

Poplar School District

400 4th Ave West
Poplar, MT 59255
(406) 768-6600
www.poplarschools.com

Lori Smoker
Chairman

Jeff Berger
Vice Chairman

Marva Chapman
Trustee

Kenny Smoker Jr.
Trustee

Chris Headdress
Trustee

AGENDA

Regular Board Meeting
Monday June 8, 2026
5:15 PM

1. Call Meeting To Order
2. Recognition of Guests
3. Public Comment- 5 Minute Courtesy Limit per Topic
The Poplar Schools' Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting.
4. Recognition of Poplar Education Association
5. Consent Agenda: Previous Board Minutes, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.
6. Informational Items
7. Discussion Agenda
 - 7.1: Policy Updates 1st Reading
 - 7.2: Summer Projects
 - 7.3: Charter School
8. Action Agenda
 - 8.1: Personnel Report
 - 8.2: Employee Handbook
9. Items of Interest
 - 9.1 Work Session Dates
 - 9.2 Special Meeting Dates
 - 9.3 Regular Meeting Dates
10. Adjournment
All meetings are being recorded. Please put electronic devices on silent. Thank You.



Poplar

School District

CONSENT AGENDA

Students First



Agenda Item Number 5

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: June 8, 2026**

SUMMARY: Per Poplar School Board Policy 1420, a *Consent Agenda* is used to expediate business at its meeting. The Poplar School Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Questions or concerns about items in the *Consent Agenda* should be directed to the Superintendent or Clerk prior to the meeting. Singular items that appear on the consent agenda may be redirected to the action section of the agenda by a member of the Poplar School Board. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a list of all items appearing on the *Consent Agenda*.

The meeting’s Consent Agenda items will include: Minutes of previous meeting, Warrants and Claims, Budget v. Actual, Investment Reports, and High School Activity Fund.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve the Consent Agenda for June 8, 2026:*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						



Poplar

School District

PREVIOUS BOARD MINUTES
May Minutes

Students First

Regular Board Meeting May 11, 2026

Call to Order: The Regular board meeting of the Board of Trustees called to order by the Chair at 5:20 p.m. followed by the Pledge of Allegiance.

The School District No. 9 & 9B Trustees present to constitute a quorum were:

Lori Smoker, Chair
Jeff Berger, Trustee

Marva Chapman, Trustee
Robyn Baker, Trustee

Cell phone Kenneth Smoker, Trustee

District Staff:

Keith Erickson, Superintendent
Morgan Norgaard
Greg Gourneau, Jr
Patti Black
Vonda Bighorn
Jessie Colon
Christine Grindstaff
Tiffani Humphreys

Judy Linthicum
John Wetsit
Coy Weeks
Clint Linthicum
Griffin Ricker
Sheryl Kohl
Christopher Headdress
Jeanine Granada

Community Member: None

Recognition of Guests: None

Public Comment:

Jeanine Granada is concerned about being transferred to an Elementary Physical Education teacher. Jeanine informed the board over all her accomplishments as a High School Family Consumer Science Teacher.

4.) Recognition of Poplar Education Association: None

5.) Consent Agenda:

- **Minutes of Regular Board meeting April 13, 2026**
- **Warrants and Claims**
- **Budget vs Actual May 2026**
- **Investments Reports April 2026**
- **High School Activity Report May 2026**

Regular Board Meeting

May 11, 2026

ACTION:

Marva Chapman made a motion to approve Minutes of Regular Board meeting Monday April 13, 2026, Warrants and Claims, Budget vs Actual May 2026, Investments Reports April 2026, and High School Activity Report May 2026

Seconded by Jeff Berger

VOTE: 5-0

6) Informational Items

6.1) Superintendent Report

Highlights:

- Celebrations we will be improving the front of the Middle School, fixing ceiling tiles, playground equipment, and the big speed bump outside the High School.
- At the present time there is concern about employee leave, we currently have 20 employees who have zeroed out their leave.
- Summer feeding program will run from June 1, 2026, to July 27,2026.
- Purchased side by side we will utilize for the athletic department and maintenance.

6.2) Administrator Reports

Elementary Principal – John Wetsit

Middle School Principal – Morgan Norgaard

High School Principal – Frank Gourneau

Special Education Director – Patti Black

6.3) Directors Reports

Food Service Director - Mary Plante

Buildings and Ground Director - Mike Gorder

Transportation Director – Clint Linthicum

Technology Director – Jake Riediger

Athletic Director – Brock Copenhaver

Curriculum – Sheryl Kohl

Regular Board Meeting May 11, 2026

7.) Discussion Agenda

7.1) Staffing Update

The following positions for the SY 26/27 are open:

Elementary

School Teacher (2) positions

Middle School

Art, P.E., Counseling, and another elective

High School

Counselor, Social Studies, Music, and New Day Academy

District: Curriculum Director

Central Office: Assistant Clerk/Benefits Coordinator

Substitutes: Classrooms, Bus Drivers, and Cafeteria

7.2) Policy Updates 26/27

I have held off on updating our policies, but the time is now to start doing these. Superintendent is collaborating with Attorney Bea to get them updated.

8.) ACTION AGENDA

8.1) Personnel Report

Co- and Extracurricular Staff

Greg Gourneau	Elementary Flag Football	\$750
Rolfe Schwartzkoph	Elementary Flag Football	\$750
Frank Gourneau	Elementary Flag Football	\$750
Christine Grindstaff	Elementary Flag Football	\$750
Vonda Bighorn	Elementary Flag Football	\$750

Substitutes

Delray Lilley	Substitute	\$20.00
Shantre Escarcega	Substitute	\$15.70

ACTION:

Motion made by Robyn Baker to approve Personnel Report except Shantre Escarcega due to nepotism.

Second by Marva Chapman

Vote: 5-0 For

ACTION:

Motion made by Robyn Baker to approve Shantre Escarcega as Substitute Kitchen.

Seconded by Marva Chapman

Vote: 4-0-1 For Jeff Berger abstained

Regular Board Meeting

May 11, 2026

8.2) Hires for 26/27

Hires/rehires for 2026-27.

Administration

Griffin Ricker Middle School Assistant Principal

Certified

Melissa Matthews – Middle School Teacher

Janine Granada – Elementary School PE

Classified

Ferdinand Magpantay – HS Sped Para

Jeffero Galo – MS Sped Para

Samantha Savior Longee

Larina Scott (Part-time Kitchen)

Faith Two Hearts (Part-time Kitchen)

Substitutes

Lawrence Head Carrier (Kitchen)

Brittany Iron Bear (Kitchen)

Connor Ogle (Kitchen)

Co- and Extracurricular

Tiffany Humphreys

Assistant High School Volleyball

Demiree Russell

Assistant High School Volleyball

Andrew Moran

Junior High Cross Country

Benjamin Lovan

Assistant High School Boys Basketball

Les Bighorn

Assistant High School Boys Basketball

Sunshine Vincente

Assistant High School Girls Basketball

Brent Moore

Assistant High School Girls Basketball

Andrew Moran

High School Speech and Debate

Jessie Colon

High School Winter Head Cheerleading Advisor

Ashley Trottier

High School Assistant Winter Cheerleading Advisor

Demiree Russell

Pep Club Advisor

ACTION:

Motion made by Robyn Baker to approve Certified, Classified and Substitutes.

Second by Kenneth Smoker.

Vote: 5-0 For

Regular Board Meeting May 11, 2026

ACTION:

Motion made by Robyn Baker to approve Co-and Extracurricular.
Second by Jeff Berger.

Vote: 5-0 For

ACTION:

Motion made by Marva Chapman to approve Griffin Ricker Middle School Assistant Principal
Second by Jeff Berger

Vote: 4-0-1 For Kenneth Smoker abstained

8.3) Health Insurance Ratifications

The District bargained with Certified, Classified, Administration and Directors on health insurance only due to switching from MUST who is dissolving as of June 30,2026 to Bridged. These are all 1-year deals. There will be renegotiated next year.

Poplar School District Health Insurance Proposal(s) For SY26/27 The Poplar District Proposes the following health insurance options for SY26/27.

- 1. The District proposes paying the premium rate of \$1,518.63 in the group. This is the Bridged HDHP \$5,000/\$10,000 plan.*
- 2. The District proposes to pay the dental and vision premiums at the rate elected by the employee (single, family, single with kids, spouse)*
- 3. The District proposes keeping the \$75.00 monthly cost paid by each employee.*
- 4. The District proposes a 75% buyout for an employee who elects to opt out of health insurance. This would be a monthly amount that the employee would receive in lieu of health insurance.*
- 5. The District proposes keeping the \$6,100 HRA card unless the employee elects to take the buyout.*

ACTION:

Motion made by Robyn Baker to approve the Health Insurance Ratifications as attached.
Second by Kenneth Smoker

Vote: 5-0 For

Regular Board Meeting
May 11, 2026

8.4) Summer School Hires

Elementary Teachers

Eden Vitor	Shari Daniels	Lana Sherman
Adella Pugh	Dusti Marottek	Janice Zabel
Jessie Colon	Amy Benson	Rolfe Schwartzkoph

Paraprofessionals

Julia Carpentier	Jessica Dionne	Marilee Buckles
Jacey Chapman	Jo'e Youngman	Jolene Chopper
Janice White Eagle	Delrae Reddoor	James Parker
Courtney Martell	Diane LaRoche	

Administration

John Wetsit

Randie Belton	High School Teacher Credit Recovery
Vonda Bighorn	High School Support Staff Credit Recovery
Frank Gourneau	High School Administration Credit Recovery

Rate of Pay Paraprofessionals	\$20 per hour
Teachers	\$30.00 per hour
Administration	Daily Rate

Summer Cafeteria Workers

Anthony Hamilton	Jennifer Red Thunder	Shari Ogle
Nelson Olney	Samantha Savior Longee	Francesca Little Light

Maintenance

River Olson	Ryder Olson	Blake Follette
Jada Falcon	Haley Gray Hawk	Ferdinand Magpantay

ACTION:

Motion made by Marva Chapman to approve Summer School hires.

Second by Jeff Berger

Vote: 5-0 For

Regular Board Meeting May 11, 2026

8.5) Canvas of Votes

764 total ballots issued
552 absentee ballots not returned
138 absentee ballots returned
0 provisional 0 spoiled ballots
74 Voted in person
212 Total Ballots Cast

47 Thomas Brown
121 Christopher (Chris) Headdress
153 Kenneth Smoker Jr.
66 Adrian Spotted Bird

ACTION:

Motion made by Robyn Baker to approve the results of May 5, 2026, School Trustee Election and install Kenneth Smoker Jr. and Chris Headdress as duly elected trustees of the Poplar School Districts 9&9B.

Seconded by Jeff Berger

Vote: 4-0-1 For Kenneth Smoker Jr. abstained

Swearing in of Board Members Kenneth Smoker Jr. and Chris Headdress.

Honored Robyn Baker with a Star Quilt for 3 years of service as a Trustee of the School Board.

8.6) Reorganization of the Board of Trustees

After each year's election and the Trustees have been sworn in, The Board of Trustees must reorganize itself to conduct business under Montana Law. The Board of Trustees must nominate, elect a new Chair, and Vice Chair.

DISCUSSION:

Nominations for Chair: Lori Smoker by Jeff Berger
Nominations for Vice-Chair: Jeff Berger by Chris Headdress

ACTION:

Motion made Marva Chapman for the reorganization of the Poplar School Districts 9&9B Board of School Trustees with Lori Smoker, as Board Chair and Jeff Berger as Vice-Chair, to serve in such positions until the next Reorganization of the Board.

Seconded by Chris Headdress

Vote 5-0 For

**Regular Board Meeting
May 11, 2026**

8.7) Appointment of Clerk

After the Board reorganizes the Trustees must appoint a Clerk to the Board. The district business manager traditionally holds that position.

ACTION:

Motion made by Kenneth Smoker to approve the appointment of Judy Linthicum as Board Clerk.

Seconded by Jeff Berger

Vote: 5-0 For

9.) Items of Interest

9.1) Work Session Date: None

9.2) Special Meeting Date: None

9.3) Next Regular Meeting June 8, 2026 @ 5:15 p.m.

Adjourn

Lori Smoker adjourned at 6:31 p.m. on May 11, 2026.

ATTEST:

Judy Linthicum, Board Clerk

Lori Smoker, Chair



Poplar

School District

WARRANTS AND CLAIMS

Students First

06/02/26
14:40:24

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 6 / 26

Page: 3 of 3
Report ID: AP100A

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

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

Fund/Account	Amount
126 Elementary Impact Aid Fund 101	44,503.65
226 High School Impact Aid Fund 101	20,339.55
Total:	64,843.20

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
Line #	Invoice #/Inv Date/Description								
71892 1	20366 QUAD K SUPPLY 76172 05/13/26 LYSOL DISINFECTING WIPES	961.50	961.50*		126 90	100-2600	615		
71893 1	12917 MECHANICAL TECHNOLOGY INC. 1026153921 05/11/26 INSTALL A NEW VFD FOR AIRH	9,850.00	9,850.00*		226 16	100-2600	440		
71894 1	10032 BRUCO, INC. 439278 05/28/26 FLOOR PAD WHITE 13 5/CS	1,770.42	1,770.42*		226 16	100-2600	615		
71895 1	25121 OSTLUND'S FIRE PROTECTION, INC 7775 05/22/26 AN ANNUAL INSPECTION	531.00	531.00		126 90	100-2600	440		
71896 1 2	12492 SYSCO MONTANA INC. 643151516 05/29/26 GLOVE NITRILE LINERS TRASH 643151516 05/29/26 TOWEL LINERS TISSUE	5,056.06	4,000.00* 1,056.06*		126 90 226 16	100-2600	615 615		
71897 1 2	25798 STAPLES TECHNOLOGY SOLUTIONS 050526 06/26/26 LENOVO THINKBOOK (35) 050526 LENOVO ONSITE (35)	38,811.15	35,197.75* 3,613.40*		126 15 126 15	141-1000	610 610		
71898 1 2 3	10070 MONTANA HIGH SCHOOL ASSOC. 4059 05/21/26 DEF INCOME DUES 16 4059 05/21/26 DEF INCOME CAT. INS 4059 05/21/26 DEF INCOME CONCUSSION INS	4,644.00	4,000.00* 503.00* 141.00*		226 16 226 16 226 16	720-3500	810 810 810		
71899 1	26155 FLOW FORMS LLC sub_284sc 06/01/26 LICENSING FEE PLATFORM ACCE	1,200.00	1,200.00*		226 16	100-2300	340		
71903 1	14492 LINDE GAS AND EQUIPMENT INC. 57061902 05/31/26 INDUSTRIAL ACETYLENE	142.60	142.60		226 16	390-1000	610		
71904 1	26078 JOVANIE MANERO 060226 06/02/26 COOKED FOR BOARD MTG	200.00	200.00		126 90	100-2300	582		
71906 1	25383 THE AFTERMARKET PARTS COMPANY, LLC 84107883 01/03/26 CLUTCH-FAN SPRING ENGAGE CON	1,676.47	1,676.47		226 16	720-2700	440		
							Total:	64,843.20	# of Vendors 11

*** Claim from another period (5/26) ****

05/29/26
10:31:30

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 5 / 26

Page: 7 of 7
Report ID: API00A

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

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

05/29/26
10:31:30

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 5/26

Page: 6 of 7
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund 101	559.70
115 Elementary Miscellaneous Programs Fund 101	6,263.50
126 Elementary Impact Aid Fund 101	31,233.60
212 High School Food Service Fund 101	43,019.92
226 High School Impact Aid Fund 101	19,278.26
229 High School Flex Fund 101	1,000.00
Total:	101,354.98

05/29/26
10:31:28

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 5/26

Page: 1 of 7
Report ID: AP100

* ... Over spent expenditure

Line #	Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
71741		10069 MONTANA DAKOTA UTILITIES		19,665.77						
1		Gas and electric chargers for 4/17/26-5/14/26								
2		05/19/26 Admin building- Gas		78.63			126 90 100-2600		411	
3		05/19/26 Admin building- Electric		163.90			126 90 100-2600		412	
4		05/19/26 Maint shop- Gas		89.83			126 90 100-2600		411	
5		05/19/26 Maint shop- Electric		79.78			126 90 100-2600		412	
6		05/19/26 Bus Garage- Gas		270.66			110 15 100-2700		411	
7		05/19/26 Bus Garage- Electric		116.72			110 15 100-2700		412	
8		05/19/26 MiddleGrade school- Gas		1,914.40			126 90 100-2600		411	
9		05/19/26 High school- Electric		8,433.61			126 90 100-2600		412	
10		05/19/26 High school- Gas		1,810.27*			226 16 100-2600		411	
11		05/19/26 High school- Electric		4,605.54			226 16 100-2600		412	
12		05/19/26 Football field- Electric		44.78			226 16 100-2600		412	
13		05/19/26 413 W HWY 2- Gas		63.43			126 90 100-2600		411	
14		05/19/26 317 W HWY2- Gas/Electric		62.95			126 90 100-2600		412	
15		05/19/26 407 4th AVE HPDP- Gas/Electric		194.33			115 100-2620		410	31
16		05/19/26 Apt 1A- Gas/Electric		131.57			115 100-2620		410	31
17		05/19/26 Apt 1B- Gas/Electric		105.98			115 100-2620		410	31
18		05/19/26 Apt 1C- Gas/Electric		48.81			115 100-2620		410	31
19		05/19/26 Apt 2A- Gas/Electric		15.75			115 100-2620		410	31
20		05/19/26 Apt 2B- Gas/Electric		80.98			115 100-2620		410	31
21		05/19/26 Apt 2C- Gas/Electric		121.23			115 100-2620		410	31
22		05/19/26 Apt 3A- Gas/Electric		121.36			115 100-2620		410	31
23		05/19/26 Apt 3B- Gas/Electric		124.26			115 100-2620		410	31
24		05/19/26 Apt 3C- Gas/Electric		73.66			115 100-2620		410	31
25		05/19/26 Apt 4A- Gas/Electric		160.11			115 100-2620		410	31
26		05/19/26 Apt 4B- Gas/ Electric		77.83			115 100-2620		410	31
27		05/19/26 Apt 4C- Gas/Electric		126.66			115 100-2620		410	31
28		05/19/26 Apt 5A- Gas/Electric		7.16			115 100-2620		410	31
29		05/19/26 Apt 5B- Gas/Electric		84.14			115 100-2620		410	31
30		05/19/26 Apt 5C- Gas/Electric		51.97			115 100-2620		410	31
31		05/19/26 314 W HWY NAPA BUILDING ELEC		103.06			115 100-2620		410	31
32		05/19/26 314 W HWY NAPA BUILDING GAS		78.12			226 16 100-2600		410	410
33		05/19/26 312 W HWY 2 ELECTRIC		111.61			226 16 100-2600		410	410
				112.68			226 16 100-2600		410	410

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
71837	26105 TURCOTTE FOOD BUS	250.00	041726 04/17/26 100 CUP CAKES PRE-K GRADUATION	250.00*		126 15 100-1000		610	
71838	10253 PITNEY BOWES PURCHASE POWER	1,097.15	POSTAGE SU 05/17/26 POSTAGE/SUPPLIES	768.00		126 90 100-2300		532	
			051726 05/17/26 POSTAGE/SUPPLIES	329.15		226 16 100-2300		532	
71839	24934 CP SPEECH THERAPY	6,500.00	181 05/21/26 DRIVING SUPERVISION THERAPY PR	1,300.00*		126 14 280-2160		320	
			181 05/21/26 DRIVING SUPERVISION THERAPY PR	2,600.00*		126 15 280-2160		320	
			181 05/21/26 DRIVING SUPERVISION THERAPY PR	1,300.00		126 50 280-2160		320	
			181 05/21/26 DRIVING SUPERVISION TESTING	1,300.00*		226 16 280-2160		320	
71840	24921 LORRI COULTER, MS, PS, BCBA	4,350.00	1058 05/22/26 PSYCHOLOGIST VISIT MTGS	870.00		126 14 280-2140		320	
			1058 05/22/26 PSYCHOLOGIST VISIT MTGS	1,740.00		126 15 280-2140		320	
			1058 05/22/26 PSYCHOLOGIST VISIT MTGS	870.00		126 50 280-2140		320	
			1058 05/22/26 PSYCHOLOGIST VISIT MTGS	870.00		226 16 280-2140		320	
71842	25980 ROCKET ALUMNI SOLUTIONS	3,588.00	139534 07/25/26 DIGITAL WALL OF FAME	1,794.00*		115 50 100-1000		680	50
			139534 07/25/26 DIGITAL WALL OF FAME	1,794.00*		115 90 100-1000		680	50
71843	23606 ELIZABETH A. SHIPSTEAD	2,671.89	000088 05/26/26 DRIVING THERAPY PAPERWORK	534.37*		126 14 280-2160		320	
			000088 05/26/26 DRIVING THERAPY PAPERWORK	1,068.76*		126 15 280-2160		320	
			000088 05/26/26 DRIVING THERAPY PAPERWORK	534.38		126 50 280-2160		320	
			000088 05/26/26 DRIVING THERAPY PAPERWORK	534.38*		226 16 280-2160		320	
71844	101685 T.E.S.T.	4,897.48	11389 04/30/26 1 NEW CLASSROOM SPEAKER	1,963.84		226 16 141-1000		610	
			11388 04/30/26 1 SPEAKER SYSTEM FOR DISTRICT	2,933.64*		126 15 141-1000		610	
71845	25610 ORIENTAL TRADING	98.98	7417971850 04/30/26 SEE ATTACH	98.98	39260	126 15 100-1000		610	

05/29/26
10:31:28

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 5/26

Page: 3 of 7
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #	Invoice #/Inv Date/Description							
71846	10589 DEMCO INC	596.71						
1	7801245 04/30/26 SEE ATTACH		596.71*	39259	126 15	100-2225	610	
71847	14345 J & M DISTRIBUTING	4,239.50						
1	86719 05/01/26 1200 1/2 PTS 1%		606.50*		212 90	910-3100	570	
2	86794 05/05/26 1200 1/2 PTS 1%		966.50*		212 90	910-3100	570	
3	86820 05/07/26 960 1/2 PTS 1%		486.50*		212 90	910-3100	570	
4	86881 05/12/26 1200 1/2 PTS 1%		966.50*		212 90	910-3100	570	
5	86948 05/15/26 960 1/2 PTS 1%		486.50*		212 90	910-3100	570	
6	86973 05/19/26 960 1/2 PTS 1%		727.00*		212 90	910-3100	570	
71849	10044 DACOTAH PAPER CO.	1,445.77						
1	56722 05/11/26 LID VENTED FOAM BOWL TEASPOON		1,445.77		212 90	910-3100	610	
71850	10087 MAIN STREET GROCERY	406.80						
1	050126 05/01/26 COTTAGE CHEESE		59.39*		212 90	910-3100	570	
2	051226 05/12/26 FRITOS ORIG 10 BAGS		54.90*		212 90	910-3100	570	
3	051226 05/12/26 PILLS GRAND DOLEM CHERRY MAC J		71.85*		126 14	390-1000	610	
4	051126 05/11/26 EGGS JDEAN REG SA CABBAGE		28.21*		126 50	390-1000	610	
5	051826 05/18/26 INSTANT RICE RD/SOD SO		7.80*		126 14	390-1000	610	
6	051326 05/13/26 1/2 GAL WHOLE MK CLERY SPINACH		10.45*		126 50	390-1000	610	
7	050526 05/05/26 BANANAS EGGS WHL KRWL		13.70*		126 14	390-1000	610	
8	051426 05/14/26 VEG OIL SAFETY SCRAPER		25.44*		126 50	390-1000	610	
9	050726 05/07/26 SHRP CHDDR RNCH DRSS CREAM CH		63.60*		126 14	390-1000	610	
10	051826 05/18/26 DRINKS FOR STAFF RETIREMENT		71.46		126 15	100-2400	610	
71851	13395 U.S. FOOD SERVICE, INC.	4,123.65						
1	4411310 05/14/26 PRODUCE DAIRY DRY GROCERY		3,088.95*		212 90	910-3100	570	
2	4208574 05/07/26 SALAD MIX CHEESE PLATES		978.36*		212 90	910-3100	570	
3	4208563 05/07/26 6 CASES OF WATER		56.34*		212 90	910-3100	570	
71852	12492 SYSCO MONTANA INC.	33,419.13						
1	643107666 05/01/26 CARROTS CELERY LETTUCE ONIO		1,525.42*		212 90	910-3100	570	
2	643113629 05/05/26 EGGS BACON SAUSAGE HAM		9,104.86*		212 90	910-3100	570	
3	643113630 05/05/26 APPLES CARROTS KIWI		559.90*		212 90	910-3100	570	
4	643113631 05/05/26 APPLES CARROTS KIWI		279.95*		212 90	910-3100	570	
5	643113632 05/05/26 CHIPS DRINKS FRUIT ROLLUP O		426.47*		212 90	910-3100	570	
6	643113633 05/05/26 BROWNIE FRUIT ROLLUP WATER		322.42*		126 14	100-1000	610	
7	643118823 05/08/26 BEEF SAUSAGE FROSTED FLAKES		6,046.77*		212 90	910-3100	570	
8	643124709 05/12/26 STRAWBERRY YOGURT FRITOS WA		503.87*		212 90	910-3100	570	
9	643124710 05/12/26 APPLE JUICE FITOS RICE KRIS		715.77*		212 90	910-3100	570	
10	643124711 05/12/26 CHEESE YOGURT FRUIT PUNCH		792.75*		212 90	910-3100	570	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #			Line Amount					
12	643124712	05/12/26 MUFFIN PIZZA BEEF CHEESE BU	5,299.42*		212 90 910-3100		570	
13	643124713	05/12/26 APPLES ORANGES	416.51*		212 90 910-3100		570	
14	643124714	05/12/26 APPLES ORANGES	238.18*		212 90 910-3100		570	
15	643123778	05/12/26 DURKEE SEASONING GARDEN	143.95*		212 90 910-3100		570	
16	643130128	05/15/26 LETTUCE MACRONI POTATO SALA	1,360.27*		212 90 910-3100		570	
17	643135821	05/19/26 EGGS BUTTERMILK SAUSAGE PIZZ	2,818.84*		212 90 910-3100		570	
18	643135822	05/19/26 PEACHS PEARS	169.80*		212 90 910-3100		570	
19	643135823	05/19/26 PEACH PEAR	93.85*		212 90 910-3100		570	
20	643135820	05/19/26 GRANDMA COOKIES PICKLES CHE	1,457.35*		212 90 910-3100		570	
21	643135819	05/19/26 MAYO MUSTARD PICKLES WATER	1,172.33*		212 90 910-3100		570	
22	143.95	05/08/26 SALTINE CRACKERS	-29.55*		212 90 910-3100		570	
71854	24666 BROCK COPENHAVER		1,644.76		226 16 720-3500		582	
1	052626	05/26/26 SUMMER CLASS B AD MTG	1,644.76*					
71855	10859 BUCKHORN CAFE		316.25		126 15 100-1000		610	
1	23	05/12/26 PIZZA INCENTIVES	64.25*		126 15 100-1000		610	
2	6	05/19/26 PIZZA INCENTIVES	128.25*		126 15 100-1000		610	
3	17	05/20/26 PIZZA INCENTIVES	123.75*		126 15 100-1000		610	
71856	26152 FOLLETT CONTENT SOLUTIONS, LLC		89.60		126 15 100-2225		640	
1	735054F	05/13/26 FIRST DAY SLUG IN LOVE	89.60*					
71858	12397 PERMA-BOUND		99.49		126 15 100-2225		640	
1	2038317-03	05/26/26 ELEMENTARY LIBRARY BOOKS	99.49*					
71859	24469 POWER SCHOOL GROUP, LLC		2,340.00		226 16 100-2210		680	
1	449421	08/15/26 SCHOOL MESSAGE CUSTOM APP LIC	1,170.00		126 15 100-2210		680	
2	449421	08/15/26 SCHOOL MESSAGE CUSTOM APPLIC	1,170.00					
71860	20220 BIG VALLEY WATER		63.00		226 16 100-1000		610	
1	190569	05/18/26 7 5 GALS WATER	63.00					
71862	26166 GLASGOW ATHLETICS		100.00		226 16 720-3507		582	
1	5037497	04/29/26 NORTHERN B DIVISIONAL TRACK F	100.00					
71863	19858 AIRPORT GOLF COURSE		2,550.00		226 16 720-3513		582	
1	17219	04/17/26 STUDENT DUES	1,200.00		226 16 720-3513		582	
2	17224	05/27/26 STUDENT DUES	1,350.00		226 16 720-3513		582	

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Claim Line #	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
71865	26167	RUAL HEALTH DEVELOPMENT		1,000.00						
1		MEDSTART CAMP TORI DENAIS AND MADISON KNOWLTON IN MILES CITY JULY 19-23, 2026.		500.00			229 16	100-1000	300	
2		052026 05/20/26 MEDSTART CAMP		500.00			229 16	100-1000	300	
		05/20/26 MEDSTART CAMP								
71867	10748	CITY OF POPLAR		5,801.05						
1		052626 06/26/26 Admin building #9 water		95.75			126 90	100-2600	421	
2		052626 06/26/26 #9 SHOP-WATER/SEWER		61.70			126 90	100-2600	421	
3		052626 06/26/26 TRNSPRN & MNTNC WATER/SEWER		125.40			126 90	100-2600	421	
4		052626 06/26/26 BUS GARAGE - WATER/SEWER		172.32			110 15	100-2700	421	
5		052626 06/26/26 GRADE SCHOOL - WATER/SEWER		1,353.07			126 90	100-2600	421	
6		052626 06/26/26 MIDDLE SCHOOL - WATER/SEWER		861.11			126 90	100-2600	421	
7		052626 06/26/26 HIGH SCHOOL - WATER/SEWER		61.12			226 16	100-2600	421	
8		052626 06/26/26 HS METAL SHOP - WATER/SEWER		1,929.01			226 16	100-2600	421	
9		052626 06/26/26 SUPT HOUSE - WATER/SEWER		106.19			115 100	100-2620	410	31
10		052626 06/26/26 TOWNHOUSE #1 WATER/SEWER		141.97			115 100	100-2620	410	31
11		052626 06/26/26 TOWNHOUSE #2 WATER/SEWER		156.70			115 100	100-2620	410	31
12		052626 06/26/26 TOWNHOUSE #3 WATER/SEWER		153.22			115 100	100-2620	410	31
13		052626 06/26/26 TOWNHOUSE #4 WATER/SEWER		153.55			115 100	100-2620	410	31
14		052626 06/26/26 TOWNHOUSE #5 WATER/SEWER		146.49			115 100	100-2620	410	31
15		052626 06/26/26 PROF VILLAGE GARBAGE		94.05			115 100	100-2620	410	31
16		052626 06/26/26 SPEC ED DEPT WATER/SEWER		94.47			115 100	100-2620	410	31
17		052626 06/26/26 POPLAR SCHOOLS 314 ST W		94.93			126 90	100-2600	421	

of Claims 25 # of Vendors 25 Total: 101,354.98

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

Approved by Board of Finance Committee:

I hereby certify that the above is correct

Business Manager/Clerk

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Fund Summary for Claims
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Fund/Account	Amount
110 Elementary Transportation Fund	
101	3,095.68
115 Elementary Miscellaneous Programs Fund	
101	18,216.49
126 Elementary Impact Aid Fund	
101	55,027.51
212 High School Food Service Fund	
101	1,507.44
215 High School Miscellaneous Programs Fund	
101	16,235.60
226 High School Impact Aid Fund	
101	39,799.73
229 High School Flex Fund	
101	604.94
Total:	134,487.39

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
71729		21147 MORGAN NORGAARD	75.00					
		Cell phone service for the months of June 2026						
1		05/12/26 Cell phone service cost	75.00*		126 90 100-2600		531	
71730		22225 FRANK GOURNEAU	75.00					
		Cell phone service for the months of June 2026.						
1		05/12/26 Cell phone service cost	75.00*		226 16 100-2600		531	
71731		25360 JOHN WETSIT	75.00					
		Cell phone service for the months of June 2026.						
1		05/12/26 Cell phone service cost	75.00*		126 90 100-2600		531	
71733		24979 COY WEEKS	75.00					
		Cell phone service for the months of June 2026.						
1		05/12/26 Cell phone service cost	75.00*		226 16 100-2600		531	
71734		24767 PATTI JO BLACK	75.00					
		Cell phone service for the months of June 2026.						
1		05/12/26 Cell phone service cost	75.00*		226 16 100-2600		531	
71736		25502 GREG GOURNEAU	75.00					
		Cell phone service for the months of June 2026.						
1		05/12/26 Monthly service charge	75.00*		126 90 100-2600		531	
71742		24666 BROCK COPENHAVER	75.00					
		Cell phone service for the months of June 2026.						
1		05/04/26 Cell phone service cost	75.00*		226 16 100-2600		531	
71744		25304 CLINT LINTHICUM	75.00					
		Cell phone service for the months of June 2026.						
1		05/01/26 Cell phone service cost	75.00		110 50 100-2700		531	
71745		26090 REYNA PEREZ MONTEAU	75.00					
		Cell phone service for the months of June 2026						
1		05/12/26 Cell phone service cost	75.00*		126 90 100-2600		531	

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
71812		25654 MASBO	200.00						
1		300000177 05/04/26 ACTIVE MEMBERSHIP	200.00*		226 16	100-2300	810		
71813		26053 TIFFANY WEINBERGER	101.50						
1		051926 05/19/26 MILEAGE TO SIDNEY STAR QUILTS	101.50		226 16	100-2300	582		
71814		20976 WOLFTRAX BROADCASTING, LLC	107.63						
1		26040201 04/30/26 SPLIT SPORTS SPONSORSHIP	107.63		226 16	100-2300	540		
71815		24853 AMERICAN FIDELITY ADMINISTRATIVE	297.00						
1		81436 05/18/26 TIME & ELIGIBILITY MONTHLY	148.50*		226 16	100-2300	340		
2		81436 05/18/26 TIME & ELIGIBILITY MONTHLY	148.50		126 90	100-2300	340		
71816		25582 ACELLUS EDUCATIONAL SERVICES LLC	5,123.00						
1		118621 05/06/26 ACELLUS GOLD STU LICENSE (58)	4,491.00		226 16	100-2210	685		
2		119029 05/06/26 ACELLUS GOLD STU LICENSE (8)	632.00		126 50	100-2210	680		
71817		24038 SHEILA FLADAGER	6,370.00						
1		052026 05/20/26 ER TESTING/PAPERWORK ER MTGS	2,229.50*		126 14	280-2150	320		
2		052026 05/20/26 ER TESTING/PAPERWORK ER MTGS	3,822.00*		126 15	280-2150	320		
3		052026 05/20/26 ER TESTING/PAPERWORK ER MTGS	318.50		126 50	280-2150	320		
71818		23736 PITNEY BOWES GLOBAL FINANCIAL	478.80						
1		3322518900 05/11/26 6017335 C SERIES IMI METER	335.16		126 90	100-2300	532		
2		3322518900 05/11/26 6017335 C SERIES IMI METER	143.64		226 16	100-2300	532		
71819		10070 MONTANA HIGH SCHOOL ASSOC.	4,644.00						
1		051526 05/15/26 CONCUSSION INSURANCE ENROLLMEN	141.00*		226 16	720-3500	810		
2		051526 05/15/26 CATASTROPHIC LIABILITY ENROLL	503.00*		226 16	720-3500	810		
3		051526 05/15/26 ANNUAL DUES	4,000.00*		226 16	720-3500	810		
71820		23847 ARIN GRAINGER	300.00						
1		051226 05/12/26 300 CUPCAKES PMS 8TH GRADE	300.00*		126 50	100-1000	610		
71821		10414 MONTANA SCHOOL BOARD ASSOC.	10,143.00						
1		0019662 06/01/26 PUBLIC SCHOOL DIST BOARD TRUS	7,607.35		126 90	100-2300	810		
2		0019662 06/01/26 PUBLIC SCHOOL DIST BOARD TRUS	2,535.65*		226 16	100-2300	810		

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
71822		26083 TinyEYE	12,454.86					
1		28852 03/04/26 COUNSELING SERVICES	12,454.86*		126 50	100-2120	320	
71823		24491 WHOA NELLIE DELI	705.00					
1		085135 05/05/26 TACO BAR FOR 60 PPL CATERING	705.00		126 14	100-2400	610	
71824		14075 FORT PECK TRIBES	10.00					
1		19 05/07/26 BACKGROUND CK	10.00		126 90	100-2305	340	
71825		14201 INTERQUEST DETECTION CANINES	400.00					
1		1759 04/29/26 CANINE INSPECTION	200.00		126 50	100-1000	340	
2		1759 04/29/26 CANINE INSPECTION	200.00		226 16	100-1000	340	
71826		20220 BIG VALLEY WATER	342.00					
1		190349 05/11/26 7 5 GALS WATER	63.00		226 16	100-1000	610	
2		190238 05/04/26 8 5 GALS WATER	72.00		126 15	100-2400	610	
3		189811 04/13/26 14 5 GALS WATER	126.00		126 15	100-2400	610	
4		190237 05/04/26 9 5 GALS WATER	81.00		226 16	100-1000	610	
71827		25132 NORTHERN PLAINS INDEPENDENT	2,659.04					
1		2026ci-866 04/30/26 COMING EVENTS COACHING POS	1,861.33		126 90	100-2300	540	
2		2026ci-866 04/30/26 COMING EVENTS COACHING POS	797.71		226 16	100-2300	540	
71829		26075 Dakota Smith	1,475.00					
1		052026 05/20/26 MONTANA RESIDENCY TEACHER	1,400.00		115 50	329-1000	320	328
2		052026 05/20/26 DISTRICT OBLIGATION	75.00		115 50	100-1000	320	50
71830		26061 Intelligent Marketing USA,	7,500.00					
1		20423 03/31/26 TURF TANK ONE + SINGLE 3 YRS	7,500.00*		226 16	720-3500	730	
71831		10044 DACOTAH PAPER CO.	388.20					
1		45152 04/18/26 PAPER COPY 10 CS	48.49*		126 14	100-1000	610	
2		45152 04/18/26 PAPER COPY 10 CS	48.53*		126 14	280-1000	610	
3		45152 04/18/26 PAPER COPY 10 CS	48.53*		126 15	100-1000	610	
4		45152 04/18/26 PAPER COPY 10 CS	48.53*		126 15	280-1000	610	
5		45152 04/18/26 PAPER COPY 10 CS	48.53*		126 50	100-1000	610	
6		45152 04/18/26 PAPER COPY 10 CS	48.53*		126 50	280-1000	610	
7		45152 04/18/26 PAPER COPY 10 CS	48.53		226 16	100-1000	610	
8		45152 04/18/26 PAPER COPY 10 CS	48.53*		226 16	280-1000	610	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
71832	22177 UNIVERSAL AWARDS	315.00						
1	700356 05/06/26 15 6" X 8" BLACK MIRROR PLAQUE	285.00*		226 16 720-3500			610	
2	700356 05/06/26 SHIPPING	30.00*		226 16 720-3500			610	
71833	10111 WILL'S OFFICE WORLD	50.00						
1	10449158 04/16/26 INDEX STOCK CARDS	50.00*		226 16 710-3401			610	
71834	26026 CDH AUTO GLASS	285.00						
1	1982 05/20/26 DD11818YPN PARTS GLASS WINDOW	285.00*		126 90 100-2600			615	
71835	22685 INDEPENDENCE BANK	78,913.36						
12	CC-13900 04/09/26 4TH GRADE FIELD TRIP CONCESS	153.00		126 625				
PRAIRIE CINEMA				CC Accounting: 126-	15-100-1000-610			
13	CC-13900 04/09/26 4TH GRADE FIELD TRIP MOVIE	130.50		126 625				
PRAIRIE CINEMA				CC Accounting: 126-	15-100-1000-610			
14	CC-13900 04/09/26 PRE-K FIELD TRIP LUNCH	120.19		126 625				
MC DONALD'S				CC Accounting: 126-	15-100-1000-610			
15	CC-13900 04/11/26 PIZZA FOR STAFF	135.05		126 625				
BUCKHORN CAFE				CC Accounting: 126-	15-100-1000-610			
16	CC-13900 04/20/26 AR INCENTIVES	743.12		115 625			700	
WALMART				CC Accounting: 115-	15-470-1000-610-700			
17	CC-13900 05/01/26 KINDERGARTEN FIELD TRIP	435.00		126 625				
PRAIRIE CINEMA				CC Accounting: 126-	15-100-1000-610			
18	CC-13900 05/01/26 KINDERGARTEN FIELD TRIP	437.25		126 625				
PRAIRIE CINEMA				CC Accounting: 126-	15-100-1000-610			
19	CC-13901 04/10/26 2 CHAINSAW BLADES FOR MAINT	61.98		126 625				
AGLAND CO-OP				CC Accounting: 126-	90-100-2600-624			
20	CC-13901 04/27/26 SNACKS FOR MTG	150.85		226 625				
FAMILY DOLLAR				CC Accounting: 226-	16-100-2300-610			
21	CC-13901 04/29/26 EXP 106 PLASTIC PALLET KITCH	1,507.44		212 625				
MISC VENDOR				CC Accounting: 212-	90-910-3100-610			
22	CC-13901 04/02/26 BPA NATIONAL LEADERSHIP REGI	1,761.76		215 625			7	
BUSINESS PROFESSIONALS OF AMERICA				CC Accounting: 215-	16-390-1000-582-			
23	CC-13902 04/07/26 NEW DAY DRINKS	68.16		229 625				
MAIN STREET GROCERY				CC Accounting: 229-	16-100-1000-610			
24	CC-13902 04/07/26 NEW DAY LUNCH	213.67		226 625				
MAIN STREET GROCERY				CC Accounting: 226-	16-100-2400-610			
25	CC-13902 04/08/26 ACT LUNCH	362.75		226 625				
BUCKHORN CAFE				CC Accounting: 226-	16-100-1000-610			
26	CC-13902 04/11/26 FOOD PANTRY	536.78		229 625				
SAMS CLUB				CC Accounting: 229-	16-100-1000-610			
27	CC-13902 04/22/26 BERRIES DONUTS STAFF BD	63.00		226 625				
REYNOLDS SUPERMARKET				CC Accounting: 226-	16-100-1000-610			

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
28	CC-13902 04/22/26 APRIL BIRTHDAY CAKE BLT REYNOLDS SUPERMARKET	46.99		226 625				
29	CC-13902 04/22/26 WATER FLAG FOOTBALL ALBERTSON'S	10.98		126 625				
30	CC-13902 04/22/26 FLOWERS BIG SKY BOTANICAL FLORAL	265.17		226 625				
31	CC-13902 04/28/26 STAFF APPRECIATION WEEK POSITIVE PROMOTIONS	728.19		226 625				
32	CC-13902 04/29/26 TRAVEL TO LAS VEGAS CONFEREN ALLEGIAN AIRLINES	670.00		215 625			306	
33	CC-13902 04/29/26 TRAVEL TO LAS VEGAS CONFEREN ALLEGIAN AIRLINES	1,900.00		215 625			306	
34	CC-13902 04/29/26 INNOV SCHOOL SUMMIT ACCUTRAIN CORPORATION	6,588.00		215 625			306	
35	CC-13903 04/22/26 FAMILY NIGHT DRINKS MAIN STREET GROCERY	72.67		115 625			50	
36	CC-13903 04/22/26 FAMILY NIGHT SNACKS FAMILY DOLLAR	177.50		115 625			50	
37	CC-13903 04/22/26 FAMILY NIGHT SNACKS FAMILY DOLLAR	136.00		115 625			50	
38	CC-13903 04/22/26 FAMILY NIGHT DRINKS TANDE'S GROCERY	35.00		115 625			50	
39	CC-13903 04/23/26 COFFEE FOR STAFF BLACKBIRD MERCANTILE	269.10		126 625				
40	CC-13903 04/22/26 ATTENDANCE PIZZA BUCKHORN CAFE	80.14		126 625				
41	CC-13903 04/27/26 60 LB CONCRETE MIX FARMERS UNION LUMBER COMPANY	194.70		126 625				
42	CC-13905 04/07/26 CELF PRESCHOOL 3 Q GLOBAL KI PEARSON ASSESSMENTS	534.24		126 625				
43	CC-13905 04/15/26 TEACHER APPRECIATION MEALS 1 BUCKHORN CAFE	149.50		126 625				
44	CC-13906 04/06/26 HY-33-A HYDRAULIC PUSH BUTTO SUPPLYHOUSE.COM	433.56		226 625				
45	CC-13906 04/07/26 HY-93-A HYDRAULIC ACTUATOR C SUPPLYHOUSE.COM	152.60		126 625				
46	CC-13906 04/28/26 CRES COR 0808 116 K ON/OFF S WEBSTAUARANT STORE	296.34		126 625				
47	CC-13907 04/15/26 IN CLOUD ANNUAL SUBSCRIPTION T.E.S.T.	1,006.25		126 625				
48	CC-13907 04/15/26 IN CLOUD ANNUAL SUBSCRIPTION T.E.S.T.	1,006.25		126 625				
49	CC-13907 04/15/26 IN CLOUD ANNUAL SUBSCRIPTION T.E.S.T.	1,006.25		126 625				

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
50	CC-13907 04/15/26 IN CLOUD ANNUAL SUBSCRIPTION	1,006.25		226 625				
T.E.S.T.				CC Accounting: 226-	16-141-1000-610			
51	CC-13907 04/20/26 KERDOM HIGH BACK ERGONOMIC C	89.99		126 625				
MISC VENDOR				CC Accounting: 126-	14-141-1000-610			
52	CC-13907 04/26/26 LENOVO THINKBOOK 15 G4 IAP L	84.13		126 625				
MISC VENDOR				CC Accounting: 126-	15-141-1000-610			
53	CC-13907 04/10/26 LENOVO IDEAPAD3,15.6 INTEL	539.99		126 625				
MISC VENDOR				CC Accounting: 126-	15-141-1000-660			
54	CC-13907 04/26/26 LENOVO THINKBOOK REFUND	-84.13		126 625				
MISC VENDOR				CC Accounting: 126-	15-141-1000-610			
55	CC-13907 04/24/26 REFUND	-539.99		126 625				
MISC VENDOR				CC Accounting: 126-	15-141-1000-610			
56	CC-13908 04/09/26 DISPLAY BOARDS FOR SCIENCE F	631.96		126 625				
WALMART				CC Accounting: 126-	15-100-1000-610			
57	CC-13908 04/14/26 COFFEE MARKER FOR COMMUNITY	61.98		126 625				
WALMART				CC Accounting: 126-	15-100-2400-610			
58	CC-13908 04/14/26 BIRTHDAY CAKE FOR APRIL BD	46.99		126 625				
ALBERTSON'S				CC Accounting: 126-	15-100-1000-610			
59	CC-13908 04/23/26 FOLDING CHAIRS TEACHER APP	2,299.79		126 625				
POSITIVE PROMOTIONS				CC Accounting: 126-	15-100-1000-610			
60	CC-13908 04/23/26 KEROSENE FOR MAINTENANCE	67.99		126 625				
AGLAND CO-OP				CC Accounting: 126-	15-100-1000-610			
61	CC-13908 04/23/26 COFFEE FOR PARENTS SCIENCE F	27.77		126 625				
ALBERTSON'S				CC Accounting: 126-	15-100-1000-610			
62	CC-13908 04/29/26 SCIENCE FAIR AWARDS	385.69		126 625				
CROWN AWARDS INC				CC Accounting: 126-	15-100-1000-610			
63	CC-13908 04/30/26 COUNSELOR CAREER DAY CANDY	23.75		126 625				
FAMILY DOLLAR				CC Accounting: 126-	15-100-2120-610			
64	CC-13908 04/14/26 FLOWERS FOR STUDENT	-89.94		126 625				
MISC VENDOR				CC Accounting: 126-	15-100-1000-610			
65	CC-13909 04/07/26 DRINKS WATER	10.00		115 625			700	
MAIN STREET GROCERY				CC Accounting: 115-	15-470-1000-610-700			
66	CC-13909 04/07/26 MEAL FOR JOM MTG	138.50		115 625			700	
BUCKHORN CAFE				CC Accounting: 115-	15-470-1000-610-700			
67	CC-13909 04/12/26 INCENTIVES FOR 7TH GRADE MATH	545.61		115 625			700	
WALMART				CC Accounting: 115-	50-470-1000-610-700			
68	CC-13909 04/15/26 LEATHER FOR 4-H	271.46		115 625			700	
AMAZON				CC Accounting: 115-	50-470-1000-610-700			
69	CC-13909 04/22/26 INCENTIVES FOR 7TH GRADE MAT	127.17		115 625			700	
AMAZON				CC Accounting: 115-	50-470-1000-610-700			
70	CC-13909 04/27/26 INCENTIVES FOR 7TH GRADE MAT	12.08		115 625			700	
AMAZON				CC Accounting: 115-	50-470-1000-610-700			
71	CC-13910 04/09/26 WATER SNACKS CRACKERS	295.37		226 625				
ALBERTSON'S				CC Accounting: 226-	16-720-3507-582			

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
72	CC-13910 04/10/26 BREAKFAST TRACK TEAM	446.86		226 625			
MC DONALD'S				CC Accounting: 226-	16-720-3507-582		
73	CC-13910 04/19/26 POP TARTS BREAD CEREAL	192.96		226 625			
ALBERTSON'S				CC Accounting: 226-	16-720-3507-582		
74	CC-13910 04/20/26 BREAKFAST TRACK TEAM	416.98		226 625			
MC DONALD'S				CC Accounting: 226-	16-720-3507-582		
75	CC-13910 04/30/26 WATER CRACKERS BREAD POP TAR	158.89		226 625			
ALBERTSON'S				CC Accounting: 226-	16-720-3507-582		
76	CC-13910 05/01/26 LUNCH TRACK TEAM	367.14		226 625			
SUBWAY				CC Accounting: 226-	16-720-3507-582		
77	CC-13911 04/07/26 FUEL SPED TEACHERS TO BOZEMA	33.86		226 625			
Cenex				CC Accounting: 226-	16-280-1000-582		
78	CC-13911 04/16/26 LEGION CLUB	40.75		226 625			
AMERICAN LEGION SUPPER CLUB				CC Accounting: 226-	16-100-2300-582		
79	CC-13911 04/24/26 ROOMS BILLINGS CONFERENCE JE	958.27		126 625			
EXPEDIA				CC Accounting: 126-	90-100-2300-582		
80	CC-13911 04/24/26 SUMMER CONFERENCE JESS	475.00		126 625			
MONTANA ASSOC. OF SCHOOL				CC Accounting: 126-	90-100-2300-582		
81	CC-13911 04/27/26 LUNCH MTG	59.70		226 625			
SHERMAN MOTOR INN				CC Accounting: 226-	16-100-2500-582		
82	CC-13911 05/01/26 GOLFERS LUNCH	80.00		226 625			
WOLF POINT AIRPORT GOLF CLUB				CC Accounting: 226-	16-720-3513-582		
83	CC-13912 04/09/26 BREAKFAST TENNIS TEAM	60.01		226 625			
MC DONALD'S				CC Accounting: 226-	16-720-3511-582		
84	CC-13912 04/09/26 FUEL TENNIS TEAM	47.00		226 625			
Cenex				CC Accounting: 226-	16-720-3511-582		
85	CC-13912 04/09/26 WATER CLIF BARS BODY ARMOR	38.64		226 625			
ALBERTSON'S				CC Accounting: 226-	16-720-3511-582		
86	CC-13912 04/10/26 BREAD MEAT MUSTARD MAYO	42.20		226 625			
REYNOLDS SUPERMARKET				CC Accounting: 226-	16-720-3511-582		
87	CC-13912 04/10/26 APPLE SAUCE GRAPES	11.98		226 625			
ALBERTSON'S				CC Accounting: 226-	16-720-3511-582		
88	CC-13912 04/10/26 FUEL TENNIS TEAM	82.01		226 625			
Cenex				CC Accounting: 226-	16-720-3511-582		
89	CC-13912 04/10/26 LUNCH BURGERS	114.50		226 625			
GUST HAUF				CC Accounting: 226-	16-720-3511-582		
90	CC-13912 04/17/26 WATER CHIPS CLIF BARS BODY A	67.65		226 625			
ALBERTSON'S				CC Accounting: 226-	16-720-3511-582		
91	CC-13912 04/18/26 FUEL TENNIS TEAM	94.00		226 625			
Cenex				CC Accounting: 226-	16-720-3511-582		
92	CC-13912 04/18/26 LUNCH TENNIS TEAM	65.00		226 625			
SUBWAY				CC Accounting: 226-	16-720-3511-582		
93	CC-13912 04/21/26 LUNCH TENNIS TEAM	61.35		226 625			
MC DONALD'S				CC Accounting: 226-	16-720-3511-582		

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
94	CC-13912 04/21/26 WATER GRANOLA BARS	16.67		226 625				
ALBERTSON'S				CC Accounting: 226-	16-720-3511-582			
95	CC-13912 04/27/26 ROOMS LEWISTOWN TENNIS	111.35		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
96	CC-13912 04/27/26 ROOMS LEWISTOWN TENNIS	111.35		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
97	CC-13912 04/27/26 ROOMS LEWISTOWN TENNIS	111.35		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
98	CC-13912 04/28/26 FUEL TENNIS TEAM	88.01		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
99	CC-13912 04/28/26 SUPPER TENNIS TEAM PIZZA	113.85		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
100	CC-13912 04/28/26 LUNCH TENNIS TEAM BURGERS	56.50		226 625				
MC DONALD'S				CC Accounting: 226-	16-720-3511-582			
101	CC-13912 04/28/26 CHEESE CLIF BARS MUFFINS	79.26		226 625				
ALBERTSON'S				CC Accounting: 226-	16-720-3511-582			
102	CC-13912 04/30/26 BREAKFAST	154.16		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
103	CC-13912 04/30/26 FUEL TENNIS TEAM	98.55		226 625				
HOLIDAY STATIONS				CC Accounting: 226-	16-720-3511-582			
104	CC-13912 04/30/26 DRINKS	3.68		226 625				
WALMART				CC Accounting: 226-	16-720-3511-582			
105	CC-13912 04/30/26 FUEL TENNIS TEAM	85.01		226 625				
Genex				CC Accounting: 226-	16-720-3511-582			
106	CC-13912 05/01/26 BALLS	59.97		226 625				
SCHEELS				CC Accounting: 226-	16-720-3511-582			
107	CC-13912 05/01/26 SUOOCER TENNIS TEAM	123.63		226 625				
TEXAS ROADHOUSE				CC Accounting: 226-	16-720-3511-582			
108	CC-13912 05/02/26 FUEL TENNIS TEAM	83.00		226 625				
Genex				CC Accounting: 226-	16-720-3511-582			
109	CC-13912 05/02/26 SUPPER TENNIS TEAM	108.36		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
110	CC-13912 05/02/26 SUPPER TENNIS TEAM	148.19		226 625				
UBER EATS				CC Accounting: 226-	16-720-3511-582			
111	CC-13912 05/02/26 DRINKS SNACKS	19.53		226 625				
WALMART				CC Accounting: 226-	16-720-3511-582			
112	CC-13912 05/05/26 STATEMENT	3.00		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
113	CC-13913 04/30/26 SNACKS	24.50		126 625				
FAMILY DOLLAR				CC Accounting: 126-	90-100-2500-610			
114	CC-13913 04/30/26 BISMARCK TO LAS VEGAS NURSE	172.00		115 625			52	
ALLEGIAN AIRLINES				CC Accounting: 115-	15-100-2130-582- 52			
115	CC-13913 04/30/26 BISMARCK TO LAS VEGAS NURSE	94.00		115 625			52	
ALLEGIAN AIRLINES				CC Accounting: 115-	15-100-2130-582- 52			

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
116	CC-13913 05/01/26 ROOMS CURTIS	1,298.25		115 625			52	
MISC VENDOR				CC Accounting: 115-	15-100-2130-582-	52		
117	CC-13913 05/01/26 FUEL BAND GROUP	29.31		226 625				
EXXON MOBILE				CC Accounting: 226-	16-710-3401-582			
118	CC-13913 05/01/26 DRINKS SNACKS BAND GROUP	96.24		226 625				
WALMART				CC Accounting: 226-	16-710-3401-582			
119	CC-13913 05/01/26 FUEL BAND	48.92		226 625				
Cenex				CC Accounting: 226-	16-710-3401-582			
120	CC-13913 05/01/26 MEAL BAND	79.81		226 625				
TEXAS ROADHOUSE				CC Accounting: 226-	16-710-3401-582			
121	CC-13913 05/02/26 MEAL BAND	140.00		226 625				
MISC VENDOR				CC Accounting: 226-	16-710-3401-582			
122	CC-13913 05/02/26 MEAL BAND	40.90		226 625				
MISC VENDOR				CC Accounting: 226-	16-710-3401-582			
123	CC-13913 05/02/26 LUNCH BAND	27.51		226 625				
TACO BELL				CC Accounting: 226-	16-710-3401-582			
124	CC-13913 05/02/26 FUEL BAND	14.96		226 625				
CONOCO				CC Accounting: 226-	16-710-3401-582			
125	CC-13913 05/02/26 FUEL BAND	42.56		226 625				
CONOCO				CC Accounting: 226-	16-710-3401-582			
126	CC-13913 05/02/26 FUEL BAND	30.93		226 625				
EXXON MOBILE				CC Accounting: 226-	16-710-3401-582			
127	CC-13914 04/07/26 FUEL SPED GROUP TO BOZEMAN	44.71		126 625				
CONOCO				CC Accounting: 126-	15-280-1000-582			
128	CC-13914 04/07/26 AIR TIRE	2.15		126 625				
MISC VENDOR				CC Accounting: 126-	15-280-1000-582			
129	CC-13914 04/07/26 AIR TIRE	2.15		126 625				
MISC VENDOR				CC Accounting: 126-	15-280-1000-582			
130	CC-13914 04/08/26 PARKING CHARGES	16.65		126 625				
MISC VENDOR				CC Accounting: 126-	15-280-1000-582			
131	CC-13914 04/09/26 PARKING CHARGES	16.65		126 625				
MISC VENDOR				CC Accounting: 126-	15-280-1000-582			
132	CC-13914 04/10/26 FUEL SPED GROUP TO BOZEMAN	46.88		126 625				
Cenex				CC Accounting: 126-	14-280-1000-582			
133	CC-13914 04/10/26 ROOMS SPED GROUP BOZEMAN	362.40		126 625				
MISC VENDOR				CC Accounting: 126-	14-280-1000-582			
134	CC-13914 04/10/26 FUEL SPED TO BOZEMAN	44.23		126 625				
Cenex				CC Accounting: 126-	15-280-1000-582			
135	CC-13914 04/10/26 ROOMS SPED TO BOZEMAN	362.40		126 625				
MISC VENDOR				CC Accounting: 126-	15-280-1000-582			
136	CC-13914 04/10/26 FUEL SPED TO BOZEMAN	15.94		126 625				
Cenex				CC Accounting: 126-	50-280-1000-582			
137	CC-13914 04/19/26 ORANGE JUICE	5.24		126 625				
WALMART				CC Accounting: 126-	50-720-3500-582			

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
138	CC-13914 04/19/26 BREAKFAST SNACKS JR. HIGH TR	129.79		126 625				
WALMART				CC Accounting: 126- 50-720-3500-582				
139	CC-13914 04/20/26 JR. HIGH TRACK SUN SPRAY	49.75		126 625				
FAMILY DOLLAR				CC Accounting: 126- 50-720-3500-582				
140	CC-13914 04/21/26 LUNCH JR. HIGH TRACK	470.20		126 625				
BURGER KING				CC Accounting: 126- 50-720-3500-582				
141	CC-13914 04/30/26 CEREAL FRUIT SNACKS	101.88		126 625				
ALBERTSON'S				CC Accounting: 126- 50-720-3500-582				
142	CC-13914 05/01/26 JR HIGH TRACK SUPPER PIZZA	210.83		126 625				
PIZZA HUT				CC Accounting: 126- 50-720-3500-582				
143	CC-13914 05/01/26 GRANOLA BARS MIX FRUIT	90.90		126 625				
FAMILY DOLLAR				CC Accounting: 126- 50-720-3500-582				
144	CC-13914 05/02/26 SPED GROUP	580.78		126 625				
MISC VENDOR				CC Accounting: 126- 50-280-1000-582				
145	CC-13915 04/08/26 2022 CHEVY SUBURBAN KEY 6B F	76.55		110 625				
MISC VENDOR				CC Accounting: 110- 50-100-2700-440				
146	CC-13915 04/08/26 2 REPLACE FORD EXPED KEY	37.90		110 625				
MISC VENDOR				CC Accounting: 110- 50-100-2700-440				
147	CC-13915 04/15/26 FENDER ASM-LH FRONT	912.25		110 625				
THE AFTERMARKET PARTS COMPANY, LLC				CC Accounting: 110- 50-100-2700-440				
148	CC-13915 04/15/26 FENDER ASM-LH FRONT	912.25		110 625				
THE AFTERMARKET PARTS COMPANY, LLC				CC Accounting: 110- 15-100-2700-440				
149	CC-13915 04/15/26 FENDER ASM-LH FRONT	912.25		110 625				
THE AFTERMARKET PARTS COMPANY, LLC				CC Accounting: 110- 14-100-2700-440				
150	CC-13915 04/21/26 GEAR PULLER	33.48		110 625				
WOLF CITY AUTO INC.				CC Accounting: 110- 14-100-2700-440				
151	CC-13915 04/27/26 LUNCH	37.00		110 625				
DC LANES				CC Accounting: 110- 50-100-2700-440				
152	CC-13915 04/26/26 PRIME GUARD 50/50	35.58		110 625				
MISC VENDOR				CC Accounting: 110- 50-100-2700-440				
153	CC-13915 04/22/26 WATER	13.50		110 625				
FAMILY DOLLAR				CC Accounting: 110- 50-100-2700-440				
154	CC-13916 04/14/26 TRACK SUPPLIES	24.80		226 625				
AGLAND CO-OP				CC Accounting: 226- 16-720-3507-582				
155	CC-13916 04/14/26 GOLF BALLS TEES	368.91		226 625				
MISC VENDOR				CC Accounting: 226- 16-720-3513-582				
156	CC-13916 04/17/26 DONUTS MUSIC	99.00		226 625				
REYNOLDS SUPERMARKET				CC Accounting: 226- 16-710-3401-582				
157	CC-13916 04/17/26 FOOD MUSIC	109.00		226 625				
WHOA NELLIE DELI				CC Accounting: 226- 16-710-3401-582				
158	CC-13916 04/17/26 REGISTRATION MS WRESTLING	43.00		126 625				
Trackwrestling.com				CC Accounting: 126- 50-720-3500-582				
159	CC-13916 04/24/26 XCOUNTRY INVITE MISSOULA	1,035.00		226 625				
COMPETITIVE TIMING				CC Accounting: 226- 16-720-3500-810				

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160	CC-13916 04/24/26 REGISTRATION CHARGES	21.08		226 625				
MISC VENDOR				CC Accounting: 226-	16-710-3401-582			
161	CC-13916 04/30/26 ROOMS TENNIS	432.76		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
162	CC-13916 04/30/26 ROOMS TENNIS	432.76		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
163	CC-13916 04/30/26 ROOMS TENNIS	432.76		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3511-582			
164	CC-13916 05/01/26 FUEL GOLF	105.00		226 625				
Cenex				CC Accounting: 226-	16-720-3513-582			
165	CC-13916 04/29/26 FUEL GOLF	34.47		226 625				
Cenex				CC Accounting: 226-	16-720-3513-582			
166	CC-13916 04/30/29 DONUTS GOLF	42.21		226 625				
ALBERTSON'S				CC Accounting: 226-	16-720-3513-582			
167	CC-13916 05/02/26 MUSIC BAND ROOMS	223.56		226 625				
MISC VENDOR				CC Accounting: 226-	16-710-3401-582			
168	CC-13916 05/02/26 MUSIC BAND ROOMS	223.56		226 625				
MISC VENDOR				CC Accounting: 226-	16-710-3401-582			
169	CC-13916 04/14/26 ROOMS FFA	338.53		115 625			50	
HOLIDAY INN AND SUITES				CC Accounting: 115-	50-100-1000-582-	50		
170	CC-13916 04/14/26 ROOMS FFA	-169.26		115 625			50	
HOLIDAY INN AND SUITES				CC Accounting: 115-	50-100-1000-582-	50		
171	CC-13916 04/26/26 SERVICE FEE THE B & B MOTEL	23.86		226 625				
MISC VENDOR				CC Accounting: 226-	16-720-3513-582			
172	CC-13916 04/06/26 ROOMS STATE FFA	1,675.26		215 625			826	
MISC VENDOR				CC Accounting: 215-	16-451-1412-582-826			
173	CC-13917 04/03/26 CHAMPION SPORTS DODGEBALL	37.71		126 625				
AMAZON				CC Accounting: 126-	50-100-1000-610			
174	CC-13917 04/03/26 OYSTER & POPL 180 PCS AWARD	101.86		126 625				
AMAZON				CC Accounting: 126-	15-100-1000-610			
175	CC-13917 04/03/26 OVERBED TABLE METER DIGITAL	402.95		115 625			52	
AMAZON				CC Accounting: 115-	15-100-2130-610-	52		
176	CC-13917 04/03/26 2 HONOSON 20 PACK LRG CARBOA	51.98		115 625			316	
AMAZON				CC Accounting: 115-	14-494-2115-610-316			
177	CC-13917 04/06/26 3 MATTEL GAMES UNO	70.56		115 625			316	
AMAZON				CC Accounting: 115-	15-494-2115-610-316			
178	CC-13917 04/06/26 3 AVOWHEEL SCOOTER	899.97		115 625			700	
AMAZON				CC Accounting: 115-	14-470-1000-610-700			
179	CC-13917 04/06/26 HISENSE 65" CINEMA SERIES TV	376.97		115 625			700	
AMAZON				CC Accounting: 115-	14-470-1000-610-700			
180	CC-13917 04/06/26 AMAZON GIFT CARD	100.00		115 625			700	
AMAZON				CC Accounting: 115-	14-470-1000-610-700			
181	CC-13917 04/06/26 4K DECODING OUTDOOR PROJECTO	169.99		115 625			700	
AMAZON				CC Accounting: 115-	14-470-1000-610-700			

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
182 AMAZON	CC-13917 04/06/26 2 PHOROPTER STAND OVERHEAD L	1,003.19		115 625		52
183 AMAZON	CC-13917 04/06/26 SUNLU PLA FILAMENT BUNDLE	1,191.34		115 625	CC Accounting: 115- 15-100-2130-610-	52 316
184 AMAZON	CC-13917 04/07/26 CHROMEBOOK 3	475.49		115 625	CC Accounting: 115- 14-494-2115-610-316	700
185 AMAZON	CC-13917 04/07/26 2 MAGICMOON 2 PACK 24 INCH C	73.98		126 625	CC Accounting: 115- 14-470-1000-610-700	
186 AMAZON	CC-13917 04/07/26 3 ACER CHROMEBOOK 315 LAPTOP	519.12		115 625	CC Accounting: 126- 14-141-1000-610	700
187 AMAZON	CC-13917 04/07/26 SCOTCH TAPE MASKING TAPE STA	60.86		126 625	CC Accounting: 115- 14-470-1000-610-700	
188 AMAZON	CC-13917 04/07/26 BLUETOOTH HOVERBOARD	248.48		115 625	CC Accounting: 126- 14-100-1000-610	700
189 AMAZON	CC-13917 04/07/26 JOLLY RANCHERS POPCORN CHOCO	191.40		126 625	CC Accounting: 115- 14-470-1000-610-700	
190 AMAZON	CC-13917 04/07/26 DAILY WOOD LADDERS	24.64		126 625	CC Accounting: 126- 14-280-1000-610	
191 AMAZON	CC-13917 04/07/26 SAYGLOSSY 24 SETS FRACTON MA	790.31		126 625	CC Accounting: 126- 15-100-1000-610	
192 AMAZON	CC-13917 04/13/26 NETFLIX KPOP DEMON HUNTERS	24.86		126 625	CC Accounting: 126- 15-100-1000-610	
193 AMAZON	CC-13917 04/13/26 AMAZON FIRE HD 8 TABLET	127.39		115 625	CC Accounting: 115- 14-470-1000-610-700	700
194 AMAZON	CC-13917 04/13/26 4 32" X 48" SWIFTGLIMPSE WAL	119.00		126 625	CC Accounting: 126- 90-100-2500-610	
195 AMAZON	CC-13917 04/14/26 AMAZON FIRE HD 8 TABLET 8"	97.99		115 625	CC Accounting: 115- 14-470-1000-610-700	700
196 AMAZON	CC-13917 04/14/26 IDAODAN ELECTRIC BALLOON PUM	108.58		126 625	CC Accounting: 126- 15-100-1000-610	
197 AMAZON	CC-13917 04/16/26 20 ALITOVE DC 12V 5 A POWER	245.80		126 625	CC Accounting: 126- 14-141-1000-610	
198 AMAZON	CC-13917 04/16/26 2 CANON PFI 030 PIGMENT INK	598.90		115 625	CC Accounting: 115- 90-470-1000-610-700	700
199 AMAZON	CC-13917 04/21/26 10 100 GIFT CARDS	1,000.00		115 625	CC Accounting: 115- 50-100-1000-610- 50	50
200 AMAZON	CC-13917 04/14/26 ASTROBRIGHTS COLOREDM PAPER	40.35		126 625	CC Accounting: 126- 90-100-2500-610	
201 PERKULATOR	CC-13917 04/22/26 APPRECIATION STAFF DRINKS	100.00		226 625	CC Accounting: 226- 16-100-2300-610	
202 MONTANA DAKOTA UTILITIES	CC-13917 04/30/26 ELECTRICITY NEW ACADEMY	132.43		226 625	CC Accounting: 226- 16-100-2600-410	
203 SHERIDAN ELECTRIC CO-OP	CC-13917 04/08/26 CHARGES FOR ELEC VILLAGE	997.04		115 625	CC Accounting: 115- -100-2620-440- 31	31

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 5/26

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* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
204	CC-13917 04/10/26 MONTHLY PHONE BILL MIKE NEMONT TELEPHONE COOPERATIVE, INC.	80.31		126 625		
205	CC-13917 04/10/26 MONTHLY PHONE BILL 688-8069 NEMONT TELEPHONE COOPERATIVE, INC.	126.10		126 625		
206	CC-13917 04/10/26 MONTHLY PHONE BILL TRANSPORA NEMONT TELEPHONE COOPERATIVE, INC.	49.92		110 625		
207	CC-13917 04/10/26 MONTHLY PHONE BILL TRANSPORA NEMONT TELEPHONE COOPERATIVE, INC.	50.67		126 625		
208	CC-13917 04/10/26 MONTHLY MAY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,205.01		126 625		
209	CC-13917 04/10/26 MONTHLY MAY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,205.00		126 625		
210	CC-13917 04/10/26 MONTHLY MAY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,205.00		126 625		
211	CC-13917 04/10/26 MONTHLY MAY PHONE BILL NEMONT TELEPHONE COOPERATIVE, INC.	1,205.00		226 625		
212	CC-13917 04/17/26 REFUND PURCHASE CANCELLED AMAZON	-49.99		115 625		700
213	CC-13917 04/30/26 JMG CONFERENCE ROOMS BEST WESTERN	371.20		115 625		700
214	CC-13917 04/30/26 JMG CONFERENCE ROOMS BEST WESTERN	371.20		115 625		700
215	CC-13917 04/30/26 JMG CONFERENCE ROOMS BEST WESTERN	392.60		115 625		700
216	CC-13918 04/13/26 FOOD FOR MUSIC HOSPITALITY WALMART	382.51		115 625		50
217	CC-13918 04/13/26 FOOD FOR MUSIC HOSPITALITY WALMART	636.20		115 625		50
218	CC-13918 04/13/26 FOOD FOR MUSIC HOSPITALITY WALMART	217.99		115 625		50
219	CC-13918 04/13/26 FOOD FOR MUSIC HOSPITALITY WALMART	714.35		115 625		50
220	CC-13918 04/13/26 SUPPER MUSIC KENDA TACO BELL	36.14		115 625		50
221	CC-13918 04/15/26 SNACKS MUSIC WALMART	475.35		226 625		
222	CC-13918 04/16/26 BAND SUPPER APPLEBEES	76.77		226 625		
223	CC-13918 04/17/26 SUPPER AMERICAN LEGION SUPPER CLUB	30.00		226 625		
224	CC-13918 04/26/26 SUPPER BAND DC LANES	168.00		226 625		
225	CC-13918 04/27/26 SUPPER MISC VENDOR	63.00		115 625		700

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 5/26

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
248		CC-13921 04/10/26 LUNCH GOLF TEAM	123.14		226 625				
		DAIRY QUEEN				CC Accounting: 226- 16-720-3513-582			
249		CC-13921 04/10/26 4 X SPORTING GOOD	59.80		226 625				
		D & G SPORTS & WESTERN				CC Accounting: 226- 16-720-3507-582			
250		CC-13921 04/10/26 WATER SNACKS	20.14		226 625				
		SUNNYSIDE COUNTRY CLUB				CC Accounting: 226- 16-720-3513-582			
251		CC-13921 04/10/26 MEAL GOLF TEAM	230.00		226 625				
		SUNNYSIDE COUNTRY CLUB				CC Accounting: 226- 16-720-3513-582			
252		CC-13921 04/14/26 FUEL GOLF TEAM	68.73		226 625				
		Genex				CC Accounting: 226- 16-720-3513-582			
253		CC-13921 04/18/26 LUNCH GOLF TEAM	64.92		226 625				
		MC DONALD'S				CC Accounting: 226- 16-720-3513-582			
254		CC-13921 04/18/26 WATER DRINKS	30.00		226 625				
		AIRPORT GOLF COURSE				CC Accounting: 226- 16-720-3513-582			
255		CC-13921 04/21/26 WATER	11.50		226 625				
		EXXON MOBILE				CC Accounting: 226- 16-720-3513-582			
256		CC-13921 04/21/26 6 GF JUNIOR 9 HOLES FEES	140.00		226 625				
		SIDNEY COUNTRY CLUB				CC Accounting: 226- 16-720-3513-582			
257		CC-13921 04/21/26 LUNCH GOLF TEAM	140.43		226 625				
		SUBWAY				CC Accounting: 226- 16-720-3513-582			
258		CC-13921 04/27/26 FUEL GOLF	47.89		226 625				
		EXXON MOBILE				CC Accounting: 226- 16-720-3513-582			
259		CC-13921 04/27/26 LUNCH GOLF	167.11		226 625				
		FIVE GUYS				CC Accounting: 226- 16-720-3513-582			
260		CC-13921 04/28/26 MEALS	280.00		226 625				
		MISC VENDOR				CC Accounting: 226- 16-720-3513-582			
261		CC-13921 04/28/26 FUEL	39.98		226 625				
		Genex				CC Accounting: 226- 16-720-3513-582			
262		CC-13921 04/28/26 FUEL	62.28		226 625				
		CONOCO				CC Accounting: 226- 16-720-3513-582			
263		CC-13921 04/28/26 MEAL GOLF	151.45		226 625				
		CHIPOTLE				CC Accounting: 226- 16-720-3513-582			
264		CC-13921 04/28/26 ROOMS GOLF	172.37		226 625				
		HOLIDAY INN AND SUITES				CC Accounting: 226- 16-720-3513-582			
265		CC-13921 04/28/26 ROOMS GOLF	172.37		226 625				
		HOLIDAY INN AND SUITES				CC Accounting: 226- 16-720-3513-582			
266		CC-13921 04/28/26 ROOMS GOLF	172.37		226 625				
		HOLIDAY INN AND SUITES				CC Accounting: 226- 16-720-3513-582			
267		CC-13921 04/28/26 ROOMS GOLF	180.58		226 625				
		HOLIDAY INN AND SUITES				CC Accounting: 226- 16-720-3513-582			
268		CC-13921 04/30/26 GOLF MEET LUNCH HS GOLF FEE	230.00		226 625				
		AIRPORT GOLF COURSE				CC Accounting: 226- 16-720-3513-582			
269		CC-13921 04/30/26 GOLF MEET DRINKS	46.20		226 625				
		AIRPORT GOLF COURSE				CC Accounting: 226- 16-720-3513-582			

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POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 5/26

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
270		CC-13921 04/30/26 FUEL GOLF	72.51		226 625				
	Cenex					CC Accounting: 226- 16-720-3513-582			
271		CC-13921 05/01/26 LUNCH GOLF MEET	132.15		226 625				
	DAIRY QUEEN					CC Accounting: 226- 16-720-3513-582			
272		CC-13921 05/01/26 DRINKS GOLF MEET	37.08		226 625				
	MISC VENDOR					CC Accounting: 226- 16-720-3513-582			
273		CC-13921 05/02/26 BREAKFAST GOLF TEAM	28.45		226 625				
	MC DONALD'S					CC Accounting: 226- 16-720-3513-582			
274		CC-13921 05/02/26 SUPPER GOLF TEAM	62.70		226 625				
	STRETCH'S PIZZA					CC Accounting: 226- 16-720-3513-582			
275		CC-13921 05/04/26 FEE LUNCH GOLF MEET SCOBEEY	171.00		226 625				
	SCOBEEY GOLF COURSE					CC Accounting: 226- 16-720-3513-582			
276		CC-13921 04/21/26 FUE;L GOLF	42.08		226 625				
	Cenex					CC Accounting: 226- 16-720-3513-582			
277		CC-13921 05/01/26 GOLF MEET PLENTYWOOD FEES	214.24		226 625				
	MISC VENDOR					CC Accounting: 226- 16-720-3513-582			
278		CC-13921 04/28/26 GOLF MEET LAKEHILLS WATER LU	49.45		226 625				
	MISC VENDOR					CC Accounting: 226- 16-720-3513-582			
71836		26103 NAZARENE LADIES MINISTRY	550.00						
1		152518 04/26/26 MEALS RECEIVED MUSIC FESTIVAL	550.00*		226 16 710-3401			582	
		# of Claims	33	Total:	134,487.39	# of Vendors	33		



Poplar

School District

BUDGET v. ACTUAL INVESTMENT

Students First

POPLAR SCHOOLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 26

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
101 Elementary General Fund	1,225,764.72	4,397,657.97	5,021,898.22	5,021,898.22	624,240.25	88%
110 Elementary Transportation Fund	35,117.41	352,780.12	480,700.00	480,700.00	127,919.88	73%
111 Elementary Bus Depreciation Fund	0.00	0.00	1,223,810.76	1,223,810.76	1,223,810.76	0%
113 Elementary Tuition Fund	-1,764.93	2,671.10	4,436.03	4,436.03	1,764.93	60%
114 Elementary Retirement Fund	281,548.82	1,182,548.25	1,400,000.00	1,400,000.00	217,451.75	84%
115 Elementary Miscellaneous Programs	332,474.85	1,613,650.06	2,189,003.77	2,189,003.77	575,353.71	74%
126 Elementary Impact Aid Fund	1,025,889.08	6,646,807.68	8,375,969.00	8,375,969.00	1,729,161.32	79%
128 Elementary Technology Fund	0.00	0.00	20,698.14	20,698.14	20,698.14	0%
129 Elementary Flex Fund	0.00	5,808.15	621,622.94	621,622.94	615,814.79	1%
160 Elementary Building Fund	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
161 Elementary Building Reserve Fund	0.00	0.00	660,885.12	660,885.12	660,885.12	0%
201 High School General Fund	673,507.97	2,414,208.96	2,536,300.14	2,536,300.14	122,091.18	95%
210 High School Transportation Fund	15,358.26	103,966.81	195,200.00	195,200.00	91,233.19	53%
211 High School Bus Depreciation Fund	0.00	0.00	690,278.22	690,278.22	690,278.22	0%
212 High School Food Service Fund	109,469.51	676,455.59	646,835.00	646,835.00	-29,620.59	105%
213 High School Tuition Fund	0.00	6,744.07	41,183.26	41,183.26	34,439.19	16%
214 High School Retirement Fund	115,611.76	454,276.10	750,000.00	750,000.00	295,723.90	61%
215 High School Miscellaneous Programs	28,007.40	210,940.16	309,320.17	309,320.17	98,380.01	68%
218 High School Traffic Education Fund	0.00	0.00	861.00	861.00	861.00	0%
226 High School Impact Aid Fund	224,843.99	1,813,915.84	2,654,271.64	2,654,271.64	840,355.80	68%
228 High School Technology Fund	0.00	0.00	9,994.66	9,994.66	9,994.66	0%
229 High School Flex Fund	2,252.85	5,378.49	391,821.54	391,821.54	386,443.05	1%
261 High School Building Reserve Fund	0.00	0.00	350,259.53	350,259.53	350,259.53	0%
Grand Total:	4,068,081.69	19,887,809.35	28,675,349.14	28,675,349.14	8,787,539.79	69%



Poplar

School District

INVESTMENT REPORT

Students First

May 27,2026

Betty Romo, County Treasurer

400 2nd Avenue South

Wolf Point, Mt 59201

Please invest with **STIP** **\$11,432,500** as follows:

ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	\$0	\$0	\$0
110	TRANSPORTATION	\$95,000	-\$45,000	\$50,000
111	BUS DEPRECIATION	\$1,240,000	\$0	\$1,240,000
113	TUITION	\$0	\$0	\$0
114	RETIREMENT	\$0	\$0	\$0
115	MISC FUNDS	\$0	\$0	\$0
121	SICK LEAVE	\$0	\$0	\$0
126	IMPACT AID	\$3,650,500	\$0	\$3,650,500
128	TECHNOLOGY	\$21,000	\$0	\$21,000
129	FLEX FUND	\$525,000	\$0	\$525,000
160	BUILDING	\$0	\$0	\$0
161	BUILDING RESERVE	\$0	\$0	\$0
ELEMENTARY TOTALS		\$6,531,500	-\$45,000	\$5,486,500
HIGH SCHOOL				
201	GENERAL	\$0	\$0	\$0
210	TRANSPORTATION	\$115,000	-\$15,000	\$100,000
211	BUS DEPRECIATION	\$680,000	\$0	\$680,000
212	HOT LUNCH	\$150,000	-\$150,000	\$0
213	TUITION	\$0	\$0	\$0
214	RETIREMENT	\$0	\$0	\$0
215	MISC FUNDS	\$0	\$0	\$0
218	TRAFFIC EDUCATION	\$9,000	\$0	\$9,000
221	SICK LEAVE	\$13,000	-\$13,000	\$0
226	IMPACT AID	\$5,000,000	-\$250,000	\$4,750,000
228	TECHNOLOGY	\$7,000	\$0	\$7,000
229	FLEX FUND	\$400,000	\$0	\$400,000
260	BUILDING	\$0	\$0	\$0
261	BUILDING RESERVE	\$0	\$0	\$0
HIGH SCHOOL TOTALS		\$6,374,000	-\$428,000	\$5,946,000
TOTAL INVESTMENTS		\$11,905,500	-\$473,000	\$11,432,500

Sincerely,

Judy Linticum

Business Manager



Poplar

School District

HS ACTIVITY FUND

Students First

POPLAR SCHOOLS
Statement of Activity by Account Number for 07/01/25 to 06/30/26

Account	Opening Balance	Disbursed (-)	Receipts in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
1 HIGH SCHOOL STUDENT COUNCIL	11561.25	6977.61	0.00	6037.68	313.00		106.08	0.00	11040.40
6 ATHLETICS.	7515.96	39640.06	0.00	45795.60	-1253.00		88.98	152.28	12355.20
7 ANNUAL	3076.98	0.00	0.00	140.00	0.00		27.94	0.00	3244.92
8 7-8 MS STUDENT COUNCIL	149.51	3964.17	0.00	6800.50	-632.00		20.42	0.00	2374.26
10 MUSIC	4110.30	0.00	0.00	0.00	-66.00		37.05	0.00	4061.35
11 FCCLA	4067.10	507.25	0.00	1166.90	0.00		38.48	0.00	4765.23
12 NATIONAL HONOR SOCIETY	452.41	623.36	0.00	1449.02	766.00		11.39	0.00	2055.46
13 PEP CLUB	1917.78	5016.11	0.00	5192.00	0.00		18.65	0.00	2112.32
16 INDEPENDENCE BANK CARD DONATION	0.00	0.00	0.00	15000.00	0.00		0.00	0.00	15000.00
17 DISTRICT MUSIC	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
21 VENDING ACCOUNT	2897.78	1650.00	0.00	212.52	-1358.00		11.66	0.00	113.96
22 BPA	368.45	13443.98	0.00	17776.40	322.00		37.74	0.00	5060.61
23 INTEREST	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
39 MCA MT CAREER ASSOC (JMG)	2635.32	6385.03	0.00	9743.02	400.00		45.11	0.00	6438.42
42 PHS ART CLUB	0.00	0.00	0.00	375.00	0.00		1.49	0.00	376.49
48 HISTORY CLUB	6739.55	220.13	0.00	0.00	-840.00		54.71	0.00	5734.13
49 CLASS OF 2018	55.00	0.00	0.00	0.00	0.00		0.00	0.00	55.00
50 CLASS OF 2028	1009.56	0.00	0.00	0.00	0.00		9.17	0.00	1018.73
57 CLASS OF 2025	906.54	337.45	0.00	0.00	-500.00		2.84	0.00	71.93
58 CLASS OF 2026	6546.00	3027.26	0.00	0.00	0.00		57.27	0.00	3876.01
59 CLASS OF 2027	4633.93	42015.68	0.00	40161.82	1505.00		70.65	0.00	4355.72
60 MS INDIAN CLUB	2703.68	1531.13	0.00	3177.00	0.00		25.21	0.00	4374.76
61 FUTURE FARMERS OF AMERICAN	819.75	5139.04	0.00	4831.75	658.00		15.41	0.00	1185.87
62 CLASS OF 2029	0.00	757.62	0.00	2140.55	640.00		12.08	0.00	2035.01
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	-55.00	0.00	0.00	0.00	45.00		0.00	0.00	-10.00
Total for Student Accounts	62111.85	131235.88		159999.76			692.33	152.28	91415.78



Poplar

School District

REPORTS

6.1 Superintendent

6.2 Administrators

6.3 Directors

Students First

Agenda Number 6 Informational Items- Reports

POPLAR PUBLIC SCHOOLS 9&9B BOARD AGENDA FACT SHEET MEETING DATE: June 8, 2026

SUMMARY:

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

6.1 Superintendent Report

6.2 Administrators Reports

6.3 Directors Reports

6.1 Superintendent Report



Superintendent Report-May/June

My goals for the district for this year are surrounded and grounded in the following:

1. Students first
2. Increasing student achievement
3. Developing and sustaining a staff/student wellness program
4. Creating and maintaining a positive academic and work environment.

REPORT

1. Celebrations: I had an all staff meeting on the last day of work for all staff. I celebrated those who were leaving us and going onto retirement or other school districts or other jobs. We are thankful for the years that have given to our District and students. We touched a bit on taking care of yourself and catching your breath this summer.

Concerns: We had some windows get broke on June 3. The culprits were students aged 12-14 and jumped the fence and broke several windows. It happened about 3:45 AM. Police were notified. They did not get into the buildings. I am redoing our security guard hours for the summer. I fear that one vandalism will lead to another.

2. Our maintenance crew recently cleaned up the back areas behind the auto/metal shop. This has been many years of collecting junk that needed to

be cleaned. We rented out a trash bin from the Tribes and it is all cleaned up. It looks really good. Thanks to Mike and his crew for this.

3. I included an explanation of nepotism for hiring. This is a refresher for all of us as to who falls under nepotism and who does not.
4. Summer school is in full swing. Summer feeding is in full swing. Those reports are in the packet.
5. We will be helping with Wild West Days like we usually do. We will have one of our 15 passengers in the parade also.

Overall, as I reflect on this year I would rate my job performance somewhere in the C+ to B- range. I am always thankful that we didn't lose any students this year which we did not. Improvements from the superintendent I think are as follows: We need to continue curriculum development. Mrs. Kohl has done a good job but the process needs to continue. We can never not keep our buildings safe and secure and make our learning environment better. We are having a active shooter training at the beginning of the year which is a good start. We have to continue to keep reminding all staff that being here is the most important thing for our students. Things happen and I understand that but we need to continue to commit to our students. Our biggest challenge is to provide the best learning environment for all of our students and we will continue to strive for it.

Poplar School District

THE BOARD OF TRUSTEES

1512
Page 1 of 2

Conflict of Interest

A Trustee may not:

- Engage in a substantial financial transaction for the Trustee's private business purpose, with a person whom the Trustee inspects or supervises in the course of official duties.
- Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the Trustee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- Act as an agent or solicitor in the sale or supply of goods or services to a district.
- Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the Trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
- Perform an official act directly and substantially affecting a business or undertaking to its economic detriment a business or other undertaking in which the trustee has a substantial personal interest in a competing firm or undertaking;
- Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
- Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4th) degree or by affinity within the second (2 nd) degree.
 - This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty-five (35) consecutive school days.
 - This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the Trustee position.
 - This prohibition does not apply if Trustees comply with the following requirements: 1) All Trustees, except the Trustee related to the person to be employed or appointed, vote to employ the related person; 2) the Trustee related to the person to be employed abstains from voting; and 3) the Trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Poplar School District

THE BOARD OF TRUSTEES

1512
Page 1 of 2

Legal References:	§ 2-2-105, MCA	Ethical Requirements for Public Officers and Public Employees
	§ 2-2-121, MCA	Rules of Conduct for Public Officers and Public Employees
	§ 20-9-204, MCA	Conflict of interest
	§ 20-1-201, MCA	School officers not to act as agents
	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful -- exceptions -- publication of notice.

Policy History:

Adopted on:

Revised on: 11 July 2016

09 September 2019

Below is a chart of nepotism. It is important to remember that if a position is a 'consecutive hire' then it voids any nepotism.

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3rd Degree
 Great Grandparent (& Spouse)
 Great Grandchild (& Spouse)
 Great Aunt/Uncle (& Spouse)
 Second Cousin (& Spouse)
 Children of First Cousin (& Spouse)
 Grand Nephew/Niece (& Spouse)

2nd Degree
 Grandparent (& Spouse)
 Grandchild (& Spouse)
 Uncle/Aunt (& Spouse)
 First Cousin (& Spouse)
 Nephew/Niece (& Spouse)
 Brother/Sister (& Spouse)
 Step-Brother/Step-Sister (& Spouse)

1st Degree
 Father/Mother (& Spouse)
 Son/Daughter (& Spouse)
 Adopted Children (& Spouse)

EMPLOYEE

1st Degree
 Spouse
 Spouse's Father/Mother (& Spouse)
 Spouse's Son/Daughter (& Spouse)

2nd Degree
 Spouse's Grandparent (& Spouse)
 Spouse's Grandchild (& Spouse)
 Spouse's Uncle/Aunt (& Spouse)
 Spouse's First Cousin (& Spouse)
 Spouse's Nephew/Niece (& Spouse)
 Spouse's Brother/Sister (& Spouse)
 Spouse's Step-Brother/Step-Sister (& Spouse)

3rd Degree
 Spouse's Great Grandparent (& Spouse)
 Spouse's Great Grandchild (& Spouse)
 Spouse's Great Aunt/Uncle (& Spouse)
 Spouse's Second Cousin (& Spouse)
 Spouse's Children of First Cousin (& Spouse)
 Spouse's Grand Nephew/Niece (& Spouse)

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6.2 Administrator Reports

Elementary Principal-John Wetsit (Summer School)

Middle School Principal-Morgan Norgaard (No report)

High School Principal-Frank Gourneau (Summer School)

SPED-Patti Black (No report)

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent

Keith Erickson
Phone: (406) 768-6602

K-4 Principal

John Wetsit
Phone: (406) 768-6631

5-8 Principal

Morgan Norgaard
Phone: (406) 768-6731

9-12 Principal

Frank Gourneau
Phone: (406) 768-6831

SPED Director

Patti Black
Phone: (406) 768-6812

K-4 Associate Principal

Greg Gourneau
Phone: (406) 768-6634

5-8 Associate School Principal

Lewis Reese
Phone: (406) 768-6735

9-12 Associate Principal

Coy Weeks
Phone: (406) 768-6818

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

June 8th, 2026

Summer School Update

55 Students were initially recommended by their classroom teachers.

46 Parents agreed and enrolled their students.

We also have 14 Kinder Camp Students (incoming Kindergarten) enrolled.

During these three weeks we focus on Reading, Writing, Math while also offering Art, STEM and PE throughout the day.

Transportation is provided for all students who require it, outside of Kinder Camp Students were not picked up in the afternoon. Breakfast and lunch is provided for each student. Also, residual backpack meals will be provided for the students and families that attended the summer feeding program. We will also distribute the remaining food pantry items

John Wetsit

Elementary Principal

**HIGH SCHOOL PRINCIPAL
June Board Meeting**

Principal Report Summer School

- June 1 through July 24 with a week break July 6-10
- Targeted 64 students
- Reached and contacted 51 of the 64 targeted students leading up to summer school
- Day 1: 29 students in attendance
- Day 2: 40 students in attendance
- Day 3: 41 students in attendance
- We are holding credit recovery in New Day Academy area
- Credits recovered will be tracked and logged
- Week one we will reach out to all parents/guardians every day of those students absent and will continue to remind them of summer school. After week one calls will then be made on Mondays and Wednesdays.
- We have a daily attendance log with a call log associated with the days we will be reaching out

6.3 Directors Reports

Food Service-Mary Plante

Maintenance-Mike Gorder

Transportation-Clint Linthicum

Jake Riediger-Technology

Athletic Director-Brock Copenhaver

May 2026 Monthly Report

Well, another year has passed.

For the month of May we prepared sack lunches for PreK-6th grade. We also ordered food for 8th grade BBQ, and for the High School Last Day Cookout.

The amounts of food that was prepared and served to our students were:

PreK – 4 th grade:	Breakfast: 2890 Meals	Lunch: 3862 Meals
5 th – 6 th grade:	Breakfast: 893 Meals	Lunch: 1418 Meals
7 th – 8 th grade:	Breakfast: 815 Meals	Lunch: 1316 Meals
9 th – 12 th grade:	Breakfast: 2107 Meals	Lunch: 1255 Meals
TOTALS:	Breakfast: 6705 Meals	Lunch: 7851 Meals
Adult lunches served.		Lunch: 835 Meals

FVFP: PreK – 4th grade: 6 days of Fruits and Vegetables Total: \$654.08

5th - 6th grade: 6 Days of Fruits and Vegetables Total: \$ 1236.21

The month sure flew by; in fact, the year flew by. Have a great summer. Stay safe.

Report

From Mike Gorder <Mike.Gorder@poplarschools.com>
Date Mon 6/1/2026 2:52 PM
To Keith Erickson <Keith.Erickson@poplarschools.com>

Maintenance Report

June 2026

School is out and the summer duties are under way

The first round of mowing and weed eating done

All the water is on have some repairs to do

Met with Keith and building principals about summer projects

Playground repairs, Middle school entrance fix, replace all hand dryers in bathrooms

Repair and replace some water fountains and bottle fillers

Replace flooring in HS home ec room and some class rooms

Would like to add two HS summer workers

Mickey Failing and Joedaus Small

Thank you

Mike

Poplar School District

PO Box 458, Poplar, Montana 59255

Superintendent
Phone: 406-768-6600

High School Principal
Phone: 406-768-6830

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

Elementary Principal
Phone: 406-768-6630

Middle School Principal
Phone: 406-768-6730

June Technology Report

We'll be working on our summer task list which includes:

Powerwashing(factory reset) around 1,200 chromebooks

Replace any broken chromebooks

Maintenance on cb carts

Upgrading 8 smartboards

Maintenance on teacher laptops, including physical cleaning, software updates, system clean up

Setting up and distributing new laptops for half of our staff. The remaining staff will receive new laptops next summer as part of our 5-year replacement schedule.

Jake Riediger



Poplar

School District

DISCUSSION AGENDA

Students First

Agenda Number 7 Discussion Agenda
POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: June 8, 2026

SUMMARY:

7.1: Policy Updates (1st Reading): Our attorney Bea Kaleva sent over quite a few new polices that will need go through the process.

7.2: Summer Project Update: I had a meeting with all supervisors on project that needs to get done this summer. I provided that list.

7.3: Charter School Discussion: Rain Turcotte wants to approach the Board of Trustees on her charter school project. I would like to inform the Board of what this looks like and options.



TO: SCHOOL DISTRICTS
FROM: KALEVA LAW OFFICE
SUBJECT: POLICY REVISIONS
DATE: JUNE 2, 2026

Policy 1401

This is a resend, but not everyone made the changes! The amount a public agency can charge for completing a public records request changed during the last legislative session. Districts can still charge time for fulfilling records requests, and this can be generally based upon the hourly wage of the person gathering and fulfilling the request. **However, there is now a maximum hourly charge of \$25 per hour.** Additionally, how a district can charge for fulfilling the request depends on the type of request. The change in the law breaks down the types of requests into three categories: (1) information already compiled and existing in the form requested; (2) a single request for clearly defined information/record that must be compiled/gathered or put into the form requested; or (3) multiple requests or records/information not clearly defined and that must be gathered compiled. A district can, but is not required to, put information into the form requested. If a district chooses to do this, it can charge for that time subject to the limits identified. Procedures have been developed to reflect those changes. Legal advice may need to be sought to ensure compliance with the laws regarding public disclosure of records.

Policy 2410

This policy was updated in both June 2025 due to legislative changes as well as August 2025 after the State of Montana settled the lawsuit by requiring school districts to provide FAPE to special education students up to the age of 22 (unless the student has earned a regular high school diploma). This change is reflected in this version for any districts who have not made the revision.

Since that time, OPI has issued updated graduation guidance (which can be found at <https://opi.mt.gov/Portals/182/Page%20Files/Special%20Education/Guides/MT%20Special%20Education%20Guidance%20Chapter%201%20Graduation.pdf>). OPI also added an additional question to the high school graduation questions portion of IEPs and an exit code for districts to use. Districts can indicate by checking the box (and using exit code "32") that a student will receive some sort of credential other than a high school diploma. This credential does not constitute a regular high school diploma, meaning that the obligation to provide FAPE to that student continues. However, by checking the box, a district can avoid identifying the student as a dropout if the adult student/court-appointed guardian chooses for the student to not continue even though the student has not aged out.

In its guidance, OPI has indicated that issuing credentials other than a high school diploma is a matter of local control. The policy revision contains language for the board of trustees to permit the award of a certificate (districts can name such certificate at their discretion) for the student's successful completion of his/her IEP goals. In other words, districts can continue to award something to students for the completion of their IEP goals, but this certification is not a diploma that ends FAPE.

Districts do not have to amend the policy to include this language; however, it is recommended so that districts have the option of awarding a credential created by the board. However, by awarding a certificate, the student graduates and may choose to not continue. A student can be awarded a certificate and still continue (or even enroll after a break) if the student has not earned a regular high school diploma (based upon district or state graduation requirements) or has not reached age 22.

At the IEP meeting that needs to be held when the student is in his/her senior year to consider the student's graduation, the team needs to look at the four boxes (currently in a separate form but it will be incorporated into transition IEPs at some point) and determine what box is appropriate. If the adult student/court-appointed guardian indicates a desire to not continue, the team should mark the fourth box and explain the basis for this in the prior written notice. If the student will actually earn a regular high school diploma, the first box can be checked. If the student will not earn a diploma and will continue, the second box should be checked. The third box should only be checked when a student will turn age 22 in that year.

Policy 3612

The student acceptable use policy is revised to address the Children's Internet Protection Act (CIPA).

Policy 3655

The Student Protection Policy is revised to address the regulations adopted (ARM 10.40.101 and 10.40.102). Under the regulations, "unsupervised contact" is clarified to mean that the individual is left alone with the student in a manner that is not a momentary absence (which is defined) or in a public environment (also defined). Joint guidance was developed by MTSBA, our office, and OPI regarding these changes; that guidance is provided.

Unfortunately, the law has not changed regarding school districts' ability to fingerprint background check non-employees, including contractors. The law only permits entities to fingerprint background check employees and volunteers. Contractors must seek fingerprint background checks on their own through the Montana Department of Justice. It is recommended that you ask your contractors to seek approval for fingerprint background checks through the Montana Department of Justice. This process is significantly delayed; however, there is no work around because the law limits who can be background checked through the FBI database. Although the law requires that these entities share the results with districts, the Montana Department of Justice must approve the sharing of results. Without such approval, the actual results cannot be shared. For this reason, we continue to recommend certification by the contractor of its background checks.

Policy 4315

Revisions were made to clean up the language about the authority of the administration to restrict access to District property at any time. Please refer to the template letter for appropriate language. The Board will still be involved to ban someone from property, but administrators can limit access any time they believe it is necessary.

Policy 5122

Revisions were also made to the employee background check policy related to the regulations addressed above. See the explanation for Policy 3655 above and the guidance document.

Policy 5333

Revisions were made to exclude President's Day as a required holiday for classified staff, and to not that the statute (20-1-305, MCA) states that if the holiday falls on a Saturday or Sunday, you do not have to provide the previous Friday or Monday as a holiday. Districts are free to give President's Day as a holiday and to offer the Friday or Monday as a holiday, but it is not required by law.

Poplar School District

THE BOARD OF TRUSTEES

1401

Records Available to Public

The District is committed to effective records management including meeting legal standards for record retention and protection of privacy, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records. This policy applies to all records, regardless of whether they are maintained in hard copy, electronically, or in some other fashion.

The District requires that its records be maintained in a consistent manner and be managed so that the District:

- Meets legal standards for protection, storage and retrieval;
- Protects the privacy of students and employees of the District;
- Optimizes the use of space;
- Minimizes the cost of record retention; and
- Destroys outdated records in an appropriate manner.

The Superintendent shall establish appropriate records management procedures and practices, which shall be provided to staff members who manage records within the District. The Board acknowledges the public's right to inspect and copy the District's public records, with certain exceptions. Unless otherwise provided by law, a public record shall be accessible for inspection and duplication either by written or oral request. The District shall respond to all such requests within a reasonable period of time, generally not to exceed 10 business days. If the District cannot respond to the request within 10 business days, the records custodian shall notify the requestor in writing and provide a timeline for response to the request. If an oral request is not responded to within 10 business days, the requestor must put the request in writing.

The Superintendent shall designate essential records immediately necessary to:

- Respond to an emergency or disaster;
- Begin recovery or reestablishment of operations during and after an emergency or disaster;
- Protect the health, safety, and property of District students and employees; or
- Protect the assets, obligations, rights, history and resources of the District, its employees, and students.

The District will provide copies of all documents, including electronic communications, in the medium in which those documents exist. Reasonable fees shall be charged for copies as follows:

- Copies of Board minutes at 15¢ per page;
- Copies of other materials at 25¢ per page;
- A \$5 filing fee, as provided by law;
- The actual costs directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, including but not limited to the time required to gather the requested information, not to exceed \$25 per hour; and
- Actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media.

The Superintendent will develop procedures for determining the cost of each request.

The District shall comply with Montana law in addressing any unauthorized breaches of its computer data security system, including but not limited to complying with all disclosure and investigation requirements.

Legal References:	§ 2-6-1006, MCA	Public information requests- fees
	§ 2-6-110, MCA	Electronic Information and non-print records
	§ 20-3-323, MCA	District policy and record of acts
	§ 20-9-213, MCA	Duties of trustees
	§ 30-14-1704, MCA	Computer Security Breach

Policy History:

Adopted on:

Reviewed on:

Revised on:

Poplar School District

STUDENT INSTRUCTION

2410

High School Graduation

The Board will award a regular high school diploma to every student enrolled in the District who meets graduation requirements established by the District. The official transcript will indicate the specific courses taken and level of achievement. The Board has established graduation requirements for Poplar High School students. Generally, any change in graduation requirements will become effective for the next class to enter ninth (9th) grade. Exceptions to this rule may be made when it is determined by the Board that proposed changes in graduation requirements will not have a negative effect on students already enrolled in Poplar High School.

To graduate from Poplar High School, a student must have satisfactorily completed at least one (1) semester, and successfully complete requirements, prior to graduation as a Poplar High School student. To be considered for valedictorian or salutatorian honors a student must attend Poplar High School for at least three (3) complete semesters. Highly unusual exceptions may be considered, such as a student exchange program in a recognized school.

Credits

Students shall be expected to earn a total of 22 credits in order to complete graduation requirements. If a student has experienced educational disruption as determined by Montana Senate Bill 18 they can graduate with the Montana State minimum of 20 credits. Specific credit requirements may be found in the student handbook.

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. The Board may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

Alternative Programs

A student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the district's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, extension, and distance learning courses, adult education, work study, work-based learning partnerships, and other experiential learning opportunities, custom-designed courses, and challenges to current courses. The District shall accept units of credit taken with the approval of the District and which appear on the student's official school transcript. Credit for work experience may be offered when the work program is a part of and supervised by the school. All classes attempted at Poplar High School and all acceptable transfer credits shall be recorded on the transcript. All grades

earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

Honor Roll

A student must have a minimum grade-point average of 3.00 to 3.49 to be placed on the “B” honor roll, and a minimum grade-point average of 3.5 to 4.0 to be placed on the “A” honor roll. Specific information regarding honors at graduation are included in the student handbook.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Early Graduation

The Board hereby authorizes the Superintendent to recommend to the Board for early graduation students who have completed the minimum requirements for graduation in less than eight semesters.

Educational Disruption

If a student who has experienced an educational disruption meets the minimum high school credit requirement for graduation as established by administrative rules of the Board of Public Education but will not meet a higher credit requirement established by Board of Trustees, the District shall award the student a diploma. The District may distinguish the diploma in a reasonable manner from standard diplomas issued under this policy.

For the purposes of this policy, "educational disruption" means a disruption experienced during grades nine through twelve caused by homelessness, involvement in the child welfare system or juvenile justice system, a medical or mental health crisis, or another event considered a qualifying educational disruption by the District.

Certificates

The Board of Trustees authorizes the award of a certificate of completion to a student eligible for special education services for successful completion of that student’s IEP goals. A student’s receipt of a certificate of completion does not end the District’s obligation to make a free appropriate public education available to the student if the student has not reached the maximum age of eligibility under the Individuals with Disabilities Education Act.

Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
	10.55.904, ARM	Basic Education Program Offerings: High School
	10.55.906, ARM	High School Credit
	10.55.905, ARM	Graduation Requirements

§ 10-1-1402, MCA House Bill 246	Montana Youth Challenge Revise education laws to enhance local control and opportunities for pupils
§ 20-1-101, MCA	Definitions
§ 20-3-324, MCA	Powers and duties
§ 20-7-118, MCA	Offsite provision of educational services by school district
§ 20-4-101, MCA	System and definitions of teacher and specialist certification --student teacher exception
§ 20-7-1601, MCA	Forms of personalized learning --legislative intent
§ 20-1-308, MCA	Religious instruction released time program

Policy History:

Adopted on:

Revised on:

Poplar School District

STUDENTS

3612

District-Provided Access to Electronic Information, Services, and Networks

General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior online. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise the use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

The District supports the responsible and appropriate use of Artificial Intelligence (AI) tools for students. Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. AI can be used to perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, support personalized learning, and provide interactive learning experiences.

The District uses technology protection measures (i.e., internet filters) to block or filter internet access to inappropriate visual depictions that can be harmful to minors. The District monitors the online activities of students while on District-owned devices or using a District internet network.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals. The District will carry out instructional activities to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response.

Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are

stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others ("hacking"); and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
3. Use of AI tools. Students may only use AI tools responsibly and for educational purposes. Students may not use AI tools to engage in any conduct constituting dishonesty in academic work, including but not limited to plagiarism, cheating, unauthorized use of artificial intelligence applications to complete school work, submitting work generated by artificial intelligence as original work, or any other form of academic dishonesty. Students may not use AI tools to violate this Acceptable Use policy or to disseminate or access harmful or inappropriate content. Students may not use AI tools to violate copyright or other laws.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold

the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Legal Reference: 47 U.S.C. § 254(h) and (l)
P.L. 106-555

§ 20-5-201, MCA

Universal Service
Children's Internet Protection
Act
Duties and Sanctions

Poplar School School District

STUDENTS

3655

Student Protection

To promote the safety and protection of students, the District shall ensure a fingerprint-based national criminal history background check is conducted in accordance with law before any individual, regardless of employment status, is permitted to have unsupervised contact with a student while in school, at a school-sponsored activity, or in transit to a school-sponsored activity.

All teachers, prior to unsupervised contact with a student, shall submit to a fingerprint-based national criminal history background check pursuant to the educator policies of the Board of Public Education. All other individuals shall submit to the Montana Department of Justice information and material sufficient to obtain a fingerprint-based criminal history background check prior to unsupervised contact with a student. Individuals supervising others who will have unsupervised contact with a student are subject to these requirements.

If an individual has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the individual will be declared eligible for unsupervised contact with students or, if required for the position, for employment.

Individuals who will never have unsupervised contact with a student while at school, at a school-sponsored activity, or in transit to a school-sponsored activity are not required by this policy to undergo a fingerprint-based national criminal history background check unless determined necessary by the Superintendent. The Superintendent has the authority to determine whether a fingerprint-based national criminal history background check is required.

For purposes of this policy, “unsupervised contact” means where one or more students are left unattended and alone in the present of an adult where there is any direct, personal interaction involving communication or engagement of any kind between that adult and student. It does not include engagement or communication that occurs during a momentary absence of another adult or in a public environment.

The Board designates the authorized representative of a third-party contractor to review the results of the criminal background check of an any of its employees who will have unsupervised contact with one or more students while in a school, school-sponsored activity, or in transit to a school-sponsored activity. The representative shall have valid authorization to receive, review, and share criminal background check results with the District and valid authorization from the person being fingerprinted to review and share the results with the District.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-3-323, MCA District policy and record of acts
§ 44-5-301, MCA Dissemination of public criminal justice
§ 44-5-302, MCA Dissemination of criminal history record
information that is not public criminal
justice information
§ 44-5-303, MCA Dissemination of confidential criminal
justice information
ARM 10.40.101 Definitions
ARM 10.40.102 Requirement for Student Protection Policy
ARM 10.57.201A Criminal History Background Check
ARM 10.57.716 Substitute Teachers
Public Law 105-251 Volunteers for Children Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

Poplar School District

COMMUNITY RELATIONS

4315

Conduct on School Property

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

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

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year-round, and during all District extra or co-curricular activities.

District administrators may restrict individual access to school property at any time. In addition, District administrators may recommend that an individual violating this policy be barred from all District property. If a recommendation is made to the Board to bar an individual from all District property, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Cross References: 4313 Disruption of School Operations

Legal References: § 20-1-206, MCA Disturbance of school
 § 20-1-220, MCA Use of tobacco on school property
 § 45-8-361, MCA prohibited
 Possession of a weapon in a school building

Poplar School District

PERSONNEL

5122

Criminal Background Investigations

Board policy requires that any finalist recommended to be employed in a paid or volunteer position with the District, involving unsupervised contact with students in schools, as determined by the Superintendent, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency. Any offer of employment or appointment will be contingent on results of the criminal background check. In the event that the background check cannot be obtained in a timely fashion, an individual may be recommended for hire or appointment contingent upon positive results of a background check and allowed to work with students through an arrangement which provides for temporary supervision of the employee or volunteer on an as-needed basis.

The following applicants, as a condition for any offer of employment, will be required to authorize, in writing, a name-based and fingerprint criminal background investigation:

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, who has unsupervised contact with students; and
- Non-licensed substitute teachers.

Any requirement of an applicant to submit to a fingerprint background check will be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending.

For purposes of this policy, “unsupervised contact” means where one or more students are left unattended and alone in the present of an adult where there is any direct, personal interaction involving communication or engagement of any kind between that adult and student. It does not include engagement or communication that occurs during a momentary absence of another adult or in a public environment.

Cross Reference: Board Policy 3655 Student Protection

Legal Reference:	§ 20-3-323, MCA	District policy and record of acts
	§ 44-5-301, MCA	Dissemination of public criminal justice
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information
	ARM 10.40.101	Definitions
	ARM 10.40.102	Requirement for Student Protection Policy
	ARM 10.57.113	Substitute Teachers
	Public Law 105-251	Volunteers for Children Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

Poplar School District

PERSONNEL

5333

Holidays

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis.

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day (July 4)
2. Labor Day (1st Monday in September)
3. Thanksgiving Day (4th Thursday in November)
4. Christmas Day (December 25th)
5. New Year's Day (January 1)
6. Memorial Day (last Monday in May)
7. State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

Legal Reference: § 20-1-305, MCA School holidays

Policy History:

Adopted on:

Reviewed on:

Revised on:

PROJECTS THIS SUMMER

Projects this summer

1. Elementary School: Playground to be fixed (main): Top part is needed. (ES)
 - a. Sheds possibly (tear it out)
2. Middle School: Dirt work MS: Mike and Keith
 - a. 5th grade lockers (make sure they all work)
 - b. Water Fountains (MS)
 - c. Letters off the front taken down
 - d. Urinals 5th and 6th grade bathroom
 - e. Hanging piece of metal in the gym
 - f. Breaker #26 out of Wittaks
3. High School
 - a. Boiler system in the equipment room
 - b. Signs need to be hung up
 - c. Drinking fountains
 - d. Home Ec. Room
4. Tech:
 - a. New sound system in the auditorium
5. SPED
 - a. ADA on bathrooms
6. Bus Garage: Need lights in the bus garage
 - a. Clean up bus garage
7. Athletics
 - a. Old boiler system taken out
 - b. Middle School Showers
 - c. Speaker in the counselor room
8. Business Office
 - a. Girls bathroom toilet
 - b. Cracks in cement
 - c. Meters at New Day
 - d. Carpet in Board Room
9. Lunch room
 - a. Need vents above the oven clean
 - b. Brazer keeps breaking
 - c. Need a new slicer

- d. Ceiling tiles replaced
- e. Warmers-Need to replace them
 - i. Need 6....have 5.

10.District

- a. Hang up new signs
- b. New rails at central/elementary
- c. MS front area
- d. Ceiling tiles



Public Charter Schools Guidance

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Purpose

This document is intended to provide information to the public, particularly public charter school personnel, regarding the responsibilities of the Office of Public Instruction and public charter schools as created and defined by HB 549 (2023 Session).

History and References

- [HB0549 \(2023 Session\)](#)
- [Title 20 Chapter 6 Part 8, MCA](#)
- [Board of Public Education Public Charter School webpage](#)

Overview

HB 549 (2023) authorized the establishment of public charter schools in Montana and defined the roles and requirements of schools, the Board of Public Education (BPE), and the Office of Public Instruction (OPI).

The Board of Public Education is tasked with the review and approval of proposed public charter schools, as well as contract maintenance for any approved facilities. For additional information regarding the BPE process, please visit the [Board of Public Education Public Charter School webpage](#). Any new charter application that is accepted by the BPE needs to follow the statutory [school-opening process in Montana](#).



Once charter schools are approved by the BPE, the OPI is responsible for the oversight of the educational functions of the new school. Public charter schools are identified as a separate school code (SC) and must meet the requirements as such, including financial and educational reporting and maintenance of student attendance agreements. Public charter school districts are identified as an individual legal entity (LE).

School Opening Process with the OPI

As with all schools in the State of Montana, the goal of public charter schools must be to provide Montana students with a learning environment that allows them to develop their full educational potential and enhance their opportunities (20-6-802, MCA, 20-1-102, MCA).

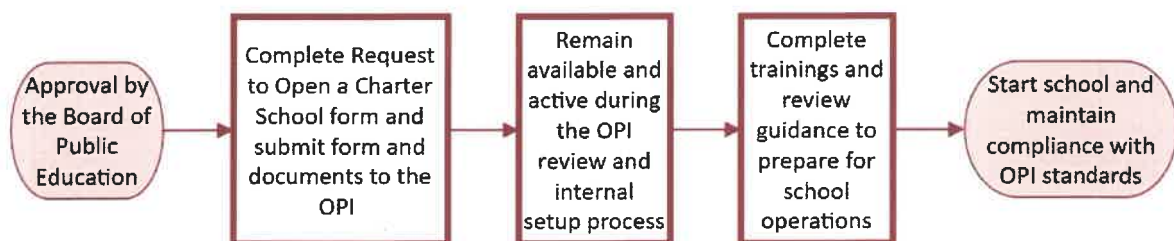
There are two types of public charter schools: those operating under an existing local school board and those operating as a new school district under a separate governing board. Those schools operating as a new school district will have additional requirements and responsibilities. For both types of charter schools, the school must apply for contract with the Board of Public Education and be approved to proceed.

After approval of the Board of Public Education, a new charter school or charter district must apply with the OPI to complete the school set-up process. Schools and districts will need access to multiple OPI systems to maintain students' information and their own.

Opening of Public Charter Schools Operating Under a Local School Board

After approval by the BPE, a public charter school must:

1. Submit the Request to Open a Charter School form to the OPI, along with the required documents listed.
2. Work with the OPI to ensure that system set up is completed. There may be a need to double check logins, review website accesses, and add or remove users.
3. Participate in trainings and review guidance made available by the OPI.





Additional Opening Considerations of Public Charter Schools

A public charter school or district's obligations will include, but are not limited to:

- Meet Special Education legal requirements, as available for review in [Special Education Guidance](#) and via the U.S. Department of Education [Office of Special Education](#) website.
- Work with the Assessment team to appoint a Test Coordinator and understand the testing requirements and processes, as can be reviewed through the [Assessment webpage](#).
- Work with School Nutrition to assess needs, review [School Meal Programs](#), and implement program.
- Review [Accreditation requirements](#) and work with the team to meet standards.

Funding of Public Charter Schools

Basic Entitlement for Newly Approved Public Charter Schools

School opening procedures as outline in [Title 20, Chapter 6, Part 5, MCA](#), require county superintendents to estimate average number of belonging (ANB) after investigating the probable enrollment for the school This enrollment estimate will be reported to the OPI as part of the school opening process. On the first budget sheet of the first year of a new public charter school that is located within an existing district, the students who will be enrolled in that charter school, may already have been counted for ANB purposes in another school in the district. To ensure students are not double counted, the new charter school will show on the budget report as having non enrolled students for the first year's budget sheet but will receive basic entitlement.

1) Public Charter Schools Operating Under a Local School Board

When a public charter school is operated by a local school board, a public charter school must

1. Be considered a separate budget unit of the located school district;
2. Have its Average Number Belonging (ANB) calculated separately from other budget units of the district;
3. Receive a basic entitlement calculated separately from other budget units of the district when its ANB is greater than:
 - (i) 70 for an elementary school or program;
 - (ii) 20 for a middle school or program; or
 - (iii) 40 for a high school or program.

The governing board of a public charter school shall report annually on the financial activities of the public charter school in the manner prescribed in [20-9-213\(6\)](#).

2) Public Charter Districts

For newly approved public charter school districts, the county treasurer of the county in which a public charter school is located shall establish funds for the public charter district separate from the funds of the located school district. Funding of the public charter school district must be distributed as BASE aid, at



- 80% of the basic entitlement,
- 80% of the total per-ANB entitlement,
- 100% of the total quality educator payment,
- 100% of the total at-risk student payment,
- 100% of the total Indian education for all payment,
- 100% of the total American Indian achievement gap payment,
- 100% of the total data-for-achievement payment, and
- 140% of the special education allowable cost payment.

The total funding received constitutes both the minimum and maximum amount of public funding for the public charter school district. Tuition and fees are prohibited.

A public charter school district may obligate the public charter school district to indebtedness and is solely responsible for those debts. A public charter school district is not responsible for the debts of the located school district.

A public charter school district is not eligible for a basic entitlement unless its ANB is greater than:

- 70 for an elementary school or program;
- 20 for a middle school or program; or
- 40 for a high school or program.

Gifts, Donations, and Surplus Funds

The governing board of a public charter school is authorized to accept gifts or donations and utilize them in accordance with the donor's stipulations, provided they align with legal provisions or charter contract terms.

Money remaining in the public charter school's accounts at the end of a budget year must be retained for subsequent use.

Resources

For questions or concerns, please contact the School Finance Division of the Office of Public Instruction at OPISchoolFinance@mt.gov.

PUBLIC CHARTER SCHOOLS

MONTANA BOARD OF PUBLIC EDUCATION

Resolution to Approve

Resolution to Deny

Public Charter School Application Due November 1, 2023 to bope@mt.gov

Complete Packet of Public Charter School Applications

- Billings Early College School
- Billings Multilingual Academy
- Billings Opportunity School
- Boulder Jefferson Academy
- Bozeman Bridge Charter Academy
- Bozeman Charter School
- Corvallis Distance Learning Charter
- Corvallis Gifted Learning Charter
- Corvallis Transformational Learning Charter
- East Helena 227 Academy
- Franctown Bronc Fast Track Public Charter
- Great Falls Core Elementary Charter
- Hamilton Bitterroot Polytech
- Helena Montessori Charter School
- Helena Mount Ascension Charter School
- Helena Project for Alternative Learning Academy
- Kalispell Community Partnerships Charter K-3
- Kalispell Community Partnerships Charter 3-5
- Kalispell Flathead PACE Academy
- Kalispell Rising Wolf Charter
- Kalispell Rocky Mountain Academy
- Liberty Elementary Charter - Galata
- Missoula CONNECT Academy
- Missoula TEACH Academy
- Park City Montana Connections Academy
- YES Public Charter School



BOARD OF PUBLIC EDUCATION

[HOME](#)

[BPE](#) -

[ADVISORY COUNCILS](#)

[PUBLIC CHARTER SCHOOLS](#) -

[CHOICE SCHOOLS](#) -

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[PUBLIC CHARTER RESOURCES](#)

[REPORTS](#)

APPLICATIONS

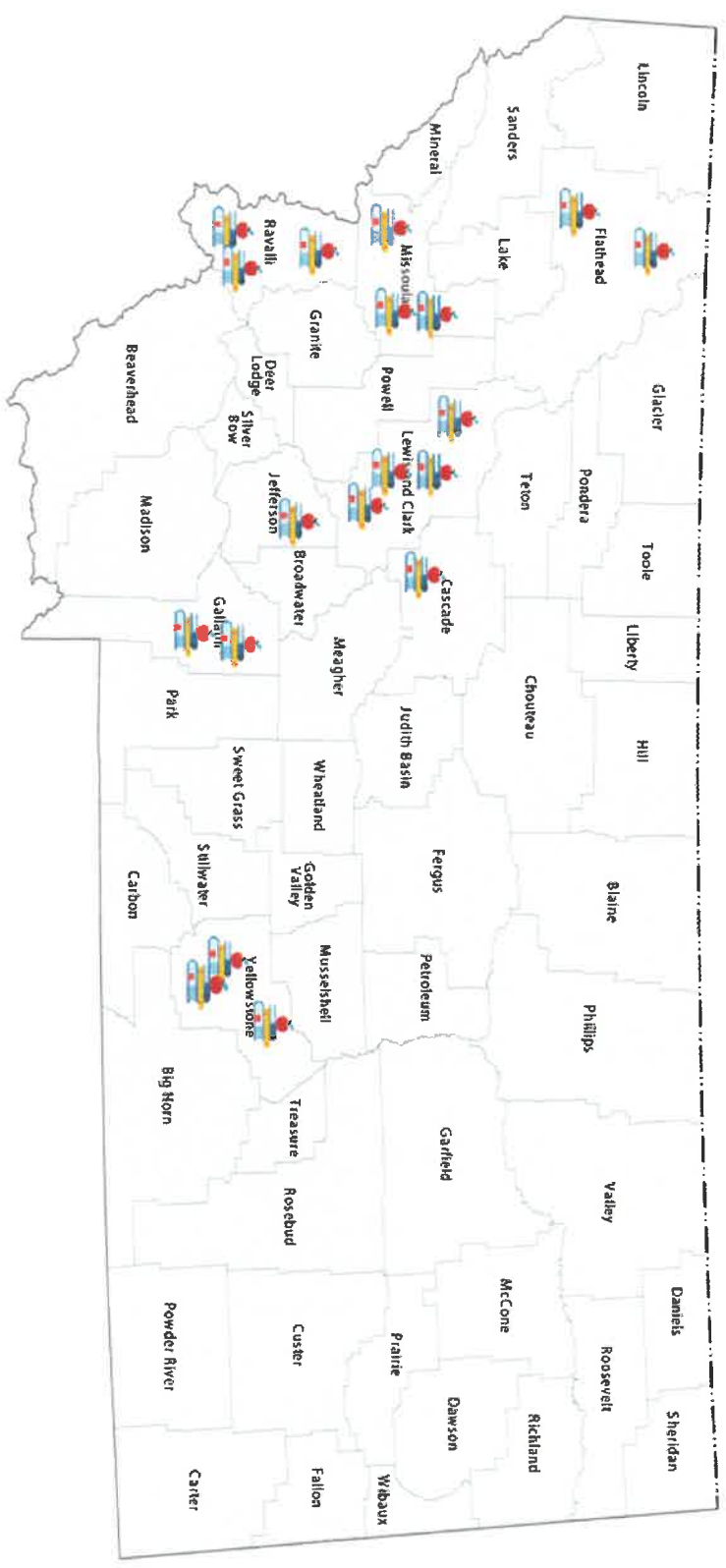
PUBLIC CHARTER SCHOOLS

2025 Applications

- [Resolution to Approve](#)
- [Resolution to Deny](#)
- [Columbia Falls Trades Academy](#)
- [Custer County C.L.A.S.S Academy](#)
- [Lion's Path Academy](#)
- [Park Pathways School](#)
- [SOAR Academy](#)
- [Stevensville Alternative Steps Charter School "STEPS"](#)
- [Stevensville Health Sciences Academy - SHSA](#)



MONTANA PUBLIC CHARTER SCHOOLS UNDER THE TERMS OF 20-6-806, MCA





Poplar
School District

Action Agenda

Students First



Poplar

School District

Action Items 8.1-8.3

8.1: Personnel Report

8.2: Employee Handbook

Agenda Number 8.1: Personnel Report

POPLAR PUBLIC SCHOOLS 9&9B

BOARD AGENDA FACT SHEET

MEETING DATE: June 8, 2026

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

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to accept the Personnel Report for June 8, 2026 as presented.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

ACTION: Personnel Report

CERTIFIED STAFF				
NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE
Jessa Libato	1	SPED Elementary	John Wetsit	SY26/27
Joscelyn Tan	1	Elementary-Kindergarten	John Wetsit	SY26/27
Erin Solem	1	Counselor-Middle School	M. Norgaard	SY26/27
Owen Gramling	1	Middle School PE	M. Norgaard	SY26/27
*Kenda Steuhm	1	HS Music	F. Gourneau	SY26/27

*Emergency authorization license

CLASSIFIED				
NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE
Amy Sue Hunter	1	SPED Para	P. Black	SY26/27
Brittany Iron Bear	1	Summer Feeding	M. Plante	Summer 2026
Lawrence Head Carrier	1	Summer Feeding	M. Plante	Summer 2026
James Parker	1	ES Paraprofessional	J. Wetsit	SY26/27
Julia Carpenter	1	ES Paraprofessional	J. Wetsit	SY26/27
Raiven Grey Bear	1	ES Home School Coordinator	J. Wetsit	SY26/27
Courtney Martell	1	ES Secretary	J. Wetsit	SY26/27
Georday Medicine Cloud	1	ES Paraprofessional	J. Wetsit	SY26/27
Jaida Laroche	1	ES Paraprofessional	J. Wetsit	SY26/27

CO- AND EXTRACURRICULAR STAFF				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE
Benny Lovan	\$5,847	HS Head Football	B. Copenhaver	SY26/27
Gavyn Grainger	\$3149	JR. High Football	B. Copenhaver	SY26/27
Walker Burshia	\$3149	JR. High Football	B. Copenhaver	SY26/27
Les Bighorn	\$3149	Jr. High Football	B. Copenhaver	SY26/27
Hunter Depriest	\$3149	Jr. High Football	B. Copenhaver	SY26/27

Substitutes				
NAME	POSITION	Rate	Supervisor	Effective Date
Nathan Chase	Cafeteria Substitute	\$20.00	Mary Plante	SY26/27
Alicia Ayers	Substitute	\$20.00	Administration	SY26/27
Les Bighorn	Substitute	\$20.00	Administration	SY26/27
Jaylin Feuerherm	Substitute	\$20.00	Administration	SY26/27

Rebecca Gorder	Substitute	\$20.00	Administration	SY26/27
Mauri Gourneau	Substitute	\$20.00	Administration	SY26/27
Finesse Headdress	Substitute	\$20.00	Administration	SY26/27
Delray Lilley	Substitute	\$20.00	Administration	SY26/27
Shawna Malnaa	Substitute	\$20.00	Administration	SY26/27
Brandon Martell	Substitute	\$20.00	Administration	SY26/27
Katie Reynen	Substitute	\$20.00	Administration	SY26/27
Tracey Rumsey	Substitute	\$20.00	Administration	SY26/27
Manuel Trueblood	Substitute	\$20.00	Administration	SY26/27
Maria Wind	Substitute	\$20.00	Administration	SY26/27

HS Workers				
NAME	Hourly	POSITION	SUPERVISOR	EFFECTIVE DATE
Micki Failing	\$12.50	HS Maintenance	M. Gorder	Summer 2026
Joedaus Small	\$12.50	HS Maintenance	M. Gorder	Summer 2026

Bus Driver				
NAME	Hourly	POSITION	SUPERVISOR	EFFECTIVE DATE

Volunteer				
NAME	Wage	POSITION	SUPERVISOR	EFFECTIVE DATE

INFORMATION

IN-DISTRICT TRANSFER			
Name	Position (from-to)	Supervisor	Effective Date

RESIGNATIONS		
Name	Position	Supervisor

Agenda Number 8.2:

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: June 8, 2026**

SUMMARY: The employee handbook needs to be approved by the Board of Trustees. This is a vital document that all staff must sign off on. I would like to review a couple of really important expectations.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve the Poplar Schools Employment Handbooks for 2026/2027.*

	Motion	Second	Aye	Nay	Abstain	Other
L. Smoker						
C. Headdress						
M. Chapman						
K. Smoker						
J. Berger						

POPLAR SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2026-2027



Poplar

School District

HOME OF THE INDIANS!

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INTRODUCTION

Welcome to the Poplar School District.

The material covered within this employee handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this employee handbook is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.








No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

In this handbook, **bolded policy codes** indicate related Board policies. Please direct any questions to Superintendent Dr. Keith Erickson.

DISTRICT MISSION STATEMENT

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

SCHOOL CALENDAR

<p><i>July 26</i></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p style="text-align: center;">Poplar Public Schools</p>  <p style="text-align: center;">2026-2027 Calendar Calendar Option #3</p>	<p><i>August 26</i></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;">Important Dates</p> <p>Aug 18-19 PIR Days Aug 20 First Student Day Sept 4-7 Labor Day Break Oct 15-16 MEA-MFT Oct 30 Hosting District VB Nov 11 Veteran's Day Fall PT Conferences 12-6 November 26-29 Thanksgiving Break Dec 18 End of Semester 1 Dec 19- Jan 3 Christmas Break Jan 4 First Day 2nd Semester Jan 18 MLK Jr Day Feb 15 President's Day Mar 4-6 Divisional BB Mar 18 12 - 6 pm Spring PT Conferences Mar 26-29 Easter Break Apr 22-25 Spring Break May 23 Graduation May 25 8th Gr Promotion May 26 Last Student Day May 26 PIR for 2 Hrs and 4 Hour PIR on May 27</p> <p>Midterm: Sept 18 Quarter 1: Oct 23 Midterm: Nov 20 Q2/Sem1: Dec 18 Midterm: Feb 5 Quarter 3: March 12 Midterm: April 21 Q4/Sem2: May 26</p>																																																																																				
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Board of Trustees 2026-2027

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. The Trustees for the 2026-2027 school year, as elected by residents of this district, are as follows:

Lori Smoker (Chair), Jeff Berger (Vice-Chair), Kenny Smoker Jr., Marva Chapman, and Chris Headdress.

GENERAL TERMS OF EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYMENT

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, sex, or veteran status, as required by law. "Sex" includes sexual orientation and gender identity and expression. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, including but not limited to Title IX, contact the District's Non-Discrimination Coordinator & Title IX Coordinator: Frank Gourneau; Section 504/ADA Coordinator Patti Black; and Age Discrimination Coordinator Coy Weeks at (406) 768-6601. For additional information, please see **Policy 5010**.

Inquires may also be directed to the Assistant Secretary for the U.S. Department of Education.

HARASSMENT/DISCRIMINATION

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the workplace and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming; intimidating gestures toward fellow employees;
- Behind-the-back-put-downs, insulting, and unfair criticism;
- Damaging or threatening to damage another's property;

- The deliberate sabotage and undermining of another's work performance;
- Impeding, delaying, or otherwise interfering with the orderly conduct of the district employee program or any other activity occurring on school property;
- Operating a motor vehicle in a risky manner to scare or intimidate;
- Exclusion or social isolation; and
- Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Supervisor and/or Building Principal. Complaints of sexual harassment should be brought to the District's Title IX Coordinator. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure; the District's grievance procedures can be found on the District's website www.poplarschools.com and at each District building.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see **Policies 5010, 5012, and 5015.**

HIRING

All personnel are required to sign a written contract with the District. For further information on hiring, refer to **Policy 5120.**

JOB RESPONSIBILITIES

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to **Policy 5140.**

CRIMINAL BACKGROUND CHECKS

Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment. Any offer of

employment or appointment will be contingent on results of the criminal background check. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is working on school property, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law. For additional information, please see **Policy 5122**.

CONFIDENTIALITY

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor.

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection.

Please refer to **Policies 5223 and 5231** for additional information.

SALARIES AND PAYROLL DISTRIBUTION

Checks are issued according to a schedule approved annually by the Board. Salaries for certified personnel are based on a salary schedule providing for 187 days of employment. Determination of and changes to certified employees' rank and experience are determined in compliance with the Master Agreement. Classified personnel may be paid on an hourly or salary basis, as determined by the Board.

BENEFITS AND LEAVE

INSURANCE

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the Board provides group health insurance to eligible employees. Certified employees are eligible for insurance benefits as stated in the current master contract. Classified employees who are regularly scheduled to work more than 30 hours per week are eligible for group health benefits contributions. Classified employees who are not regularly scheduled to work more than 30 hours per week are not eligible for group health insurance benefits.

For more information regarding insurance benefits for employees, please see **Policy 5331** or contact Dr. Keith Erickson-Superintendent.

SALARY DEDUCTIONS

The District makes all payroll deductions required by law or as authorized by the employee.

EXPENSE REIMBURSEMENT

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. The District will inform staff regarding expense reimbursement guidelines annually. For additional information, please refer to **Policies 7335, 7336**.

HOLIDAYS

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis. The District will observe all school holidays as required by statute. When an eligible employee is required to work any of the school holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When a school holiday falls on Sunday, the following Monday will not be a holiday. When a school holiday falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave. Please refer to **Policy 5333** for additional information.

LEAVE

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to

employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. **Policy 5321** contains additional information regarding the standards for leave.

Sick Leave and Bereavement Leave

Certified employees will be granted sick leave according to terms of the master contract. Administrators and classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, “sick leave” means a leave of absence, with pay, for an illness suffered by an employee or a member of the employee’s immediate family. “Immediate family” is defined as the employee’s spouse and children residing in the employee’s household.

An employee who has a death in the family is eligible for up to 5 days of paid bereavement leave, which the Director has the authority to approve. Employees seeking more than 5 days of bereavement leave must apply for that leave through the Board. The Board may grant additional, unpaid leave in its sole discretion. For the purposes of bereavement leave, “family” is defined as the employee’s spouse, child, parents/guardians, sibling, grandparents and spouse’s like relations.

Personal and Emergency Leave

Certified employees will be granted personal or discretionary and emergency leave according to the terms of the master contract. Administrators will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the Board. Classified staff may be granted personal and emergency leave in the discretion of the Board, upon the recommendation of the Superintendent. Personal and emergency leave is without pay unless otherwise stated.

Civic Duties Leave

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal and state laws and regulations regarding the employee’s return to service following military leave.

Vacation Leave

Administrators will be granted vacation leave pursuant to the terms of their individual contracts

and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Maternity Leave

The District will provide maternity leave to its employees pursuant to Montana law.

Adoption Leave

The District may provide leave related to the adoption of a child pursuant to the terms of any master or individual contracts and the law.

FAMILY AND MEDICAL LEAVE (FMLA)

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, **and** if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty as a member of the regular Armed Forces or is on covered active duty or is under a call or order to covered active duty as a Member of the National Guard or Reserves.

Servicemember Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember, who is a current member (or a member on the temporary disability retired list) of the Regular Armed Forces, National Guard, Reserves, or is a veteran who has incurred an injury or illness in the line of duty while on active duty, shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

For additional information, please refer to **Policy 5328**.

PERSONNEL MANAGMENT

EMPLOYMENT AND ASSIGNMENT

Each certificated employee will be employed under a written contract, subject to the terms and conditions of the master contract and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date. Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed each year, at the District's sole option. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year. For additional information, please see **Policy 5210**.

EMPLOYEE DISCIPLINE

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. **Policies 5255 and 5250** contain additional information.

No public officer or public employee shall retaliate against or condone or threaten to retaliate against an individual who, in good faith, alleges waste, fraud or abuse.

EVALUATIONS

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals. Certified staff members shall be evaluated according to the terms stated in any master contract or pursuant to

Policy 5222. Employees have a right to access to the evaluation instrument and right to respond in writing to the completed evaluation.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. Staff members may have up to 10 working days to submit a rebuttal to the evaluation for inclusion in the file. Failure to sign an evaluation form noting receipt may subject the employee to discipline. For more information regarding evaluation of non-administrative staff, please refer to **Policy 5222**.

PERSONNEL RECORDS

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office. Employees and their designees will be given supervised access to their personnel records in the administrative office. Copies may be given to employees and their designees, but under no circumstances may the original file leave the administrative office. In addition to the Superintendent or other designees, the Board may grant a member of the Board access to cumulative personnel files. Counsel retained by the Board will also have access to a cumulative personnel file if necessary. Personnel records will be maintained for 10 years after the employee has left the District's employment.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

EMPLOYEE CONDUCT

Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination. **Policy 5255.**

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Contact Information

Employees are required to annually update their contact information, including phone number and physical address, at the beginning of each school. If an employee's contact information changes at any time after the beginning of the school, the employee is required to update his/her contact information to the current information. Contact (406) 768-6601 to update contact information.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana) or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify his or her supervisor of the conviction within five (5) working days. For additional information, please refer to **Policy 5226.**

The use of any legally obtained prescription drug or other controlled substance (including medical marijuana) by any employee while performing their duties or while in a school facility is prohibited to the extent such use may affect the safety of the employee, co-workers, or members of the public, the employee's job performance, or the safe and efficient operation of school facilities. Employees are required to advise their supervisor if they are taking a legal prescription drug or other controlled substance (including medical marijuana) that may have adverse effects on their ability to perform their job safely and efficiently. The supervisor, in conjunction with administration, shall determine whether the employee poses a threat to his or her own safety, the safety of other employees, or significantly affects his or her job performance if using the legally obtained prescription drug or other controlled substance (including medical marijuana) and can continue working. The District

will provide reasonable accommodations as required by law for an employee who cannot safely perform his or her job duties because of use of a legally obtained prescription drug or other controlled substance (including medical marijuana).

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

Dress and Appearance

District employees are required to dress in a professional manner. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

Breastfeeding Accommodations

The District will provide reasonable accommodations for breastfeeding mothers, including access to a private area to express breast milk or breastfeed an infant child, permission to bring a breast pump and any other equipment to express breast milk, access to a power source for a breast pump or any other equipment for expressing breast milk, and access to a place to store expressed breast milk safely.

Participation in Political Activities

District employees may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law. Employees may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

Participation in Religious Activities

Employees may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content while in the course of performing official duties of that employee's position(s) with the District.

Tobacco and Marijuana Products

The District maintains tobacco- and marijuana-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, vapor products, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product or any other tobacco or nicotine innovation. Marijuana products are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana

concentrates, and marijuana intended for use by smoking or vaping. Use of tobacco and marijuana products will not be allowed in any District school district buildings, grounds or vehicles, or while on duty during District-sponsored events. However, nothing prohibits an employee from using a smoking cessation product on Cooperative or district property. An employee may use a tobacco product, vapor product, alternative nicotine product, or marijuana product in a classroom or otherwise on District school property as part of a lecture, demonstration, or educational forum concerning the risks of such product with prior notice and approval of the building administrator. Please see **Policy 5226**.

Use of School Property/Electronic Communication System/Social Networking Pages

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts and should review **Policies 5450 and 5460** for specific information regarding use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of **Policies 5450 and 5460** may result in discipline up to and including termination.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network or equipment. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or webpages do so at their own risk; however, employees are strongly encouraged to keep their personal webpages private and to prevent students and the parents of students from accessing their personal webpages.

Employees who drive any District-owned vehicle and who receive a traffic citation during the year must report the citation to the Superintendent immediately.

Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. The District may require the use of personal protective equipment, including but not limited to face masks, if necessary for the safety and welfare of staff and students. For information on the District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the District's *Policy Manual* and related procedures. **Policy 8301** contains more detailed information regarding these measures.

Except for those vaccinations required by law, the District will not discriminate against an employee by denying or withholding employment opportunities based upon the employee's vaccination status.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

Child Abuse

A District employee who knows or has reasonable cause to suspect that a student may be an abused or neglected child (which includes but is not limited to child sex trafficking and human trafficking), regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, shall report such a case to the Montana Department of Public Health and Human Services and notify the building administrator that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator. Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. In the event that a DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential. Please refer to **Policy 5232**.

Curriculum

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks, and instructional materials are not permitted without prior building principal approval. Teachers with questions should contact the building principal. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. The District may receive and/or provide remote, offsite, and technology delivered learning programs, as provided in Montana law and set forth in District procedures.

Parents/guardians must be given at least 48-hours notice before any "human sexuality instruction" is scheduled to occur. "Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities. A parent/guardian may excuse a student from attending a scheduled class period, assembly, school function, or other instruction when the subject matter is related to human sexuality. Such absence is considered to be an excused absence.

Parents/guardians may also excuse their child from instruction, presentations, assemblies, guest lectures, or other educational events at the school that offend the parent's beliefs or practices. Parents/guardians must be directed to the building administrator to discuss such excusal.

Gifts and Solicitation

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval. The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

Grievances/Communications

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by a master negotiated contract must use the grievance procedure in that contract to address alleged violations of that contract. **Policy 1700** contains the District's Uniform Grievance Procedure, which applies to all grievances except for those relating to complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination and disability discrimination. A written copy of the District's Uniform Grievance Procedure can be obtained from the Superintendent's office.

District employees shall use the Title IX Grievance Procedure to address complaints/concerns about sex discrimination. A copy of the Title IX Grievance Procedures if available at www.poplarschools.com or at any district or school office.

District employees shall use the Section 504 Grievance Procedures to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures if available at www.poplarschools.com or at any district or school office.

Sexual-Based Harassment

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- (1) *Quid pro quo harassment.* An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties' age, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - (iv) The location of the conduct and the context in which the conduct occurred; and
 - (v) Other sex-based harassment in the recipient's education program or activity; or
- (3) *Specific offenses.*
- (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - (ii) Dating violence meaning violence committed by a person:
 - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (1) The length of the relationship.
 - (2) The type of relationship; and
 - (3) The frequency of interaction between the persons involved in the relationship.
 - (iii) Domestic violence meaning felony misdemeanor crimes committed by a person who:
 - (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situation to a spouse of the victim;
 - (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - (C) Shares a child in common with the victim; or
 - (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (A) Fear for the person's safety or the safety of others; or
 - (B) Suffer substantial emotional distress.

A determination of responsibility resulting from a formal complaint against an employee for engaging in sex-based harassment will result in appropriate disciplinary action, up to and including termination from employment.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to **Policies 5012 and 5015** for additional information regarding the District's prohibition against discrimination and harassment.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

INTERACTION WITH STUDENTS

ADMINISTERING MEDICATIONS TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. A teacher may not administer medication to a student without parental consent and an appropriate delegation by the school nurse. Delegation of certain tasks, including the administration of medication, to school employees may be made by a licensed nurse pursuant to Montana law.

Please refer to **Policy 3416**.

CLASS INTERRUPTIONS

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from an administrator or the classroom teacher. Intercom use is restricted to administrative use or administrative approved use only.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to use reasonable force when, in his/her professional judgment, the physical force is necessary to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board.

For additional information, please refer to **Policy 2320**.

GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Students may alternatively be evaluated based upon proficiency as set out in **Policy 2420**.

Grades will comply with the following chart:

Elementary

Grades K – 2nd

E-Exemplary

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

Grades 3 and 4

Excellent A-90%-100%

Above Average B-80%-89%

Average C-70%-79%

Below Average D-60%-69%

Middle and High School

100 – 97 = A+

96 – 93 = A

92 – 90 = A

89 – 87 = B+

86 – 83 = B

82 – 80 = B

79 – 77 = C+

76 – 73 = C

72 – 70 = C

69 – 67 = D+

66 – 63 = D

62 – 60 = D

59 – 00 = F

A student is ineligible for Honor Roll if he or she receives an “F” in any course or subject area.

RECORDING STUDENTS

The District may use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Employees may not audio or video record students outside of the security and surveillance recording done without prior parent permission.

RESUSCITATION

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

STUDENT CONDUCT

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Staff members must notify law enforcement and/or the Department of Public Health and Human Services if they know or reasonably believe that allegations of bullying, harassment, or intimidation involving a student constitutes criminal activity or child abuse or neglect. Staff members must notify their supervisor or an administrator in the event that such a report has been or will be made.

If a staff member has concerns about the safety of a student, the staff member must contact an administrator and/or a counselor immediately. If a staff member is concerned that a student is being bullied or harassed, the staff member must notify an administrator. If a staff member has knowledge of conduct that may constitute discrimination on the basis of race or disability, the staff member must promptly notify the District's nondiscrimination and/or Section 504 coordinator.

If a staff member has knowledge of conduct that reasonably may constitute sex discrimination, he or she must promptly report that information to the Title IX Coordinator.

If a staff member is informed by a student or a parent/guardian of a student's pregnancy or related condition, the staff member must provide the student or parent/guardian with the Title IX's Coordinator's contact information and role.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.

ACKNOWLEDGMENT FORM

I, _____, have received a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. that this Handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that in the event there is a conflict between this Handbook and District policies and procedures, the policies and procedures will control;
3. that the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice; and
4. that in the event the District modifies any of the policies or procedures contained in this Handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in this Employee Handbook and I agree to do so.

Signature of Employee

Date

Return this signed form to the District Office.

Items of Interest

9.1

Work Session Dates: None

9.2

Special Meeting Dates: None

9.3

Regular Meeting Date: July 13, 2026



Poplar
School District

Agenda Number 10: Adjournment

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: June 8, 2026**

SUMMARY: Adjournment for the June 8, 2026 meeting.

The Board Chair will adjourn the meeting.