.00		0.01	0.00	500.05
70 JUNIOR HIGH DRAMA	651.71	0.00	0.00	0.00	0.00		0.01	0.00	651.72
71 FALL CONCESSIONS	779.58	617.46	0.00	0.00	0.00		0.00	0.00	162.12

12/03/14
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THREE FORKS PUBLIC SCHOOLS
Statement of Activity by Account Number for 11/01/14 to 11/30/14

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance	
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)		
72 PLAYGROUND EQUIPMENT	4793.46	0.00	0.00	0.00	0.00		0.08	0.00	4793.54	
74 JH MUSIC FESTIVAL	506.66	0.00	0.00	0.00	0.00		0.01	0.00	506.67	
75 WINTER CONCESSIONS	0.01	0.00	0.00	0.00	0.00		0.00	0.00	0.01	
76 CROSS COUNTRY	281.63	72.02	0.00	65.00	0.00		0.00	0.00	274.61	
77 KITCHEN	276.62	0.00	0.00	0.00	0.00		0.00	0.00	276.62	
78 DUAL CREDIT	357.54	0.00	0.00	0.00	0.00		0.01	0.00	357.55	
79 BAND FRIENDS	1499.86	0.00	0.00	0.00	0.00		0.03	0.00	1499.89	
80 KEY CLUB	130.10	0.00	0.00	337.00	0.00		0.01	0.00	467.11	
81 MBI	766.69	0.00	0.00	0.00	0.00		0.01	0.00	766.70	
Total for Student Accounts	133643.89	13190.11	-108.00	6055.69			2.21		126403.68	
Bank Account Totals	133643.89	13190.11	-108.00	6055.69	0.00		2.21	0.00	126403.68	
									Bank Balance	126403.68
									Plus Outstanding Checks	3159.51
									Minus Outstanding Deposits	0.00

									Balance	129563.19
									Minus Receipts in Transit	0.00

									Statement Balance	129563.19