

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, January 13, 2015 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, Regular Meeting on December 9, 2014
- IV. Visitors and Patrons
 - a. MS/HS FCCLA Presentation
- V. Communications and Petitions
- VI. Public Comment Period (Non-Agenda Items and Non Personnel Related Items)
- VII. Student Council Report
 - a. Essie Hostler, President
- VIII. Principals Report
 - a. Justin Helvik- Middle/High School 6-12 Principal
 - b. Steve Fanning – Elementary K-5 Principal
- IX. Financial Report
 - a. Randi Strickland, Business Manager and Clerk
- X. Superintendents Report
 - a. Robert DoBell
- XI. Old Business
 - a. 2012-2013- Final Audit Report (Phillip Edmonds)
 - b. Recommendation to approve the following curriculum developed in cooperation with the Montana Educational Consortium or (MEC)
 - i. Second Reading- Recommendation to approve K-12 English Language Arts Curriculum
 - ii. Second Reading- Recommendation to approve K-12 Mathematics Curriculum
 - iii. Second Reading -Recommendation to approve K-12 Social Studies Curriculum
- XII. Claims Approval
- XIII. New Business
 - a. First Reading – Recommendation to approve the Three Forks School Districts Long Range Strategic Plan
 - b. Recommendation to hire Bill Frank as a Route Bus Driver at \$13.15/hour based on experience.
 - c. Recommendation to hire Marge Wade as Music Accompanist at \$1,859.00 for the 14-15 school year.
 - d. Student A – Policy 1700 Level 4 (Parental Complaint) – (Executive Session)
 - e. Superintendent Annual Evaluation (Executive Session)
 - f. Superintendent Contract Negotiations
- XIV. Adjourn: _____

Regular Board Meeting --- December 9, 2014

Present: Chairperson - Dale Kober, Vice-Chairperson – Lori Van Vleet, Trustees Kathy Lien, 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: Jill Martell, Tanner Martell, Holli Smith, Roxi McDermott, Karlie McDermott, Yen Shae Fan, Linda Semones, Shelby Mack, Brooke Pestel, Vanessa Rauser, Rob Rauser, Gabriella Rauser, Willow Rauser, Dollie Horst, Colter Horst, Caroline Horst, Trinity Ward, Bill Ward, Matt Andersen, Sawyer Andersen, Dylan Andersen, Desirae Raffety, Taylor Raffety, Sarah Raffety, Andy Malby, Sandra Cutler, Jessica Ferreyra.

The board meeting was called to order at 5:00 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. None.

APPROVAL OF THE AGENDA:

- A. Trustee Van Vleet 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 11/11/14 regular board meeting. All members voted in favor.

VISITORS AND PATRONS:

- A. Elementary Librarian Shelby Mack and Elementary students presented the Accelerated Reader (AR) Program for Three Forks Elementary School. Principal Steve Fanning introduced meeting attendees to the AR program and recognized the top point earners from each class K-5. The Elementary students have already read over 1,600 books this year so far.

COMMUNICATIONS AND PETITIONS:

- A. Superintendent DoBell presented a letter received from the Dennis and Phyllis Washington Foundation regarding a grant application for funding to assist with fiber optic internet installation. Grant assistance was not awarded at this time, however, Mr. DoBell is working diligently with other available grant programs in hopes of receiving financial assistance with the fiber optic project.
- B. Superintendent DoBell presented a letter from Kathy Rutherford and the Three Forks MEA/MFT Local 4476 as intent to begin negotiations for the 2015-2016 school year. Superintendent DoBell and Business Manager Randi Strickland have already begun the process of presenting the requested items to the MEA/MFT team.

PUBLIC COMMENT:

- A. Board Chair Kober expressed his thanks for the hard work of Mr. Sauvageau this past weekend during the Junior High basketball tournament.
- B. Brook Pestel expressed her concern regarding parking safety issues related to staff location for parking and the safety of the children having to cross the street to reach their parents. Jessica Ferreyra stood and spoke in support of Mrs. Pestel's concerns with lack of parental parking and student safety before and after school while crossing the street. Holli Smith stood and spoke in agreement with other parent concerns. Board Chair Kober addressed the issue regarding access to the schools with the locked doors for the staff. Mayor Hamilton stood to speak on the city ordinances and the efforts being made by the City Council to come up with a viable and safe solution related to the parking issues.

STUDENT COUNCIL REPORT:

- A. Student Body President Essie Hostler provided the Student Council Report. Basketball season has begun and the kids are very excited. The speech and debate teams were extremely successful this past week in their tournaments. The door decorating contest has been a great hit and has really put students in positive holiday spirits. The food drive has begun and will continue through the 19th.

PRINCIPALS REPORT:

- A. Elementary Principal Steve Fanning reported on current Elementary affairs.
 - a. Mr. Fanning that the Elementary had their first awards assembly. The students were all extremely excited and the assembly appears to have really motivated the students to work harder. This will be a quarterly tradition.
 - b. The MBI team is excited to get the positive posse kicked off for 5th graders in a leadership role.
 - c. The MBI team is working on new incentive programs for better choices on the playground.
 - d. The My Voice Survey for the 3-5 students will be implemented to ask students for opinions and input on how the school runs (Staff, Facilities, Climate, etc).
 - e. Professional Development is continuing and going well. A PLC meeting was held to bounce ideas off of one another regarding what technology apps, options and ideas staff members are using. The continued education on iPad use is going extremely well and has been very appreciated by staff members. Several Special Education and Title staff members attended a corrective reading seminar in which they felt was extremely useful.
 - f. Current enrollment is at 291.
- B. Middle School and High School Principal Justin Helvik reported on the current MS/HS activities.
 - a. Current 6-12 enrollment is at 291 which is slightly down for the beginning of the year.
 - b. Principals Helvik reported that the multi-tiered system of support (MTSS) is going extremely well. The goal is to achieve the Silver recognition for the current school year. Meetings for the School Wide Assistance Team (SWAT) in order to develop a multi-tiered system of support have also

- begun.
- c. All forms for staff members are now web based on Google Docs, which is a great improvement and advancement.
 - d. Principal Helvik reported that the Sidekick Program will begin second semester for Juniors and Seniors. Participants will fill out an application to be a part of the program and will receive 1/4 credit for participating.
 - e. The Imery's Tournament will kick off for the High School basketball teams this coming weekend. Junior High boys' basketball is wrapping up this evening. Both teams had a fantastic year with the 8th grade boys' team winning the tournament. Speech and Drama/Debate continues its excellence in competitions.

FINANCIAL REPORT:

- A. District Clerk/Business Manager Randi Strickland reported that she is in the process of preparing for year-end tax reports and employee tax forms (W-2's, 1099's, etc), which will be distributed according to the proper deadlines in order to ensure staff members are able to begin preparation for their personal tax reporting.
- B. Ms. Strickland and Superintendent DoBell have scheduled the on-site visit with auditor Philip Emmons to begin field work for the 2013-2014 fiscal audit.
- C. Ms. Strickland will attend the monthly area clerk's meeting and Christmas party on December 16th.
- D. Ms. Strickland and Superintendent DoBell will work together over the Christmas break to schedule personal vacation time in alternating weeks in order to ensure presence in the office for support is available.

SUPERINTENDENTS REPORT:

- A. General Fund Budget Update:
 - a. Elementary Expended
 - i. Committed = \$539,913.91
 - ii. % Remaining = 76.76%
 - b. High School Expended:
 - i. Committed = \$315,293.03
 - ii. % Remaining = 77.73%
- 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. The new carpet cleaning process with recently purchased cleaning machines from BRUCO is taking place and is going really well. The carpets will be cleaned twice a month to ensure cleaner facilities.
- E. The old gym floor will be resurfaced December 22-23.
- F. The exterior lighting project is complete and the campus is very safely and brightly lit now.
- G. Work on the District water rights is continuing and contacts to relevant attorneys and surveyors to finalize the rights issue are being made by Superintendent DoBell.
- H. The easement project with Three Forks Lumber for electrical work is complete and

- work can now begin.
- I. Superintendent DoBell presented the Superintendent evaluation tool to the Board of Trustees. The evaluations need to be completed by each Trustee and sent to Board Chair Kober prior to the January board meeting. Superintendent DoBell provided a brief overview of the District Policies as related to the duties, expectations and responsibilities of the position of Superintendent.
 - J. The K-12 Christmas door decorating contest is underway with the final judging set for the morning of December 12th. Superintendent DoBell urged those Trustees interested in being involved with the judging to join the administrative staff on the walk-through on December 12th.
 - K. Superintendent DoBell asked the Board of Trustees to consider developing a written agreement with the Willow Creek school district regarding the school transportation agreement, historically one that has been a Gentleman's agreement as opposed to an agreement that is on record. Trustees agreed that the need for a written agreement is necessary.
 - L. Superintendent DoBell has scheduled Christmas vacation that offsets Business Manager Ms. Strickland's Christmas vacation and wanted to make the Trustees aware. Board Chair Dale Kober approved of the requested vacation time per written documentation.

OLD BUSINESS:

- A. A draft of the Strategic Plan was presented to the District by MTSBA's Associate Executive Director Debra Silk. Superintendent DoBell recommended that the Strategic Plan draft be discussed amongst administration and Trustees and with the first reading of the plan to be presented at the January Board meeting. Fellow administrators and the Board of Trustees agreed to move forward with Mr. DoBell's recommendation.
- B. Superintendent DoBell presented the second reading of Policy 3080 Maintenance of Student Records. Trustee Van Vleet made a motion, seconded by Trustee Sayers to approve of the second reading of Policy 3080. All members voted in favor.
- C. Superintendent DoBell presented the second reading of Policy 7400 Financial Management. Trustee Lien made a motion, seconded by Trustee Van Vleet to approve of the second reading of Policy 7400 with included revisions. All members voted in favor.

NEW BUSINESS:

- A. Superintendent DoBell provided an update on Student Enrollment after the December winter count. The following enrollment counts were submitted to OPI for the winter count:
 - a. K-6 = 331 students
 - b. 7-8 = 85 students
 - c. 9-12 = 166 students
 - d. Total = 582 students
- B. Due to the unavailability to present the final audit report by District auditor Philip Emmons, Trustee Van Vleet made a motion, seconded by Trustee Lien to table the final 2012-2013 fiscal year audit report until the January Board meeting.

- C. Superintendent DoBell presented an update on the financial direction of the General Fund for the 2015-2016 school year as it was affected by the increase in enrollment from the Winter count. Superintendent DoBell asked the Board of Trustees for direction on moving forward with educating the community about an operational mill levy and why it is necessary for the success of the District. Superintendent DoBell recommended that a pamphlet be distributed throughout the community as well as the need to provide fireside chats, city council presentations, etc as a plan of action. Trustees agreed to move forward with the recommended plan of action.
- D. Superintendent DoBell presented the Montana Educational Consortium (MEC) Curriculum Review cycle to the Board of Trustees. The importance of understanding and involving the consortium is paramount for the review and approval of new curriculum by the Board of Trustees.
- E. Superintendent DoBell made the recommendation to approve of the first readings of the following curriculum as developed in cooperation with the MEC.
 - a. K-12 English Language Arts Curriculum:
 - i. Trustee Van Vleet made a motion, seconded by Trustee Sayers to approve of the first reading of the K-12 English Language Arts Curriculum. All members voted in favor.
 - b. K-12 Mathematics Curriculum:
 - i. Trustee Lien made a motion, seconded by Trustee Van Vleet to approve of the first reading of the K-12 mathematics curriculum. All members voted in favor.
 - c. K-12 Social Studies Curriculum:
 - i. Trustee Sayers made a motion, seconded by Trustee Lien to approve of the first reading of the K-12 Social Studies curriculum. All members voted in favor.
- F. Superintendent DoBell made a recommendation to hire Ashton Carrier and Shelby Jensen as co-cheerleading coaches at a stipend of \$715 each for the 2014-2015 winter season. Trustee Van Vleet made a motion, seconded by Trustee Sayers to approve of the hiring of Shelby Jensen and Ashton Carrier for the 2014-2015 winter season. All members voted in favor.
- G. Superintendent DoBell made a recommendation to hire Lori Lane as the 8th Grade Girls' Basketball coach at a stipend of \$1,716 for the 2014-2015 winter season. Trustee Lien made a motion, seconded by Trustee Van Vleet to hire Lori Lane for the 2014-2015 winter season. All members voted in favor.
- H. Superintendent DoBell made a recommendation to hire Bobby Lauver as the 7th Grade Girls' basketball coach for the 2014-2015 winter season at a stipend of \$1,716. Trustee Sayers made a motion, seconded by Trustee Lien to hire Bobby Lauver as the 7th Grade Girls' Basketball coach for the 2014-2015 season. All members voted in favor.
- I. Superintendent DoBell made a recommendation to approve of the letter of resignation from Pat Zuelke as Special Education Aide in the Middle/High School. Trustee Lien made a motion, seconded by Trustee Sayers to accept the letter of resignation from Pat Zuelke. All members voted in favor.
- J. Superintendent DoBell made a recommendation to hire Karen Rose as Special

Education Aide in the Middle/High School at a rate of \$9.00 per hour for the remainder of the 2014-2015 school year. Trustee Van Vleet made a motion, seconded by Trustee Sayers to approve of the hiring of Karen Rose as Special Education Aide for the MS/HS. All members voted in favor.

- K. Superintendent DoBell made a recommendation to approve of the verbal resignation of Lester Williams as the Milligan Canyon bus route driver. Trustee Van Vleet made a motion, seconded by Trustee Lien to accept the verbal resignation of Lester Williams. 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.

Trustee Van Vleet made a motion, seconded by Trustee Kober to adjourn the regular board meeting. All members voted in favor. Chairperson Kober adjourned the regular board meeting at 6:30 pm.

District Clerk

Chairperson, Board of Trustees

Dated

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

January 8, 2015

January 2015 School Board Meeting Superintendents Report

Educational Leadership:

- General Fund Budget Update
 - Elementary Expended
 - Committed \$843,506.85
 - Percentage Remaining 63.70%
 - High School Expended
 - Committed \$513,336.71
 - Percentage Remaining 63.74%
- Twitter (Professional Development)
 - #MTEDCHAT Tuesday's from 8-9pm MDT
- Adult Education – 130 adult education students signed up for classes – See Back for Schedule of Classes
- Carpet Cleaning Schedule – All common area carpets in hallways will be cleaned at least twice a month.
- Water Rights and Property across from the Bus Barn update. Dan Swenson (Townsend)
 - Completed on Wednesday January 7, 2014
 - He found all pins and most of the water rights.
 - He will be sending an updated map which will then be forwarded to our attorney
- Mill Levy Update
 - Pamphlets made and will be at all home basketball games
 - I have worked to schedule community meetings
 - Chamber of Commerce
 - Imery's
 - Holcim
 - Adult Education Course January 26-28
- Administrative Team will begin to look at revisions to the CBA and Teacher Evaluation Tools
 - CBA
 - Negotiations committee meeting date for revisions to CBA
 - Administrative team will be working with the Montana E-Pass system and the School Improvement Network to examine the teacher evaluation instrument.

Upcoming events:

- | | |
|-------------------------|---|
| 1. January 12, 2015 | Chamber of Commerce Mill Levy Information |
| 2. January 16, 2015 | End of First Semester |
| 3. January 19, 2015 | No School (Martin Luther King Jr. Holiday) |
| 4. January 21, 2015 | Imery's Talc Plant Mill Levy Information |
| 5. January 23, 2015 | Legislature Visit to Testify for Continued Funding for the MTDA 1.5 Million Cut |
| 6. January 28, 2015 | MTSBA Human Resources Symposium Helena All Day |
| 7. February 2, 2015 | Spring ANB Count Day |
| 8. February 3, 2015 | Ministerial Association Meeting for Mill Levy |
| 9. February 4, 2015 | MASS Superintendents Monthly Meeting Belgrade 11:00-2:30pm |
| 10. February 9-10, 2015 | SWMSS Tech Summit Conference Presentation on Digital Leadership |

Monday	Tuesday	Wednesday	Thursday
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Weights 6-6:30 AM
Weight Room

Weights 6-6:30 AM
Weight Room

Yoga 6-7:00
H.S. Library

Yoga 6-7:00
H.S. Library

Yoga 6-7:00
H.S. Library

MT History 6:30-8:00
Elem Room 16

Nutrition 6-7:00
Elem Room 15

Sign Lang. 7-8:00
Elem Room 16

Bridge 7-8:00
Elem. Library

Water colors 7-8:30
Elem Art Room 17

Archery 7-8:30
Old Gym

Bus Driver 7-8:00
H.S. Room 4

Bus Driver 7-8:00
H.S. Room 4

Workshops

Monday	Tuesday	Wednesday	Thursday
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Photo Shop
Jan 12-Feb 16 7-8:30
Elem Computer Rm 3

Genealogy
Jan 14th & 21st 7-9:00
Elem Computer Rm 3

Smartphone Use
Feb 23rd 6-8:00
H.S. Room 8

Massage for
Self-Care
Jan 21st 7-9:00
Elem Room 2

Head, Neck, Shoulder
Massage
Feb 11th 7-9:00
Elem Room 2

Understanding MT
School Finance
Jan. 26th 7-8:30

Understanding MT
School Finance
Jan. 27th 7-8:30

Understanding MT
School Finance
Jan. 28th 7-8:30

THREE FORKS PUBLIC SCHOOLS
Summary Budget
For the Accounting Period: 1 / 15

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	337,666.42	785,891.58
101	100	1000	117			INSTRUCTION	TEACHER AIDS SALARY		42,000.00	25,735.86	16,264.14
101	100	1000	120			INSTRUCTION	TEMPORARY SAL (SUB)		27,500.00	9,436.63	18,063.37
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	1,339.93	15,660.07
101	100	1000	260			INSTRUCTION	HEALTH INSURANCE		217,000.00	96,787.90	120,212.10
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	3,349.76	6,650.24
101	100	1000	610			INSTRUCTION	SUPPLIES		30,000.00	18,477.96	11,522.04
101	100	1000	640			INSTRUCTION	BOOKS		10,000.00	6,268.49	3,731.51
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	502,067.99	1,024,490.01
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	20,865.66	31,972.34
101	100	2200	250			SUP SEV INST-STAFF	WORKERS' COMP		0.00	71.41	-71.41
101	100	2200	260			SUP SEV INST-STAFF	HEALTH INSURANCE		0.00	804.00	-804.00
101	100	2200	***						52,838.00	21,741.07	31,096.93
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	954.15	545.85
101	100	2220	640			EDUCATION MEDIA SER	BOOKS		3,000.00	516.17	2,483.83
101	100	2220	800			EDUCATION MEDIA SER	OTHER OBJECTS		1,000.00	33.00	967.00
101	100	2220	***						5,500.00	1,503.32	3,996.68
101	100	2300	111			SUPPORT SEV GEN ADM	ADMIN SALARY		55,918.00	15,377.60	40,540.40
101	100	2300	115			SUPPORT SEV GEN ADM	OFFICE/CLERICAL SAL		23,665.00	10,313.03	13,351.97
101	100	2300	250			SUPPORT SEV GEN ADM	WORKERS' COMP		0.00	78.77	-78.77
101	100	2300	582			SUPPORT SEV GEN ADM	TRAVEL OUT/DIST		1,600.00	1,100.99	499.01
101	100	2300	610			SUPPORT SEV GEN ADM	SUPPLIES		8,000.00	8,658.14	-658.14
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	36,359.70	54,128.30
101	100	2400	111			SUPPORT SER ADMINIST	ADMIN SALARY		55,440.00	27,720.00	27,720.00
101	100	2400	115			SUPPORT SER ADMINIST	OFFICE/CLERICAL SAL		47,750.00	23,374.04	24,375.96
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	141.39	-141.39
101	100	2400	260			SUPPORT SER ADMINIST	HEALTH INSURANCE		0.00	627.13	-627.13
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	4,571.72	6,428.28
101	100	2400	582			SUPPORT SER ADMINIST	TRAVEL OUT/DIST		2,500.00	3,425.25	-925.25
101	100	2400	610			SUPPORT SER ADMINIST	SUPPLIES		8,000.00	9,492.43	-1,492.43
101	100	2400	800			SUPPORT SER ADMINIST	OTHER OBJECTS		825.00	953.65	-128.65

THREE FORKS PUBLIC SCHOOLS
Summary Budget
For the Accounting Period: 1 / 15

Funds 101- 101

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	74,132.19	59,082.81
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	6,480.55	13,519.45
101	100	2600	120			OP & MAINT PLANT SER TEMPORARY SAL (SUB)			10,000.00	4,359.26	5,640.74
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	357.98	642.02
101	100	2600	260			OP & MAINT PLANT SER HEALTH INSURANCE			0.00	204.85	-204.85
101	100	2600	411			OP & MAINT PLANT SER GAS			35,000.00	8,893.25	26,106.75
101	100	2600	412			OP & MAINT PLANT SER ELECTRICITY			35,000.00	16,897.37	18,102.63
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	3,505.17	7,494.83
101	100	2600	431			OP & MAINT PLANT SER DISPOSAL SVC-GARBAGE			5,500.00	2,966.77	2,533.23
101	100	2600	440			OP & MAINT PLANT SER REPAIR AND MAINT SER			81,760.00	52,224.47	29,535.53
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	11,898.88	9,101.12
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	124,819.08	120,656.92
101	100	****	***	****					2,062,275.00	765,590.73	1,296,684.27
101	280	1000	112			INSTRUCTION	TEACHERS SALARY		53,165.00	17,721.68	35,443.32
101	280	1000	113			INSTRUCTION	PROF-OTHER SALARY		46,865.00	17,294.00	29,571.00
101	280	1000	117			INSTRUCTION	TEACHER AIDS SALARY		57,054.00	15,687.38	41,366.62
101	280	1000	250			INSTRUCTION	WORKERS' COMP		0.00	207.39	-207.39
101	280	1000	260			INSTRUCTION	HEALTH INSURANCE		14,000.00	378.07	13,621.93
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	2,931.30	568.70
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	55,416.82	130,067.18
101	280	****	***	****					185,484.00	55,416.82	130,067.18
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	12,309.48	4,690.52
101	720	3500	250			ATHLETICS/SCHOOL SP.	WORKERS' COMP		0.00	44.09	-44.09
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

THREE FORKS PUBLIC SCHOOLS
Summary Budget
For the Accounting Period: 1 / 15

Funds 101- 101

Fund Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	720	3500	660		ATHLETICS/SCHOOL SP.	MINOR EQUIP NEW		5,000.00	0.00	5,000.00
101	720	3500	***	****				36,500.00	12,353.57	24,146.43
101	720	****	***	****				36,500.00	12,353.57	24,146.43
101	910	3100	116		FOOD SERVICES	SERVICE WORK SALARY		28,637.00	8,456.00	20,181.00
101	910	3100	120		FOOD SERVICES	TEMPORARY SAL (SUB)		1,500.00	312.85	1,187.15
101	910	3100	250		FOOD SERVICES	WORKERS' COMP		0.00	433.75	-433.75
101	910	3100	260		FOOD SERVICES	HEALTH INSURANCE		1,300.00	943.13	356.87
101	910	3100	582		FOOD SERVICES	TRAVEL OUT/DIST		200.00	0.00	200.00
101	910	3100	***	****				31,637.00	10,145.73	21,491.27
101	910	****	***	****				31,637.00	10,145.73	21,491.27
101	***	****	***	****						
101	***	****	***	****				2,323,996.00	843,506.85	1,480,489.15
101	***	****	***	****						
101	***	****	***	****						
Grand Total								2,323,996.00	843,506.85	1,480,489.15

Funds 201- 201

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
201	100	1000	112			INSTRUCTION	TEACHERS SALARY		591,531.00	198,946.59	392,584.41
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	7,421.69	13,578.31
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	748.95	3,751.05
201	100	1000	260			INSTRUCTION	HEALTH INSURANCE		121,000.00	40,206.63	80,793.37
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	3,875.27	2,124.73
201	100	1000	610			INSTRUCTION	SUPPLIES		33,500.00	19,369.22	14,130.78
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	273,656.64	553,674.36
201	100	2200	112			SUP SEV INST-STAFF	TEACHERS SALARY		29,803.00	8,857.34	20,945.66
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	32.42	-32.42
201	100	2200	***		****				32,803.00	8,889.76	23,913.24
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	635.39	364.61
201	100	2220	640			EDUCATION MEDIA SER	BOOKS		1,000.00	2,243.88	-1,243.88
201	100	2220	***		****				2,000.00	2,879.27	-879.27
201	100	2300	111			SUPPORT SEV GEN ADM	ADMIN SALARY		48,000.00	23,333.32	24,666.68
201	100	2300	115			SUPPORT SEV GEN ADM	OFFICE/CLERICAL SAL		31,822.00	14,119.99	17,702.01
201	100	2300	250			SUPPORT SEV GEN ADM	WORKERS' COMP		0.00	128.26	-128.26
201	100	2300	440			SUPPORT SEV GEN ADM	REPAIR AND MAINT SER		8,000.00	3,321.58	4,678.42
201	100	2300	582			SUPPORT SEV GEN ADM	TRAVEL OUT/DIST		2,000.00	1,103.86	896.14
201	100	2300	610			SUPPORT SEV GEN ADM	SUPPLIES		7,000.00	3,772.92	3,227.08
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	46,518.20	51,903.80
201	100	2400	111			SUPPORT SER ADMINIST	ADMIN SALARY		11,259.00	5,460.00	5,799.00
201	100	2400	115			SUPPORT SER ADMINIST	OFFICE/CLERICAL SAL		26,929.00	12,919.41	14,009.59
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	50.93	-50.93
201	100	2400	260			SUPPORT SER ADMINIST	HEALTH INSURANCE		0.00	458.28	-458.28
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	1,095.62	404.38
201	100	2400	610			SUPPORT SER ADMINIST	SUPPLIES		4,500.00	3,623.71	876.29
201	100	2400	800			SUPPORT SER ADMINIST	OTHER OBJECTS		0.00	383.16	-383.16
201	100	2400	***		****				49,588.00	25,859.16	23,728.84
201	100	2500	340			SUPPORT SER BUSINESS	TECHNICAL SER		4,500.00	2,446.62	2,053.38

Funds 201- 201

Fund Org Prog Func Obj Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
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	18,704.16	12,795.84
201 100 2600 120	OP & MAINT PLANT SER	TEMPORARY SAL (SUB)		2,000.00	3,398.99	-1,398.99
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	715.31	-715.31
201 100 2600 260	OP & MAINT PLANT SER	HEALTH INSURANCE		0.00	1,049.01	-1,049.01
201 100 2600 411	OP & MAINT PLANT SER	GAS		20,000.00	4,486.79	15,513.21
201 100 2600 412	OP & MAINT PLANT SER	ELECTRICITY		32,000.00	8,307.38	23,692.62
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	1,868.28	6,131.72
201 100 2600 431	OP & MAINT PLANT SER	DISPOSAL SVC-GARBAGE		5,500.00	1,461.25	4,038.75
201 100 2600 440	OP & MAINT PLANT SER	REPAIR AND MAINT SER		43,939.00	25,585.56	18,353.44
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	5,425.90	6,574.10
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	78,740.77	86,198.23
201 100 **** *** ****				1,181,083.00	438,990.42	742,092.58
201 280 1000 112	INSTRUCTION	TEACHERS SALARY		48,000.00	24,331.00	23,669.00
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	92.50	-92.50
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	519.37	1,480.63
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	24,942.87	50,657.13
201 280 **** *** ****				75,600.00	24,942.87	50,657.13
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	9,582.15	17,417.85
201 710 3400 250	EXTRA-CUR ACTIVITIES	WORKERS' COMP		0.00	66.37	-66.37
201 710 3400 260	EXTRA-CUR ACTIVITIES	HEALTH INSURANCE		0.00	30.50	-30.50
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	9,679.02	37,720.98
201 710 **** *** ****				47,400.00	9,679.02	37,720.98
201 720 3500 119	ATHLETICS/SCHOOL SP.	ACT DIRECTOR SALARY		4,862.00	2,430.99	2,431.01
201 720 3500 120	ATHLETICS/SCHOOL SP.	TEMPORARY SAL (SUB)		55,000.00	34,656.89	20,343.11

Funds 201- 201

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
201	720	3500	250			ATHLETICS/SCHOOL SP.	WORKERS' COMP		300.00	212.04	87.96
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	2,100.00	7,900.00
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	39,399.92	64,762.08
201	720	****	***	****	****				104,162.00	39,399.92	64,762.08
201	910	3100	120			FOOD SERVICES	TEMPORARY SAL (SUB)		2,500.00	312.65	2,187.35
201	910	3100	250			FOOD SERVICES	WORKERS' COMP		0.00	11.83	-11.83
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	324.48	5,225.52
201	910	****	***	****	****				5,550.00	324.48	5,225.52
201	***	****	***	****	****						
201	***	****	***	****	****				1,415,795.00	513,336.71	902,458.29
Grand Total									1,415,795.00	513,336.71	902,458.29

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued:	Qualified
Internal control over financial reporting:	
Material weakness (es) identified?	Yes
Significant Deficiency (ies) identified not considered to be material weaknesses?	Yes
Noncompliance material to the financial statements noted?	Yes

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding 13-1:

Criteria: The District does not have specific controls in place to review the selection and application of accounting principles and resulting disclosures within the financial statements.

Condition: I was engaged to assist in the preparation of the District’s financial statements. The government ensures the quality of its financial statements by engaging a qualified audit firm with expertise in governmental audits and by reading a preliminary draft of the financial statements.

Cause: The condition occurred due to the District having a limited number of personnel available.

Effects of Condition: It is common within the governmental sector to rely on the audit firm to prepare the financial statements; however, an audit firm cannot be considered part of the government’s internal control by professional standards. Since some presentations and disclosures may be material to the financial statements, this weakness in internal control is classified as material.

Recommendation: The District should continue to read its draft financial statements and ensure the quality of the document and preparer.

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Management Response:

Finding 13-2:

Criteria: The School District did not record the other post employment benefit (OPEB) liability and related expense in the financial statements in accordance with GASB Statement Number 45.

Condition: U.S. generally accepted accounting principles require the OPEB liability and related expense be recorded in the financial statements.

Cause: The School District did not engage an actuarial firm to assist in determining the OPEB liability and related expense.

Effects of Condition: The governmental activities and internal service fund liabilities are understated, net assets are overstated and expenses are understated.

Recommendation: Management and the Board of Trustees should consider the cost/benefit of contracting with an actuarial firm to determine the OPEB liability and related expense.

Management Response:

Finding 13-3:

Criteria: The State of Montana requires school districts to submit a complete and accurate Trustees' Financial Summary to report the results of operations during the fiscal year.

Condition: The Trustees' Financial Summary prepared by the District omits data pertaining to fixed assets and compensated absences.

Cause: Management did not include these items in the Trustees Financial Summary.

Effects of Condition: The omission of these items causes the Trustees' Financial Summary to be incomplete.

Recommendation: Management should complete the entire Trustees' Financial Summary prior to submission.

Management Response:

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Finding 13-4:

Criteria: Montana Code Annotated 20-9-504 requires that the accounting system for the extracurricular fund provide for the internal control of the cash receipts and expenditures of the money.

Condition: The School District's use of pre-numbered admission tickets for extracurricular activities is not providing adequate internal control over cash receipts.

Cause: The School District personnel have been unable to execute the use of admission tickets effectively. More specifically, the School District has been unable to reconcile the number of tickets sold to money received.

Effects of Condition: Internal controls have been diminished with regard to cash receipts from extracurricular activities where admission is charged.

Recommendation: The School should implement and maintain policies that will strengthen internal controls for extracurricular activities where admission is charged.

Management Response:

Finding 13-5:

Criteria: Administrative Rules of Montana (ARM) 10.10.304 disallows the use of the student extracurricular fund to finance district expenditures for purposes other than student activities and states that it may not be used as a convenience to pay the district's liabilities pending reimbursement from the appropriate district fund, with certain exceptions. Also, the district should limit fund accounts to only student extracurricular activities.

Condition: A message board was partially paid for from the student extracurricular fund in the amount of \$9,205. Also, the student extracurricular accounts are currently being used for Book Fines, Driver's Education class fees, Retirees' Health Insurance, Verizon, Gatorade, Denim Day, Playground Equipment and Kitchen Fund.

Cause: Management of the District has not limited the usage of the student extracurricular fund to allowed activities.

Effects of Condition: Using the student extracurricular fund for unallowed activities greatly diminishes the internal controls of the District's accounting system.

Recommendation: Limit the use of the student activity accounts to organized student functions, activities or assessments.

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Management Response:

Finding 13-6:

Criteria: Montana Code Annotated 20-9-443 specifies that any money remaining in the debt service fund and all money that may come into the debt service fund from the payment of delinquent taxes must be transferred to the general fund, building reserve levy fund or technology fund when all bond obligations have been paid, if the subsequent use of the funds by the school district is limited to constructing, equipping, or enlarging school buildings or purchasing land needed for school purposes.

Condition: The School District has fully paid all bonds and a money remains in the debt service funds.

Cause: Unknown.

Effects of Condition: The School is not in compliance with the Montana Code annotated.

Recommendation: The School should transfer the remaining money to one of the funds listed above.

Management Response:

Finding 13-7:

Criteria: Montana Code Annotated 20-9-221 specifies that warrants may be signed by a facsimile signature device, but if one is used, it must not be available to the countersigner of the warrant, with certain exceptions.

Condition: The School District uses a computerized accounting system that automatically prints both signatures on the warrants. The presiding officer of the board of trustees does not sign, or review the warrants after they are printed.

Cause: Unknown.

Effects of Condition: The School is not in compliance with the Montana Code annotated and has substantially weakened its system of internal control.

Recommendation: The School should review the applicable laws and create a plan to achieve compliance with the law and strengthen internal controls. Despite the inefficiency, requiring the presiding officer of the board of trustees to manually sign the warrants would do both.

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Management Response:

Finding 13-8:

Criteria: Montana Code Annotated 20-9-213 specifies that the board of trustees shall authorize all expenditures of district money.

Condition: The School District was unable to produce documentation showing the board of trustees approved the June expenditures.

Cause: Unknown.

Effects of Condition: The School is not in compliance with the Montana Code annotated and has substantially weakened its system of internal control.

Recommendation: The board of trustees should review and approve all expenditures before they are made.

Management Response:

Finding 13-9:

Criteria: Montana Code Annotated 20-9-132 specifies that if any appropriation item of a School District's final budget provides for the payment of wages or salary to more than one person, the district shall attach to the budget a separate listing of each position of employment, with the budgeted amount of compensation for each position.

Condition: The School District did not have this attachment to the budget available for review.

Cause: Unknown.

Effects of Condition: The School District is not in compliance with the Montana Code Annotated.

Recommendation: The School District should complete and include this attachment as detailed in the Montana Code Annotated.

Management Response:

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Finding 13-10:

Criteria: According to the Montana Code Annotated, noncertified employees of the District may accumulate vacation leave to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year.

Condition: One noncertified employee of the District had accumulated in excess of two times the maximum number of days earned annually.

Cause: Unknown.

Effects of Condition: The condition causes the liability for compensated absences to be higher than it should be.

Recommendation: The School District should adhere to its established policies for vacation leave.

Management Response:

Finding 13-11:

Criteria: Montana Code Annotated 2-18-617(5) states that it does not prohibit the payment of cash compensation for unused vacation leave in lieu of the accumulation of leave if the school district has a policy in place. Line 38 of page 5334P in the school policy manual states "the district may, in its sole discretion and/or subject to the terms of a collective bargaining agreement, provide cash compensation in January of each year for unused vacation leave in lieu of the accumulation of vacation leave".

Condition: The School District paid an employee in June of 2013 for accumulated vacation leave prior to the employee terminating service. In this instance, the School District was not in compliance with the Montana Code Annotated because the payment for unused vacation leave was made in addition to the employee being allowed to continue to accumulate vacation leave. Also, the School was not in compliance with its own policies and was not able to produce any written documentation showing approval of the payment by the Board of Trustees or Superintendent.

Cause: Unknown.

Effects of Condition: The School District is not in compliance with the Montana Code Annotated.

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Recommendation: The School District should adhere to the Montana Code Annotated and its own policies when accruing and making payments for unused vacation leave.

Management Response:

Finding 13-12:

Criteria: Montana Code Annotated 20-9-210 requires entities to limit expenditures in nonbudgeted funds to the amount of the cash balance of the fund.

Condition: The School District's elementary school food fund had a negative fund balance at the end of the year.

Cause: This was due to an oversight by the School District.

Effects of Condition: The School District is not in compliance with the Montana Code Annotated.

Recommendation: Limit expenditures in nonbudgeted funds to the amount of the cash balance in the fund.

Management Response:

Finding 13-13:

Criteria: Montana Code Annotated 20-9-311 requires enrollment counts to be taken by the School District and submitted to the Office of Public Instruction.

Condition: The School District's enrollment count was 41 students in Grade 6 and the amount reported to the Office of Public Instruction on the February 2013 enrollment report was 40.

Cause: Unknown.

Effects of Condition: The School District underreported its enrollment for this period.

Recommendation: Verify enrollment submitted to the Office of Public Instruction is correct prior to submittal.

Management Response:

**Three Forks School District Number J-24
Three Forks, Montana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2013**

Finding 13-14:

Criteria: Montana Code Annotated 20-9-504 requires that the accounting system for the extracurricular fund provide for the internal control of the cash receipts and expenditures of the money.

Condition: The School District allows customers to cash personal checks from cash on hand during extracurricular activities.

Cause: Unknown.

Effects of Condition: This substantially weakens internal controls over cash receipts.

Recommendation: The School District should no longer allow anyone to cash personal checks during extracurricular activities.

Management Response:

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS N/A

THREE FORKS PUBLIC SCHOOLS
Claims by Vendor Report
For the Accounting Period: 12/14

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
899 ALLEGIANCE	CL 6968	1	12/18/14	37473	100.00
87 AMSAN CUSTODIAL	CL 6969	2	12/30/14	37474	505.02
	CL 6970	2	12/30/14	37474	138.60
	CL 6971	2	12/30/14	37474	385.32
	CL 6972	2	12/30/14	37474	294.29
993 ANGELIC REALMS	CL 6909	2	12/04/14	37417	9,166.67
2303 AUDIO CONNECTION, LLC	CL 6912	2	12/10/14	37420	260.00
536 BARNES & NOBLE INC.	CL 6973	1	12/30/14	37475	234.55
1052 CAROLINA BIOLOGICAL SUPPLY COMPANY	CL 6913	1	12/10/14	37421	72.35
1992 CENTURY LINK	CL 6974	2	12/30/14	37476	323.36
8 CITY OF THREE FORKS	CL 6914	2	12/10/14	37422	895.95
1609 CONSOLIDATED ELECTRICAL DIST., INC.	CL 6915	2	12/10/14	37423	369.60
1922 DARLINTON, NORM	CL 6954	1	12/10/14	37424	39.00
1924 DAVIS BUSINESS MACHINES	CL 6916	2	12/10/14	37425	90.00
	CL 6955	1	12/10/14	37425	566.10
	CL 6975	2	12/30/14	37477	234.61
2301 DE LAGE LANDEN	CL 6918	2	12/10/14	37426	236.92
	CL 6977	2	12/30/14	37478	236.92
1750 DEAN'S ELECTRIC LLC	CL 6917	1	12/10/14	37427	60.00
	CL 6976	2	12/30/14	37479	799.43
173 DELAITTRE, DENNIS	CL 6919	2	12/10/14	37428	225.00
165 DEMCO	CL 6978	1	12/30/14	37480	112.20
90 FCCLA	CL 6979	1	12/30/14	37481	1,800.00
2189 FIRST BANKCARD VISA	CL 6967	2	12/10/14	37429	339.68
2191 FIRST BANKCARD VISA	CL 6957	4	12/10/14	37430	155.06
2192 FIRST BANKCARD VISA	CL 6958	4	12/10/14	37431	541.21
2193 FIRST BANKCARD VISA	CL 6959	2	12/10/14	37432	483.87
2194 FIRST BANKCARD VISA	CL 6920	5	12/10/14	37433	584.79
	CL 6965	1	12/10/14	37433	130.81
2195 FIRST BANKCARD VISA	CL 6921	1	12/10/14	37434	106.54
2196 FIRST BANKCARD VISA	CL 6922	2	12/10/14	37435	540.10
2201 FIRST BANKCARD VISA	CL 6964	2	12/10/14	37436	2,684.15
2202 FIRST BANKCARD VISA	CL 6923	1	12/10/14	37437	63.68
128 FOOD SERV. OF AMER.	CL 6981	2	12/30/14	37482	3,512.05
1821 FORD, KRIS	CL 6924	1	12/10/14	37438	47.38
2216 FRANZ FAMILY BAKERIES	CL 6925	4	12/10/14	37439	192.64
	CL 6982	3	12/30/14	37483	209.09
2 GENERAL DISTRIBUTING	CL 6926	1	12/10/14	37440	163.93
1493 GRANITE TCS, INC.	CL 6983	2	12/30/14	37484	180.00
2079 GRAYBEAL'S ALL SERVICE	CL 6984	2	12/30/14	37485	222.70
2307 GULLICKSON, GARY	CL 7008	2	12/31/14	37506	1,500.00
	CL 7009	2	12/31/14	37507	1,743.00
2297 HARLOW'S BUS SALES, INC.	CL 6927	2	12/10/14	37441	446.46
	CL 6985	2	12/30/14	37486	530.46
249 HAYDER, ERIN	CL 6928	1	12/10/14	37442	10.44
59 HOUSE OF CLEAN	CL 6929	1	12/10/14	37443	36.74
2304 INTERQUEST DETECTION CANINES	CL 6930	2	12/10/14	37444	375.00
491 JONNY'S APPLIANCE & TV REPAIR	CL 6931	2	12/10/14	37445	155.00
801 KENNEDY, LESLIE	CL 6986	1	12/30/14	37487	97.09
1070 LANE & ASSOCIATES	CL 6932	2	12/10/14	37446	138.60
1156 LIVINGOOD ENTERPRISES INC.	CL 6933	2	12/10/14	37447	650.00
	CL 7007	2	12/31/14	37505	850.00
1490 MAC PROPANE INC.	CL 6934	2	12/10/14	37448	883.50
131 MEADOW GOLD BILLINGS	CL 6935	1	12/10/14	37449	2,647.79

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THREE FORKS PUBLIC SCHOOLS
Claims by Vendor Report
For the Accounting Period: 12/14

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Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
375 MECHANICAL TECHNOLOGY INC.	CL 6987	2	12/30/14	37488	537.66
2158 MONTANA QUARTERLY	CL 6937	1	12/10/14	37450	34.00
106 NORTHWESTERN ENERGY	CL 6938	2	12/10/14	37451	5,761.59
	CL 6988	2	12/30/14	37489	262.12
227 PACIFIC STEEL & RECYCLING	CL 6939	2	12/10/14	37452	119.68
1333 PATTERSON MEDICAL SUPPLY, INC	CL 6936	2	12/10/14	37453	59.30
2076 PEARSON EDUCATION INC.	CL 6966	1	12/11/14	37472	521.45
809 PURCHASE POWER	CL 6989	1	12/30/14	37490	49.00
2161 REDSTONE LEASING	CL 6940	2	12/10/14	37455	413.50
2292 REIJNDERS, JOLIE	CL 6943	1	12/10/14	37456	62.39
	CL 6990	1	12/30/14	37491	77.28
666 REMUDA COFFEE	CL 6991	1	12/30/14	37492	30.00
2162 REPUBLIC SERVICES #886	CL 6941	2	12/10/14	37457	897.90
2177 RESA4U	CL 6910	1	12/04/14	37418	66.50
1723 ROBINSON, TRINA	CL 6942	1	12/10/14	37458	10.99
2295 RUMELHART, LYDIA	CL 6911	1	12/09/14	37419	104.00
1887 S.A.M.	CL 6992	1	12/30/14	37493	200.00
1149 SCHOOL SPECIALTY INC.	CL 6993	1	12/30/14	37494	25.98
	CL 6994	1	12/30/14	37494	358.82
140 SEILER'S ACE HARD.	CL 6944	6	12/10/14	37459	415.54
	CL 6995	7	12/30/14	37495	392.14
1997 SHELL ENERGY NO. AMERICA L.P.	CL 6960	2	12/10/14	37460	4,675.44
1187 SIMPLY OFFICE SUPPLIES INC.	CL 6996	1	12/30/14	37496	35.97
	CL 6997	2	12/30/14	37496	79.48
	CL 6998	1	12/30/14	37496	94.49
1389 STAPLES CREDIT PLAN	CL 6999	5	12/30/14	37497	381.20
1199 TARGET BANK	CL 7000	1	12/30/14	37498	76.21
49 TERRELL'S OFFICE MACHINES, INC.	CL 6945	1	12/10/14	37461	198.00
2028 THE PRINTERY	CL 7001	2	12/30/14	37499	131.00
975 THREE FORKS CHAMBER OF COMMERCE	CL 6946	1	12/10/14	37462	36.00
31 THREE FORKS HERALD	CL 6947	1	12/10/14	37463	40.00
950 THREE FORKS MARKET	CL 6961	8	12/10/14	37464	1,075.90
	CL 6963	1	12/10/14	37464	59.16
2245 THREE FORKS MARKET	CL 6948	1	12/10/14	37465	2,247.82
1040 THREE FORKS MOTOR SUPPLY	CL 6949	1	12/10/14	37466	76.41
252 TIM'S DIESEL	CL 6950	2	12/10/14	37467	2,826.57
1182 VOS ELECTRIC	CL 7002	2	12/30/14	37500	1,086.18
1290 WALMART COMMUNITY/GEGRB	CL 7003	1	12/30/14	37501	33.09
	CL 7004	1	12/30/14	37501	37.87
959 WARDEN PAPER	CL 6951	2	12/10/14	37468	714.63
	CL 7005	1	12/30/14	37502	87.01
376 WELLS FARGO FINANCIAL LEASING	CL 6952	2	12/10/14	37469	734.70
1501 WESTERN GLASS CO.	CL 7006	2	12/30/14	37503	420.60
2128 WEX BANK	CL 6953	3	12/10/14	37470	3,336.14
2306 WORLD BOOK, INC	CL 6962	1	12/10/14	37471	222.50

Total: 66,473.86

THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 12/01/14 to 12/31/14

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85715	236 LINDSEY M AASHEIM	1999.49	12/10/14	12/14
-85714	201 SERRA A. BAUMAN	770.63	12/10/14	12/14
-85713	177 AUDRIA K. BLOCH	173.50	12/10/14	12/14
-85712	13 PAMELA K. CAREY	1665.54	12/10/14	12/14
-85711	17 SANDRA J. CUTLER	2533.06	12/10/14	12/14
-85710	231 BRADLEY C DAHL	2221.44	12/10/14	12/14
-85709	18 EILEEN A. DARLINTON	1017.65	12/10/14	12/14
-85708	188 ROBERT DOBELL	4155.33	12/10/14	12/14
-85707	189 STEVEN FANNING	3883.74	12/10/14	12/14
-85706	24 CATHERINE L. FELZ	2808.78	12/10/14	12/14
-85705	25 KRISTEN FORD	2807.04	12/10/14	12/14
-85704	27 LUCY A. FRANK	2467.57	12/10/14	12/14
-85703	208 JENNA FROMME	1663.67	12/10/14	12/14
-85702	32 THOMAS M. GIBSON	59.03	12/10/14	12/14
-85701	36 STEVEN B. HAMILTON	2528.08	12/10/14	12/14
-85700	39 ERIN K. HANSEN	2700.46	12/10/14	12/14
-85699	40 AARON M. HARKINS	2081.47	12/10/14	12/14
-85698	41 JUDY R. HARRIS	1028.38	12/10/14	12/14
-85697	43 ERIN L. HAYDER	998.01	12/10/14	12/14
-85696	233 JUSTIN P HELVIK	3834.36	12/10/14	12/14
-85695	45 LINDA H. HESSEN	561.00	12/10/14	12/14
-85694	46 GREGORY W. HEYS	2658.15	12/10/14	12/14
-85693	238 ELEANORA M HILTON-TAYLOR	1335.02	12/10/14	12/14
-85692	157 AMBER HUNGERFORD	72.88	12/10/14	12/14
-85691	170 CASSIDEE JARVIE	1898.07	12/10/14	12/14
-85690	52 JULIE A. JENSEN	2773.15	12/10/14	12/14

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THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 12/01/14 to 12/31/14

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Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85689	222 SHELBY A. JENSEN	144.76	12/10/14	12/14
-85688	56 LESLIE KENNEDY	1640.70	12/10/14	12/14
-85687	158 ROBERT LAUVER	1537.54	12/10/14	12/14
-85686	237 DAVID L LAWSON	1845.22	12/10/14	12/14
-85685	240 JAMI J LAWSON	2041.53	12/10/14	12/14
-85684	60 AMY E. LOCKE	2691.33	12/10/14	12/14
-85683	62 LAURIE MACK	1589.71	12/10/14	12/14
-85682	63 SHANN W. MACK	1767.29	12/10/14	12/14
-85681	167 SHELBY J. MACK	1784.44	12/10/14	12/14
-85680	64 KATIE L. MAGNUS	1975.41	12/10/14	12/14
-85679	204 ASHLEY MALMQUIST	133.21	12/10/14	12/14
-85678	65 LISA A. MALMQUIST	2921.95	12/10/14	12/14
-85677	66 BRENDA L. MASSEY	1015.67	12/10/14	12/14
-85676	156 KIMBERLY MCCAULEY	221.64	12/10/14	12/14
-85675	68 JAY T. MCCURRY	2582.10	12/10/14	12/14
-85674	69 JODY L. MCCURRY	2134.16	12/10/14	12/14
-85673	71 PAULA MCDONALD	1351.93	12/10/14	12/14
-85672	75 CAROLYN MILLER	528.82	12/10/14	12/14
-85671	73 DEENA M. MOEYKENS	1104.34	12/10/14	12/14
-85670	74 KERRI L. MOORE	2988.78	12/10/14	12/14
-85669	77 SCOTT D. MURPHY	1278.70	12/10/14	12/14
-85668	80 LACY L. NOBLE	1849.87	12/10/14	12/14
-85667	232 GARRET M OKSNESS	1780.99	12/10/14	12/14
-85666	171 GREGORY OVERMAN	1947.11	12/10/14	12/14
-85665	85 TYLER R. PALMER	2023.09	12/10/14	12/14
-85664	89 CORIE M. FERRIN	2721.48	12/10/14	12/14

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THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 12/01/14 to 12/31/14

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Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85663	92 SUSAN E. PITCHER	2744.71	12/10/14	12/14
-85662	211 STANLEY PROVENZA	2427.83	12/10/14	12/14
-85661	95 MARILYN K. RANDOLPH	540.83	12/10/14	12/14
-85660	239 JOLIE M REIJNDERS	2264.21	12/10/14	12/14
-85659	212 LYNSDAY RICHARDS	2354.52	12/10/14	12/14
-85658	96 LONNIE M. RICHARDSON	3098.87	12/10/14	12/14
-85657	97 TRINA M. ROBINSON	1058.89	12/10/14	12/14
-85656	98 KAREN M. ROSE	942.00	12/10/14	12/14
-85655	99 KATHY A. RUTHERFORD	2707.98	12/10/14	12/14
-85654	103 MICHAEL SAUVAGEAU	3009.77	12/10/14	12/14
-85653	106 LINDA G. SEMONES	3099.80	12/10/14	12/14
-85652	108 GAYLA SIELER	1505.93	12/10/14	12/14
-85651	111 STEVEN R. STEINBACHER	1661.96	12/10/14	12/14
-85650	112 JEFFERY L. STRICKLAND	2786.85	12/10/14	12/14
-85649	113 LACI A. STRICKLAND	2167.90	12/10/14	12/14
-85648	221 RANDI L. STRICKLAND	3223.01	12/10/14	12/14
-85647	116 DEANNA M. THURSTON	721.76	12/10/14	12/14
-85646	183 LANA K TORRENCE	229.04	12/10/14	12/14
-85645	120 FAWN VENZOR	1498.80	12/10/14	12/14
-85644	121 CRAIG B. VIETZ	3258.19	12/10/14	12/14
-85643	125 TRACY L. WELTER	2547.23	12/10/14	12/14
-85642	235 LENA L WILSON	1741.93	12/10/14	12/14
-85641	128 JOAN M. WYCOFF	2738.56	12/10/14	12/14
-85640	136 CHRISTINE L. ZEIGER	1317.76	12/10/14	12/14
-85639	248 DRU A. ZEIGER	964.44	12/10/14	12/14
-85638	181 MARGARET M. ZEIGER	1180.61	12/10/14	12/14

THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 12/01/14 to 12/31/14

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-85637	193 deanna m. thurston	983.74	12/10/14	12/14
-85636	250 ASHTON C. CARRIER	329.15	12/10/14	12/14
-85635	20 NORMAN R. DARLINTON	1634.05	12/10/14	12/14
-85634	40 AARON M. HARKINS	682.34	12/10/14	12/14
-85633	52 JULIE A. JENSEN	100.00	12/10/14	12/14
-85632	222 SHELBY A. JENSEN	307.20	12/10/14	12/14
-85631	237 DAVID L LAWSON	1998.47	12/10/14	12/14
-85630	62 LAURIE MACK	1000.75	12/10/14	12/14
-85629	63 SHANN W. MACK	935.34	12/10/14	12/14
-85628	85 TYLER R. PALMER	935.34	12/10/14	12/14
-85627	103 MICHAEL SAUVAGEAU	1497.21	12/10/14	12/14
-85626	120 FAWN VENZOR	78.51	12/10/14	12/14
-85625	FIT EFTPS	53574.39	12/11/14	12/14
-85624	FIT EFTPS	316.84	12/16/14	12/14
-85623	P.E.R.S. PERS	3711.10	12/18/14	12/14
-85622	TSA-ING ING RELIASTAR LIFE INS.	100.00	12/18/14	12/14
-85621	TSA-PUTNAM PUTNAM INVESTMENTS	400.00	12/18/14	12/14
-85620	TSA-SECURITY SECURITY BENEFIT	1400.00	12/18/14	12/14
-85619	TSA-WADDELL & WADDELL & REED, INC.	250.00	12/18/14	12/14
-85618	FIT EFTPS	786.05	12/31/14	12/14
33798	195 JOHANNA DUNDAS	110.82	12/10/14	_____
33799	224 Leah I. Golding	559.64	12/10/14	_____
33800	35 MELVIN HAMILTON	873.86	12/10/14	_____
33801	249 MARGOT R. HARTER	256.58	12/10/14	_____
33802	203 LORIE A. LANE	811.69	12/10/14	_____
33803	174 PAMELA LEBLANC	581.86	12/10/14	_____

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
33804	234 ROXI L MCDERMOTT	1048.90	12/10/14	_____
33805	153 ROBERT A. MIOTKE	25.94	12/10/14	_____
33806	246 RAYMOND J. NOBLE	324.31	12/10/14	_____
33807	243 JADE G OLECK	184.44	12/10/14	_____
33808	198 TAMIKA J. PAGE	902.51	12/10/14	_____
33809	110 KAREN SPEEGLE	1225.10	12/10/14	_____
33810	217 MELISSA STONE	206.09	12/10/14	_____
33811	225 SARA J. THARP	477.45	12/10/14	_____
33812	163 STEPHANIE WHITCOME	1014.88	12/10/14	_____
33813	247 LESTER C. WILLIAMS	183.70	12/10/14	_____
33814	214 PATRICIA ZUELKE	230.73	12/10/14	_____
33815	HSA BSWB EMPE BIG SKY WESTERN BANK	360.00	12/11/14	_____
33816	HSA BSWB EMPE2 BIG SKY WESTERN BANK #2	271.00	12/11/14	_____
33817	HSA FSB EMPE FIRST SECURITY BANK	4487.00	12/11/14	_____
33818	HSA MAN EMPE MANHATTAN BANK	775.00	12/11/14	_____
33819	HSA OPP EMPLR OPPORTUNITY BANK OF MONT	201.00	12/11/14	_____
33820	HSA RMB EMPLR ROCKY MOUNTAIN CREDIT UN	0	12/11/14	_____ Cancelled in 12/14
33821	HSA STOCK EMPE STOCKMAN BANK OF MONTANA	75.00	12/11/14	_____
33822	MEA/MFT DUES MEA/MFT	972.98	12/11/14	_____
33823	SIT DEPARTMENT OF REVENUE	8928.00	12/11/14	_____
33824	158 ROBERT LAUVER	1340.58	12/12/14	_____
33825	SIT DEPARTMENT OF REVENUE	50.00	12/16/14	_____
33826	FLEX-DEP.CARE ALLEGIANCE	2018.31	12/18/14	_____
33827	AFLAC AFTR TAX AFLAC	323.05	12/18/14	_____
33828	AFLAC AFTR TAX AFLAC	323.05	12/18/14	_____
33830 *	HSA RMB EMPLR ROCKY MOUNTAIN CREDIT UN	201.00	12/29/14	_____

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THREE FORKS PUBLIC SCHOOLS
Check Register For Payrolls from 12/01/14 to 12/31/14

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Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
33831	253 GARY W. GULLICKSON	2282.54	12/31/14	_____
33832	BC/BS MEDICAL I HEALTHCARE SERVICE CORPO	3726.80	11/30/14	_____
33833	BC/BS MEDICAL I HEALTHCARE SERVICE CORPO	3726.80	12/31/14	_____
33834	SIT DEPARTMENT OF REVENUE	134.00	12/31/14	_____
# of Checks:	134	Total:	256325.74	Electronic Checks: 217,111.13 Non-electronic Checks: 39,214.61

Strategic Planning Process

2014

Overview

The Three Forks Public Schools (“the District”) has created a new direction for the school district to strategically focus its resources on identified wants, preferences, and needs of its community. As part of this process, the District has begun a strategic planning and thinking process that will lead to a stronger and more vital school district. This process will be ongoing as the District moves into the future. This strategic plan is intended to help the District in focusing its resources in a manner that will best benefit the children enrolled in the District.

The Three Forks Board of Trustees and Staff Leadership Team began the strategic planning and thinking process necessary to fit with its commitment to children, to community engagement and to knowledge-based decision making processes.

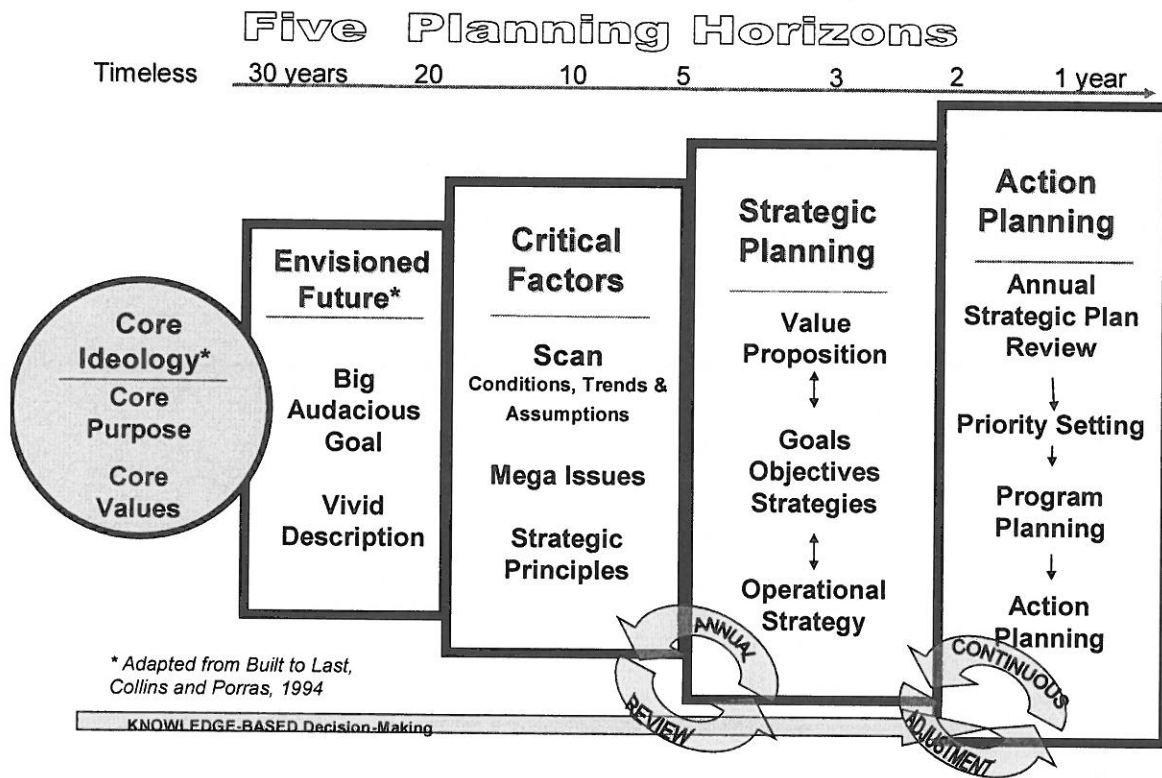
As part of its preparation for strategic planning, Three Forks Public Schools brought in Debra Silk of the Montana School Boards Association to help facilitate the strategic planning process.

On _____, 2015, the Three Forks Public Schools Board of Trustees formally adopted its new strategic plan.

The District views the process of strategic planning as an ongoing process within the school system. This is not a "strategic planning project" that is completed. Adoption of a plan is an affirmation of the general intent and direction articulated by the Core Ideology, Envisioned Future and Goals and Strategic Objectives. It is understood that progress toward achieving plan strategic objectives will be assessed at least annually, and the plan will be updated based on achievement and changes in the needs of the children served by the District.

Strategic Planning Framework

The framework used by the District for its strategic planning process was adapted from a model developed by Jim Collins, author of “Built to Last” and “Good to Great.” The Board focused on five different planning horizons, starting with the long term issues first to provide focus to shorter term efforts.



Core Ideology of the Three Forks Public School District

Core ideology describes a school district's consistent identity that transcends all changes related to its relevant environment. It consists of two elements - **core purpose** - the school district's reason for being - and **core values** - essential and enduring principles that guide a school district. **Envisioned future** conveys a concrete yet unrealized vision for the school district. It consists of a **big audacious goal** - a clear and compelling catalyst that serves as a focal point for effort - and a **vivid description** - vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

In collaboration with our community, the Core Purpose of the Three Forks Public School District is to be the model of excellence in education by using best practices, meeting the needs of every student, and instilling a love of lifelong learning.

Core Values of the Three Forks Public School District:

Student Centered – Our students come first. We are dedicated to setting high standards for our students and our staff. We believe in equality and opportunities for every student to succeed. We know that every student can reach his/her maximum potential if given the tools, environment and opportunities to succeed.

Safety and Support – We believe that our students have the greatest chance of success when they are in an environment that is safe, supporting and nurturing, when our staff work as a team, and when we benefit from the strong positive relationship we have with parents and community members.

Trust and Transparency – We value and are committed to a culture of trust and transparency in our interactions and relationships with others. We believe that honesty is truly the best policy and keeping open lines of communication both internally and externally will enhance the programs and services available to our students

Responsible, Respectful & Resilient – We hold ourselves accountable for our actions. We are all role models for the youth in our community. Although we may not always agree with one another, we are committed to a culture of respect. We believe that if we operate in a responsible and respectful manner we will be able to withstand and prosper through even the toughest of challenging times.

Innovating and Inviting – We value a culture of learning that promotes innovation and creativity and an environment that is inviting to our students, staff, parents and community members.

20 Year Planning Horizon

Envisioned Future of the Three Forks Public Schools

Big Audacious Goal:

We have successfully fostered an environment that promotes creativity, innovation, problem-solving, resiliency and trust that will ultimately prepare our students to be life ready in a world that is constantly changing and globally expanding.

A Vivid Description of the Desired Future:

- Students:
 - Our students have enhanced opportunities for both co-curricular and extra-curricular activities.
 - Our students have the social skills to be successful in life.
 - Our students are college and/or career ready when they exit our system.
 - We have partnered with others to provide needed health and human services to our youth.
 - Our students understand the value of education and hard-work.
 - We have a successful outreach program that allows non-traditional public school students to benefit from our programs and services.
 - We have successfully implemented teaching and learning techniques that enhance student achievement through project-based learning, outdoor programs, global awareness projects, critical thinking and other experiential opportunities for students.
 - Through technology, we have bridged the gap between home and school. Students have access to the school 24/7.
 - We provide a safe and secure environment where students can grow academically, physically and emotionally into productive citizens.
 - Due to the culture that we have created, our students fully understand the importance of community service and giving back to the community. We have implemented a community service component into our graduation requirements.
- Staff:
 - Our staff are facilitators of knowledge and easily adapt to changing best practices.
 - Because our staff are so enthused with our programming, the attitude and engagement of our students emanates from their enthusiasm.
 - Our staff are progressive and innovative in their approach to educating and supporting every student.
 - Our curriculum is driven by data using both quantitative and qualitative measures.
- District
 - Our educational programming evolves as standards and best practices change.
 - We have full buy-in from the Board and staff in our vision, our goals and in holding ourselves accountable for our failures and our successes. Our Strategic Planning Process drives everything we do as a school system.

- We have undergone a facilities study and implemented the necessary changes, modifications to provide an ongoing school environment that fosters enhanced student achievement.
- Our school calendar and scheduling is established around the needs of students and what is best for our students.
- Our curriculum is adaptive, innovative and inspiring to students. We have systems in place to ensure that we are continually evolving our curriculum to implement the latest standards and best practices.
- Our staff leadership team works effectively and in concert with the Board, staff, parents and our community to support and provide enriching programs and services for our students.
- We adopt and implement policies that are progressive and that enhance student achievement.
- We recruit and retain the best and the brightest employees. All of our employees have the best interests of students at the forefront of everything they do.
- We have structures (including small class sizes) that give instructors the ability to work one-on-one with our students.
- Community
 - The community fully supports the vision and goals of the District. We have collaborated and partnered with the community in a manner that has positively impacted our community at-large and our school system.
 - Because of our welcoming environment and inclusive nature of our facilities, our school is the hub of the community. The community and the school are viewed as one in the same.
 - We have an adult education program unlike any in the state.
 - Because of our culture of trust, transparency and accountability across the board, the community is informed about our budget and our needs and fully supports our short-term and long-term initiatives.
 - We have implemented a program whereby parents are regularly and routinely invited to the school for educational and engagement opportunities and can also access these opportunities through technological means.
 - Because of our strong partnership with the community and local businesses, our students are provided with work-based/internship opportunities to get hands-on experience to help them in their college and/or career paths.

5-10 Year Planning Horizon

Assumptions Regarding the Relevant Future for the Three Forks Public School District

In order to make progress against the 20 year Envisioned Future, Three Forks Public Schools must constantly anticipate the strategic factors likely to affect its ability to succeed, and to assess the implications of those factors. This process of building foresight about the future will help Three Forks Public Schools to constantly recalibrate its view of the relevant future, a basis upon which to update the strategic plan on an annual basis. As the outcome-oriented goals that will

form the basis of the long-range strategic plan will be based on this foresight, annual review of these statements will be an appropriate method of determining and ensuring the ongoing relevance of the strategic plan.

Creating the Assumptions - during the Strategic Planning meetings, the Three Forks School Board, Staff Leadership Team, faculty and community made many assumptions about the future. While many different assumptions were made, what follows are those assumptions that are likely to have the greatest influence on the development of Three Forks Public Schools' Strategic Plan.

Assumptions about the future

Demographics

- We anticipate that the floodplain will continue to cap the growth of our community in those areas impacted. However, we also anticipate growth in areas that are not impacted by the floodplain.
- We anticipate that as Bozeman continues to expand, that growth will have an impact on our community.
- We anticipate that we will continue to have a segment of our population that is transient.
- Although the oil boom in eastern Montana has not directly impacted our community, it has impacted the families of our students with some parents leaving our community to work in the oil fields.
- We anticipate that, given technological advancements, students and parents will continue to have access to educational opportunities outside of our school system.
- We anticipate that for those students with mental health issues, we will continue to see parents opting for home schooling.
- We anticipate that as our demographics change, our curriculum and offerings will also need to change.
- We anticipate that we will continue to have a steady population of retired individuals on set incomes.
- Our community values have been impacted due to the fact that housing is less expensive in Three Forks than in some of our surrounding areas. We anticipate this trend to continue.

Legislation and Regulation

- We anticipate that the movement for privatization of education, e.g., private schools, charter schools, vouchers, etc., will increase. We do not yet know how this will impact our District.
- We anticipate that the Governor's Early Edge Initiative, if signed into law, will have an impact on our local private daycare facilities. We will need to collaborate with these businesses should this initiative pass.

Politics and Social Values

- Our local community is fairly conservative. However, we anticipate that as our demographics and economic conditions change, so too will the political climate and social values.
- We anticipate that Common Core will continue to be met with opposition by a certain faction of our society with the focus of this faction, in large part, being on the uncertainty in values. We need to do a better job of educating parents and others about what Common Core is and what it is not.
- We anticipate that in order to be successful as a school system, we need to take greater measures to ensure that we are transparent in our operations, that we are communicating effectively, and engaging with parents and the community.

Business and Economic Climate

- We anticipate a continued lack of affordable housing. Many of our staff commute from areas outside our community.
- We anticipate that our 2 largest industries will continue to be viable and continue strong support for our school. However, we should have a contingency plan in place should either of these industries be impacted by economic hardships.
- The viability of local businesses in our downtown area can be volatile and uncertain. We anticipate this trend to continue.
- We anticipate that getting fiber-optic capabilities in our community would greatly benefit the school and the viability of our community and local businesses.
- We have a lot of land that is available for industrial-type businesses. However, it is uncertain whether we will have any new industrial-type businesses.
- In many instances, the success and reputation of our school has an impact on the viability of our community. We anticipate that we will need to better promote the positive attributes of our school which may, in turn, positively impact and possibly drive local business development.

Technology and Science

- We anticipate that having fiber-optic capabilities will significantly change how we teach students and how students will learn.
- With technological advancements, we anticipate that in order for our students to be successful, we will need to stay ahead of the curve.
- We have had ongoing challenges in our science programs. In order to ensure that our students have access to the best science programs we can offer, we will need to devote focus on our recruitment and retention of high quality science instructors and keep up with trends in science curriculum.

5-10 Year Planning Horizon

Mega Issues facing the Three Forks Public School District

Mega issues are issues of strategic importance, which represent choices the school district will need to make in defining the ultimate direction of its long-range plan. These issues represent potential impediments to achievement of the Envisioned Future, and form a basis for dialogue about the choices facing the school district. These questions can serve as an ongoing "menu" of strategic issues that, using a knowledge-based approach in gathering insights relative to Three Forks Public Schools' strategic position and directional choices for each of the issues, can be used by the Board to create regular opportunities for strategic dialogue about the future issues facing the school district.

Note: The questions are not necessarily arranged in priority order.

Mega Issues for Consideration

- How do we ensure that non-traditional public school students and parents are aware of the great attributes of our school, know what we have to offer and understand that we are open to serving these individuals?
- How do we embark on a course of ensuring that we are adequately and effectively promoting Three Forks Public Schools and all that we have to offer?
- How do we engage the community, local businesses and others to form a long-standing partnership for the mutual benefit of the community, the school, the parents, our staff and our students?
- How do ensure that we have the infrastructures and initiatives in place to utilize technology in a manner that supports our district-wide systems and enhances or programs, services and opportunities?

Five Year Planning Horizon

Outcome-Oriented Goals and Strategic Objectives

The following thinking represents goals for the next five years. They are areas in which Three Forks Public Schools will explicitly state the conditions or attributes it wants to achieve. These outcome statements will define, "what will constitute future success." The achievement of each goal will move the school district toward realization of its Envisioned Future.

Strategic Objectives provide direction and actions on how the school district will accomplish its articulated goals. All strategies included in the strategic plan should be considered accomplishable at some point in the future. Strategic Objectives are reviewed annually by the Three Forks School Board, Staff Leadership Team, and faculty.

Goals of the Three Forks Public School District

Goal Area 1: Student Centered

Statement of Intended Outcome, Five years: Everything we do is centered around our students, what is best for our students and enhancing the opportunities, program and services we offer to students. Because of our efforts, our students are excited about school, have the necessary supports in place to enhance their educational experience and achievements.

Strategic Objectives:

1. In coordination with Gallatin Valley Mental Health Department, we will make available both family-based and student-based counseling for those families and/or student in need of such services in order to address health, safety and well-being issues.
2. We will take measures to begin the implementation of a process of both formative and summative evaluations to assess our academic performance progress.
3. We will make enhancements to our healthy nutrition program.
4. We will enhance the opportunities for students in extra-curricular and co-curricular activities.
5. We will make advancements in providing flexibility in our scheduling and in offerings to ensure that we are meeting the needs of our students.
6. We will develop a schedule/plan of updating our curriculum to ensure that it meets the ongoing needs of our students.
7. We will enhance our technological use/capabilities to ensure that we are using technology in a manner that positively impacts students.
8. We will continue to migrate to an individualized approach to educating our students.
9. We will place an emphasis on the importance of student involvement in community service and government and will provide enhanced opportunities for students to voice their opinions about their education and how we can improve their experiences while in our schools.

Goal Area 2: Community Engagement/Relations

Statement of Intended Outcome, Five years: We have successfully enhanced the relationship and collaboration with our community. The community is informed about our budgeting process, our priorities, what we are doing and where we are going. As a result the community fully supports the school and through enhanced partnerships, we have expanded the opportunities for our students.

Strategic Objectives:

1. We will take proactive steps to inform the Board, parents and the community of our budgeting process, our operations, our curriculum, our vision for the future, our short-term and our long-term strategic initiatives.
2. We will make enhancements to our Adult Education Program and communicate the programs and services that are available to community members.
3. In collaboration with our local businesses and using the Graduation Matters initiative, we will establish a mentorship program that will provide enhanced opportunities for our students.
4. We will provide increased opportunities for parents to engage with their own children and with teachers and other school employees.

5. We will develop a program whereby businesses, professionals, skilled individuals and our own students provide enhanced learning opportunities for students, staff, parents and the community.
6. We will enhance our relationship with the local media by engaging in regular and periodic communications, including the preparation of media releases, informing parents, community members and others of the great attributes of our school and the initiatives/programs that we have in place that provide enhanced opportunities for our students and staff.

Goal Area 3: Operations and Capacity Building

Statement of Intended Outcome, Five Years: We know how important our operations and our capacity building are to our success and the success of our students. We have adequate initiatives and processes in place to ensure that we are operating at all times with the interests of students at the forefront.

Strategic Objectives:

1. We will embark on an initiative to recruit and retain quality staff through both monetary incentives and other non-monetary enticements.
2. We will systematically adopt and implement proactive and progressive board policies and procedures that embrace best governance, operations and educational practices.
3. We will make professional development a priority for the Board to enhance its governance and impact on student achievement and for the staff that will improve our delivery of curriculum, programs and services to students.
4. We will improve our evaluation instruments, starting at the administrative level, to ensure that evaluation formatting and systems are aligned with the District's Strategic Plan.
5. We will seek the opinions, input and ideas of students, parents, staff and the community through periodic climate surveys.
6. We will study the student/teacher ratio and make appropriate adjustments as necessary and as we are able, given our resources, so that our structures meet the individual needs of students.
7. We will enhance the efficiency and collaboration between grades and buildings to so that the needs of students are met and the transition of students from grade to grade and building to building is supportive of our students and not disruptive to their education.
8. We will collaborate with other schools, organizations, etc., in order to maximize the opportunities for students and staff and to implement best, proven practices.

Goal Area 4: Technology Integration

Statement of Intended Outcome, Five Years: We know that technology is and will continue to have an impact on the lives of our students, staff and community as well as on the delivery of education and how students learn. We have successfully used technological advancements to our advantage to ensure the greatest impact on our students while at the same time continuing to embrace the value of face-to-face human interaction.

Strategic Objectives:

1. We will investigate options for partnering with business and others to make fiber-optic capabilities a reality for our school and our community.
2. In our professional development opportunities for our staff, we will ensure that we are provided the necessary technology training to enhance the knowledge-base of our staff on technology and to ensure that our use of technology is positively impacting our students.
3. We will provide enhanced educational opportunities for our students and parents to understand the impact that technology has and will continue to have on education as well as the appropriate and effective use of technology.
4. We will develop a life-cycle technology plan for the replacement and upgrading of our hardware and software.
5. We will take measures to protect our network and systems from security breaches.
6. Although technology is essential to advancing student achievement, we will need to ensure that we are balancing our integration of technology with the necessity of face-to-face interaction.
7. We will examine our framework for providing information to students and parents and move toward a management system that is universally used within our school system and that is user-friendly.
8. We will explore technological options available for enhancing the efficiency and safety of our students and staff while using district-provided transportation.

Goal Area 5: Facility Maintenance and Enhancement

Statement of Intended Outcome, Five Years: Through our systematic and methodical approach to enhancing our facilities, our students are reaping the benefits from a school climate that is welcoming, safe, secure, healthy and one which promotes educational advancements and other programs and services that support students.

Strategic Objectives:

1. We will explore and implement a Facilities Program Plan that supports our programs and services and supports our technological advancements, including the following:
 - a. Performing electrical upgrades at the high school;
 - b. Addressing the aging heating system at the middle/high school;
 - c. Addressing storage issues;
 - d. Addressing issues of growth at the elementary level;
 - e. Performing maintenance on the sprinkler system.

Robert DoBell

From: Jason Kovnesky
Sent: Tuesday, January 06, 2015 5:41 PM
To: rdobell@threeforks.k12.mt.us
Cc: dkober@threeforks.k12.mt.us; lvanvleet@threeforks.k12.mt.us;
lsayers@threeforks.k12.mt.us; klien@threeforks.k12.mt.us;
jpetersen@threeforks.k12.mt.us
Subject: Suggestions for Strategic Plan

Good evening!

As a parent of a kindergarten student and two younger children who will likely enter the district in the future, I am writing to offer a couple of suggestions for the Three Forks Strategic Plan that was recently submitted for public comment. First, though, let me extend my appreciation for being permitted to participate in one of the public meetings. Additionally, Mr. Dobell, administrators, and the board should be proud, in my opinion, of the work you have done with this project. As a parent, I feel my child and other students--current and future--are in GREAT hands. In any event, I would like to suggest that the strategic plan be strengthened to include language and objectives as they relate to anti-bullying efforts and the diversification of the student body. Permit me to explain.

Bullying in its various forms including cyberbullying is becoming an increasing concern for school officials, parents, and students. Statistics vary but some suggest that nearly 30% of students age 12-18 have reported being bullied. The age at which a student is first bullied is also decreasing. Indeed, I have read some reports that indicate that bullying at the elementary level is on the rise. Our strategic plan should include strong language and objectives geared toward efforts to battle this problem. Diversity of the student body, teaching and administrative pool, and community also should be spoken to in the objectives. We recognized that diversity would be increasing but I would like to suggest that the district plan include specific language as to how we will be encouraging and addressing--e.g. curriculum, offerings, activities, etc.--diversity in all its forms.

Again, thank you for the opportunity to provide feedback and for the work you are doing on behalf of the future of our community.

Best!

Jason Kovnesky
Parent

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.

Rent Dzeed 1/30/14 Dale Koh 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

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

January 8, 2015

To: Three Forks School Board of Trustees
Re: Superintendent Contract Negotiations

I wanted to express my gratitude to the school district and I think that we have had a great year so far. Our administrative team including all trustees has come a long way in a very short period. We have begun to shape our district to reflect 21st century educational pedagogy, policy, and forward looking philosophies; all of which will increase the likelihood to have an impact on student achievement in the classroom. I feel that our journey has just begun, and as the chief executive of the school district, I would like it to continue into the future. As a result, I would like to formally request an extension of employment in a new three-year contract for a term commencing on July 1, 2015 and ending on June 30, 2018.

I would also like to change the wording of the section of the contract under "Vacation and Other Benefits". Currently the contract reads:

"DISTRICT shall provide family health insurance coverage for SUPERINTENDENT and his dependents, as provided to other DISTRICT employees."

I would like to offer the following revision:

"DISTRICT shall provide ~~family~~ health insurance coverage for SUPERINTENDENT and his dependents, as provided to other DISTRICT employees."

I would like to offer to change the wording of the section of the contract under "Compensation". Currently the contract reads:

"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."

I would like to offer the following revision:

"DISTRICT shall pay SUPERINTENDENT a base salary of Eighty four Thousand Dollars (\$84,000). The DISTRICT will institute the following schedule for increases in salary for the duration of the contract term period. The salary referenced in this section shall be paid on the basis of a two hundred and sixty (260) day contract."

<u>School Year</u>	<u>Salary</u>	<u>Percentage Increase</u>	<u>Total Salary</u>
2015-2016	\$84,000	3% or \$2,520	\$86,520
2016-2017	\$86,520	3% or \$2,520	\$89,040
2017-2018	\$89,040	3% or \$2,520	\$91,560

Yours in Education,



Robert DoBell, Ed.D.
Superintendent