

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

Christ Headdress
Trustee

AGENDA **Regular Board Meeting** **Monday July 13, 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: Staffing Update
 - 7.2: Policy Updates-1st reading
 - 7.3: Summer Construction
 - 7.4: Accellus Satellite School/Presentation
8. Action Agenda
 - 8.1: Personnel Report
 - 8.2: 2nd reading Policies
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.



CONSENT AGENDA

Students First



Agenda Item Number 5

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: July 13, 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 July 13, 2026:*

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



PREVIOUS BOARD MINUTES

June Minutes

Students First

Regular Board Meeting June 8, 2026

Call to Order: The Regular board meeting of the Board of Trustees called to order by the Chair at 5:17 p.m. followed by the Pledge of Allegiance.
The School District No. 9 & 9B Trustees present to constitute a quorum were:

Lori Smoker, Chair
Marva Chapman, Trustee

Jeff Berger, Vice Chair
Chris Headdress, Trustee

Cell phone Kenneth Smoker, Trustee

District Staff:

Keith Erickson, Superintendent
John Wetsit
Ben Lovan

Judy Linthicum
Jessie Colon

Community Member: None

Recognition of Guests: None

Public Comment: None

4.) Recognition of Poplar Education Association: None

5.) Consent Agenda:

- **Minutes of Regular Board meeting May 11, 2026**
- **Warrants and Claims**
- **Budget vs Actual May 2026**
- **Investments Reports May 2026**
- **High School Activity Report July 1, 2025, to June 30, 2026**

ACTION:

Jeff Berger made a motion to approve Minutes of Regular Board meeting Monday May 11, 2026, Warrants and Claims, Budget vs Actual May 2026, Investments Reports May 2026, and High School Activity Report July 1, 2025, to June 2026.

Seconded by Chris Headdress

VOTE: 5-0

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6) Informational Items

6.1) Superintendent Report

Highlights:

- Vandalism on June 3, 2026, Police were notified, and as a result redoing our security guard's hours for the summer.
- Maintenance crew cleaned up back area behind the Auto/Metal Shop.
- Superintendent explained nepotism for hire.
- District is helping with Wild West Days.

6.2) Administrator Reports

Elementary Summer School Principal – John Wetsit

High School Summer School Principal – Frank Gourneau

6.3) Directors Reports

Food Service Director - Mary Plante

Buildings and Ground Director - Mike Gorder

Transportation Director – Clint Linthicum

Technology Director – Jake Riediger

7.) Discussion Agenda

7.1) Policy Updates 1st Reading

Attorney Bea Kaleva sent over new policies that will need to go through as a board.

Policies are attached.

7.2) Summer Projects

List of projects is as follows.

Projects this summer

1. Elementary School: Playground to be fixed (main): Top part is needed. (ES)
 - a. Sheds (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 pieces of metal in the gym
 - f. Breaker #26 out of Middle School Home Economy

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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. Girl's bathroom toilet
 - b. Cracks in cement
 - c. Meters at New Day
 - d. Carpet in Board Room
9. Lunchroom
 - 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
10. Districts
 - a. Hang up new signs
 - b. New rails at Central/Elementary
 - c. Middle School Front area
 - d. Ceiling Tiles

7.3) Charter Schools

Rain Turcotte approached the Board of Trustees on her charter school project. Superintendent explained how the process works.

Regular Board Meeting June 8, 2026

8.) ACTION AGENDA

8.1) Personnel Report

Certified Staff

Jessa Libato	SPED Elementary
Joscelyn Tan	Elementary-Kindergarten
Erin Solem	Counselor-Middle School
Owen Gramling	Middle School PE
*Kenda Stuehm	HS Music

Classified Staff

AmySue Hunter	SPED Para
Brittany Iron Bear	Summer Feeding
Lawrence Head Carrier	Summer Feeding
James Parker	ES Paraprofessional
Julia Carpentier	ES Paraprofessional
Raiven GreyBear	ES Home School Coordinator
Courtney Martell	ES Secretary
Geordy Medicine Cloud	ES Paraprofessional
Jaida Laroche	ES Paraprofessional

Co- and Extracurricular Staff

Benny Lovan	HS Head Football	\$5847
Gavyn Grainger	Jr High Football	\$3149
Walker Burshia	Jr High Football	\$3149
Les Bighorn	Jr High Football	\$3149
Hunter Depriest	Jr High Football	\$3149

Substitutes

Nathan Chase	Kitchen Substitute	\$
Alicia Ayers	Substitute	\$20.00/hr
Les Bighorn	Substitute	\$20.00/hr
Jaylin Feuerherm	Substitute	\$20.00/hr
Rebecca Gorder	Substitute	\$20.00/hr
Mauri Gourneau	Substitute	\$20.00/hr
Finesse Headdress	Substitute	\$20.00/hr
Delray Lilley	Substitute	\$20.00/hr
Shawna Malnaa	Substitute	\$20.00/hr
Brandon Martell	Substitute	\$20.00/hr
Katie Reynen	Substitute	\$20.00/hr
Tracy Rumsey	Substitute	\$20.00/hr
Manuel Trueblood	Substitute	\$20.00/hr
Maria Wind	Substitute	\$20.00/hr

**Regular Board Meeting
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High School Workers

Micki Failing
Joedaus Small

High School Maintenance
High School Maintenance

ACTION:

Motion made by Marva Chapman to approve Personnel Report.
Second by Kenneth Smoker

Vote: 5-0 For

8.2) Employee Handbook

The Employee Handbook needs to be approved by the Board of Trustees. This is an important expectation.

ACTION:

Motion made by Kenneth Smoker to approve Employee Handbook.
Second by Chris Headdress

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 July 8, 2026 @ 5:15 p.m.

Adjourn

Lori Smoker adjourned at 6:14am. on June 8, 2026.

ATTEST:

Judy Linthicum, Board Clerk

Lori Smoker, Chair

Regular Board Meeting June 8, 2026

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. Martin Luther King Day (3rd Monday in January)
8. 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 on 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

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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

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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:

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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.

Regular Board Meeting June 8, 2026

Cross References:	4313	Disruption of School Operations
Legal References:	§ 20-1-206, MCA § 20-1-220, MCA § 45-8-361, MCA § 50-46-301, MCA 20 USC § 7101	Disturbance of school Use of tobacco on school property prohibited Possession of a weapon in a school building Montana Medical Marijuana Act Safe and Drug Free Schools & Community Act

Policy History

Adopted on:

Reviewed on:

Revised on:



WARRANTS AND CLAIMS

Students First

07/01/26
08:54:38

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

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Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
71885	10748 CITY OF POPLAR	6,814.97							
Water charges for June 2026									
1	06/25/26 Admin building- water/sewer	106.65				126 90	100-2600	421	
2	06/25/26 #9 shop- water/sewer	61.82				126 90	100-2600	421	
3	06/25/26 Trnsprtn&mntnc water/sewer	125.28				126 90	100-2600	421	
4	06/25/26 Bus Garage- water/sewer	172.32				110 15	100-2700	421	
5	06/25/26 Grade school- water/sewer	1,353.07				126 90	100-2600	421	
6	06/25/26 Middle school- water/sewer	861.11				126 90	100-2600	421	
7	06/25/26 High school- water/sewer	61.12				226 16	100-2600	421	
8	06/25/26 HS metal shop- water/sewer	1,929.01				226 16	100-2600	421	
9	06/25/26 Supt house- water/sewer	105.37				115 100	100-2620	410	31
10	06/25/26 Townhouse #1- water/sewer	141.97				115 100	100-2620	410	31
11	06/25/26 Townhouse #2- water/sewer	147.31				115 100	100-2620	410	31
12	06/25/26 Townhouse #3- water/sewer	153.45				115 100	100-2620	410	31
13	06/25/26 Townhouse #4- water/sewer	152.39				115 100	100-2620	410	31
14	06/25/26 Townhouse #5- water/sewer	144.29				115 100	100-2620	410	31
15	06/25/26 Prof Village- Garbage	94.05				115 100	100-2620	410	31
16	06/25/26 Spec Ed Dept Water/Sewer	94.47				115 100	100-2620	410	31
17	06/25/26 Poplar Schools 314 F St W	94.82				126 90	100-2600	421	
18	06/25/26 HS SPRINKLING #2	169.87				226 16	100-2600	421	
19	06/25/26 HS SPRINKLING #2	169.87				226 16	100-2600	421	
20	06/25/26 HS FOOTBALL FIELD	676.73				226 16	100-2600	421	
71957	25209 MARCO TECHNOLOGIES LLC	14,420.79							
1	584809651 06/21/26 CONTRACTED SERVICES	1,802.59*				126 14	100-1000	610	
2	584809651 06/21/26 CONTRACTED SERVICES	1,802.60*				126 14	280-1000	610	
3	584809651 06/21/26 CONTRACTED SERVICES	1,802.60*				126 15	100-1000	610	
4	584809651 06/21/26 CONTRACTED SERVICES	1,802.60*				126 15	280-1000	610	
5	584809651 06/21/26 CONTRACTED SERVICES	1,802.60*				126 50	100-1000	610	
6	584809651 06/21/26 CONTRACTED SERVICES	1,802.60*				126 50	280-1000	610	
7	584809651 06/21/26 CONTRACTED SERVICES	1,802.60				226 16	100-1000	610	
8	584809651 06/21/26 CONTRACTED SERVICES	1,802.60*				226 16	280-1000	610	
71959	101685 T.E.S.T.	14,773.00							
1	11429 06/25/26 SMART FLAT OANEL WALL MOUNT	7,386.50*				126 15	141-1000	610	
2	11429 06/25/26 HIGH SPEED CABLE WARRANTY EXT	7,386.50*				226 16	141-1000	610	

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POPLAR SCHOOLS
Claim Approval List
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* ... Over spent expenditure

Claim Line #	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
71960		14345 J & M DISTRIBUTING		1,772.00						
1		85439 06/01/26 240 1/2/PTS 2%			139.00		212 90 910-3100		570	
2		863.00 06/03/26 960 1/2 PTS 2%			535.00		212 90 910-3100		570	
3		85392 06/05/26 240 1/2 PTS 2%			139.00		212 90 910-3100		570	
4		85494 06/09/26 240 1/2 PTS 2%			139.00		212 90 910-3100		570	
5		85541 06/12/26 240 1/2/ PTS 2%			139.00		212 90 910-3100		570	
6		85562 06/16/26 480 1/2 PTS 2%			271.00		212 90 910-3100		570	
7		85515 06/22/26 480 1/2 PTS 2%			271.00		212 90 910-3100		570	
8		85722 06/09/26 240 1/2 PTS 2%			139.00		212 90 910-3100		570	
71961		13395 U.S. FOOD SERVICE, INC.		2,732.74						
1		4894018 06/01/26 PRODUCE DAIRY DRY GROCERY			1,006.13		212 90 910-3100		570	
2		4894019 06/01/26 SANDWICH PET BUTT JELLY			187.41		212 90 910-3100		570	
3		5009877 06/04/26 MEAT POULTRY DUSPOSABLES			1,539.20		212 90 910-3100		570	
71962		12492 SYSCO MONTANA INC.		16,374.42						
1		643151517 05/29/26 CHEESE CHICKEN POTATO			1,146.51		212 90 910-3100		570	
2		643159542 06/02/26 CAN & DRY POULTRY MEAT			2,477.68		212 90 910-3100		570	
3		643164936 06/05/26 DAIRY FROZEN PRODUCE			1,029.92		212 90 910-3100		570	
4		643170930 06/09/26 FROZEN BREAD DRY APPLSAUCE			1,135.15		212 90 910-3100		570	
5		643176128 06/12/26 BUTTERMILK CHEESE CREAMER			2,344.68		212 90 910-3100		570	
6		643175160 06/12/26 SUPPLCS DISHER STNLS			284.15		212 90 910-3100		570	
7		643182666 06/16/26 CARROTS CELERY LETTUCE TOM			1,560.23		212 90 910-3100		570	
8		643188055 06/19/26 JUICE CUCUMBER LETTUCE			2,366.61		212 90 910-3100		570	
9		643194148 06/23/26 DAIRY MEATS CRACKERS			957.63		212 90 910-3100		570	
10		643199584 06/26/26 DAIRY MEAT FROZEN			1,965.23		212 90 910-3100		570	
11		643205590 06/30/26 FROZEN POULTRY CAN DRY			1,106.63		212 90 910-3100		570	
71963		25861 GOURNEAU CONSTRUCTION		12,370.00						
1		4 06/26/26 REMOVAL OF DIRT AND WOOD MS			8,690.00*		126 90 100-2600		715	
2		4 06/26/26 REMOVAL OF DIRT AND WOOD MS			3,680.00		126 90 100-2600		440	
71964		20424 SCHOOL ADMINISTRATORS OF MONTANA		4,960.00						
1		062926 06/29/26 ERICKSON MEMBERSHIP			750.00		126 90 100-2300		810	
2		062926 06/29/26 GOURNEAU III FRANK MEMBERSHIP			520.00		226 16 100-2400		810	
3		062926 06/29/26 WEEKS COY MEMBERSHIP			520.00		226 16 100-2400		810	
4		062926 06/29/26 NORGAARD M MEMBERSHIP			489.00		226 16 100-2400		810	
5		062926 06/29/26 WETSIT J MEMBERSHIP			489.00		126 15 100-2400		810	
6		062926 06/29/26 GOURNEAU G MEMBERSHIP			489.00		126 15 100-2400		810	
7		062926 06/29/26 BLACK P MEMBERSHIP			489.00		226 16 280-2400		810	
8		062926 06/29/26 BLACK P MEMBERSHIP			430.00*		126 15 280-2400		810	
9		062926 06/29/26 RIEDIGER JAKE MEMBERSHIP			295.00		126 14 100-2400		810	

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

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* ... Over spent expenditure

Claim Line #	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
10		062926 06/29/26 RICKER G			489.00		126 50	100-2400	810	
71965		10111 WILL'S OFFICE WORLD		2,032.00						
1		10450082 06/30/26 ALERA DESK MED CHRY BOW FRON		2,032.00*			226 16	100-2600	660	
71966		13410 FARMERS UNION LUMBER COMPANY		208.50						
1		2606-11369 06/18/26 NUTS & BOLTS SOLD BY THE P		208.50*			226 16	100-2600	615	
71967		23702 NORTHERN TOOL/EQUIPMENT		379.88						
1		92aa4cad 08/01/26 master garden spray 30" spra		379.88*			126 90	100-2600	615	
71969		13259 DALE PLUMBING AND HEATING		341.35						
1		344 05/27/26 PART TRIP CHK TRAILER FUSES CO		341.35			115	100-2620	440	31
71970		14075 FORT PECK TRIBES		56,585.15						
Resource Officer for SY 25-26		05222026 06/30/26 resource officer sy 25-26		56,585.15*			261 16	190-2112	330	899
71971		14492 LINDE GAS AND EQUIPMENT INC.		146.36						
1		57651418 06/30/26 INDUSTRIAL ACETYLENE		146.36			226 16	390-1000	610	
71972		12986 FROSTEE'S		160.20						
1		004508 06/29/26 MAPLE STICKS CURRICULUM TRAIN		160.20			126 50	100-2210	610	
71973		22685 INDEPENDENCE BANK		1,761.56						
1		063026 06/30/26 2X4-8 STUD PRO-RIB 96" BROWN		1,562.56*			126 90	100-4600	725	
2		063026 06/30/26 14FT TRAMPOLINE		199.00*			126 50	100-1000	610	
					Total:		135,832.92		# of Vendors	16
					# of Claims	16				

07/01/26
08:54:39

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 6/26

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Fund/Account		Amount
110 Elementary Transportation Fund		
101	172.32	
115 Elementary Miscellaneous Programs Fund		
101	1,374.65	
126 Elementary Impact Aid Fund		
101	38,418.48	
212 High School Food Service Fund		
101	20,879.16	
226 High School Impact Aid Fund		
101	18,403.16	
261 High School Building Reserve Fund		
101	56,585.15	
Total:		135,832.92

07/01/26
08:54:39

POPLAR SCHOOLS
Claim Approval Signature Page
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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

07/01/26
13:56:15

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

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* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
71974	26096 RANDIE BELTON	1,012.00							
TRAVEL TO ONNOVATE SCHOOLS									
1	070126 07/01/26 INNOVATES SCHOOLS LAS VEGAS	1,012.00*				215 16	420-2210	582	306
71975	24666 BROCK COPENHAVER	1,012.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOL LAS VEGAS	1,012.00*				215 16	420-2210	582	306
71976	19832 KEITH ERICKSON	1,012.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	1,012.00*				215 16	420-2210	582	306
71977	25445 TED FULGHAM	939.50							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	939.50*				215 16	420-2210	582	306
71978	22225 FRANK GOURNEAU	1,012.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	1,012.00*				215 16	420-2210	582	306
71979	23207 KAROLYN KOHL	1,012.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	421.80*				215 16	420-2210	582	306
2	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	590.20*				115 90	100-1000	582	50
71980	26062 JACOB MAGURA	1,012.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	1,012.00*				115 90	100-1000	582	50
71981	23748 GRIFFIN RICKER	548.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	548.00*				115 90	100-1000	582	50
71982	20988 TERESA TURNER	1,012.00							
INNOVATE SCHOOLS									
1	07012026 07/01/26 INNOVATE SCHOOLS LASVEGAS	1,012.00*				115 90	100-1000	582	50
# of Claims		9	Total:			8,571.50	# of Vendors	9	

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Fund Summary for Claims
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Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	3,162.20
215 High School Miscellaneous Programs Fund	
101	5,409.30
Total:	8,571.50

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Claim Approval Signature Page
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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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POPLAR SCHOOLS
Claim Approval List
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Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
71888	10059 MONTANA DAKOTA UTILITIES		16,889.41						
1	06/26/26 Admin building- Gas		45.18			126	90 100-2600	411	
2	06/26/26 Admin building- Electric		235.72			126	90 100-2600	412	
3	06/26/26 Maint. Shop- Gas		41.33			126	90 100-2600	411	
4	06/26/26 Maint. Shop- Electric		83.78			126	90 100-2600	412	
5	06/26/26 Bus Garage- Gas		72.90			110	15 100-2700	411	
9	06/26/26 Bus Garage- Electric		110.85			110	14 100-2700	412	
11	06/26/26 MiddleGrade School- Gas		764.43			126	90 100-2600	411	
12	06/26/26 MiddleGrade School- Electric		7,689.60			126	90 100-2600	412	
13	06/26/26 High School- Gas		691.51*			226	16 100-2600	411	
14	06/26/26 High School- Electric		5,572.15			226	16 100-2600	412	
15	06/26/26 Football Field- Electric		29.16			226	16 100-2600	412	
16	06/26/26 413 W HWY 2- Gas		47.76			126	90 100-2600	411	
17	06/26/26 413 W HWY 2- Electric		95.15			126	90 100-2600	412	
18	06/26/26 407 4th Ave- Gas/Electric		124.33			115	100-2620	410	31
19	06/26/26 317 W HWY 2- Gas/Electric		167.50			115	100-2620	410	31
20	06/26/26 Apt 1A- Gas/Electric		51.27			115	100-2620	410	31
21	06/26/26 Apt 1B- Gas/Electric		20.46			115	100-2620	410	31
22	06/26/26 Apt 1C- Gas/Electric		19.79			115	100-2620	410	31
23	06/26/26 Apt 2A- Gas/Electric		39.38			115	100-2620	410	31
24	06/26/26 Apt 2B- Gas/Electric		55.73			115	100-2620	410	31
25	06/26/26 Apt 2C- Gas/Electric		110.04			115	100-2620	410	31
26	06/26/26 Apt 3A- Gas/Electric		167.85			115	100-2620	410	31
27	06/26/26 Apt 3B- Gas/Electric		46.01			115	100-2620	410	31
28	06/26/26 Apt 3C- Gas/Electric		91.94			115	100-2620	410	31
29	06/26/26 Apt 4A- Gas/Electric		31.02			115	100-2620	410	31
30	06/26/26 Apt 4B- Gas/Electric		57.87			115	100-2620	410	31
31	06/26/26 Apt 4C- Gas/ Electric		8.44			115	100-2620	410	31
32	06/26/26 Apt 5A- Gas/Electric		69.22			115	100-2620	410	31
33	06/26/26 Apt 5B- Gas/Electric		29.38			115	100-2620	410	31
34	06/26/26 Apt 5C- Gas/ Electric		62.32			115	100-2620	410	31
35	06/26/26 314 W HWY 2 NAPA BUILDING GAS		68.42			226	16 100-2600	410	
36	06/26/26 314 W HWY 2 NAPA BUILDING ELEC		92.64			226	16 100-2600	410	
37	06/26/26 312 W HWY 2 ELECTRIC		96.28			226	16 100-2600	410	
71939	12492 SYSCO MONTANA INC.		2,664.45						
1	643100458 04/28/26 BATH TISSUE CLS TOWEL DISIN		1,664.45*			126	90 100-2600	615	
2	643100458 04/28/26 DISINFECTANT TOWEL BATH TIS		1,000.00*			226	16 100-2600	615	

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Line #									
71940	25120 INFINITE CAMPUS	7,869.40							
1	CI-0000829 05/01/26 LICENSE:SIS	1,967.35				126	14 141-1000	681	
2	CI-0000829 05/01/26 SUPPORT:SIS	1,967.35				126	15 141-1000	681	
3	CI-0000829 05/01/26 LICENSE:MESSENGER	1,967.35				126	50 141-1000	681	
4	CI-0000829 05/01/26 SUPPORT MESSENGER	1,967.35				226	16 141-1000	681	
71941	25967 PRO VISION	2,880.00							
1	CLD-25442 09/13/25 PLAN 9/05/2025-9/4/2026	2,880.00*				129	15 100-1000	680	
71942	24853 AMERICAN FIDELITY ADMINISTRATIVE	297.00							
1	81859 06/15/26 297 TIME & ELIGIBILITY SVC.	148.50*				226	16 100-2300	340	
2	81859 06/15/26 297 TIME & ELIGIBILITY SVC.	148.50				126	90 100-2300	340	
71943	10032 BRUCO, INC.	89.20							
1	439278-1 05/28/26 FLOOR PAD BLUE 14X20 5/CS	89.20*				226	16 100-2600	615	
71944	23961 MCGRAW-HILL EDUCATION LLC	2,800.38							
1	1408457210 06/19/26 MY MATH STUDENT EDITION VO	2,800.38				126	15 100-2210	640	
71945	25951 FROG STREET PRESS, LLC	200.00							
1	0278483-IN 06/01/26 LILYPAD RENEWAL FOR PRE-K	200.00				126	15 100-2210	610	
71946	24822 E-RATE PROGRAM MANGEMENT, LLC	3,848.55							
1	2025080 01/20/26 FUNDING FOR CAT.1 INTERNET TE	734.40*				126	15 141-1000	610	
2	2025080 01/20/26 FUNDING FOR CAT.2 EQUIPMENT/S	2,694.15*				126	15 141-1000	610	
3	2025080 01/20/26 ADD'l1 ERATE WORK -RFP'S EVAL	420.00*				126	15 141-1000	610	
71947	21070 HUNTLEY PROJECT HIGH SCHOOL	106.00							
1	060126 06/01/26 STATE GOLFERS LUNCH RANGE BALL	106.00*				226	16 720-3513	582	
71948	12986 FROSTEE'S	87.75							
1	004503 06/22/26 MAPLE BARS 3 DAYS	87.75				126	50 100-2210	610	
71949	22685 INDEPENDENCE BANK	88,783.60							
12	Credit card charges for the month of June.								
13	SHERIDAN ELECTRIC CO-OP	1,091.92				115	625		31
14	CC-13923 06/09/26 Charges for elec at Village	80.29				CC Accounting: 115-	-100-2620-440-	31	
15	CC-13923 06/09/26 MONTHLY BILL FOR 688-8069	129.95				126	625		
16	NEMONT TELEPHONE COOPERATIVE, INC.	129.95				CC Accounting: 126-	90-100-2600-531		
17	CC-13923 06/09/26 MONTHLY BILL FOR 768-7019	280.90				126	625		
18	NEMONT TELEPHONE COOPERATIVE, INC.					CC Accounting: 126-	90-100-2600-531		
19	CC-13923 06/09/26 MONTHLY BILL FOR 768-7573					126	625		
20	NEMONT TELEPHONE COOPERATIVE, INC.					CC Accounting: 126-	90-100-2600-531		

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Line #								
16	NEMONT TELEPHONE	CC-13923 06/09/26 MONTHLY BILL FOR 768-3146	49.80		110 625	CC Accounting: 110- 14-100-2700-531		
17	NEMONT TELEPHONE	CC-13923 06/09/26 MONTHLY BILL FOR 768-3361	50.55		126 625	CC Accounting: 126- 90-100-2600-531		
18	NEMONT TELEPHONE	CC-13923 06/09/26 MONTHLY PHONE BILL	1,213.15		126 625	CC Accounting: 126- 14-100-2600-531		
19	NEMONT TELEPHONE	CC-13923 06/09/26 MONTHLY PHONE BILL	1,213.15		126 625	CC Accounting: 126- 15-100-2600-531		
20	NEMONT TELEPHONE	CC-13923 06/09/26 MONTHLY PHONE BILL	1,213.14		126 625	CC Accounting: 126- 50-100-2600-531		
21	NEMONT TELEPHONE	CC-13923 06/09/26 MONTHLY PHONE BILL	1,213.14		226 625	CC Accounting: 226- 16-100-2600-531		
22	NEMONT TELEPHONE	CC-13923 05/05/26 LUNCH ELECTIONS STAFF	89.75		126 625	CC Accounting: 126- 90-100-2300-610		
23	AMERICAN LEGION SUPPER CLUB	CC-13923 05/05/26 PIZZA SUPPER ELECTION STAFF	69.00		126 625	CC Accounting: 126- 90-100-2300-610		
24	WOLF POINT CAFE	CC-13923 05/05/26 DRINKS ELECTION STAFF	50.11		126 625	CC Accounting: 126- 90-100-2300-610		
25	ALBERTSON'S	CC-13923 05/05/26 KITCHEN SUPPLIES MARY	249.24		126 625	CC Accounting: 126- 15-910-3100-610		
26	AMAZON	CC-13923 05/06/26 ORIKOOL UPRIGHT FRIDG	2,279.04		126 625	CC Accounting: 126- 15-910-3100-610		
27	AMAZON	CC-13923 05/14/26 AMAZON GIFT CARDS GAME NIGHT	1,000.00		115 625	CC Accounting: 115- 14-100-1000-610- 50		50
28	AMAZON	CC-13923 05/14/26 HANGING FILE FOLDERS	21.17		126 625	CC Accounting: 126- 14-100-1000-610		
29	AMAZON	CC-13923 06/01/26 VANTOKEEY 50 SHEETS	39.22		126 625	CC Accounting: 126- 15-100-1000-610		
30	AMAZON	CC-13923 06/01/26 BRAIN QUEST WORKBOOKS	310.35		126 625	CC Accounting: 126- 15-100-1000-610		
31	AMAZON	CC-13923 06/01/26 5-MINUTE WRITING PROMPTS	9.40		126 625	CC Accounting: 126- 15-100-1000-610		
32	AMAZON	CC-13923 06/01/26 THE MISEWA SAGA BOOK	9.99		126 625	CC Accounting: 126- 14-100-2225-640		
33	AMAZON	CC-13923 06/02/26 BIG AND TALL OFFICE CHAIR	137.99		126 625	CC Accounting: 126- 15-141-1000-610		
34	AMAZON	CC-13923 06/02/26 WRITING WRK BK COMPOSITION B	485.87		126 625	CC Accounting: 126- 15-100-1000-610		
35	AMAZON	CC-13923 06/02/26 BRAIN QUEST WRKBS	461.25		126 625	CC Accounting: 126- 15-100-1000-610		
36	AMAZON	CC-13923 06/02/26 DELAMU CORD HIDER COVERS	13.89		126 625	CC Accounting: 126- 15-100-1000-610		
37	AMAZON	CC-13923 06/02/26 PONY BEADS CRAFT SUPPLIES	89.83		126 625	CC Accounting: 126- 15-141-1000-610		

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Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #								
38	AMAZON	CC-13923 06/03/26 ANIMAL CRACKERS HUMBLE MATH	57.97		126 625	CC Accounting: 126- 15-100-1000-610		
39	AMAZON	CC-13923 06/03/26 TIME TELLING NERDS GUMMY	31.84		126 625	CC Accounting: 126- 15-100-1000-610		
40	MISC VENDOR	CC-13923 05/26/26 HOT COAT 5LB FLUIDIZING	1,153.15		215 625	CC Accounting: 215- 16-451-1411-610-826		826
41	HARBOR FREIGHT	CC-13923 05/28/26 TIRE PRESSURE DERVIE CART	1,748.96		226 625	CC Accounting: 226- 16-390-1000-610		
42	MISC VENDOR	CC-13923 06/09/26 PEAKCOLD 2 GLASS DOOR	5,320.00		215 625	CC Accounting: 215- 16-390-1000-660- 20		20
43	MISC VENDOR	CC-13923 05/06/26 NATAL ASSOC OD SCHOOL NURSES	735.00		115 625	CC Accounting: 115- 15-100-2130-582- 52		52
44	AMAZON	CC-13923 06/02/26 .75 GALLON ICE MARKER	349.00		215 625	CC Accounting: 215- 16-451-1170-610-826		826
45	TACO BELL	CC-13924 05/18/26 GOLF LUNCH	14.67		226 625	CC Accounting: 226- 16-720-3513-582		
46	EXXON MOBILE	CC-13924 05/18/26 GOLF FUEL	69.24		226 625	CC Accounting: 226- 16-720-3513-582		
47	MISC VENDOR	CC-13924 05/20/26 GOLF BALLS	44.00		226 625	CC Accounting: 226- 16-720-3513-582		
48	MISC VENDOR	CC-13924 05/07/26 89 YOUTH BASKETBALL	1,191.12		126 625	CC Accounting: 126- 15-100-1000-610		
49	AIRPORT GOLF COURSE	CC-13924 05/08/26 FEE LUNCH WATER SNACKS	240.00		226 625	CC Accounting: 226- 16-720-3513-582		
50	CONOCO	CC-13924 05/20/26 FUEL FOR GOLF TEAM BUS	118.01		226 625	CC Accounting: 226- 16-720-3513-582		
51	MISC VENDOR	CC-13924 05/20/26 LUNCH	21.85		226 625	CC Accounting: 226- 16-720-3513-582		
52	HAMPTON INN	CC-13924 05/20/26 ROOMS GOLF	351.03		226 625	CC Accounting: 226- 16-720-3513-582		
53	HAMPTON INN	CC-13924 05/20/26 ROOMS GOLF	351.03		226 625	CC Accounting: 226- 16-720-3513-582		
54	HAMPTON INN	CC-13924 05/20/26 ROOMS GOLF	351.03		226 625	CC Accounting: 226- 16-720-3513-582		
55	HAMPTON INN	CC-13924 05/20/26 ROOMS GOLF	351.03		226 625	CC Accounting: 226- 16-720-3513-582		
56	MISC VENDOR	CC-13924 05/22/26 ROOMS TENNIS	170.64		226 625	CC Accounting: 226- 16-720-3513-582		
57	MISC VENDOR	CC-13924 05/22/26 ROOMS TENNIS	174.96		226 625	CC Accounting: 226- 16-720-3513-582		
58	MISC VENDOR	CC-13924 05/22/26 ROOMS TENNIS	165.24		226 625	CC Accounting: 226- 16-720-3513-582		
59	MISC VENDOR	CC-13924 05/22/26 ROOMS TENNIS	176.04		226 625	CC Accounting: 226- 16-720-3513-582		

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Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
60	HAMPTON INN	CC-13924 05/29/26 ROOMS TRACK	1,319.04		CC Accounting:	226- 625	16-720-3507-582		
61	HAMPTON INN	CC-13924 05/29/26 ROOMS TRACK	1,058.48		226- 625				
62	HAMPTON INN	CC-13924 05/29/26 ROOMS TRACK	830.18		CC Accounting:	226- 625	16-720-3507-582		
63	HAMPTON INN	CC-13924 05/29/26 ROOMS TRACK	830.48		226- 625				
64	HAMPTON INN	CC-13924 05/29/26 ROOMS TRACK	851.06		CC Accounting:	226- 625	16-720-3507-582		
65	HAMPTON INN	CC-13924 05/19/26 FEE LUNCH DRINKS	43.20		226- 625				
66	MISC VENDOR	CC-13924 05/27/26 WATER SNACKS	73.91		CC Accounting:	226- 625	16-720-3513-582		
67	ALBERTSON'S	CC-13925 05/20/26 WATER	26.00		226- 625				
68	MISC VENDOR	CC-13925 05/20/26 LUNCH	21.85		CC Accounting:	226- 625	16-720-3513-582		
69	MISC VENDOR	CC-13925 05/19/26 WATER	12.98		226- 625				
70	MISC VENDOR	CC-13925 05/04/26 FUEL GOLF	53.57		CC Accounting:	226- 625	16-720-3513-582		
71	AGLAND CO-OP	CC-13925 05/08/26 FUEL GOLF	77.65		226- 625				
72	AGLAND CO-OP	CC-13925 05/18/26 GOLF LUNCH	34.37		CC Accounting:	226- 625	16-720-3513-582		
73	MISC VENDOR	CC-13925 05/18/26 LUNCH GOLF TEAM	103.45		226- 625				
74	MISC VENDOR	CC-13925 05/20/26 LUNCH GOLF TEAM	52.20		CC Accounting:	226- 625	16-720-3513-582		
75	WENDYS	CC-13925 05/19/26 LUNCH GOLF TEAM	104.22		226- 625				
76	TEXAS ROADHOUSE	CC-13925 05/12/26 GOLF FEE WATER	252.00		CC Accounting:	226- 625	16-720-3513-582		
77	WOLF POINT AIRPORT GOLF CLUB	CC-13925 05/11/26 WATER GATORADE	51.60		226- 625				
78	WOLF POINT AIRPORT GOLF CLUB	CC-13926 05/30/26 FUEL TRACK TEAM	83.90		CC Accounting:	226- 625	16-720-3507-582		
79	MISC VENDOR	CC-13926 05/28/26 FUEL TRACK TEAM	81.96		226- 625				
80	MISC VENDOR	CC-13926 05/28/26 PIZZA'S TRACK TEAM	193.47		CC Accounting:	226- 625	16-720-3507-582		
81	MACKENZIE RIVER PIZZA	CC-13926 05/28/26 FUEL TRACK TEAM	67.09		226- 625				
	EXXON MOBILE				CC Accounting:	226- 625	16-720-3507-582		

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Line #									
82	WENDYS	CC-13926 05/30/26 LUNCH TRACK TEAM	47.40			226	625		
					CC Accounting:	226-	16-720-3507-582		
83	MISC VENDOR	CC-13926 05/29/26 BREAKFAST TRACK TEAM	171.62			226	625		
					CC Accounting:	226-	16-720-3507-582		
84	MISC VENDOR	CC-13926 05/28/26 LUNCH TRACK TEAM	146.66			226	625		
					CC Accounting:	226-	16-720-3507-582		
85	ALBERTSON'S	CC-13926 05/15/26 WATER BREAD YOGURT CRACKERS	160.17			226	625		
					CC Accounting:	226-	16-720-3507-582		
86	ALBERTSON'S	CC-13926 05/06/26 WATER BREAD YOGURT CRACKERS	97.25			226	625		
					CC Accounting:	226-	16-720-3507-582		
87	ALBERTSON'S	CC-13926 05/21/26 WATER BREAD YOGURT CRACKERS	132.46			226	625		
					CC Accounting:	226-	16-720-3507-582		
88	ALBERTSON'S	CC-13926 05/16/26 BREAKFAST TRACK TEAM	317.71			226	625		
					CC Accounting:	226-	16-720-3507-582		
89	MC DONALD'S	CC-13926 05/07/26 BREAKFAST TRACK TEAM	311.52			226	625		
					CC Accounting:	226-	16-720-3507-582		
90	MC DONALD'S	CC-13926 05/08/26 LUNCH TRACK TEAM	202.82			226	625		
					CC Accounting:	226-	16-720-3507-582		
91	Taco Johns	CC-13926 05/05/26 LUNCH TRACK TEAM	116.18			226	625		
					CC Accounting:	226-	16-720-3507-582		
92	Taco Johns	CC-13926 05/08/26 DRINKS SNADWICHS	135.45			226	625		
					CC Accounting:	226-	16-720-3507-582		
93	REYNOLDS SUPERMARKET	CC-13926 05/23/26 LUNCH TRACK	244.74			226	625		
					CC Accounting:	226-	16-720-3507-582		
94	OLD TOWN GRILL	CC-13926 05/22/26 LUNCH TRACK	296.23			226	625		
					CC Accounting:	226-	16-720-3507-582		
95	SUBWAY	CC-13927 05/04/26 TEACHER APPRECIATION COFFEE	88.87			126	625		
					CC Accounting:	126-	15-100-1000-610		
96	ALBERTSON'S	CC-13927 05/05/26 KZ AWARDS END OF YEAR MEDALS	956.40			126	625		
					CC Accounting:	126-	15-100-1000-610		
97	MISC VENDOR	CC-13927 05/12/26 WATER FOR TRACK DAY	84.84			126	625		
					CC Accounting:	126-	15-100-1000-610		
98	MAIN STREET GROCERY	CC-13927 05/19/26 CLASSROOM INCENTIVES	66.00			126	625		
					CC Accounting:	126-	15-100-1000-610		
99	MAIN STREET GROCERY	CC-13927 05/27/26 SUMMER SCHOOL MATERIALS	337.78			126	625		
					CC Accounting:	126-	15-100-1000-610		
100	WALMART	CC-13927 05/08/26 AWARDS TRACK DAY ELEM	307.99			126	625		
					CC Accounting:	126-	15-100-1000-610		
101	CROWN AWARDS INC	CC-13927 05/27/26 TEACHER PLANNER BUNDLE	808.01			126	625		
					CC Accounting:	126-	15-100-1000-610		
102	POSITIVE PROMOTIONS	CC-13927 05/26/26 WATER BOTTLES SUMMER SCHOOL	332.30			126	625		
					CC Accounting:	126-	15-100-1000-610		
103	WALMART	CC-13927 05/14/26 SANDWICHES FOR MTG	94.94			126	625		
					CC Accounting:	126-	15-100-1000-610		
104	MC DONALD'S								

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* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #								
104	WALMART	CC-13927 06/04/26 POPCORN VIDEO PARTY SUPPLIES	24.76		126	126- 625		
105	BUCKHORN CAFE	CC-13928 05/07/26 TEACHER APPRECIATION PIZZA	158.70		126	126- 15-100-1000-610		
106	BLACKBIRD MERCANTILE	CC-13928 05/07/26 TEACHER RETIREMENT CAKE & WA	93.95		126	126- 15-100-1000-610		
107	WALMART	CC-13928 05/18/26 JAWIND 2 PACK BUBBLE MACHIN	151.80		126	126- 15-100-1000-610		
108	AMERICAN LEGION SUPPER CLUB	CC-13928 05/13/26 CAREER DAY LUNCH FOR PRESENT	126.82		126	126- 15-100-1000-610		
109	BLACKBIRD MERCANTILE	CC-13928 05/07/26 STAFF /LUNCH APPRECIATION	936.00		126	126- 15-100-2120-610		
110	ALBERTSON'S	CC-13929 05/13/26 SNACKS AWARDS	106.88		126	126- 15-100-1000-610		
111	FAMILY DOLLAR	CC-13929 05/19/26 FCS AWARDS AIR FRYER	70.00		126	126- 14-100-1000-610		
112	FAMILY DOLLAR	CC-13929 05/20/26 FCS AWARDS GRILL BLENDER	112.50		126	126- 50-100-1000-610		
113	BUCKHORN CAFE	CC-13929 05/04/26 TEACHER APPRECIATION BREAKFA	212.10		126	126- 14-100-2400-610		
114	WALMART	CC-13929 05/05/26 TEACHER APPRECIATION EGG COO	603.15		126	126- 50-100-2400-610		
115	BUCKHORN CAFE	CC-13930 05/04/26 JOM MTG MEAL	147.50		126	126- 50-100-1000-582		
116	PERKULATOR	CC-13931 05/18/26 33 DRINKS STAFF	296.48		126	126- 15-280-1000-610		
117	PERKULATOR	CC-13931 05/11/26 31 DRINKS STAFF	281.13		126	126- 15-280-1000-610		
118	APPLE	CC-13931 05/13/26 SPEECHCHIFY TEXT TO SPEECH P	139.99		126	126- 15-280-1000-610		
119	MAIN STREET GROCERY	CC-13932 05/21/26 RYNLD WRAP SEASON ALPHINE	38.68		226	226- 15-280-1000-610		
120	BUCKHORN CAFE	CC-13932 05/22/26 STAFF BRAKFAST END YEAR	138.50		226	226- 16-100-1000-610		
121	BUCKHORN CAFE	CC-13932 05/07/26 STAFF BRAKFAST END YEAR	136.10		226	226- 16-100-1000-610		
122	BUCKHORN CAFE	CC-13932 05/07/26 FAMILY BINGO NIGHT	455.60		226	226- 16-100-1000-610		
123	BUCKHORN CAFE	CC-13932 05/04/26 TEACHER APPRECIATION WK	140.90		226	226- 16-100-1000-610		
124	BUCKHORN CAFE	CC-13932 05/04/26 TEACHER APPRECIATION WK	53.00		226	226- 16-100-1000-610		
125	BUCKHORN CAFE	CC-13932 05/05/26 TEACHER APPRECIATION WK	232.40		226	226- 16-100-1000-610		

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* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
126	CC-13932	05/15/26 FAMILY BINGO WK	2,280.00			226	625		
BLACKBIRD MERCANTILE					CC Accounting:	226-	16-100-1000-610		
127	CC-13932	05/15/26 ATHLETIC BANQUET	1,990.00			226	625		
BLACKBIRD MERCANTILE					CC Accounting:	226-	16-720-3500-610		
128	CC-13932	05/13/26 BLT & SUNSHINE SHEET CAKE	53.46			226	625		
REYNOLDS SUPERMARKET					CC Accounting:	226-	16-100-1000-610		
129	CC-13932	05/20/26 DONUTS FRITTERS	50.72			226	625		
REYNOLDS SUPERMARKET					CC Accounting:	226-	16-100-1000-610		
130	CC-13932	05/04/26 SENIOR AWARDS GRADUATION	240.95			226	625		
CROWN AWARDS INC					CC Accounting:	226-	16-100-1000-610		
131	CC-13932	05/27/26 PORTRAIT PHOTO BOOK	3,293.30			226	625		
MIX BOOKS					CC Accounting:	226-	16-100-1000-610		
132	CC-13932	05/07/26 FLAMINGO ROOMS CONF VEGAS	5,381.29			215	625		306
MISC VENDOR					CC Accounting:	215-	16-420-2210-582-306		
133	CC-13932	06/01/26 PIZZA BURRITOS FRIES BAGEL B	201.98			229	625		
ALBERTSON'S					CC Accounting:	229-	16-100-1000-610		
134	CC-13933	05/06/26 6TH GRADE FIELD TRIP	398.25			126	625		
PIZZA HUT					CC Accounting:	126-	14-710-2700-516		
135	CC-13933	05/06/26 6TH GRADE FIELD TRIP	623.97			126	625		
EL COR DEL LANES					CC Accounting:	126-	14-710-2700-516		
136	CC-13933	05/12/26 DRINKS RETIREMENT PARTY	17.97			226	625		
ALBERTSON'S					CC Accounting:	226-	16-100-2300-610		
137	CC-13933	05/05/26 ICE CREAM FOR LIBRARY PARTY	66.26			126	625		
ALBERTSON'S					CC Accounting:	126-	15-100-1000-610		
138	CC-13933	05/07/26 3RD GRADE FIELD TRIP ADMISSI	471.25			126	625		
PRAIRIE CINEMA					CC Accounting:	126-	15-100-1000-610		
139	CC-13933	05/07/26 3RD GRADE FIELD TRIP CONCESS	624.50			126	625		
PRAIRIE CINEMA					CC Accounting:	126-	15-100-2225-610		
140	CC-13933	05/12/26 PRIZES FOR RETIREMENT PARTY	596.30			226	625		
WALMART					CC Accounting:	226-	16-100-2300-610		
141	CC-13933	05/12/26 DRINKS FOR RETIREMENT PARTY	19.41			126	625		
ALBERTSON'S					CC Accounting:	126-	90-100-2300-610		
142	CC-13933	05/12/26 LUNCH FO STAFF	113.12			126	625		
APPLEBEES					CC Accounting:	126-	90-100-2300-582		
143	CC-13933	05/13/26 DRINKS FOR RETIREMENT PARTY	46.95			226	625		
FAMILY DOLLAR					CC Accounting:	226-	16-100-2300-610		
144	CC-13933	06/01/26 GAIN LNDY BATTERIES	53.25			226	625		
FAMILY DOLLAR					CC Accounting:	226-	16-100-2600-615		
145	CC-13934	05/15/26 MUFFINS BREAD MAYO MEAT	63.68			226	625		
ALBERTSON'S					CC Accounting:	226-	16-720-3511-582		
146	CC-13934	05/22/26 LUNCH TENNIS TEAM	133.86			226	625		
MISC VENDOR					CC Accounting:	226-	16-720-3511-582		
147	CC-13934	05/22/26 MUFFINS TENNIS TEAM	23.56			226	625		
REYNOLDS SUPERMARKET					CC Accounting:	226-	16-720-3511-582		

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Claim Warrant		Vendor #/Name		Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj			
148	GUST HAUF	CC-13934 05/15/26 LUNCH TENNIS	112.13		226 625	CC Accounting: 226- 16-720-3511-582					
149	Cenex	CC-13934 05/22/26 FUEL TENNIS	82.00		226 625	CC Accounting: 226- 16-720-3511-582					
150	AGLAND CO-OP	CC-13934 05/12/26 FUEL TENNIS	84.00		226 625	CC Accounting: 226- 16-720-3511-582					
151	MISC VENDOR	CC-13934 05/21/26 LUNCH TENNIS	120.75		226 625	CC Accounting: 226- 16-720-3511-582					
152	ALBERTSON'S	CC-13934 05/15/26 statement fee	3.00		226 625	CC Accounting: 226- 16-720-3511-582					
153	MISC VENDOR	CC-13934 05/21/26 LUNCH	77.00		226 625	CC Accounting: 226- 16-720-3511-582					
154	WALMART	CC-13935 05/06/26 GROUND BEEF CK BRST GARLIC P	85.44		226 625	CC Accounting: 226- 16-100-2300-610					
155	MISC VENDOR	CC-13935 05/06/26 2 NOODLES 2 LUMPIA WRAP	28.98		226 625	CC Accounting: 226- 16-100-2300-610					
156	FAMILY DOLLAR	CC-13936 05/08/26 SUN SPORT	13.50		126 625	CC Accounting: 126- 50-720-3500-610					
157	FAMILY DOLLAR	CC-13936 05/08/26 WATER CHEESE GNLA BAR	77.75		126 625	CC Accounting: 126- 50-720-3500-610					
158	FAMILY DOLLAR	CC-13936 05/06/26 WATER CHEESE GNLA BAR	103.90		126 625	CC Accounting: 126- 50-720-3500-610					
159	WALMART	CC-13936 05/12/26 RETIREMENT BANQUET SUPPLIES	416.01		226 625	CC Accounting: 226- 16-100-2300-610					
160	COUNTRY FLORAL & GIFTS	CC-13936 05/12/26 FLOWERS RETIREMENT PARTY	420.30		226 625	CC Accounting: 226- 16-100-2300-610					
161	UNITED STATES POSTAL SERVICE	CC-13936 05/27/26 POSTAGE FOR PACKAGES	40.23		126 625	CC Accounting: 126- 90-100-2300-532					
162	PIZZA HUT	CC-13936 05/07/26 LUNCH PIZZA	291.86		126 625	CC Accounting: 126- 50-720-3500-610					
163	PRAIRIE CINEMA	CC-13936 05/13/26 5TH GRADE FIELD TRIP CONCESS	666.00		126 625	CC Accounting: 126- 50-710-2700-516					
164	PRAIRIE CINEMA	CC-13936 05/13/26 5TH GRADE FIELD TRIP ADMISSI	536.50		126 625	CC Accounting: 126- 50-710-2700-516					
165	MC DONALD'S	CC-13936 05/09/26 LUNCH JR. HIGH TRACK	400.84		126 625	CC Accounting: 126- 50-720-3500-610					
166	ALBERTSON'S	CC-13936 05/12/26 DRINKS FOR RETIREMENT PARTY	47.76		226 625	CC Accounting: 226- 16-100-2300-610					
167	WALMART	CC-13936 06/03/26 RETIREMENT PARTY SUPPLIES 15	157.84		226 625	CC Accounting: 226- 16-100-2300-610					
168	MISC VENDOR	CC-13936 06/03/26 SOY SAUCE NOODLES	36.53		226 625	CC Accounting: 226- 16-100-2300-610					
169	MISC VENDOR	CC-13938 05/27/26 2 BANNERS SUMMER FEEDING PRO	222.54		126 625	CC Accounting: 126- 15-910-3100-610					

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Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
170	FAMILY DOLLAR	CC-13938 05/12/26 WATER SNACKS FOR MTG	33.60			226	226- 16-100-2300-610		
171	BUCKHORN CAFE	CC-13938 05/12/26 BREAKFAST PIZZA MTG	50.00			226	226- 16-100-2300-610		
172	MISC VENDOR	CC-13938 05/21/26 CAFETERIA CRATES	251.31			226	226- 16-100-2300-610		
173	AGLAND CO-OP	CC-13938 06/01/26 SPRINKLER RAIBTRAIN	136.78			226	226- 16-100-2300-610		
174	SCOBAY GOLF COURSE	CC-13939 05/08/26 PIZZA GOLF TEAM LUNCH	130.80			226	226- 16-100-2300-610		
175	WOLF POINT AIRPORT GOLF CLUB	CC-13939 05/15/26 DRINKS WATER GATOARDE	99.00			226	226- 16-720-3513-582		
176	MISC VENDOR	CC-13940 05/05/26 COMFORT SEAT CUSHION	45.99			126	126- 16-720-3513-582		
177	MISC VENDOR	CC-13940 05/12/26 PLA BASIC BAMBU REUSABLE SPO	75.93			126	126- 14-141-1000-610		
178	APPLE	CC-13940 05/13/26 IPAD MINI WI-FI 128GB-SPACE	449.00			126	126- 50-141-1000-610		
179	ACE HARDWARE	CC-13941 05/13/26 OIL FILTER MOWER BLADE	247.94			115	115- 100-2620-440-31		31
180	AGLAND CO-OP	CC-13941 05/18/26 GAS	46.21			126	126- 100-2620-440-31		
181	MENARDS	CC-13941 05/22/26 BLADES HI WHEEL TROWER RED B	698.03			126	126- 90-100-2600-624		
182	WEBSTaurant STORE	CC-13941 05/29/26 POWR-FLITE PROWLER CARPET	2,425.00			226	226- 90-100-2600-615		
183	TANDE'S GROCERY	CC-13941 05/29/26 PITCHER FABULOSO	45.22			126	126- 16-100-2600-660		
184	MENARDS	CC-13941 06/02/26 REMODLING SUPPLIES	13,412.03			226	226- 90-100-2600-615		
185	MISC VENDOR	CC-13941 06/03/26 LUNCH	36.55			126	126- 16-100-2600-615		
186	Genex	CC-13941 06/03/26 GAS FOR WILLISTON	53.50			126	126- 90-100-2600-582		
187	A & H TURF	CC-13941 05/26/26 4" PART CIRCLE	665.00			226	226- 90-100-2600-624		
188	HI LINE SERVICE AND HYDRAULICS	CC-13944 05/05/26 M18 FUEL W/ONE-KEY	548.78			210	210- 16-100-2600-615		
189	THE AFTERMARKET PARTS COMPANY, LLC	CC-13944 05/07/26 VALVE ASM-SOLENOPID RVSE	446.69			210	210- 16-100-2700-440		
190	HI LINE SERVICE AND HYDRAULICS	CC-13944 05/07/26 FLUID COOLANT	1,266.04			226	226- 16-100-2700-440		
191	THE AFTERMARKET PARTS COMPANY, LLC	CC-13944 05/08/26 FENDER ASM-REAR, LH	3,971.84			226	226- 16-720-2700-440		

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Claim Warrant		Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
192		CC-13944 05/19/26 MOTOR VEHICLE RECEIPTS	24.36		126 625				
	ROOSEVELT COUNTY TREASURER				CC Accounting: 126-	90-100-2600-615			
193		CC-13944 05/19/26 LUNCH MTG	49.00		110 625				
	KORNER BAR				CC Accounting: 110-	15-100-2700-582			
194		CC-13944 05/26/26 PANEL BUSBODY	1,342.32		210 625				
	HARLOW'S BUS SALES, INC.				CC Accounting: 210-	16-100-2700-440			
195		CC-13944 05/27/26 COFFEE WATER	32.85		110 625				
	FAMILY DOLLAR				CC Accounting: 110-	15-100-2700-610			
196		CC-13944 06/04/26 VALVE SERIES	34.97		210 625				
	WOLF CITY AUTO INC.				CC Accounting: 210-	16-100-2700-440			
197		CC-13945 05/10/26 FUEL FOR BPA TRIP	35.15		226 625				
	MISC VENDOR				CC Accounting: 226-	16-100-1000-610			
198		CC-13945 05/10/26 credit for trip	-14.02		226 625				
	MISC VENDOR				CC Accounting: 226-	16-100-1000-610			
71951		26072 Eagleman Creations LLC	7,950.00		126 90	482-4600	725		
1		005 06/22/26 RENOVATE MIDDLE SCHOOL ENTRANC	7,950.00						
71952		26053 TIFFANY WEINBERGER	53.65		226 16	100-2300	582		
1		062526 06/25/26 MILEAGE FOR WORK DUTIES	53.65						
71953		26156 LAFON COPENHAVER	17.40		226 16	100-2300	582		
1		062526 06/25/26 MILEAGE FOR WORK DUTIES	17.40						
71954		26086 BRYCE KIRK	5,540.00		126 90	100-2600	440		
1		062426 06/25/26 TREE CUTTING 9 TREES MS	2,770.00		226 16	100-2600	440		
2		062426 06/25/26 TREE CUTTING BEHIND RED HOUSE	2,770.00*						
71956		26072 Eagleman Creations LLC	2,750.00		126 90	482-4600	725		
1		062526 06/25/26 RENOVATE MIDDLE SCHOOL	2,750.00						
			Total:	142,826.79	# of Vendors	16			
			# of Claims	17					

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Fund/Account	Amount
110 Elementary Transportation Fund	
101	315.40
115 Elementary Miscellaneous Programs Fund	
101	4,227.41
126 Elementary Impact Aid Fund	
101	59,586.35
129 Elementary Flex Fund	
101	2,880.00
210 High School Transportation Fund	
101	2,372.76
215 High School Miscellaneous Programs Fund	
101	12,203.44
226 High School Impact Aid Fund	
101	61,039.45
229 High School Flex Fund	
101	201.98
Total:	142,826.79

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POPLAR SCHOOLS
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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

06/09/26
15:12:31

POPLAR SCHOOLS
Claim Approval List
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Claim Warrant	Vendor #/Name	Amount	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
Line #									
71929	23961 MCGRAW-HILL EDUCATION LLC	9,010.39							
1	1407482780 06/05/26 ESSENTIALS FOR WRITING REA	4,004.06*				115 90	280-1000	640	280
2	1407482780 06/05/26 ESSENTIALS FOR WRITING REA	5,006.33*				115 90	280-1000	640	280
71930	12800 ROOSEVELT COUNTY TREASURER	3,544.38							
2nd half taxes									
1	06/15/26 10-sub/blk/lot Poplar Original	49.21				126 90	100-2300	340	
2	06/15/26 sub/blk/lot poplar original	46.61				126 90	100-2300	340	
3	06/15/26 sub/blk/lot 27n/50e/12	93.21				126 90	100-2300	340	
4	06/15/26 sub/blk/lot/poplar original	49.21				126 90	100-2300	340	
5	06/15/26 sub/blk/lot/poplar original	93.21				126 90	100-2300	340	
6	06/15/26 sub/blk/lot/poplar original	47.26				126 90	100-2300	340	
7	06/15/26 sub/blk/lot/poplar original	98.44				126 90	100-2300	340	
8	06/15/26 sub/blk/lot/poplar original	68.60				126 90	100-2300	340	
9	06/15/26 sub/blk/lot/poplar original	35.35				126 90	100-2300	340	
10	06/15/26 sub/blk/lot/poplar original	51.19				126 90	100-2300	340	
11	06/15/26 sub/blk/lot/poplar original	134.68				126 90	100-2300	340	
12	06/15/26 sub/blk/lot/poplar original	2,777.41				126 90	100-2300	340	
71932	26053 TIFFANY WEINBERGER	68.00							
1	060926 06/09/26 INFINITE CAMPUS TRAINING	68.00*				226 16	100-2500	582	
# of Claims 3		Total: 12,622.77	# of Vendors 3						

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POPLAR SCHOOLS
Fund Summary for Claims
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Fund/Account	Amount
115 Elementary Miscellaneous Programs Fund	
101	9,010.39
126 Elementary Impact Aid Fund	
101	3,544.38
226 High School Impact Aid Fund	
101	68.00
Total:	12,622.77

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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

06/22/26
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Claim Warrant		Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
71933		25467 nmb	2,709.40					
1		26030522 03/31/26 AD COUNSELORS TEACHERS	1,896.58*		126 90	100-2300	540	
2		26030521 03/31/26 AD COUNSELORS TEACHERS	812.82		226 16	100-2300	540	
71934		25582 ACELLUS EDUCATIONAL SERVICES LLC	4,661.00					
1		120572 06/03/26 8 ACELLUS GOLD STU LICENSE	632.00*		126 50	100-2210	680	
2		120236 06/03/26 51 ACELLUS GOLD STU LICENSE	4,029.00		226 16	100-2210	680	
71935		14075 FORT PECK TRIBES	10.00					
1		#26 06/11/26 BACK GROUND CHECK	10.00		126 90	100-2305	340	
71936		24089 NIISA	3,000.00					
1		062226 06/22/26 SCHLORSHIP DUES ELEMENTARY	1,500.00		126 90	100-2300	810	
2		062226 06/22/26 SCHLORSHIP DUES HIGH SCHOOL	1,500.00*		226 16	100-2300	810	
71937		24040 MID-AMERICAN RESEARCH CHEMICAL	7,065.83					
1		0879957-IN 06/03/26 THERMAL LOCK FLOOR CLEANER	5,000.00*		126 90	100-2600	615	
2		0879957-IN 06/03/26 CARPET CLEANER BATHROOM	2,065.83*		226 16	100-2600	615	
71938		26072 Eagleman Creations LLC	7,950.00					
Renovate Middle School entrance								
1		00562226 06/22/26 renovate middle school entra	7,950.00		126 90	482-4600	725	
		# of Claims	6	Total:	25,396.23	# of Vendors	6	

06/22/26
16:00:03

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 6/26

Page: 2 of 3
Report ID: AP110

Fund/Account	Amount
126 Elementary Impact Aid Fund 101	16,988.58
226 High School Impact Aid Fund 101	8,407.65
Total:	25,396.23

06/22/26
16:00:04

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

07/10/26
08:17:08

POPLAR SCHOOLS
Journal Voucher Details
For the Accounting Period: 6/26

Page: 1 of 1
Report ID: L100

Posting			Debit	Credit	Acct./Source/					
Document #	Line #	Date	Description	Amount	Amount	Fund	Org	Prog-Func	Obj	Proj
JV 202134	6/26	07/08/26								
			SECURITY TRANSFER FOR SRO 25-26 SCHOOL YEAR							
	1		SRO WAGES	56,585.15		211	E 16	998-6100	911	899
	2		SRO WAGES		56,585.15	261	R	5301		899
	3		SRO WAGES		56,585.15	211	B	101		
	4		SRO WAGES	56,585.15		261	B	101		
			Total	113,170.30	113,170.30					

07/10/26
13:48:56

POPLAR SCHOOLS
Claim Approval List
For the Accounting Period: 7/26

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
FLOW		26155 FLOW FORMS LLC	1,200.00						
1		sub_ujodp 07/01/26 PARTNERSHIP PACKAGE SEV MON	1,200.00*		126 90 100-2300		340		
71984		23961 MCGRAW-HILL EDUCATION LLC	391.50						
1		1410017980 07/06/26 MY MATH TEACHER CENTER	391.50*		126 15 100-2210		610		
71985		21755 CRIMINAL RECORDS IDENTIFICATION	30.00						
1		06110 06/15/26 BACKGROUND CHECK	21.00*		126 90 100-2305		340		
2		06110 06/15/26 BACKGROUND CHECK	9.00*		226 16 100-2305		340		
71986		26068 YELLOWSTONE BOYS AND GIRLS RANCH	825.93						
1		810696 06/30/26 FY26 DISTRICT OF RESIDENCE	825.93*		126 50 100-1000		563		
71996		10162 AGLAND CO-OP	3,776.93						
Schoolwide supplies for the month of June 2022									
7		07/30/26 TRACTOR,MOWER,TRUCK	49.88*		126 90 100-2600		624		
8		07/30/26 PROPANE TANKS/TCH VILLAGE	0.00		115 100-2620		410		31
9		07/30/26 PICKUPS	790.16*		126 90 100-2600		624		
10		07/30/26 Crusiers	0.00		226 16 710-2710		624		
11		07/30/26 Crusiers	0.00		126 50 710-2700		624		
13		07/30/26 Crusiers	0.00		126 14 710-2700		624		
14		07/30/26 Route	398.14*		110 14 100-2700		624		
15		07/30/26 HOUSING PARTS	18.28*		115 100-2600		440		31
16		07/30/26 MAINT SUMMER CLEANING	1,556.91*		226 16 100-2600		440		
17		07/30/26 Drivers Ed	963.56*		218 16 100-1770		624		
72008		23965 WILBUR-ELLIS CO	376.80						
1		17945956 06/25/26 BUCCANEER 5 ET WEEDAR 64	376.80*		115 100-2620		440		31
72009		24356 HI-TECH ELECTRIC INC.	1,949.76						
1		3695 07/03/26 ADD OUTLETS NEW CIRCUITS MS H	1,949.76*		126 90 100-2600		440		
72010		26107 GORDER H&H	300.00						
1		070726 07/07/26 HAULING FLOORING MATERIAL WILL	300.00*		126 90 100-2600		440		
72011		26100 BLACK BAR WELDING	2,575.00						
repair Central Office railing									
1		722754 06/15/26 REPAIR HAND RAIL CENTRAL OFFIC	2,575.00*		126 90 100-2600		440		
# of Claims		9	Total:	11,425.92	# of Vendors	9			

07/10/26
13:48:57

POPLAR SCHOOLS
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 3 of 4
Report ID: AP110

Fund/Account	Amount
110 Elementary Transportation Fund	
101	398.14
115 Elementary Miscellaneous Programs Fund	
101	395.08
126 Elementary Impact Aid Fund	
101	8,103.23
218 High School Traffic Education Fund	
101	963.56
226 High School Impact Aid Fund	
101	1,565.91
Total:	11,425.92

07/10/26
13:48:57

POPLAR SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 7 / 26

Page: 4 of 4
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

Montana Code Annotated 2023

TITLE 20. EDUCATION

CHAPTER 9. FINANCE

Part 2. Administration of Finances

Transfer Of Funds -- Improvements To School Safety And Security

20-9-236. Transfer of funds -- improvements to school safety and security. (1) A school district that has certified to the office of public instruction a current school safety plan or emergency operations plan pursuant to **20-1-401** may transfer state or local revenue from any budgeted or nonbudgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security as follows:

(a) planning for improvements to and maintenance of school and student safety, including but not limited to the cost of staffing for or services provided by architects, engineers, school resource officers, counselors, and other staff or consultants assisting the district with improvements to school and student safety and security;

(b) programs and training for school employees, students, parents, and community members approved by the trustees to support school and student safety and security, including but not limited to active shooter training, threat assessment practices pursuant to **20-1-401(3)(b)**, and restorative justice;

(c) installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;

(d) installing or updating bullet-resistant windows and barriers; and

(e) installing or updating emergency response systems using contemporary technologies.

(2) Any transfers made pursuant to subsection (1) are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures in compliance with subsection (1) within 2 full school fiscal years after the funds are transferred must be transferred back to the originating fund from which the revenue was transferred.

(3) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the transferred funds.

History: En. Sec. 9, Ch. 364, L. 2013; amd. Sec. 2, Ch. 323, L. 2015; amd. Sec. 3, Ch. 404, L. 2017; amd. Sec. 1, Ch. 253, L. 2019; amd. Sec. 2, Ch. 245, L. 2021; amd. Sec. 2, Ch. 348, L. 2023.

07/10/26
08:16:58

POPLAR SCHOOLS
Journal Voucher Details
For the Accounting Period: 6/26

Page: 1 of 1
Report ID: L100

Document #	Line #	Posting		Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/		Obj	Proj
		Date							Prog-Func			
JV 202133	6/26	07/08/26										
				END OF THE YEAR ENTRIES FOR SY 25-26 COMP ABS TRANSFER								
	1			COMP ABS TRANSFER		347.86	121	E	999-6100		910	
	2			COMP ABS TRANSFER	347.86			B	101			
	3			COMP ABS TRANSFER		347.86	101	B	101			
	4			COMP ABS TRANSFER	347.86			R	5300			
	5			COMP ABS TRANSFER		2,294.01	221	E	999-6100		910	
	6			COMP ABS TRANSFER	2,294.01			B	101			
	7			COMP ABS TRANSFER		2,294.01	201	B	101			
	8			COMP ABS TRANSFER	2,294.01			R	5300			
				Total	5,283.74	5,283.74						

School District Name/No.	Poplar School District (FICA/TRS/Unemp/Wcomp included in BMS liability report)							
For Fiscal Year Ended:	June 30, 2026							
COMPENSATED ABSENCES WORKSHEET - RECAP	Total Vacation and Sick Leave Liability	Employer FICA	Employer PERS	Employer TRS	Employer Unemployment	Employer Workers Comp	Total Compensated Absence Liability	
Administrative & Non-Teach	0.00	0.00	0.00	0.00	0.00	0.00	153,985.00	
Teaching Staff	0.00	0.00	0.00	0.00	0.00	0.00	237,843.00	
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	391,828.00	

COMPENSATED ABSENCE LIABILITY FUND LIMIT (see MCA 20-9-512 below):

Total Liability for Administrative & Non-Teaching Staff	153,985.00
Maximum amount allowed in Compensated Absences Liability Fund (21)	X 30%
	46,195.50
	43,553.63
	2,641.87

Amount allowed to transfer (if negative, must transfer back to General Fund; if positive, may transfer up to this amount from General Fund)

Accounting Entries:

To move money from Compensated Absence Liability Fund (21) to General Fund (01)
 Debit: X21-999-9999-910 Operating Tr E (Compensated Absence Liability Fund)
 Credit: X21-101 Cash B (Compensated Absence Liability Fund)
 Debit: X01-101 Cash B (General Fund)
 Credit: X01-5300 Operating Tr R (General Fund)

-----OR-----

To move money from General Fund (01) to Compensated Absence Liability Fund (21)
 Debit: X01-999-9999-910 Operating Tr E (General Fund)
 Credit: X01-101 Cash B (General Fund)
 Debit: X21-101 Cash B (Compensated Absence Liability Fund)
 Credit: X21-5300 Operating Tr R (Compensated Absence Liability Fund)

	Percentage
ES 101,509.00	0.6592
HS 52,476.00	0.3408
0.00	1.00
ES 30,452.70	
HS Liability 15,742.80	
	46,195.50
ES Cash 6/30/2024	30,104.84
HS Cash 6/30/2024	13,448.79
	43,553.63
ES Adjustment	(347.86)
HS Adjustment	(2,294.01)
	(2,641.87)

MCA 20-9-512. Compensated absence liability fund. (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying: (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district. (2) The compensated absence liability fund may be used only for the stated purpose of this section. (3) The trustees may transfer money from (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of: (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year. (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.



Poplar

School District

BUDGET v. ACTUAL INVESTMENT

Students First

07/10/26
07:51:16

POPLAR SCHOOLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 26

Page: 1 of 2
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
101 Elementary General Fund	614,240.25	5,011,898.22	5,021,898.22	5,021,898.22	10,000.00	100%
110 Elementary Transportation Fund	42,855.75	395,635.87	480,700.00	480,700.00	85,064.13	82%
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	0.00	2,671.10	4,436.03	4,436.03	1,764.93	60%
114 Elementary Retirement Fund	38,243.96	1,220,792.21	1,400,000.00	1,400,000.00	179,207.79	87%
115 Elementary Miscellaneous Programs	51,035.40	1,659,093.49	2,208,116.34	2,208,116.34	549,022.85	75%
121 Elementary Sick Leave Reserve Fund	-347.86	-347.86	0.00	0.00	347.86	0%
126 Elementary Impact Aid Fund	-131,635.91	6,512,392.57	8,375,969.00	8,375,969.00	1,863,576.43	78%
128 Elementary Technology Fund	0.00	0.00	20,698.14	20,698.14	20,698.14	0%
129 Elementary Flex Fund	2,880.00	8,688.15	621,622.94	621,622.94	612,934.79	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	115,091.18	2,529,300.14	2,536,300.14	2,536,300.14	7,000.00	100%
210 High School Transportation Fund	24,096.21	128,063.02	195,200.00	195,200.00	67,136.98	66%
211 High School Bus Depreciation Fund	56,585.15	56,585.15	690,278.22	690,278.22	633,693.07	8%
212 High School Food Service Fund	158,271.36	834,676.95	894,676.95	894,676.95	60,000.00	93%
213 High School Tuition Fund	500.00	7,244.07	41,183.26	41,183.26	33,939.19	18%
214 High School Retirement Fund	13,668.83	467,944.93	750,000.00	750,000.00	282,055.07	62%
215 High School Miscellaneous Programs	15,027.86	225,968.02	309,320.17	309,320.17	83,352.15	73%
218 High School Traffic Education Fund	0.00	0.00	861.00	861.00	861.00	0%
221 High School Sick Leave Reserve Fund	-2,294.01	-2,294.01	0.00	0.00	2,294.01	0%
226 High School Impact Aid Fund	196,317.39	2,008,412.02	2,654,271.64	2,654,271.64	645,859.62	76%
228 High School Technology Fund	0.00	0.00	9,994.66	9,994.66	9,994.66	0%
229 High School Flex Fund	201.98	5,580.47	391,821.54	391,821.54	386,241.07	1%
261 High School Building Reserve Fund	56,585.15	56,585.15	350,259.53	350,259.53	293,674.38	16%

Grand Total:	1,251,322.69	21,128,889.66	28,942,303.66	28,942,303.66	7,813,414.00	73%
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Poplar

School District

INVESTMENT REPORT

Students First

June 25, 2026

Betty Romo, County Treasurer

400 2nd Avenue South

Wolf Point, Mt 59201

Please invest with **STIP** **\$12,658,000** as follows:

ELEMENTARY	FUND	PREVIOUS MONTH	DIFFERENCE	CURRENT MONTH
101	GENERAL	\$0	\$0	\$0
110	TRANSPORTATION	\$50,000	\$0	\$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	\$649,500	\$4,300,000
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		\$5,486,500	\$649,500	\$6,136,000
HIGH SCHOOL				
201	GENERAL	\$0	\$0	\$0
210	TRANSPORTATION	\$100,000	\$0	\$100,000
211	BUS DEPRECIATION	\$680,000	\$20,000	\$700,000
212	HOT LUNCH	\$0	\$90,000	\$90,000
213	TUITION	\$0	\$0	\$0
214	RETIREMENT	\$0	\$0	\$0
215	MISC FUNDS	\$0	\$0	\$0
218	TRAFFIC EDUCATION	\$9,000	-\$9,000	\$0
221	SICK LEAVE	\$0	\$0	\$0
226	IMPACT AID	\$4,750,000	\$475,000	\$5,225,000
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		\$5,946,000	\$576,000	\$6,522,000
TOTAL INVESTMENTS		\$11,432,500	\$1,225,500	\$12,658,000

Sincerely,

Judy Livingston
Business Manager



Poplar

School District

HS ACTIVITY FUND

Students First

07/10/26
07:43:11

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

Page: 1 of 4
Report ID: S100

Account	Opening Balance	Disbursed {-}	Receipts			Invest {+}	Misc.	Misc.	Closing Balance
			in Transit {+}	Deposits {+}	Transfers {+}		Earnings {+}	Charges {-}	
1 HIGH SCHOOL STUDENT COUNCIL	11040.40	0.00	0.00	0.00	0.00		0.00	0.00	11040.40
6 ATHLETICS	12355.20	0.00	0.00	0.00	0.00		0.00	0.00	12355.20
7 ANNUAL	3244.92	0.00	0.00	0.00	0.00		0.00	0.00	3244.92
8 7-8 MS STUDENT COUNCIL	2374.26	0.00	0.00	0.00	0.00		0.00	0.00	2374.26
10 MUSIC	4081.35	0.00	0.00	0.00	0.00		0.00	0.00	4081.35
11 FCCLA	4765.23	0.00	0.00	0.00	0.00		0.00	0.00	4765.23
12 NATIONAL HONOR SOCIETY	2055.46	0.00	0.00	0.00	0.00		0.00	0.00	2055.46
13 FEP CLUB	2112.32	670.00	0.00	0.00	0.00		0.00	0.00	1442.32
16 INDEPENDENCE BANK CARD DONATION	15000.00	0.00	0.00	0.00	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	113.96	0.00	0.00	0.00	-10.00		0.00	0.00	103.96
22 BPA	5060.61	143.17	0.00	0.00	0.00		0.00	0.00	4917.44
23 INTEREST	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
39 MCA MT CAREER ASSOC (JMG)	6438.42	2076.99	0.00	0.00	0.00		0.00	0.00	4361.43
42 PHS ART CLUB	376.49	0.00	0.00	0.00	0.00		0.00	0.00	376.49
48 HISTORY CLUB	5734.13	0.00	0.00	0.00	0.00		0.00	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	1018.73	0.00	0.00	0.00	0.00		0.00	0.00	1018.73
57 CLASS OF 2025	71.93	0.00	0.00	0.00	0.00		0.00	0.00	71.93
58 CLASS OF 2026	3576.01	0.00	0.00	0.00	0.00		0.00	0.00	3576.01
59 CLASS OF 2027	4355.72	0.00	0.00	0.00	0.00		0.00	0.00	4355.72
60 MS INDIAN CLUB	4374.76	0.00	0.00	0.00	0.00		0.00	0.00	4374.76
61 FUTURE FARMERS OF AMERICAN	1185.87	-1675.26	0.00	0.00	0.00		0.00	0.00	2861.13
62 CLASS OF 2029	2035.01	0.00	0.00	0.00	0.00		0.00	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	-10.00	0.00	0.00	0.00	10.00		0.00	0.00	0.00
Total for Student Accounts	91415.78	1214.90							90200.88

Lori Smoker, Chair

Judy Linthicum, School Clerk



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: July 13, 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-June

The focus for the month of June and so far in July is getting our buildings ready for the start of school and making sure our staffing is ready. We had a kindergarten teacher resign recently. We also had a pre-kindergarten paraprofessional resign recently. This happens all too often but we are a resilient District and we bust our rears to make sure that we are staffed to the best of our ability for school starting. Emergency authorizations have been a major help to us.

I included our PIR schedule. Our first All-Staff meeting is on August 18th. If you would like to attend and say a few things to our staff please feel free. We will get started at 9 am.

Elementary Summer School went well and High School Credit recovery continues to have good numbers.

I am still exploring funding for our sports complex. I did meet with the local bank. I also talked with a previous superintendent who have experience with impact aid bonds.

I am anxiously awaiting our accreditation report for 25/26. I will talk a bit more about what this entails.

10 of us attended the Innovative Summit Conference in Las Vegas. This conference continues to offer our District several good topics on how to deal with traumatized students, alternative learning environments, unmotivated and burned out educators, crisis situations and plans, and plenty more. I don't attend many conferences but I would highly recommend this one.

Last but certainly not least is our HS gym floor is getting redone.

Poplar School District

PO Box 458, Poplar, Montana 59255

PIR SCHEDULE FOR 26/27

New Staff PIR August 17th

Staff	Time	Topic	Place	Facilitators
New Teachers	8:00 – 8:30	Check in (keys, rooms, etc.)	Building office	Office Staff
New Teachers	8:30 – 9:00	Opening from Keith	Board room	Keith Erickson
New Teachers	9:00-11:00	District Office (payroll, etc.)	District Office	DO Staff
New Teachers	11:15 – 12:00	Building Orientation	Building Office	Office Staff
New Teachers	12:00 – 1:00	Lunch	Buckhorn	Administration
New Teachers	1:00 – 3:00	Paperwork, room prep, etc.	Buildings	Administration
New Teachers	6:00-8:00	Welcome and meal		Administration

All Staff (Day 1) August 18th

Staff	Time	Topic	Place	Facilitators
All Staff	8:00 – 9:00	Breakfast (optional)	High School	Administrators
All Staff	9:00 – 9:45	District Presentation	HS Auditorium	Administrators
All Staff	9:45 - 10:00	Break		
All Staff	10:00 – 12:00	ALICE Training	GYM	Alice Trainer
All Staff	12:00 -1:00	Lunch in Cafeteria	Cafeteria	Mary Plante
All Staff	1:00 – 3:00	ALICE Training	Buildings	Alice Trainers
Buildings	3:00-4:00	Mentor/Mentee	HS Auditorium	Director
Classified (All)	3:30-4:00	General Information	Central Office	Keith Erickson

All Staff (Day 2) August 19th

Staff	Time	Topic	Place	Facilitators
All Staff	8:00-9:00	Breakfast (optional)	Cafeteria	Administrators
All ES Staff	9:00-10:00	Comedian	HS GYM	Administrators
All MS Staff	9:00-12:00	Building PIR	ES, MS, HS	Principals
All Staff	12:00-1:00	Lunch	Cafeteria	Mary Plante
All ES Staff	1:00-4:00	Building PIR	ES, MS, HS	Principals

6.2 Administrator Reports

Elementary Principal-John Wetsit (no report)

Middle School Principal-Morgan Norgaard (no report)

High School Principal-Frank Gourneau (Summer School)

SPED-Patti Black (no report)

6.3 Directors Reports

Food Service-Mary Plante

Maintenance-Mike Gorder

Transportation-Clint Linthicum (No Report)

Jake Riediger-Technology (No Report)

Athletic Director-Brock Copenhaver (No report)



Retail Food Establishment Inspection Report part I

Page 1 of 2

As Governed by Title 50, Chapter 50 Montana Code Annotated (MCA) and the Administrative Rules of Montana (ARM): Title 37, Chapter 110, Subchapter 2

Establishment <u>POPLAR SUMMER LUNCH RESTAURANT</u>	No. of Risk Factor/Intervention Violations <u>2</u>	Date <u>10 JUL 26</u>
Address <u>400 4TH AVE</u>	No. of Repeat Risk Factor/Intervention Violations <u>0</u>	Time In <u>0800</u>
City <u>POPLAR</u>	County: <u>ROOSEVELT</u>	Water: <u>City</u> Private Public PWS#
Licensee: <u>BARBARA PUBLIC</u>	Email: <u>SEE BELOW</u>	Wastewater: <u>City</u> Private Public MPDS#
License # <u>F / FL 20032</u>	License Subtype(s): <u>RM</u>	Current water test Y/N
Purpose of Inspection: Regular <u>X</u> Follow-up Pre-opening Complaint Illness HACCP Investigation Other		Risk Category <u>1 2 3 4</u>

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS			
Circle designated compliance status (IN, OUT, N/A) for each numbered item			
Mark "X" in appropriate box for COS and/or R			
IN=in compliance OUT=not in compliance N/A=not observed N/A=not applicable			
COS=corrected on-site during inspection R=repeat violation			
Compliance Status			
Supervision			
1	IN	OUT	Person in charge present, demonstrates knowledge, and performs duties
2	IN	OUT	Certified Food Protection Manager
Employee Health			
3	IN	OUT	Management, food employee and conditional employee, knowledge, responsibilities and reporting.
4	IN	OUT	Proper use of restriction and exclusion
5	IN	OUT	Procedures for responding to vomiting and diarrheal events
Good Hygienic Practices			
6	IN	OUT	Proper eating, testing, drinking, or tobacco use
7	IN	OUT	No discharge from eyes, nose, and mouth
Preventing Contamination by Hands			
8	IN	OUT	Hands clean & properly washed
9	IN	OUT	No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed
10	IN	OUT	Adequate handwashing sinks properly set up & accessible
Approved Sources			
11	IN	OUT	Food obtained from approved source
12	IN	OUT	Food received at proper temperature
13	IN	OUT	Food in good condition, safe, & unadulterated
14	IN	OUT	Required records available: shellstock tags, parasite destruction
Protection from Contamination Area			
15	IN	OUT	Food separated & protected
16	IN	OUT	Food-contact surfaces: cleaned & sanitized
17	IN	OUT	Proper disposition of returned, previously served, reconditioned, & unsafe food
Compliance Status			
Time/temperature Control for Safety			
18	IN	OUT	Proper cooking time & temperatures
19	IN	OUT	Proper reheating procedures for hot holding
20	IN	OUT	Proper cooling time & temperatures
21	IN	OUT	Proper hot holding temperatures
22	IN	OUT	Proper cold holding temperatures
23	IN	OUT	Proper date marking & disposition
24	IN	OUT	Time as a public health control: procedures & records
Consumer Advisory			
25	IN	OUT	Consumer advisory provided for raw or undercooked foods
Highly Susceptible Populations			
26	IN	OUT	Pasteurized foods used; prohibited foods not offered
Food Color Additives and Toxic Substances			
27	IN	OUT	Food additives: approved & properly used
28	IN	OUT	Toxic substances properly identified, stored, & used
Conformance with Approved Procedures			
29	IN	OUT	Compliance with variance/specialized process/HACCP

Risk factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health interventions are control measures to prevent foodborne illness or injury.

GOOD RETAIL PRACTICES			
Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.			
Mark "X" in box if numbered item is not in compliance			
Mark "X" in appropriate box for COS and/or R			
COS=corrected on-site during inspection R=repeat violation			
Safe Food and Water			
30			Pasteurized eggs used where required
31			Water & ice from approved source
32			Variance obtained for specialized processing methods
Food Temperature Control			
33			Proper cooling methods used; adequate equipment for temperature control
34			Plant food properly cooked for hot holding
35			Approved thawing methods used
36			Thermometers provided & accurate
Food Identification			
37			Food properly labeled; original container
Prevention of Food Contamination			
38			Insects, rodents, & animals not present
39			Contamination prevented during food preparation, storage & display
40			Personal cleanliness
41			Wiping cloths: properly used & stored
42			Washing fruits & vegetables
Proper Use of Utensils			
43			In-use utensils: properly stored
44			Utensils, equipment & linens: properly stored, dried, & handled
45			Single-use/single-service articles: properly stored & used
46			Gloves used properly
Utensils, Equipment and Wareing			
47			Food & non-food contact surfaces cleanable, properly designed, constructed, & used
48			Warewashing facilities: installed, maintained, & used; test strips
49			Non-food contact surfaces clean
Physical Facilities			
50			Hot & cold water available; adequate pressure
51			Plumbing installed; proper backflow devices
52			Sewage & waste water properly disposed
53			Toilet facilities: properly constructed, supplied, & cleaned
54			Garbage & refuse properly disposed; facilities maintained
55			Physical facilities installed, maintained, & clean
56			Adequate ventilation & lighting; designated areas used

Person in Charge (Signature) <u>Mary Plante</u>	Date: <u>10 JUL 26</u>
Inspector (Signature) <u>[Signature]</u>	Follow-up: YES (NO) (Circle one) Follow-up Date:

mary.plante@poplar Schools. Com

Retail Food Establishment Inspection Form part II Page 2 of 2

Establishment <u>POPULAR SUMMER MARKET</u>	SANITIZER LEVEL	License # <u>20230</u>
Current License Posted <u>Y/N</u>	CHEMICAL LOW TEMPERATURE DISH MACHINE	
Certified Food Safety Manager <u>Y/N</u>	WIPING CLOTH BUCKET	
HIGH TEMPERATURE DISH MACHINE <u>Temperature</u>	SPRAY BOTTLES	
SANITIZER: <u>CHLORINE</u> QUATERNARY AMMONIUM, IODINE	MANUAL DISHWASHING (3 COMPARTMENT SINK) <u>220gpm</u>	

TEMPERATURE OBSERVATIONS					
ITEM	LOCATION	TEMP	ITEM	LOCATION	TEMP
SAUSAGE	WARM IN FREEZER	-10			
GRAPES	SALAD BAR	40			
SPAGHETTI	HOT HOLD	140			
MILK	FRIDGE	35			

OBSERVATIONS AND CORRECTIVE ACTIONS		
Code Reference	Violations cited in this report must be corrected withing the time frame listed, as stated in 8-405.11.	Correction Date
4602.12	IMPROPERLY STORED BOWLS & UTENSILS - 90 DAYS	10/26/26
722.11	IMPROPERLY STORED CHEMICAL SANITIZERS - 30 DAYS	10/26/26
GREAT WORK! NICE ART!		

Person In Charge (Signature) <u>Mary Plante</u>	Date <u>7/10/26</u>
Inspector (Signature) <u>WPA</u>	Date <u>10/26/26</u>

Report

From Mike Gorder <Mike.Gorder@poplarschools.com>

Date Thu 7/9/2026 1:13 PM

To Keith Erickson <Keith.Erickson@poplarschools.com>

Maintenance Report

July 2026

Things are going well all the rain makes it hard to keep up with the grass and weeds but it's nice and green

The summer classroom work is on a good pace

We ran into problems with the new flooring for some of the rooms, I ordered it the first of June and was supposed to be in Middle of June factory called me and was not going to ship until end of July so I had to make a change in the style and reorder it is all here now and Craig will start installing next week

Western sports floors has sanded the HS gym and the painting crew will be here soon

All the rain has made it impossible to work on the MS front

Have to replace an AC unit in the ES art room unit is on order and will be installed before school starts

Thank you

Mike



Poplar

School District

DISCUSSION AGENDA

Students First

**Agenda Number 7 Discussion Agenda
POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: July 13, 2026**

SUMMARY:

7.1: Staffing Update

7.2: Policy Updates-1st reading

7.3: Summer Construction

7.4: Acellus Satellite School/Presentation



Poplar
School District

Updated list on Staffing

Board of Trustees: Here is an updated list of staffing needs as of July 1. We had a kindergarten teacher resign in elementary school. In the middle school there are a few possibilities to fill the PE and Art. In high school we have a possible social studies candidate and will be applying for an EA (emergency authorization) for music. I feel confident that come the 1st day of school we will be ready to go.

Elementary: Pre-Kindergarten Paraprofessional and a Kindergarten Teacher

Middle School: Art Teacher, PE Teacher, Possibly Native American Studies (Elective)

High School: Social Studies, Music (pending EA), Counselor, FCS

SPED: Paraprofessionals Needed

Bus Drivers: Could use 1 more

Central Office: Assistant clerk/benefits coordinator, Superintendent secretary/HR

District: Curriculum Coordinator (Must have Class 3 admin license)

Poplar Schools is

HIRING

CURRICULUM DIRECTOR

Qualifications, Education and/or Experience:

- Must currently possess a Class 3 license through Montana OPI
- Teaching experience of at least 5 years
- Leadership or administrative experience is mandatory
- Strong knowledge of curriculum design and assessment

Job Description:

The Curriculum Director leads the design and continuous improvement of academic programs to ensure they meet educational standards, support student achievement, and align with organizational goals. This role works closely with teachers, administrators, and stakeholders to implement effective instructional strategies. Other job duties to include: Instructional Coach, Data/Assessment manager, Indian Education for All Coordinator, and Dean of Student duties 5- 12.



Salary: \$85,150.80 - \$103,691.70 DOE

Applications can be found on the Poplar School website, click on the employment tab in the top right corner of the page, www.poplarschools.com. You can also reach Jessie Murray at the district office at 406-768-6601 to get an application.

Fw: Licensure Question-Curriculum Director

From Keith Erickson <Keith.Erickson@poplarschools.com>

Date Tue 1/20/2026 2:43 PM

To Administration <administration@poplar.k12.mt.us>

FYI-I will follow up next week. Keith

From: Licensure, Ed <cert@mt.gov>

Sent: Tuesday, January 20, 2026 2:18 PM

To: Keith Erickson <Keith.Erickson@poplarschools.com>

Subject: RE: Licensure Question-Curriculum Director

This sender is trusted.

Hi Superintendent Erickson,

Thank you for looking into this, the Curriculum Director should have a Class 3 Administrative license. There is no specific endorsement required, as long as the license is an administrative license.

Virginia



Educator Licensure Unit

Montana Office of Public Instruction

- Website: <http://opi.mt.gov>
 - Email: cert@mt.gov
 - Phone: (406) 444-3150
- Monday- Thursday
8:30-10:30 & 2:30- 3:30 MST

From: Keith Erickson <Keith.Erickson@poplarschools.com>

Sent: Thursday, January 8, 2026 1:43 PM

To: Licensure, Ed <cert@mt.gov>

Subject: [EXTERNAL] Licensure Question-Curriculum Director

Good Afternoon: Just a real quick question. We are considering hiring a curriculum director for next year (full time). Our previous curriculum director had a Montana administrative license. Can you please tell me what qualifications are needed for a curriculum director if we hire one? Thanks.

Keith Erickson Ed.D

**Superintendent
Poplar School District
(406) 768-6602**

One person can truly make a difference.

Fw: Question

From Frank Gourneau <Frank.Gourneau@poplarschools.com>
Date Mon 6/29/2026 10:23 PM
To Keith Erickson <Keith.Erickson@poplarschools.com>

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From: OPI Accred <OPIAccred@mt.gov>
Sent: Tuesday, May 19, 2026 12:47 PM
To: Frank Gourneau <Frank.Gourneau@poplarschools.com>
Subject: RE: Question

This sender is trusted.

Good afternoon,

To be a curriculum coordinator an individual must hold any Class 3 administrative license.

Best,



Accreditation Unit
Montana Office of Public Instruction

- Website: <http://opi.mt.gov/>
- Email: OPIAccred@mt.gov

From: Frank Gourneau <Frank.Gourneau@poplarschools.com>
Sent: Tuesday, May 19, 2026 10:20 AM
To: Licensure, Ed <cert@mt.gov>
Subject: [EXTERNAL] Question

To be a curriculum director does an individual must have an administrative license or can they have a masters in curriculum and instruction?

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Poplar School District

Curriculum Director Job Description

Position Overview

The Curriculum Director leads the design and continuous improvement of academic programs to ensure they meet educational standards, support student achievement, and align with organizational goals. This role works closely with teachers, administrators, and stakeholders to implement effective instructional strategies. Other job duties to include: Instructional Coach, Data/Assessment manager, Indian Education for All Coordinator, and Dean of Student duties 5-12.

Answers to: Superintendent/Building Principals

Key Responsibilities

1. Curriculum Development & Design

- Develop and revise curriculum frameworks, instructional materials, and assessments
- Ensure alignment with state/national standards
- Integrate technology and innovative teaching practices
- Integrate continuous IEFA into the classroom

2. Instructional Leadership

- Provide guidance on best teaching practices and instructional strategies
- Support school leaders and teachers in curriculum implementation
- Promote data-driven instruction

3. Program Evaluation

- Analyze student performance data and program effectiveness
- Supervise data programs

- Recommend improvements based on assessment results
- Monitor curriculum consistency across schools or departments

4. Professional Development

- Regularly plan and lead training sessions for educators
- Coach teachers and instructional staff
- Support ongoing professional learning initiatives

5. Compliance & Standards

- Ensure curriculum meets regulatory and accreditation requirements
- Stay updated on education policies and trends

6. Collaboration & Communication

- Work with principals, teachers, and district leaders
- Communicate curriculum changes and expectations
- Engage with parents, community members, and stakeholders

7. Budget & Resource Management

- Oversee curriculum-related budgets
- Select and manage instructional materials and resources
- Lead curriculum selection/renewal committees

Required Qualifications

- Must possess an administrative certification from Montana OPI. The ability to become certifiable in administration from Montana OPI will be an option.
- Teaching experience of at least 5 years
- Leadership or administrative experience is mandatory
- Strong knowledge of curriculum design and assessment

Key Skills

- Leadership and strategic planning
- Data analysis and decision-making
- Communication and collaboration
- Knowledge of instructional technologies
- Problem-solving and organizational skills

Work Environment

- Will be immersed in the daily work environment.
 - Daily interaction with educators, staff and administrators
 - Will supervise all aspects of curriculum and data. Includes evaluating individual teachers on curriculum usage.
-

Salary/Benefits

- Successful applicant will be placed on the assistant principal lane of Poplar School
- District's administrative pay scale. Starting pay is \$85,150.
- Full health benefits.
- District Housing is available
- District accepts up to 10 years of administrative experience.



Poplar

School District

1st Reading

1000's Policies

POPLAR SCHOOL DISTRICT

THE BOARD OF TRUSTEES

1000 SERIES

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Poplar School District

THE BOARD OF TRUSTEES

1000

Legal Status and Organization

The Board of Trustees of the Poplar Elementary and High School Districts No. 9 and 9B, Roosevelt County, is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's powers and duties include the broad authority to adopt and enforce all powers and duties of the Board that are derived from the Montana Constitution, state statutes, and regulations.

Membership

The District is governed by a Board of Trustees consisting of five (5) members. The District is classified as a class two district and is operated according to the laws and regulations pertaining to class two districts.

All trustees shall participate on an equal basis with other members in all business transactions pertaining to the District.

Legal Reference

§ 20-3-323, MCA
§ 20-3-324, MCA
§ 20-3-341, MCA

District policy and record of acts
Powers and Duties
Number of trustee positions in
elementary school districts

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1110

Taking Office

A newly elected or appointed Trustee shall take office as soon as election results have been certified and the newly elected or appointed Trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability. The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for by law. Such oath must be filed with the county superintendent not more than fifteen (15) days after the receipt of the certificate of election or the appointment.

Except as otherwise provided by law, Trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of Trustees are staggered as provided by law.

Legal References: § 1-6-101, MCA
 § 2-16-116, MCA
 § 20-1-202, MCA
 § 20-3-307, MCA
 § 20-3-301, MCA

Officers who may administer oaths
Power to administer oaths
Oath of office
Qualification and oath
Election and term of office

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

BOARD OF TRUSTEES

1111
Page 1 of 2

School Board Elections

Elections conducted by the District are nonpartisan and are governed by applicable election laws as found in Title 13 and Title 20 of the Montana Code. The ballot at such elections may include candidates for Trustee positions, various public policy propositions, and advisor questions.

Board elections shall take place on the first (1st) Tuesday after the first (1 st) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a Trustee. A declaration of intent to be a candidate must be submitted to the District Clerk at least forty (40) days before the regular school election day. If different terms are to be filled, the term for the position for which each candidate is filing also shall be indicated. Any person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5:00 p.m. on the day before the ballot certification deadline in Section 20-20-401, MCA. If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the Trustees may cancel the election and shall give notice no later than thirty (30) days before the election that a Trustee election will not take place. If a Trustee election is not held, the Trustees shall declare the candidates elected by acclamation and shall issue a "certificate of election" to each candidate.

A candidate intending to withdraw from the election shall send a statement of withdrawal to the Clerk of the District containing all information necessary to identify the candidate and the office for which the candidate filed. The statement of withdrawal must be acknowledged by the Clerk of the District. A candidate may not withdraw after 5:00 p.m. the day before the ballot certification deadline in Section 20-20-401, MCA.

In the event of an unforeseen emergency occurring on the date scheduled for the funding election, the District will be allowed to reschedule the election for a different day of the calendar year.

In years when the Legislature meets in regular session or in a special session that affects school funding, the Trustees may order the election on a date other than the regular school election day in order for the electors to consider a proposition requesting additional funding under § 20-9-353, MCA.

The District will provide access to polling places and accessible voting technology for individuals with disabilities. The District Clerk will be responsible for assessing polling place for accessibility and ensuring reasonable access for individuals with disabilities.

Legal Reference:	§ 13-1-101	Definitions (Revised by Senate Bill 15)
	§ 13-10-211, MCA	Declaration of intent for write-in candidates
	§ 20-3-304, MCA	Annual election

Poplar School District

BOARD OF TRUSTEES

1111

Page 2 of 2

§ 20-3-305, MCA	Candidate qualification, nomination and withdrawal
§ 20-3-313, MCA	Election by acclamation – notice
§ 20-3-322, MCA	Meetings and quorum
§ 20-3-324(4), MCA	Powers and duties
§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
§ 20-9-353, MCA	Additional financing for general fund – election for authorization to impose
§ 20-20-105, MCA	Regular school election day and special school elections – limitation – exception
§ 20-20-204, MCA	Election Notice
§ 20-20-301, MCA	Qualifications of elector
Senate Bill 15	Revises election laws related to accessibility for disabled electors.

Cross References:

Policy History:

Adopted on:

Revised on: 11 July 2016
11 October 2021

Poplar School District

THE BOARD OF TRUSTEES

1112

Resignation and Other Vacancies

A Trustee position becomes vacant before the expiration of a term, when any of the following occurs:

- Death of the incumbent;
- Resignation, in writing, filed with the Clerk;
- Incumbent moves out of the district, establishing residence elsewhere;
- Incumbent is no longer a registered elector of the District under the provisions of §20-20-301, MCA;
- Incumbent is absent from the District for sixty (60) consecutive days;
- Incumbent fails to attend three (3) consecutive meetings of the trustees without good reason;
- Incumbent has been removed under the provisions of § 20-3-310, MCA; or
- Incumbent ceases to have the capacity to hold office under any other provision of law.

A Trustee position also shall be vacant when an elected candidate fails to qualify.

When a Trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after such notices as determined by the board to be appropriate. The Board will appoint one (1) candidate to fill the position. Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the county superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall qualify by completing and filing an oath of office with the county superintendent within fifteen (15) days after receiving notice of the appointment and shall serve until the next regularly scheduled school election and a successor has qualified.

Resignation of a Trustee, for whatever reason, must be submitted in writing to the Clerk and shall specify an effective date.

The Board will ratify the resignation at its next regularly scheduled meeting and will proceed to fill the vacancy as provided by statute and Board policy.

Legal References:	§ 2-16-502, MCA	Registrations
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-309, MCA	Filling vacated trustee position – appointee qualification and term of office

Policy History

Adopted on:

Revised on: 11 July 2016
09 September 2019

Poplar School District

THE BOARD OF TRUSTEES

1130

Committees

Board Member Committees

The Board may create Board member committees as deemed necessary. The Board Chair will make all appointments to Board member committees. Notice of Board member committee meetings shall be given in the same manner as notice for special meetings, and Board member committee meetings shall be open to the public.

Citizen Committees

The Board or the Superintendent may create committees that involve community members as deemed necessary, either on an ad hoc or regular basis. The Board Chair or the Superintendent will make all appointments to citizen committees and will establish the parameters and duties for the citizen committees. Notice of citizen committee meetings shall be given in the same manner as notice for special meetings, and citizen committee meetings shall be open to the public.

Administrative Committees

The Superintendent may create administrative committees as deemed necessary. The Superintendent will make all appointments to the administrative committees. In determining whether an administrative committee meeting shall be open to the public, the following factors, although not exhaustive in nature, should be considered: (1) the frequency with which the committee meets; (2) whether the committee is deliberating or just gathering facts; (3) whether the deliberations concern a matter of policy rather than ministerial or administrative functions; (4) whether the committee members have executive authority and experience; and (5) the results of the meeting. If the presiding officer determines that the administrative committee should be held in compliance with the Open Meeting Act, he shall provide notice of the meeting in the same manner as notice for a special meeting, and the administrative meeting shall be open to the public.

Legal Reference:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public - exceptions
		<i>Crofts v. Associated Press</i> (2004), 2004 MT 120

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1210

Qualifications, Terms, and Duties of Board Officers

The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual organizational meeting.

Chairperson

The Board elects a Chairperson from its members for a one (1) year term. The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). The duties of the Chairperson include the following:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Keep Board members informed;
- Sign all papers and documents as required by law and as authorized by action of the Board;
- Close Board meetings as authorized by Montana law; and
- Act as spokesperson for the Board.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may not make a motion, but may second motions.

Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability.

The Vice

Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-321(2),(3), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school district
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1230

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and shall keep an accurate journal of its proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting. The minutes from the meeting will be supplied to the Clerk.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board.

The Clerk will make the preparations legally required for the notice and conduct of all District elections. The District will provide access to polling places and accessible voting technology for individuals with disabilities. The District Clerk will be responsible for assessing polling place for accessibility and ensuring reasonable access for individuals with disabilities.

The Clerk shall be evaluated by the Superintendent at least once annually. Such evaluation shall be based on the job description and established evaluative criteria. The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis, unless the Board requests such reports on a more frequent basis. The Clerk shall perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

Legal references:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-325, MCA	Clerk of district
	§ 20-4-201, MCA	Employment of teachers and specialists by contract
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401, MCA	Trustees' election duties – ballot certification
	Senate Bill 15	Revises election laws related to accessibility for disabled electors
	§ 13-1-101	Definitions (Revised by Senate Bill 15)

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

11 October 2021

Poplar School District

THE BOARD OF TRUSTEES

1240

Duties of Individual Trustees

The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each Trustee shall visit each school not less than once per year to examine its management, conditions and needs.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Trustee shall give notice to the Chair or Superintendent of the Trustee's inability to attend a Board meeting. A majority of the Board may excuse a Trustee's absence from a meeting if requested to do so. The Board shall declare a position vacant after three (3) consecutive unexcused absences from regular Board meetings or if the Trustee has been absent from the District for sixty (60) consecutive days.

Cross Reference:	1112	Resignations and Other Vacancies
Legal References:	§ 20-3-201, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of Trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal liability of trustees

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1310

District Policy and Procedures

Adoption and Amendment of Policies

It is the intent of the Board to develop written policies to serve as guidelines and goals for the successful and efficient functioning of the District. The policies are framed and are meant to be interpreted in terms of state statute, administrative rules, and all other regulatory agencies within our local, county, state, and federal levels of government. The policies are also framed and are meant to be interpreted in terms of those educational objectives, procedures, and practices that are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the current Board and those of the future. The Board welcomes suggestions for ongoing policy development.

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted in writing prior to a regularly scheduled board meeting. All new or amended policies become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Minutes of each meeting shall reflect any readings and action taken.

Administrative Procedures

The Superintendent shall develop administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a new written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References:	Mont. Const. Art. X, § 8 School District Trustees
	§ 20-3-323, MCA District policy and record of acts
	10.55.701, ARM Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on: 11 July 2016

11 October 2022

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Board Meetings

For all meetings of the Board and its committees, the Clerk or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include providing meeting notification to news media that have officially requested it. Except for an unforeseen emergency or as described below, all meetings must be held in a District building or, by unanimous consent of the Board, in a publicly accessible building located within the District. The Trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting as well as an agenda will be provided to the public in advance, and decision making must still occur only at properly noticed meetings held within the District's boundaries.

Regular Meetings

Unless otherwise specified by the Board, all regular meetings are held on second Monday of the month at 5:00 pm, in the District Board Room. If the time or place of a Board meeting is changed, notice shall be given in the same manner as provided for special meetings. The Board may choose to not convene a meeting in the month of July if there is no pressing business to attend to at that time.

Special Meetings

Special meetings may be called by the Board Chair or by any two (2) members of the Trustees. A written notice of a special meeting, stating the purpose of the meeting, must be provided to each Trustee not less than forty-eight (48) hours prior to the time of the meeting. The 48-hour written notice is waived in the event of an unforeseen emergency or to consider a violation of the student code of conduct within a week of graduation. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices.

Committee Meetings

Committee meetings may be called by the Committee Chair and are subject to the requirements of the Open Meetings Act, including notice and posting requirements.

Budget Meetings

On or before August 20 of each year, the Board shall meet to consider all budget information and any attachments required by law. The Board may continue the meeting from day to day but shall adopt the final budget for the District and determine the amounts to be raised by tax levies for the District not later than August 25, and before the computation of the general fund net levy requirement by the county superintendent and the fixing of the tax levies for each district.

Between July 1 and August 10 of each year, the Clerk shall publish one notice, in the *Fort Peck Journal*, stating the date, time, and place that the Board will meet for the purpose of considering and adopting the final budget. The notice must also state that the meeting may continue from day to day until the final adoption of the budget, and that any taxpayer may appear at the meeting and be heard for or against any part of the budget.

Organizational Meeting

After the issuance of the election certificates to the newly elected trustees in May, but not later than fifteen (15) days after the election, the Board shall convene and elect from among its members a Chair and a Vice-Chair to serve one (1) year terms. The Chair shall serve until the next organization meeting and shall preside at all the meetings of the Board. In addition, the Board shall employ and appoint a competent person as the Clerk of the District at this meeting.

Emergency Meetings

In the event of a storm, fire, explosion, community disaster, insurrection, act of God, or other unforeseen destruction or impairment of school district property that affects the health and safety of the Trustees, students, District employees, or the educational functions of the district, the Board may meet immediately and take official action without prior notification.

Executive Session of Any Meeting

The Board or any committee may hold executive sessions to consider matters of individual privacy or to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the District. Prior to closing the meeting to consider matters of individual privacy, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure. The litigation strategy exception is not available if the litigation involves only public bodies or associations as parties.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public– exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History

Adopted on:

Revised on: 11 July 2016

Reviewed on: 10 September 2018

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 (paper) copy, electronically, or in some other fashion.

The District requires that its records be maintained in a consistent and logical 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 importance of public records as the record of the acts of the District and the repository of information about 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;

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- 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; and
- Actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media.

Legal Reference:	§ 2-6-102, MCA	Citizen entitled to inspect and copy public writings
	§ 20-3-323, MCA	District Policy and Record of Acts
	§ 20-9-213, MCA	Duties of Trustees

Policy History

Adopted on:

Revised:

**Poplar School District
Administrative Regulation**

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AR 1401

Disclosure of Public Records

From time to time, District administration is requested to disclose public records and provide copies of public records. The following procedures address disclosure of public records.

1. All public records, including electronic records, as that term is defined by MCA § 2-6-1002 produced by the District are available for public inspection and may be copied upon request. These include, but are not limited to, operating manuals, general reports, handbooks, guides, procedures, policies, regulations, job descriptions, contract and budgets.
2. District equipment may be accessible to any person for copying public records, at the price set per page by the District, except when this would disrupt operations of the District.
3. No fee is charged for inspection of public records. Board minutes may be copied at .15 per page. All other documents may be copied at .25 per page. Copies of computer disks etc. shall not exceed costs of reimbursement to the district for its actual labor and supplies.
4. All requests for access or copying of District public records shall be made to the District Clerk. Requests for building public records should be made to the building principal. If a verbal request is not responded to by District personnel, the requestor must put the request in writing unless such method is not accessible to the requestor. The means of requesting public records shall be accessible to all persons.
5. The turnaround time for production of materials is generally ten working days after receipt of the request. If the documents cannot be produced within ten working days, the records custodian shall notify the requestor of the delay and the anticipated timeline for production as well as any fees applicable to fulfilling the request.
6. Refusal to allow inspection in whole or part of a requested record shall include a statement of the specific exemption authorizing withholding of the record.
7. The District may charge a fee for fulfilling a public information request, including the time to gather the requested records, that does not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fees charged for copying and/or fulfilling shall be documented and provided to the requestor at the time of the request.
8. The District is not required to alter or customize public records in a form requested for the convenience of the requestor; but, may agree to customize a response and charge the requestor for such customization as provided in paragraph 7 above.

School Board Meeting Protocol

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair. Items submitted by Board members and citizens may be placed on the agenda, though such requests are not required to be placed on the agenda. Such suggestions must be received by the Superintendent at least five (5) days before the Board meeting, unless of immediate importance as determined by the Superintendent. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Protocol has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases or other adjudicative proceedings. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board may not take immediate action on any matter discussed in the public comment section at that time.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be redirected to the action section of the agenda by a member of the Board. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

The Clerk or the Clerk’s designee shall keep written minutes of all meetings that must be open to

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the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must include:

- The date, time and place of the meeting;
- The name of the presiding officer;
- A record of Board members present and absent;
- A summary of the discussion on all matters discussed, proposed, deliberated or decided, and a record of any motions made and votes taken;
- A detailed statement of all expenditures;
- The purpose of recessing into closed session; and
- The time of adjournment.

The Clerk shall keep minutes of student disciplinary actions that are educationally related that are taken by the Board, including those portions held in closed session. The Board shall keep minutes during all closed sessions. Minutes taken during executive sessions shall be sealed. The Board may direct the Clerk to make an audio recording of any meeting. Any audio recording may be destroyed after the minutes are approved. A file of permanent minutes of all meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be made available to the public within five (5) days following approval by the Board. Sealed minutes taken during any closed session of the Board shall not be made available to the public without a court order.

If the meeting is audio recorded and designated by the Board as the official record, a written record of the meeting must also be made and must include the information specified above. In addition, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Cross Reference: 1441

Audience Participation

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Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts
	<i>Jones and Nash v. Missoula Co.</i> , 2006 M T2, 330 Mont 2005	

Policy History

Adopted on:

Revised on: 11 July 2016

Abstentions from Voting

Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each Trustee present. As a general rule Trustees should vote on all issues, unless casting a vote would be a violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a Trustee to cast a vote on a particular issue include, but are not necessarily limited to, the following:

- When hiring the relative of a Trustee;
- When casting a vote would directly and substantially affect, to its economic benefit, a business or other undertaking in which the Trustee either has a substantial financial interest or in which the Trustee is engaged as counsel, consultant, representative, or agent;
- When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a Trustee has a substantial personal interest in a competing firm or undertaking;
- When casting a vote would cause a Trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the Trustee (while acting in the Trustee's official capacity) or by the Board; and
- When casting a vote would put the Trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.

In addition, a Trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the appearance of a perceived conflict. If a Trustee abstains from voting, the abstention should be recorded in the minutes. The Board discourages abstentions, unless the reasons are substantiated as provided herein.

Legal References:	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-2-121, MCA	Rules of conduct for public officers and public employees
	§ 2-2-105, MCA	Ethical requirements for public officers and public employees
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-1-201, MCA	School officers not to act as agents

Policy History

Adopted on:

Revised on: 11 July 2016

Audience Participation and Public Comment

It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the District.

To allow fair and orderly expression of public comments, the Board will permit general comment public participation pertaining to Poplar School District issues that are NOT specifically listed on the agenda through oral or written comments during the District's General Purpose "public comment" section of the Board agenda. The Board will not engage in dialogue on public comment for items not specifically listed on the agenda. The Board will permit public comment specific to an agenda item prior to a final decision on a matter of significant interest to the public. The Chairperson shall control such comment to ensure an orderly progression of the meeting, placing further reasonable time limits on comments in order to maintain and ensure effective and efficient operations of the Board meeting.

Cross Reference: 1420

School Board Meeting Protocol

Legal Reference: Article II, Section 8 Montana Constitution – Right of participation
Article II, Section 10 Montana Constitution – Right of privacy
§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

Policy History

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1511

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies; delegate authority for the administration of the district to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under application law;

Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.

Policy History

Adopted on:

Revised on: 11 July 2016

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.

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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

Poplar School District

THE BOARD OF TRUSTEES

1513

Management Rights

The Board retains the right to operate and manage their affairs in such areas as but not limited to:

- Direct employees;
- Employ, dismiss, promote, transfer, assign and retain employees;
- Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
- Maintain the efficiency of District operations;
- Determine the methods, means, job classifications and personnel by which District operations are to be conducted;
- Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
- Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the on-going direction on all District programs.

Cross Reference	6110	Superintendent-Board Relations
Legal Reference	§ 20-3-324, MCA § 39-31-303, MCA	Powers and Duties Management Rights of Public Employers

Policy History:

Adopted on:

Revised on: 11 July 2016

Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable Protocols for complaints and grievances.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

In accordance with Montana statutes, each trustee shall visit each school of the District not less than once each school fiscal year to examine its condition and needs. Individual Board members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Legal Reference:

§ 20-3-324(21) MCA

Powers and Duties

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1531

Expenses for Board Members

In-District

A Trustee shall not receive remuneration for service as a Trustee. Trustees living more than three miles from the meeting place shall be entitled to mileage at the rate stipulated in 2-18-503, MCA for each mile of travel from their homes to the meeting place for each meeting of the Board or for any meeting called by the County Superintendent. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the Trustee.

Out of District Meetings

Trustees normally attend workshops, training institutes and conferences at both the state and national level. It is appropriate that Trustee expenditures at these out-of-District meetings be paid by the District. It is the intent of the District to pay all legitimate costs for Trustees to attend out-of-District meetings at the established rates for reimbursement set by the District.

Legal References	§ 2-18-503, MCA	Mileage allowance
	§ 20-1-211, MCA	Expenses for officers attending conventions
	§ 20-3-311, MCA	Trustee travel reimbursement

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

1532

Trustee Insurance

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the Trustee's authority.

An additional Trustee, as provided for in 20-3-352(2), who is chosen as a nonvoting chairperson of the board of an elementary district is entitled to all of the immunization, defenses, and indemnifications as described in 20-3-322, MCA.

Legal References:	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§ 20-3-332, MCA	Personal immunity and liability of trustees
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

Policy History:

Adopted on:

Revised on: 11 July 2016

Indemnification and Defense of Trustees and Employees

The District shall defend and indemnify each of its current and former Trustees and employees whenever such Trustees or employees are civilly sued for their actions taken within the course and scope of their service to or employment by the Board, as a result of an alleged violation of Article VII, Section 17, of the Montana Constitution, except as otherwise provided herein.

In any noncriminal action brought against any current and former Trustee or employee of the District for a negligent act, error or omission, or other actionable conduct of the Trustee or employee committed while acting within the course and scope of the Trustee's office or employee's employment, resulting in an increase in taxes in violation of Article VII, Section 17, of the Montana Constitution, the District shall, except as otherwise provided herein, defend the action on behalf of the Trustee or employee and indemnify the Trustee or employee.

Indemnification shall be provided for any money judgments or legal expenses, including attorney fees either incurred by the Trustee or employee or awarded to the claimant, or both, to which the Trustee may be subject as a result of a suit covered under this policy.

Upon receiving service of a summons and complaint in a noncriminal action against him or her alleging a violation of Article VII, Section 17, of the Montana Constitution, the Trustee or employee shall give written notice to the District, requesting that a defense to the action be provided by the District. Except as otherwise provided herein, the District shall offer a defense to the action on behalf of the Trustee or employee. The defense may consist of a defense provided directly by the District. The District shall notify the Trustee or employee, within 15 days after receipt of notice, whether a direct defense will be provided.

In a noncriminal action in which a Trustee or employee is a party defendant, the Trustee or employee shall not be defended or indemnified by the District for any money judgments or legal expenses, including attorney fees, to which the Trustee or employee may be subject as a result of the suit, if it is determined that:

- The conduct on which the claim is based constitutes oppression, fraud, or malice or for any other reason does not arise out of the course and scope of the Trustee's office or the employee's employment;
- The conduct of the Trustee or employee constitutes a criminal offense as defined in Title 45, chapters 4 through 7;
- The Trustee or employee compromised or settled the claim without the consent of the District;
- or
- The employee failed or refused to cooperate reasonably in the defense of the case.

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If no judicial determination has been made applying the exclusions provide herein, the District may independently determine whether those exclusions apply. However, if there is a dispute as to whether the exclusions herein apply and the District concludes it should clarify its obligation to the Trustee or employee arising under this section by commencing a declaratory judgment action or other legal action, the District shall provide a defense or assume the cost of the defense of the Trustee or employee until judgment is rendered in such action holding that the District had no obligation to defend the Trustee or employee.

The District has no obligation to provide a defense to the Trustee or employee in a declaratory judgment action or other legal action brought against the Trustee or employee by the District under this policy.

Legal References:	§ 2-9-305, MCA	Immunization, Defense and Indemnification of Employees
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Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

THE BOARD OF TRUSTEES

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Annual Goals and Objectives

Each year the Board may receive from and have the opportunity to review, and propose/make adjustments, if desired, to the Poplar School District's collaboratively established Mission and Vision statements and superintendent-proposed annual objectives.

Additionally, usually during the summer months, the Superintendent shall provide the Board with a report relating to the District's progress in achieving its Mission, Visions and previous year's objectives.

Legal Reference:

10.55.701, ARM

Board of Trustees

Policy History:

Adopted on:

Revised on: 11 July 2016

Uniform Complaint Protocol

The Board establishes this Uniform Complaint Protocol as a means to address complaints arising within the District. This Uniform Complaint Protocol is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement, and complaints alleging violations of Title IX or discrimination under Section 504.

Except as noted above, the District requests all individuals to use this complaint Protocol, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint Protocol and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint Protocol is not a prerequisite to pursuit of other remedies, and use of this complaint Protocol does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint Protocol process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or Protocol, the building administrator will

investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

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THE BOARD OF TRUSTEES

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Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the Americans with Disabilities Act of 1990
§ 504 of the Rehabilitation Act of 1973

Policy History:

Adopted on:

Revised on: 11 July 2016

District Complaint Form

Name:

Address:

Telephone:

1. Who or what is your complaint against?

School:

2. Has this been discussed with him/her? Yes No

Dates:

DESCRIPTION OF COMPLAINT: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

What remedy or action do you suggest?

Signature:

Date:

Date Received by the District:



Poplar

School District

1st Reading

7000's Policies

POPLAR SCHOOL DISTRICT

FINANCIAL MANAGEMENT

7000 SERIES

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Poplar School District

FINANCIAL MANAGEMENT

7110

Fiscal and Business Management

The Superintendent is responsible for the District's fiscal and business management. To that end, the Superintendent, in conjunction with the Clerk, shall prepare a budget that supports immediate and long-range goals and established priorities within all areas, i.e., instructional, non-instructional and administrative programs. The community shall have the opportunity to comment on this budget to the Board prior to final adoption by the Board.

Budget Year, Adoption, and Amendments

The District's fiscal year is from July 1 until June 30. Prior to presentation of the proposed budget for adoption, the Superintendent and the Clerk shall prepare recommendations for the Board's consideration, with supporting documentation when necessary. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational programs. Upon adoption by the Board, the budget shall be forwarded to the County Superintendent as provided by law.

The Board may transfer money between funds as provided by law. In addition, the Board, by resolution, may determine that a budget amendment is necessary and shall proceed to amend the budget pursuant to law.

Budget Implementation

The Superintendent shall implement the District's budget and provide the Board with a monthly financial report. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board. All purchasing shall be handled pursuant to Board policy and any administrative regulations.

Legal References:	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

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Revenues and Investments

The Superintendent is responsible for making all claims for property tax revenue, state aid, special state funds for specific programs, federal funds, and categorical grants when such grants may assist in improving the educational program. The County Treasurer is the depository and custodian of all District funds except as provided by law and by agreement between the County Treasurer and the Board.

Investments

The Board shall either direct the County Superintendent to invest its funds or establish an independent investment account as provided by law. In addition, the Board may choose to participate in an investment pool as provided by law. All decisions regarding the investment of District funds shall be made by the Board, after receiving financial information from the Superintendent and the public has had an opportunity for input.

Gifts and Endowments

The Board may accept gifts, endowments, legacies and devises subject to the lawful conditions imposed by the donor. Acceptance of gifts, endowments, legacies and devises to the District will be carefully considered in terms of their ongoing financial impact to the District. Except where otherwise specified by the donor, the Board may deposit the gift, legacy, devise, or proceeds in any budgeted or nonbudgeted fund and may thereafter transfer any portion of the gift, legacy, devise, or proceeds to any other fund at the Board's discretion. The Board may transfer any previously donated funds deposited into an endowment fund along with any accumulated interest to any other budgeted or nonbudgeted fund and may spend such funds at the discretion of the Board unless restricted by the donor. In the event the donor has specified or imposed any conditions for the gift, legacy, or devise, the Board shall deposit the gift, legacy, devise, or proceeds into an endowment fund.

Advertising as Revenue

The Board may choose to enhance its revenue through a variety of District approved marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc. These opportunities are subject to certain restrictions as approved by the Board on a case by case basis. All sponsorship contracts will allow the District to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

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Legal References:	§ 20-6-702, MCA	Funding for K-12 school districts
	§ 20-9-235, MCA	Authorization for school district investment account
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-604, MCA	Gifts, legacies, devises and administration of endowment fund
	10.10.306, ARM	Bank Accounts or Other Repositories
	10.10.611, ARM	Establishment of Investment Accounts
	10.10.625, ARM	Investment Pools

Policy History:

Adopted on:

Revised on: 11 July 2016
11 November 2019

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Indian Policies and Procedures, Title VIII, and Impact Aid

The Fort Peck Assiniboiné and Sioux Tribes or their designee, and parents of Indian children served in the District, shall be provided with the opportunity to comment on the participation of Indian children on an equal basis with other children educated by the Poplar Schools. Not later than December 1 of each year, the District will hold a public meeting for the express purpose of allowing the Fort Peck Assiniboiné and Sioux Tribes and parents of Indian children the opportunity to: 1) receive and review data presented by the Poplar Schools on the number and percentage of Indian students participating in each program offered by the school district; and 2) comment on the participation of Indian children on an equal basis in the school programs with all other children educated by the Poplar Schools.

The District will, by October 1, assess each of its programs, classrooms, teams, clubs, etc., and record, at a minimum, the number of students participating and the percentage of Indian students participating. This report shall be disseminated to the Fort Peck Assiniboiné and Sioux Tribes through the Tribal Health, Education and Welfare Committee and placed on the agenda of the next Board meeting for discussion by the Board.

On an annual basis, the District will conduct a needs assessment, in an effort to identify how its educational program may need to be modified to allow Indian children to participate on an equal basis. The results of this assessment will be presented to the Board and discussed at the next regularly scheduled Board meeting.

The express purposes of the discussion shall be to: 1) discuss recommended modifications to school education programs to allow Indian students to participate on an equal basis, if it is determined that they are not; 2) continue the opportunity to provide meaningful input on any relevant issue; 3) discuss recommendations of School policies and procedures based on input.

The District will disseminate copies of the Impact Aid applications to tribal officials, and the applications will be reviewed at the annual public hearing. The review of new or continuing programs is an ongoing process of the Board, and agendas are posted in the District Office. Program plans and information related to the education programs of the District will also be reviewed at District meetings as changes are considered.

Adequate time and opportunity will be provided for tribal officials and parents to present views and comments regarding the disseminated documents.

The Administrative Assistant for Indian Education monitors all educational programs on a daily basis and provides a report to the Indian Education Parent Committee on a monthly basis. In addition, a member of the Indian Education Parent Committee, designated by said Committee, is present at each Board meeting to provide input to the Board.

Tribal officials, parents of Indian students, or the Indian Education Committee may place items on the Board meeting agenda for discussion and/or action by the Board. Such meetings occur on the Poplar School District second Monday of each month and convene at 7:00 p.m., in the Board Meeting Room. In August of each year, the Board convenes to discuss the final budget. Any community member may be present to provide comments and input on the final budget. All meetings are duly advertised in accordance with the "Open Meeting" statutes of the State of Montana.

Based upon the recommendations of the needs assessment, the Title IX external evaluation and other pertinent data in cooperation with the Indian Education Parent Committee, the Board may, at its discretion, adopt these changes and recommendations.

All changes to the policies must be posted for a period of not less than twenty (20) days, to provide for public input and comment.

All meetings called for any purpose addressed by these Policies and Procedures regarding P.L. 874 must meet the requirements of the "Open Meeting" statutes of the State of Montana. Inasmuch as state law prohibits the Board from delegating legal responsibility, the Trustees retain final authority for the established policies, procedures, and school programs affected by this Act.

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7310

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent or his/her designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

- Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Montana and adopted Board policies;
- Funds held for contingencies may not be expended without approval from the Board;
- A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month; and
- Purchases shall be made according to the legal requirements of the State of Montana and adopted Board policy.

Legal Reference: § 20-9-213, MCA
 § 20-3-332, MCA

Duties of trustees
Personal immunity and liability of trustees

Policy History:

Adopted on:

Revised on: 11 July 2016

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds Eighty Thousand Dollars (\$80,000). However, the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds.

Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever any building, furnishing, repairing or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the Board may reject any or all bids. In making a determination as to which vendor is the lowest responsible bidder, the Board will take into consideration not only the amount of each bid, but will also consider the skill, ability and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit.

Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser or registered architect; a physician, dentist, pharmacist or other medical, dental or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent/designee will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

Poplar School District

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In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal Reference:	§§ 18-1-101, et seq., MCA	Preferences and General Matters
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-10-110, MCA	School Bus Purchases – contracts-bids
	<i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001)	

Policy History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

FINANCIAL MANAGEMENT

AR 7320

Purchasing

Authorization of Signatures

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

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

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

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Accounting Standards

The Board intends that accounting practices follow state and federal laws and regulations and Generally Accepted Accounting Principles (GAAP). Therefore, the District shall follow a uniform financial accounting system required by state and federal agencies. Determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. Fund balance measures the net financial resources available to finance expenditures of future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin for safety to address emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund Balance of the District may be committed for a specific source by formal action of the Board of Trustees. Amendments or modifications to the committed fund balance must also be approved by formal action of the Board of Trustees. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be by board resolution or majority vote.

The Board delegates authority to assign fund balance for a specific purpose to the Clerk of the District.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first, from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

The Board must annually review and approve this policy.

Legal References: Statement 54
 Governmental Accounting Standards Board (GASB)

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

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Payroll Procedures/Schedules

The District will establish one (1) or more days in each month as fixed paydays for payment of wages in accordance with the current collective bargaining agreement or District practice. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.

When a District employee quits, is laid off or is discharged, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

Legal Reference: Section 409A, Internal Revenue Code, Deferred Compensation

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7335

Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

- It is clearly demonstrated that the purchase is of benefit to the District;
- The purchase was made with the prior approval of an authorized administrator;
- The item purchased was not available from resources within the District; and
- The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Cross Reference: Administrative Procedure

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7336

Travel Allowances and Expenses

Every District employee and trustee will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. District employees who are not exempted by another policy will be reimbursed according to the current levels established by the Board. All travel expenses must be reported on the established travel expense and voucher forms and approved by the employee's supervisor and the Superintendent or his/her designee.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Cross Reference:

Administrative Procedures

Legal Reference:	§ 2-18-501, MCA	Meals, lodging and transportation of persons in state service
	§ 2-18-502, MCA	Computation of meal allowance
	§ 2-18-503, MCA	Mileage - allowance

Policy History:

Adopted on:

Revised on: 11 July 2016

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Extra- and Co-Curricular Funds

The Board is responsible for establishment and management of student extra- and co-curricular funds. The purpose of student extra- and co-curricular funds is to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. The funds shall be deposited and expended by check, in a bank account maintained by the District for student extra- and co-curricular funds. The use of the student extra- and co-curricular funds is limited to the benefit of the students. Students will be involved in the decision-making process related to use of the funds.

The Board shall follow the Student Activity Fund Accounting (published by the Montana Association of School Business Officials (MASBO)) in establishing accounting procedures for administration of student extra- and co-curricular funds and will appoint a fund administrator. Specific procedures are available in the Clerk's office.

Legal References:	§ 2-7-503, MCA	Financial reports and audits of local government entities
	§ 20-5-109, MCA	Nonpublic school requirements for compulsory enrollment exemption (Cited by Senate Bill 157)
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) --3-year averaging (Revised by Senate Bill 72)
	10.10.304, ARM	Student extra-curricular activity funds
	Senate Bill 157	Allow nonpublic students to participate in public school extracurriculars
	Senate Bill 72	Allows non-fulltime enrolled students who participate in extracurricular activities to be counted in the average number belonging calculation.

Cross References:

Policy History:

Adopted on: 10 January 2022

Revised on:

Poplar School District

FINANCIAL MANAGEMENT

7430

Financial Reporting and Audits

The Board directs that financial reports of all District funds be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to reports required for local, state and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. Financial reports shall reflect financial activity and status of District funds.

The Board directs that District audits be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the District and District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every year and cover the immediately preceding fiscal year.

Inventories

The Superintendent is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase and the cost or the estimated replacement cost.

Disposition of District Property

The Board is authorized to dispose of a site, building or any other real or personal property of the District, pursuant to the specific procedures outlined in Montana law.

Legal References:	§ 20-9-203, MCA	Examination of district accounting records
	§ 20-6-602, MCA	Trustees' power of over property
	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings -- when election required.
	§ 20-6-604, MCA	Sale of property when resolution passed after hearing -- appeal procedure.

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7500

Property Records

Property and inventory records will be maintained for all land, buildings, and physical property under District control and will be updated annually.

For purposes of this policy, “equipment” means a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Superintendent will ensure inventories of equipment are systematically and accurately recorded and updated annually. Property records of facilities and other fixed assets will be maintained on an ongoing basis. No equipment will be removed for personal or non-school use except in accordance with Board policy.

Property records will show, appropriate to the item recorded, the:

1. Description and identification
2. Manufacturer
3. Date of purchase
4. Initial cost
5. Location
6. Serial number, if available
7. Model number, if available

Equipment may be identified with a permanent tag providing appropriate District and equipment identification.

The District will identify anticipated improvements or projects in any resolution required to pass a permissive levy.

Cross References:

Legal Reference:	§ 20-6-602, MCA	Trustees’ power over property
	§ 20-6-608, MCA	Authority and duty of trustees to insure district property
	House Bill 192	MT Facilities Finance Modifications
	§ 20-9-116, MCA	Resolution of intent to increase nonvoted levy – notice (Revised by House Bill 192)

Policy History:

Adopted on: 10 January 2022

Revised on:

Poplar School District

FINANCIAL MANAGEMENT

7510

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all of the following requirements.

- Must be tangible in nature;
- Must have a useful life of longer than the current fiscal year; and
- Must be of significant value.

Fixed assets may be acquired through donation, purchase or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the materials used and the cost of labor involved in the construction of the asset.

The following significant values will be used for different classes of assets:

<u>Class of Fixed Asset</u>	<u>Significant Value</u>
Equipment and machinery	\$5,000.00 or more
Improvements - Buildings	\$5,000.00 or more
Improvements other than buildings	\$5,000.00 or more
Land	Any amount

Cross Reference: 7500 Property Records

Policy History:

Adopted on:

Revised on: 11 July 2016

Poplar School District

FINANCIAL MANAGEMENT

7530

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., 18-4-101, et seq., MCA):

1. 18-4-303, MCA. Competitive sealed bidding: With the exception of construction contracts, allow the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. 18-4-306, MCA. Sole source procurement: Allows the District to purchase supplies or services without having to comply with required bidding procedures, when and only when it is determined that there is only one (1) source for the required supply or service item.

Legal Reference:	§ 18-4-101, et seq., MCA 2.5.604, ARM	Montana Procurement Act Sole Source Procurement
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Policy History:

Adopted on:

Revised on: 11 July 2016

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.



Action Agenda

Students First



Action Items 8.1-8.2

8.1: Personnel Report

8.2: 2nd Reading: New Policies

Agenda Number 8.1: Personnel Report

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: July 13, 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 July 13, 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
Bridgette Drummond	1	ES Teacher	John Wetsit	SY26/27

*Emergency authorization license

CLASSIFIED				
NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE

CO- AND EXTRACURRICULAR STAFF				
NAME	STIPEND	POSITION	SUPERVISOR	EFFECTIVE DATE

Substitutes				
NAME	POSITION	Rate	Supervisor	Effective Date

HS Workers				
NAME	Hourly	POSITION	SUPERVISOR	EFFECTIVE DATE

Bus Driver				
NAME	Hourly	POSITION	SUPERVISOR	EFFECTIVE DATE

Volunteer				
NAME	Wage	POSITION	SUPERVISOR	EFFECTIVE DATE

INFORMATION

<i>IN-DISTRICT TRANSFER</i>			
Name	Position (from-to)	Supervisor	Effective Date

<i>RESIGNATIONS</i>		
Name	Position	Supervisor
Amy Benson	ES Teacher	John Wetsit
Jessie Murray	Admin Sec./HR	Keith Erickson
Julia Carpentier	ES Paraprofessional	John Wetsit

Agenda Number 8.2:

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: July 13, 2026**

SUMMARY: These are updated policy changes as recommended by our school attorney Elizabeth Kaleva.

SUPERINTENDENT’S ADVICE: I recommend the sample motion. It is the 2nd reading of these policies. They have been posted on our website.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve passage of policies 1401, 2410, 3612, 3655,4315, 5122, and 5333.*

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

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	Montana Youth Challenge
House Bill 246	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 presence 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 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

§ 20-1-220, MCA

§ 45-8-361, MCA

Disturbance of school

Use of tobacco on school property prohibited

Possession of a weapon in a school building

§ 50-46-301, MCA Montana Medical Marijuana Act
20 USC § 7101 Safe and Drug Free Schools &
Community Act

Policy History

Adopted on:

Reviewed on:

Revised on:

Poplar School District

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 presence 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.

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:

Items of Interest

9.1

Work Session Dates: None

9.2

Special Meeting Dates: None

9.3

Regular Meeting Date: August 10, 2026



Poplar
School District

Agenda Number 10: Adjournment

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: July 13, 2026**

SUMMARY: Adjournment for the July 13, 2026 meeting.

The Board Chair will adjourn the meeting.