

**AGENDA for the REGULAR MEETING  
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**

Tuesday, January 16, 2024 5:30 p.m. Jefferson High School Library or Cafeteria

(Board packet available upon request at the District Office.)

This agenda is subject to changes until the Friday preceding the meeting. Please check the school website at [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us) for the most current agenda and the packet of associated materials for the meeting.

To allow the public additional access to the meetings, they will be available to be viewed live at:

[https://www.youtube.com/live/y8jlYrvG8Ng?si=Kfi4QJWiQ\\_wm6OR6](https://www.youtube.com/live/y8jlYrvG8Ng?si=Kfi4QJWiQ_wm6OR6)

(This is not interactive, but for viewing only.)

**A. Call to order-Chairperson**

1. Pledge of Allegiance

**B. Announcements and Public Comment.** *Please see information printed on the agenda and in the brochure at the entrance to the meeting about speaking to the board during this time.*

**C. Consent Agenda**

1. Approval of Previous Minutes and High School Claims and Accounts – action

**D. Student Report**

**E. Staff Report**

**F. Committee Reports**

**G. Administration Reports** – *The board briefly reviews the written reports provided in the board packet. Some specific, anticipated items are listed below. The Board will not act on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.*

1. Clerk/Business Manager
2. Facility Manager
3. Principal/A.D.
  - a. Charter School update
4. Superintendent

**H. Unfinished Business- Action is always possible for Unfinished Business items.**

**I. New Business – Action is always possible for New Business items.**

1. Construction/Renovation update
2. Personnel
  - a. Resignations –
  - b. Superintendent Evaluation/Negotiation – possible closed session
  - c. Substitutes –
3. Attendance Agreements –YDI, JHS students to Helena, Helena to JHS for 23-24
4. Policies
  - Policies with Required Updates
  - Policy 1400 – Board Meetings.
  - Policy 1420 – Board Meeting Procedure.
  - Policy 1511 – Code of Ethics.
  - Policy 1610 – Goals and Objectives.
  - Policy 2151F – Assumption of Risk Form.
  - Policy 2320 – Field Trips and Excursions.
  - Policy 3141 – Non-Resident Enrollment.
  - Policy 3305 – Seclusion and Restraint.
  - Policy 3310P- Risk Assessments.
  - Policy 3410 – Student Health and Examinations.
  - policy 3410F – Medical Consent Form.
  - Policy 3413F2 – Immunization Religious Exemption Form.
  - Policy 3431 – Emergency Treatment.
  - Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms.
  - Policy 5121 – Applicability of Personnel Policies and Professional Development.
  - Policy 5223 – Personal Conduct.

- Policy 5330 – Maternity and Paternity Leave.
- Policy 7320 – Purchasing.
- Policy 8110 – Bus Routes and Schedules.
- Policy 8125 – School Bus Emergencies.
- Policy 8132 – Activity Trips.
- Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds.

**Policies with Recommended Updates**

- Policy 1240 – Duties of Individual Trustees.
- Policy 1520 – Board Staff Communications.
- Policy 3310P2-Academic Honesty and Responsible Use of Resources.
- Policy 5231 – Personnel Records.

**Policies with Legal Reference Updates Not Requiring Board Action**

- Policy 1650 – Public Charter Schools
- Policy 2158 – Family Engagement Policy
- Policy 2500 – English Language Learner Program
- Policy 3210 – Equal Educational Opportunity
- Policy 6140 – Duties and Qualifications of Administrators

**Policies to Terminate**

- Policies 1900-1912 – Emergency Policies.

5. Receipt of Boulder Association of Teachers intent to negotiate.
6. Receipt of Boulder Association of Classified Employees intent to negotiate.

**J. Communication and Comments**

1. Letters to the Board –

**K. Commendations and Recognition**

**L. Follow-up/Adjournment – upcoming agenda items**

**NEXT SCHEDULED HIGH SCHOOL BOARD MEETING February 20, 2024, 5:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.**

*All board meetings are held in the Jefferson High School Library, on the third Tuesday of each month at 6:30 p.m. (Exceptions often occur in May and August to follow legal requirements.) For updates, call the district office at 225-3740.*

**Jefferson High School Board Members**

Erika Morris, (Boulder area position)	Jenny Genger, (At-Large 2 position)	Lindsey Graham (Basin area position)
Dani Morris, Vice-Chair (At-Large 1 position)	Cami Robson, Chair (Clancy area position)	
Justin Willcut (MT City area position)	Larry Rasch (At-Large 3 position)	

**Announcements and Public Comment.** The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk’s office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item’s point on the agenda. Comments on non-agenda items may be made during the “Public Comment” agenda item. To avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments that would infringe upon the privacy rights of any student, staff member, or member of the public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not act on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

**Mission Statement**

*The Jefferson High School District #1’s mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.*

**COMMITTEE ASSIGNMENTS:**

Negotiations/Personnel – J. Willcut, J. Genger, E. Morris	Building/Grounds/Transportation – C. Robson, L. Rasch, E. Morris
Policy/Handbook – D. Morris, J. Genger, L. Graham	Technology – L. Rasch, J. Willcut, C. Robson
Budget/Insurance/Investments – J. Willcut, D. Morris, L. Graham	

# MINUTES Jefferson High School Dist. 1 Board of Trustees

December 18, 2023

Regular Meeting

**Board members present in-person:** Lindsey Graham Cami Robson Larry Rasch (by phone)  
Erika Morris Jenny Genger Justin Willcut

**Board member(s) absent:** Dani Morris

**Administrators present:** Erik Wilkerson-Superintendent, Mike Moodry-Principal, Lorie J Carey-Business Manager,

**Staff and Visitors Present:** Sarah Layng

**A. Call to Order** The meeting was called to order by Ms. Robson-chair, at 5:30 p.m.

**B. Announcements and Public Comment.** Please see information printed on the back of the agenda and in the brochure at the entrance to the meeting about speaking to the board during this time.

**C. Consent Agenda** Approval of High School Claims and Accounts and minutes of the previous meeting(s) – action. Ms. Genger moved to approve the minutes. Mr. Willcut seconded the motion, which passed unanimously. Mr. Willcut moved to approve the claims. Ms. Graham seconded the motion, which passed unanimously. Ms. Genger moved to approve the Dick Anderson and SMA bills. Ms. Graham seconded the motion, which passed unanimously.

**D. Staff Report.** – none.

**E. Student Report.** – short report relayed by Mr. Wilkerson. Student Council members have been approving fund raisers and have begun initial preparation for JHS days.

**F. Committee Reports** - none

**G. Administration Reports** – The board briefly reviews the written reports provided in the board packet. Some specific, anticipated items are listed below. The Board will not act on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.

1. Clerk/Business Manager – Short explanation of the TFS amendment
2. Facility Manager – no report.
3. Principal/A.D. –
4. Superintendent – the Superintendent evaluation will be handled in much the same way as last year. A conversation was held in closed session in January of 2023.

**H. Unfinished Business- Action is always possible for Unfinished Business items.**

**I. New Business – Action is always possible for New Business items.**

1. Construction/Renovation update – not much has changed since the last meeting.
2. Personnel
  - a. Resignations –
  - b. New Hires – Concessions Mr. Wilkerson recommended L. Carey and T.S. Edgerley. Mr. Willcut moved to accept the recommendation. Ms. Graham seconded the motion, which passed unanimously.
  - c. Substitutes – none
3. Attendance Agreements –YDI, JHS students to Helena, Helena to JHS for 23-24
4. Board Committee Assignments – Ms. Graham moved that Ms. E. Morris take the places vacated when Mr. Bullock resigned. Ms. Genger seconded the motion, which passed unanimously. Reassignments will occur in May.
5. Emergency Preparedness. A brief discussion was held. Just the week before the meeting, Boulder Elementary School experienced a bomb threat and evacuated to Jefferson High School. JHS went on a “soft lockdown”. It was a good learning experience for both schools.

***J. Communication and Comments***

1. Letters –none

***K. Commendations***

***L. Follow-up/Adjournment – upcoming months***

Next meeting – Superintendent Evaluation, Policies

***M. Adjournment*** - meeting adjourned at 6:04 p.m.

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Signature of Chair

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Signature of Clerk

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24437	48922S	5256 OLIVERSON, DAVE	142.22					
	BB v Manhattan Ref and Mileage							
1	121513 12/15/23 Manhattan Ref Fee	110.00*		215	720-3500	330	720	
2	121523 12/15/23 Manhattan Mileage Fee	32.22*		215	720-3500	582	720	
24438	48921S	5639 HASQUET, RON	142.22					
	BB v Manhattan Ref and Mileage							
1	121513 12/15/23 Manhattan Ref Fee	110.00*		215	720-3500	330	720	
2	121523 12/15/23 Manhattan Mileage Fee	32.22*		215	720-3500	582	720	
24439	48925S	5751 Tesch, Kyler	142.22					
	BB v Manhattan Ref and Mileage							
1	121513 12/15/23 Manhattan Ref Fee	110.00*		215	720-3500	330	720	
2	121523 12/15/23 Manhattan Mileage Fee	32.22*		215	720-3500	582	720	
24440	48926S	5752 TORGESON, KODY	213.64					
	BB v Manhattan Ref and Mileage							
1	121513 12/15/23 Manhattan Ref Fee	55.00*		215	720-3500	330	720	
2	121523 12/15/23 Manhattan Mileage Fee	8.64*		215	720-3500	582	720	
3	121523 12/15/23 Manhattan Ref Fee (2)	150.00*		215	720-3500	330	720	
24442	48923S	4922 RYAN, SEAN MICHAEL	205.80					
	BB v Manhattan Ref and Mileage							
2	121523 12/15/23 Manhattan Mileage Fee	55.80*		215	720-3500	582	720	
3	121523 12/15/23 Manhattan Ref Fee	150.00*		215	720-3500	330	720	
24443	48934S	5472 MT DIGITAL ACADEMY	307.50					
	Ref and Mileage							
1	FC12.11-02 12/12/23 FlexCap FC12.11-020	307.50*		215	100-1000	640	148	
24444	48927S	5753 RYAN, BILL	237.22					
	BB v Manhattan Ref and Mileage							
1	121513 12/15/23 Manhattan Ref Fee	55.00*		215	720-3500	330	720	
3	121523 12/15/23 Manhattan Ref Fee (2)	150.00*		215	720-3500	330	720	
4	121523 12/15/23 Manhattan Mileage Fee	32.22*		215	720-3500	582	720	

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
24445	48933S	4798 MICHAUD, JOE	39.60						
	reimbursement for fuel								
1	211444 12/14/23 Fuel for Camry	39.60*		201	100-2100	582			
24446	48936S	1609 SAM/MASS	350.00						
	Conf Fee								
1	11098 11/27/23 M.Moodry 23 Mt Principals Conf	350.00*		201	100-2400	582			
24447	48935S	5643 OIE, RICK	156.50						
	Ref and Mileage Fees Basketball Park High								
1	ParkHigh 12/21/23 Ref Fee Park High	110.00*		215	720-3500	330	720		
2	ParkHigh 12/21/23 Mileage Fee	46.50*		215	720-3500	582	720		
24448	48937S	5666 SCHOENFELD, MARK	156.50						
	Ref and Mileage Fees Basketball Park High								
1	ParkHigh 12/21/23 Ref Fee Park High	110.00*		215	720-3500	330	720		
2	ParkHigh 12/21/23 Mileage Fee	46.50*		215	720-3500	582	720		
24449	48928S	5425 AMES, CHRIS	117.20						
	Ref and Mileage Fees Basketball Park High								
1	ParkHigh 12/21/23 Ref Fee Park High	110.00*		215	720-3500	330	720		
2	ParkHigh 12/21/23 Mileage Fee	7.20*		215	720-3500	582	720		
24451	48931S	5755 HENRY, ZACHARY	117.20						
	Ref and Mileage Fees Basketball Park High								
1	ParkHigh 12/21/23 Ref Fee Park High	110.00*		215	720-3500	330	720		
2	ParkHigh 12/21/23 Mileage Fee	7.20*		215	720-3500	582	720		
24452	48932S	4898 KEARNEY, BILL	196.50						
	Ref and Mileage Fees Basketball Park High								
1	ParkHigh 12/21/23 Ref Fee Park High	150.00*		215	720-3500	330	720		
2	ParkHigh 12/21/23 Mileage Fee	46.50*		215	720-3500	582	720		

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24453	48929S	4887 CUNNINGHAM, DUANE	157.20					
	Ref and Mileage Fees Basketball Park High							
1	ParkHigh 12/21/23 Ref Fee Park High	150.00*		215	720-3500	330	720	
2	ParkHigh 12/21/23 Mileage Fee	7.20*		215	720-3500	582	720	
24454	48930S	5141 HARRIS, NOLAN	157.20					
	Ref and Mileage Fees Park High							
1	ParkHigh 12/21/23 Ref Fees Park High	150.00*		215	720-3500	330	720	
2	ParkHigh 12/21/23 Mileage Fees	7.20*		215	720-3500	582	720	
24455	48938S	5344 All Temp Heating & Cooling	180.00					
	Changed filters and checked operation							
1	11512 12/19/23 Repairs and Labor	180.00*		201	100-2600	440		
24456	48942S	4761 PEAK 1 ADMINISTRATION	25.00					
	COBRA Fees							
1	139483 12/15/23 COBRA Fees	25.00*		201	100-1000	260		
24457	48939S	5756 ELITE SPORTSWEAR LP	1,833.58					
1	2023002772 10/16/23 0011310034	951.72*		201	720-3500	660		
2	2023002796 11/10/23 0011310034	420.00*		201	720-3500	660		
3	2023002796 11/10/23 0011310034	461.86*		201	720-3500	660		
24458	48943S	5757 YODER CEDAR WORKS, LLC	410.62					
	Boat Project							
1	1782 12/19/23 2 2x10x16'	186.62*		201	390-1641	610		
2	1782 12/19/23 1 2x12x16'	112.00*		201	390-1641	610		
3	1782 12/19/23 2 2x6x16'	112.00*		201	390-1641	610		
24459	48940S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	34,052.86					
1	7766 08/31/23 Route	30,988.06*		210	100-2700	513		
2	7766 08/31/23 Activities	3,064.80*		201	720-3500	582		
24460	48941S	5754 NEWMAN, RIVER	1,000.00					
1	Hesford 2 11/21/23 Play asst. makeup etc	1,000.00		201	170			

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
24461	-99650E	4786 MC Mastercard	1,133.20						
	CC 6666								
	XC/Wrestling/Golf								
1	485423 12/01/23 The Great Falls Inn Wrestling	1,091.20*		215	720-3500	582	139		
2	301033132 11/29/23 FloSports. Boys	31.00		201	170				
3	301034132 11/26/23 FloSports, Girls	11.00		201	170				
24462	-99649E	4786 MC Mastercard	2,719.03						
	CC# 6658								
	Football/BBBall/Track								
1	9rms x 122 11/04/23 Hampton Inn & Suites White	1,098.72*		215	720-3500	582	139		
2	095706 11/03/23 Chick-fil-A	333.36*		215	720-3500	582	139		
3	090985 11/03/23 Chick-fil-A	43.42*		215	720-3500	582	139		
4	1048593 11/03/23 MacKenzie River Pizza	432.00*		215	720-3500	582	139		
5	8388612 11/04/23 MacKenzie River Pizza	549.00*		215	720-3500	582	139		
6	037221 11/11/23 ThreeForks Exxon	262.53*		215	720-3500	582	139		
24463	-99648E	4786 MC Mastercard	221.78						
	CC# 4843								
	District Activity 2								
1	120523 12/05/23 CC# 4843 Due Froms	221.78		201	170				
24464	-99647E	4786 MC Mastercard	1,393.72						
	CC# 8422								
	Cheer / Band								
1	005608 11/03/23 MC Donalds	279.12*		215	720-3500	582	139		
2	008947 11/04/23 White Pizza Co	212.25*		215	720-3500	582	139		
3	095902 11/02/23 Chick-Fil-A	27.65*		215	720-3500	582	139		
4	0031 11/03/23 Outback Steakhouse	571.81*		215	720-3500	582	139		
5	044639 11/02/23 Chick-Fil-A	302.89*		215	720-3500	582	139		
24465	-99646E	4786 MC Mastercard	522.24						
	CC# 0833								
	Activity FCS								
1	9028044 11/19/23 Home Depot	492.42*		201	390-1641	610			
2	1020506 11/27/23 Home Depot	29.82*		201	390-1641	610			



\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24466	-99645E	4786 MC Mastercard	102.72					
	CC# 0282							
	District Admin. 2							
1	010303 11/03/23 THe Symes Hotel	90.72*		201	720-3500	582		
2	046690 11/04/23 Ranger Joes Pizza	12.00*		201	720-3500	582		
24467	-99644E	4786 MC Mastercard	388.28					
	CC # 6433							
	VBall/GBBBall/ Tennis							
1	395455 11/03/23 Subway	161.74*		215	720-3500	582	139	
2	047792 11/03/23 Pizza Hut	84.94*		215	720-3500	582	139	
3	047187 11/04/23 Five Guys	141.60*		215	720-3500	582	139	
24468	-99643E	4786 MC Mastercard	3,350.99					
	CC# 9049							
	District Act 1							
1	072823 11/04/23 Fairfield Inn & Suites-Laurel-	3,080.01*		201	720-3500	582		
2	4736225 11/13/23 Amazon Music for Gym	26.53		201	170			
3	8177027 11/13/23 Amazon Lights for Gym	244.45		201	170			
24469	-99642E	4786 MC Mastercard	690.78					
	CC#5370							
	Dist. Athletic							
1	97121161 11/03/23 Hampton Inn Whitefish 122.08	366.24*		215	720-3500	582	139	
2	012288 11/04/23 Exxon Columbus	52.00*		215	720-3500	582	139	
3	069324 11/10/23 Walmart	17.04*		215	720-3500	582	139	
4	37660525 11/14/23 Go Fan MBSA Meeting	130.00*		201	720-3500	582		
5	11497 11/01/23 Kennedy Industries	55.03		201	170			
6	0026616 11/15/23 Amazon Letters for Athletics	19.98		201	170			
7	4651405 11/21/23 Amazon Certificate Paper Athl	71.97		201	170			
8	110323 11/03/23 Walmart Laurel	120.00*		215	720-3500	582	139	
9	1103223 11/03/23 Credit Super Columbus	-128.52*		215	720-3500	582	139	
10	110423 11/04/23 Credit Super 8 Columbus	-12.96*		215	720-3500	582	139	
24470	-99641E	4786 MC Mastercard	2,041.01					
	CC# 6690							
	Drama							
1	CC#6690 12/05/23 CC# 6690 Drama	2,041.01		201	170			

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/23

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
24471 -99640E	4786 MC Mastercard	1,473.72					
	CC# 4935						
	District Admin 1						
1	060513 12/04/23 US Post Office	17.50*		201	100-1000	532	
2	4877835 10/31/23 projector mount	99.95*	10844	201	100-1141	660	
	AMAZON.COM						
3	4877835 10/31/23 Shipping & Handling	6.99*		201	100-1141	660	
4	112923 11/29/23 Play Scripts	309.85*	10854	201	100-1142	610	
	309.85						
	PLAYSCRIPTS						
5	6033012 11/14/23 Amazon Pans for Kitchen	114.98*		201	100-3100	610	
6	1361851 11/03/23 schedule magnets	20.74*	10842	201	100-2400	610	
	AMAZON.COM						
7	1361851 11/03/23 S & H	8.23*		201	100-2400	610	
8	066336 11/10/23 Bailey Pottery Equipment	413.87*		201	100-1140	610	
9	97022 11/13/23 Archie Bray Foundation	369.13*		201	100-1140	610	
10	97023 11/13/23 Archie Bray Foundation	24.97*		201	100-1140	610	
11	SE92A1ZL3 11/03/23 Amazon	82.52*		215	459-1000	610	459
12	Apple Bill 11/08/23 AppleBill	4.99*		201	100-1000	735	
	# of Claims	33	Total:	54,378.25	# of Vendors	22	
	Total Electronic Claims	14,037.47					
	Total Non-Electronic Claims	40,340.78					

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 12/23

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	14,852.52
210 HIGH SCHOOL TRANSPORTATION FUN	
101	30,988.06
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	8,537.67
Total:	54,378.25

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\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24472	48960S 3366 JHS ACTIVITIES	5,938.90						
	1979.63 for each rodeo, drama, and art							
1	letter 08/16/23 Quinn estate contributions	5,938.90		285	606		852	
24473	48955S 2152 CENTURY LINK	496.03						
	Telephone Services							
1	121323 12/13/23 Dec Telephone Services	496.03*		201	100-2400		531	
24474	48958S 3474 HELENA HIGH SCHOOL	15.00						
	Speech and Drama Tournament Dec 1&2, 2023							
1	2400172 12/21/23 Speech & Drama Tournament	15.00*		201	710-3400		582	
24475	48953S 4080 BROADWATER HIGH SCHOOL	120.00						
	Townsend Invitational Cross Country 10/14/23							
1	101423 10/14/23 xC Townsend	120.00*		201	720-3500		582	
24476	48964S 4389 NITRO GREEN & CHRISTMAS DECOR	260.00						
	Pest Control							
1	666714 12/01/23 Pest Control	260.00*		201	100-2600		440	
24477	48963S 1910 MT SCHOOL EQUIP	190.00						
	Masterlocks							
1	24411 12/19/23 Locker Locks	157.00*	10856	201	100-2600		615	
2	24411 12/19/23 Control Key f205	13.00*	10856	201	100-2600		615	
3	24411 12/19/23 Shipping	20.00*	10856	201	100-2600		615	
24478	48954S 5523 CANON FINANCIAL SERVICES, INC.	730.30						
	Copier Service							
1	31756497 12/12/23 Copier Service	730.30*		201	100-5200		840	
24479	48967S 4776 SCHOOL SERVICES OF MONTANA	2,723.40						
	Consortium							
	Fees							
1	Consortium District	1,500.00*	10872	215	423-1000		321	713
2	Consortium Student	1,704.00*	10872	215	423-1000		321	713
3	Membership District	275.00*	10872	215	423-1000		321	713
4	Membership Student	312.40*	10872	215	423-1000		321	713
5	Discount	-1,068.00*	10872	215	423-1000		321	713

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
24482	48961S	5736 Keough, Leah	85.00						
	Reimbursmnt for Cheer & Dance Safety Certification								
1	RO57339421 12/11/23 Reimbursment	85.00*		201	720-3500	582			
24483	48959S	3715 JEFFERSON COUNTY	75.00						
	Volunteer Hall Rental								
1	0009 12/06/23 Volunteer Hall Rental	75.00*		201	100-2300	800			
24485	48965S	1987 PACIFIC STEEL	441.20						
1	8578332 12/14/23 Welding supplies	246.71*	10837	201	390-1640	610			
2	8578332 12/14/23 Welding supplies	194.49*	10837	201	390-1640	610			
24486	48944S	5639 HASQUET, RON	165.80						
	Basketball-Deerlodge Mileage and Ref								
1	Deerlodge 01/03/24 Ref fees	110.00*		215	720-3500	330	720		
2	Deerlodge 01/03/24 Mileage	55.80*		215	720-3500	582	720		
24487	48945S	5758 MEDRANO, JAY	118.64						
	Ref and Mileage Fees Basketball Deerlodge								
1	Deerlodge 01/03/24 Ref Fees	110.00*		215	720-3500	330	720		
2	Deerlodge 01/03/24 Mileage Fees	8.64*		215	720-3500	582	720		
24488	48966S	5121 RENAISSANCE	2,040.00						
1	5315934 12/31/23 300760RT Acc. Reader Sub	770.00*		201	100-2220	680			
2	5315934 12/31/23 300577 Annual Platform	750.00*		201	100-2220	680			
3	5315934 12/31/23 300167ENTRT Star Reading Sub	520.00*		215	423-1000	680	713		
24489	48952S	5574 BOULDER ACE HARDWARE	527.89						
1	1588 12/06/23 Paintbrush & Adhesive	47.35*		201	100-2600	615			
2	1648 12/19/23 Batteries & Headlamps	125.96*		201	100-2600	615			
3	1604 12/08/23 Extension Cords	21.99*		201	100-2600	615			
4	1616 12/12/23 Pump	59.99*		201	100-2600	615			
5	1617 12/12/23 Return Pump	-59.99*		201	100-2600	615			
6	1627 12/14/23 Paint	23.97*		201	100-2600	615			
7	1628 12/14/23 Canned Air	35.98*		201	100-2600	615			
8	1639 12/18/23 Paint	17.18*		201	100-2600	615			
9	1598 12/07/23 Threadlocker/Adhesive	44.35*		201	100-2600	615			
10	1560 12/01/23 Paint rollers	57.69*		201	100-2600	615			
11	1573 12/04/23 Extension Cord	34.99*		201	100-2600	615			
12	1687 12/29/23 Supplies	22.17*		201	100-2600	615			

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
13	1682 12/28/23 Supplies	40.15*		201	100-2600	615		
14	1636 12/16/23 Supplies Chriss	36.54*		201	100-2600	615		
15	345503 12/31/23 Service Charge	4.39*		201	100-2600	615		
16	1606 12/11/23 Sandpaper	15.18*		201	100-2600	615		
24490	48952S 5574 BOULDER ACE HARDWARE	255.63						
2	1448 11/08/23 Welding Supplies	7.99*		201	100-1640	615		
3	1457 11/10/23 Batteries	10.99*		201	100-2600	615		
4	1460 11/10/23 Plugs	18.99*		201	100-2600	615		
5	1480 11/15/23 Padlocks	13.99*		201	100-2600	615		
6	1492 11/17/23 Batteries	15.99*		201	100-2600	615		
7	1540 11/29/23 Knobs for Bun Warmers in Kitch	10.98*		201	100-3100	615		
8	1543 11/29/23 Cable Extension	93.97*		201	100-2600	615		
9	1544 11/29/23 Wall Charger	35.98*		201	100-2600	615		
10	1468 11/14/23 And & Roach Killer	5.59*		201	100-2600	615		
11	1557 11/30/23 Adhesives	39.16*		201	100-2600	615		
13	706788 11/30/23 Service Charge	2.00*		201	100-2600	615		
24491	48969S 4639 WEX BANK	6,231.25						
1	94193014 12/31/23 Due from BES	1,080.68		201	180			
2	94193014 12/31/23 Route fuel	3,556.99*		210	100-2700	513		
3	94193014 12/31/23 WR fuel	409.76*		201	720-3500	582		
4	94193014 12/31/23 BBB fuel	416.52*		201	720-3500	582		
5	94193014 12/31/23 GBB fuel	367.64*		201	720-3500	582		
6	94193014 12/31/23 Activity Bus fuel	135.20*		201	720-3500	582		
7	94193014 12/31/23 BPA fuel	95.16*		201	710-3400	582		
8	94193014 12/31/23 Speech/Debate fuel	95.01*		201	710-3400	582		
9	94193014 12/31/23 Drivers ed fuel	74.29*		218	100-1000	624		
24492	48962S 1451 L & P GROCERY	201.29						
1	1202287 12/19/23 Foods	15.16*		201	100-2300	610		
2	1972346 12/18/23 Foods	30.64*		201	100-2300	610		
3	1969420 12/14/23 Foods	12.26*		201	100-2300	610		
4	1199248 12/12/23 Foods	5.76*		201	100-2300	610		
5	1967227 12/11/23 Foods	20.98*		201	100-2300	610		
6	1964438 12/07/23 Foods	6.98*		201	100-2300	610		
7	1963633 12/06/23 Foods	4.64*		201	100-2300	610		
8	1962874 12/05/23 Foods	7.67*		201	100-2300	610		
9	1962103 12/04/23 Foods	12.40*		201	100-2300	610		
10	1962135 12/04/23 Foods	9.98*		201	100-2300	610		
11	1201943 12/18/23 xmas party	3.79*		201	100-2300	800		
12	1201896 12/18/23 xmas party	4.89*		201	100-2300	800		
13	1972348 12/18/23 xmas party	66.14*		201	100-2300	800		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24494	48949S	5256 OLIVERSON, DAVE	177.90					
1	Ennis BB 01/06/24 Basketball Ref	150.00*		215	720-3500	330	720	
2	Ennis 01/06/24 Basketball Ref Mileage	27.90*		215	720-3500	582	720	
24495	48947S	4943 HOCKING, JACK	232.90					
	Ref & mileage BB Ennis							
1	Ennis 01/06/24 Ref Fees	205.00*		215	720-3500	330	720	
2	Ennis 01/06/24 Mileage	27.90*		215	720-3500	582	720	
24496	48948S	4901 KINZLE, JON	232.90					
	Ref & mileage BB Ennis							
1	Ennis 01/06/24 Ref Fees	205.00*		215	720-3500	330	720	
2	Ennis 01/06/24 Mileage	27.90*		215	720-3500	582	720	
24497	48946S	5512 GAMMON, FERGUSON	137.90					
	Ref & mileage BB Ennis							
1	Ennis 01/06/24 Ref Fees	110.00*		215	720-3500	330	720	
2	Ennis 01/06/24 Mileage	27.90*		215	720-3500	582	720	
24498	48951S	5751 Tesch, Kyler	137.90					
	Ref & mileage BB Ennis							
1	Ennis 01/06/24 Ref Fees	110.00*		215	720-3500	330	720	
2	Ennis 01/06/24 Mileage	27.90*		215	720-3500	582	720	
24499	48950S	5518 SWANSON, IAN	137.90					
	Ref & mileage BB Ennis							
1	Ennis 01/06/24 Ref Fees	110.00*		215	720-3500	330	720	
2	Ennis 01/06/24 Mileage	27.90*		215	720-3500	582	720	
24500	48956S	5677 DICK ANDERSON CONSTRUCTION	585,906.79					
1	3112-09 12/02/23 Const. bill #9	585,906.79*		260	100-4500	725		
24501	E	4625 MT DEPARTMENT OF REVENUE	5,918.25					
1	3112-09 CG 12/02/23 Cont. Gr. Rec #9	5,918.25*		260	100-4500	725		
24502	48968S	5270 SMA ARCHITECTS	13,890.71					
1	22-001-19 12/15/23 Arch fees 19	13,890.71*		260	100-4500	725		

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
24503	48957S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	37,998.67					
1		12/29/23 Route contract	30,988.06*		210	100-2700	513	
2		12/29/23 WR	1,607.52*		201	720-3500	582	
3		12/29/23 WR Downtime	453.05*		201	720-3500	582	
4		12/29/23 Athletic practice	765.00*		201	720-3500	582	
5		12/29/23 BBB	1,634.04*		201	720-3500	582	
6		12/29/23 BBB	367.70*		201	720-3500	582	
7		12/29/23 GBB	1,442.28*		201	720-3500	582	
8		12/29/23 GBB	282.35*		201	720-3500	582	
9		12/29/23 BPA	373.32*		201	710-3400	582	
10		12/29/23 BPA	85.35*		201	710-3400	582	
24504	E	4625 MT DEPARTMENT OF REVENUE	4,888.62					
1		3312-08 10/31/23 CGR Payment #8	4,888.62*		260	100-4500	725	
24505	48977S	4389 NITRO GREEN & CHRISTMAS DECOR	130.00					
1		2655 01/05/24 Dec Services	130.00*		201	100-2600	440	
24506	48981S	5417 SCHOOLHOUSE IT INC.	4,316.69					
1		3039 01/01/24 Eaasy Tech Management	4,316.69		201	100-2580	330	
24507	48978S	1737 NORTHWESTERN ENERGY	8,122.46					
		Electric and Gas Service Dec 2023						
1		848488 01/03/24 Electric Service	4,849.97*		201	100-2600	412	
2		848488 01/03/24 Gas Service	182.36*		201	100-2600	412	
3		848488 01/03/24 Electric Tax	1,460.80*		201	100-2600	412	
4		848488 01/03/24 Gas Tax	1,629.33*		201	100-2600	412	
24508	48976S	5191 FISHER'S TECHNOLOGY	385.00					
1		1269967 01/03/24 Copier Service	385.00*		201	100-2400	440	
24509	48983S	1645 VERIZON WIRELESS	60.04					
1		9950980002 12/05/23 Line Services	60.04*		201	100-2100	530	
24510	48974S	5738 DOTCOM THERAPY	2,490.00					
1		SI-12448 11/30/23 Mental Health THreapy	2,490.00*		215	459-1000	330	459



\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24511	48972S	2717 CITY OF BOULDER	40.74					
	Glenn Kyler Tennis Courts							
1	617-00 01/25/24 Glenn Kyler Tennis Courts	40.74*		201	100-2600	421		
24512	48971S	3012 BLACK MOUNTAIN SOFTWARE	9,827.50					
1	29925 01/01/24 Annual Service	9,827.50*		201	100-2400	680		
24513	48973S	4633 COMMERCIAL ENERGY OF MT INC.	4,401.46					
1	3675 01/03/24 Acct # NWE080162	4,108.47*		201	100-2600	411		
2	NWE080163 01/18/24 Acct # 3676	292.99*		201	100-2600	411		
24514	48979S	4954 OTTMAN, CODY	91.11					
1	Ottman 01/09/24 AYA Travel Reimbursments	91.11*		215	427-1000	582	339	
24515	48984S	4565 WILLIAMS, MARY	91.11					
1	Williams 01/09/24 AYA Travel Reimbursments	91.11*		215	427-1000	582	339	
24516	48982S	5315 SCHULTZ, WENDY	189.14					
1	SCHULTZ 01/09/24 AYA TRAVEL REIMBURSMENT	189.14*		215	427-1000	582	339	
24517	48980S	5436 PADMOS, JERED	189.14					
1	PADMOS 01/09/24 AYA TRAVEL REIMBURSMENT	189.14*		215	427-1000	582	339	
24518	48970S	135 BIELER, ARTHUR	98.05					
1	BIELER 01/09/24 AYA TRAVEL REIMBURSMENT	98.05*		215	427-1000	582	339	
24519	48975S	5762 FEISTER, KAYLA	98.05					
1	FEISTER 01/09/24 AYA TRAVEL REIMBURSMENT	98.05*		215	427-1000	582	339	
24522	48986S	5645 KRANTZ, KEN	117.20					
	Basketball Broadwater Ref and Mileage Fees							
1	Broadwater 01/10/24 Ref Fees	110.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	7.20*		215	720-3500	582	720	
24523	48985S	5425 AMES, CHRIS	156.50					
	Basketball White Sulphur Springs Ref and Mileage Fees							
1	WhiteSSpri 01/10/24 Ref Fees	110.00*		215	720-3500	330	720	
2	White S Sp 01/10/24 Mileage Fees	46.50*		215	720-3500	582	720	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
24524	48993S	5645 KRANTZ, KEN	117.20					
		Basketball White Sulphur Springs Ref and Mileage Fees						
1	White Sulp 01/10/24 Ref Fees	110.00*		215	720-3500	330	720	
2	White Sulp 01/10/24 Mileage Fees	7.20*		215	720-3500	582	720	
24525	48987S	5425 AMES, CHRIS	156.50					
		Basketball Broadwater Ref and Mileage Fees						
1	Broadwater 01/10/24 Ref Fees	110.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	46.50*		215	720-3500	582	720	
24526	48995S	5643 OIE, RICK	101.50					
		Basketball Broadwater Ref and Mileage Fees						
1	Broadwater 01/10/24 Ref Fees	55.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	46.50*		215	720-3500	582	720	
24527	48990S	5599 HARLAN, GARY	62.20					
		Basketball Broadwater Ref and Mileage Fees						
1	Broadwater 01/10/24 Ref Fees	55.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	7.20*		215	720-3500	582	720	
24528	48992S	4898 KEARNEY, BILL	196.50					
		Basketball Broadwater Ref and Mileage Fees						
1	Broadwater 01/10/24 Ref Fees	150.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	46.50*		215	720-3500	582	720	
24529	48988S	5749 AWBERRY, TRACY	157.20					
		Basketball Broadwater Ref and Mileage Fees						
1	Broadwater 01/10/24 Ref Fees	150.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	7.20*		215	720-3500	582	720	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24530	48994S	4915 MATTESON, BRADLEY	157.20					
	Basketball Broadwater							
	Ref and Mileage Fees							
1	Broadwater 01/10/24 Ref Fees	150.00*		215	720-3500	330	720	
2	Broadwater 01/10/24 Mileage Fees	7.20*		215	720-3500	582	720	
24531	48989S	5146 CUTLER, COREY	205.80					
	Basketball WhiteSulphur Springs							
	Ref and Mileage Fees							
1	WhiteSulph 01/10/24 Ref Fees	150.00*		215	720-3500	330	720	
2	WhiteSulph 01/10/24 Mileage Fees	55.80*		215	720-3500	582	720	
24532	48996S	4922 RYAN, SEAN MICHAEL	158.64					
	Basketball WhiteSulphur Springs							
	Ref and Mileage Fees							
1	WhiteSulph 01/10/24 Ref Fees	150.00*		215	720-3500	330	720	
2	WhiteSulph 01/10/24 Mileage Fees	8.64*		215	720-3500	582	720	
24533	48991S	5639 HASQUET, RON	205.80					
	Basketball WhiteSulphur Springs							
	Ref and Mileage Fees							
1	WhiteSulph 01/10/24 Ref Fees	150.00*		215	720-3500	330	720	
2	WhiteSulph 01/10/24 Mileage Fees	55.80*		215	720-3500	582	720	
	# of Claims	56	Total:	702,598.50	# of Vendors	49		
	Total Electronic Claims			10,806.87				
	Total Non-Electronic Claims			691,791.63				

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 1/24

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	41,811.81
210 HIGH SCHOOL TRANSPORTATION FUN	
101	34,545.05
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	9,624.08
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	74.29
260 HIGH SCHOOL BUILDING FUND	
101	610,604.37
285 PRIVATE PURPOSE TRUST FUND	
101	5,938.90
<b>Total:</b>	<b>702,598.50</b>

**CONTRACTOR CONDITIONAL WAIVER FOR  
PROGRESS PAYMENT REQUEST AND RELEASE**

PROJECT NO: 01-23-112  
CONTRACT NO:

From: Dick Anderson Construction Inc  
3424 Hwy 12 E  
Helena, MT 59601

**Conditional Waiver and Release Upon Progress Payment**


Upon receipt of payment in the amount of \$496,804.08 , to Dick Anderson Construction, Inc , for labor, services, equipment, or materials furnished to 12/31/2023, on the job of Jefferson High School located at 312 S. Main St., Boulder, MT 59632, and when the check has been properly endorsed and paid by the bank upon which it is drawn, the undersigned effectively waives, releases, and relinquishes all claims, lien rights (statutory, equitable or otherwise), causes of action, and equitable rights to compensation, payment, or damages of any kind relating to the furnishing of labor, materials, equipment, supplies, or services of any kind, up through 12/31/23 (date), except for retainage or items furnished after said date. This release shall not include any claim for damages for inefficiencies, impacts, disruptions, or delays after said date.

The undersigned further warrants and represents that all laborers, subcontractors, consultants, and suppliers of the undersigned have been paid from any prior Progress Payments and further agrees to pay from these funds all laborers, subcontractors, consultants, and suppliers who have furnished such items up through 12/31/23 (date). The undersigned further agrees to indemnify, defend, and hold the owner, Jefferson High School District #1, its surety, and the project harmless from any claims for nonpayment by any laborers, subcontractors, consultants or suppliers of the undersigned through said date.

By: 

Title: PM

Date: 12/28/2023

Witnessed by: 

Date: 12/28/2023

Please return to: Dick Anderson Construction, Inc

**Application and Certificate For Payment**

To Owner: JEFFERSON HIGH SCHOOL DISTRICT #1 P.O. BOX 838 BOULDER, MT 59632	Project: JEFFERSON HIGH SCHOOL 312 SOUTH MAIN ST. BOULDER, MT 59632	Application No.: 3112-10 Date: 12/28/2023  Period To: 12/31/2023  Architect's Project No:  Contract date: 5/6/2022
From: Dick Anderson Construction (Contractor): 3424 HIGHWAY 12 E HELENA, MT 59601	Contractor Job Number: 3112-JEFHIG	
Contract For:		

**Contractor's Application for Payment**

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Change orders approved this month		
<b>Totals</b>		
<b>Net change by change orders</b>		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

Contractor: [Signature]  
 By: [Signature] Date: 12/28/2023  
 State of: MT County of: Lewis & Clark  
 Subscribed and sworn to before me this 28 day of December, 2023  
 Notary public: Angela Ashby  
 My commission expires 3/14/24



**Architect's Certificate for Payment**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ \$501,822.30

Original contract sum	\$12,031,692.65
Net change by change orders	\$0.00
Contract sum to date	\$12,031,692.65
Total completed and stored to date	\$6,735,999.70
Retainage	
5.00% of completed work	\$336,799.99
Total earned less retainage	\$6,399,199.71
Less previous certificates for payment	\$5,897,377.41
Current sales Tax 7.700% of taxable	\$0.00
Current payment due	\$501,822.30
Less Gross Receipts Tax	5,018.22
<b>CURRENT PAYMENT DUE</b>	<b>496,804.08</b>
Balance to finish, including retainage	\$5,632,492.94

Architect: [Signature]  
 By: [Signature] Date: 01/02/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

\*OBLIGATIONS UPON DELAY OF PAYMENT \*Pursuant to the requirements of Section 28-2-2104 of the Montana Code Annotated, if a periodic or final payment is delayed more than 30 day from the date the payment is required, the Owner shall pay the contractor interest beginning on the day following the date when the payment is due at the rate specified in the contract or if the contract is silent, interest will be calculated at a rate of 1 1/2%, a month, or a pro rata fraction thereof, on the unpaid balance.

**Application and Certificate of Payment – page 2**

To Owner: JEFFERSON HIGH SCHOOL DIS\* Application No: 3112-JEFHIG Period To: 12/31/2023  
 From (Contractor): JEFFERSON HIGH SCHOOL DIS\* Contractor's Job Number: 3112-JEFHIG Detail Page 2 of 2 Pages  
 Project: 3112-JEFHIG / JEFFERSON HIGH SCHO Architect's Job Number:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed And Stored To Date	% Comp	Balance To Finish	Retention
			Previous Application	This Period					
001	BP#01-1 FINAL CLEANING	34,000.00						34,000.00	
002	BP#02-1 DEMOLITION	187,064.80	71,000.00	12,000.00		83,000.00	44.37	104,064.80	4,150.00
003	BP#02-2 SITEWORK	456,600.29	189,470.00			189,470.00	41.50	267,130.29	9,473.50
004	BP#03-1 BUILDING FOUNDA'	367,211.00	358,925.00			358,925.00	97.74	8,286.00	17,946.25
005	BP#03-2 CONCRETE POLISH	100,650.00						100,650.00	
006	BP#04-1 MASONRY	58,650.00	16,200.00	41,872.00		58,072.00	99.01	578.00	2,903.60
007	BP#05-1 STRUCTURAL STEE	1,152,673.00	1,138,493.00			1,138,493.00	98.77	14,180.00	56,924.65
008	BP#06-1 CARPENTRY	153,894.35	96,763.00	23,000.00		119,763.00	77.82	34,131.35	5,988.15
009	BP#06-2 ARCHITECTURAL C.	249,965.00						249,965.00	
010	BP#07-1 BUILDING INSULATI	50,800.00		14,000.00		14,000.00	27.56	36,800.00	700.00
011	BP#07-2 METAL SIDING & SC	192,000.00	46,830.00			46,830.00	24.39	145,170.00	2,341.50
012	BP#07-3 ROOFING	313,194.00	296,560.00	5,100.00		301,660.00	96.32	11,534.00	15,083.00
013	BP#08-1 DOORS & HARDWA	210,402.00	99,400.00			99,400.00	47.24	111,002.00	4,970.00
014	BP#08-2 WINDOWS	192,510.00	101,842.00			101,842.00	52.90	90,668.00	5,092.10
015	BP#09-1 METAL WALL FRAM	1,034,046.88	515,000.00	138,737.00		653,737.00	63.22	380,309.88	32,686.85
016	BP#09-3 PAINT	138,075.00	11,360.00			11,360.00	8.23	126,715.00	568.00
017	BP#09-4 FLOORING & TILE	165,030.00	25,000.00			25,000.00	15.15	140,030.00	1,250.00
018	BP#09-5 ACOUSTIC CEILING	161,084.00						161,084.00	
019	BP#10-1 SPECIALTIES	228,110.00	7,600.00			7,600.00	3.33	220,510.00	380.00
020	BP#12-1 WINDOW COVERIN	17,768.00						17,768.00	
021	BP#14-1 ELEVATOR & LIFT	143,103.00						143,103.00	
022	BP#21-1 FIRE SPRINKLER	155,910.00	38,932.00	15,732.00		54,664.00	35.06	101,246.00	2,733.20
023	BP#22-1 PLUMBING COMPLETE	1,098,208.00	272,227.00	128,186.00		400,413.00	36.46	697,795.00	20,020.65
024	BP#23-1 H.V.A.C. COMPLETE	1,656,560.81	1,114,580.00	47,475.00		1,162,055.00	70.15	494,505.81	58,102.75
025	BP#26-1 ELECTRICAL COMP	1,369,123.30	880,080.00	26,110.00		906,190.00	66.19	462,933.30	45,309.50
026	BP#32-1 LANDSCAPE & IRRIG	66,905.00						66,905.00	
027	ALLOWANCE - WHEEL CHAIR								
028	GC & FIXED GC/CM COSTS	821,804.00	366,704.00	45,838.00		412,542.00	50.20	409,262.00	20,627.10
029									
030	GC/CM CONTINGENCY @ 5%	376,436.77						376,436.77	
031	CMAR OH & P @ 5%	544,408.31	282,345.00	24,902.00		307,247.00	56.44	237,161.31	15,362.35
032	BOND & INSURANCE @ 1.85	216,379.47	216,379.47			216,379.47	100.00		10,818.97
033	GROSS RECEIPTS TAX 1%	119,125.67	62,075.23	5,282.00		67,357.23	56.54	51,768.44	3,367.87
<b>Application Total</b>		<b>12,031,692.65</b>	<b>6,207,765.70</b>	<b>528,234.00</b>		<b>6,735,999.70</b>	<b>55.99</b>	<b>5,295,692.95</b>	<b>336,799.99</b>



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920 Front Street  
Suite 101  
Helena, MT 59601  
406-442-4933

Jefferson High School District No. 1  
P.O Box 838  
Attn: Superintendent Erik Wilkerson  
Boulder, MT 59632

Invoice number 22-001-20  
Date 01/09/2024

Project 22-001 JEFFERSON HIGH SCHOOL  
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>SMA - Basic Services</b>					
Schematic Design	77,085.76	100.00	77,085.76	77,085.76	0.00
Design Development	77,085.76	100.00	77,085.76	77,085.76	0.00
Construction Documents	207,167.98	100.00	207,167.98	207,167.98	0.00
Bidding	14,453.58	100.00	14,453.58	14,453.58	0.00
Construction Administration	81,903.62	60.00	45,866.03	49,142.17	3,276.14
Subtotal	457,696.70	92.84	421,659.11	424,935.25	3,276.14
<b>Consultants</b>					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	100.00	163,282.00	163,282.00	0.00
Mechanical/Electrical/Plumbing Bidding	5,731.00	100.00	5,731.00	5,731.00	0.00
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	60.00	38,149.20	38,149.20	0.00
Structural Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Structural Design Development	14,400.00	100.00	14,400.00	14,400.00	0.00
Structural Construction Documents	44,000.00	100.00	44,000.00	44,000.00	0.00
Structural Bidding	1,600.00	100.00	1,600.00	1,600.00	0.00
Structural Construction Administration	16,000.00	100.00	15,200.00	16,000.00	800.00
Civil Schematic Design	5,800.00	100.00	5,800.00	5,800.00	0.00
Civil Design Development	5,600.00	100.00	5,600.00	5,600.00	0.00
Civil Construction Documents	34,270.00	100.00	34,270.00	34,270.00	0.00
Civil Bid Phase Services	3,480.00	100.00	3,480.00	3,480.00	0.00
Civil Construction Phase Services	14,250.00	56.00	7,980.00	7,980.00	0.00
Civil Project Closeout Services	4,800.00	0.00	0.00	0.00	0.00
Landscape Architect	22,600.00	95.00	21,470.00	21,470.00	0.00
Subtotal	497,364.00	92.43	458,931.20	459,731.20	800.00





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Jefferson High School District No. 1  
 Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-20  
 Date 01/09/2024

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Additional Services</b>					
Programming/Ed Specs	24,089.70	100.00	24,089.70	24,089.70	0.00
Phase 1 - Scope	27,265.00	100.00	27,265.00	27,265.00	0.00
Phase 2 - Specifications	23,370.00	100.00	23,370.00	23,370.00	0.00
Phase 3 - Bidding	15,580.00	90.00	11,685.00	14,022.00	2,337.00
Phase 4 - Contract Administration	11,685.00	0.00	0.00	0.00	0.00
Fire Protection Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Fire Protection Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Fire Protection Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Fire Protection Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Fire Protection Construction Administration	3,000.00	60.00	1,800.00	1,800.00	0.00
Special Systems Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Special Systems Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Special Systems Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Special Systems Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Special Systems Construction Administration	3,000.00	60.00	1,800.00	1,800.00	0.00
Subtotal	161,989.70	90.34	144,009.70	146,346.70	2,337.00
Total	1,117,050.40	92.30	1,024,600.01	1,031,013.15	6,413.14

**Reimbursables**

Reimbursables

	Units	Rate	Billed Amount
Mileage	110.00	0.655	72.05
Consultant			
	Units	Rate	Billed Amount
Consultant			
DCI Engineers			64.85
Phase subtotal			136.90
Invoice total			<b>6,550.04</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-19	12/15/2023	13,890.71	13,890.71				
22-001-20	01/09/2024	6,550.04	6,550.04				
	Total	20,440.75	20,440.75	0.00	0.00	0.00	0.00



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Jefferson High School District No. 1

Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-20

Date 01/09/2024

---

Approved by:

Klint K. Fisher  
Principal

*If you have already made payment on outstanding invoices, please disregard this aging summary. Thank you!*

From the desk of:  *orie*

---

**January 2024**

**PAYROLL REPORT**

Payroll warrants approved by the superintendent and paid.

**CURRENT OFFICE ITEMS**

The Christmas party went well, and nobody seemed to go away hungry. 😊 It has been mentioned to have it earlier so that more staff members stay for it. It's something to consider for next year.

Accounting in our office stays hopping. Timmie Sue is getting more comfortable with our software every day. I'm getting more comfortable with the new Activities module so that I can help her with that when she's got the district accounting module mastered.

I don't know if the new tax law affected any of you or many of our community members, but it did for many of our staff members. For those who didn't make an amount that would require state withholding, there was no change. However, for those who generally had a larger sum withheld, the change was quite significant. One staff member even came in a little concerned that the check was that much higher. 😊



January 16, 2024

Principal's Report--Mr. Mike Moody

Student Count w/AYA= 297

**Academics**

Quarter and semester grades will be completed this week. The staff will be trained on curriculum development as a member of the Montana Education Curriculum Consortium on January 19th.

I will be attending the MASSP (Montana Association of Secondary School Principals) Conference on January 21-23 in Butte.

**Discipline and Attendance**

The first semester report, compared to last year has shown improvement (see below).

Reason	2021-22 School Year	2022-23 School Year	2023-24 School Year	Difference From Base Year	Percentage
Unexcused Absence	3,602	1,414	1342	-2,260	-63%
Unexcused Tardy	1,086	422	291	-664	-73%

We have had 63 discipline events thus far this year compared to 60 during the same time last year.

**Activities**

The administration is taking a more active role in crowd management at basketball games. We are now warning fans of unsportsmanlike behavior and a second time we will remove the fan. We have had 6 warnings and 2 fan ejections during basketball this year.



## **Superintendent Board Report**

**January 16, 2024**

**MTSBA Board Training-** I have a message out to MTSBA about Board training. I will see if we can do it after the February Board meeting if that will work. That meeting is scheduled for February 20<sup>th</sup>. The elementary suggested we wait until after the board election to accommodate any new board members.

**Modulars-** The Monforton School is interested in our modulars for next school year. I would like to basically offer them the modulars for nothing if they move them. Please let me know if you want me to go in a different direction. Their administration will see if their board is open to this idea.

**CRDC-** Civil Rights Data Collection is due on February 26<sup>th</sup>. This is a comprehensive report that will take a large amount of time. Mike and I are working on it and hopefully our Infinite Campus system will assist us.

**Board Meeting  
January 16, 2024  
Informational**

**New Business**

**Construction/ Renovation Update-**

- Drywall
- Rough out stairlift opening.
- Fire Alarm Testing
- CO detectors installation.
- ADA Parking behind CTE.

**Personnel**

**Resignations-** Rachel Wilkinson has resigned her position. She is willing to stay on until we can find a replacement.

*Recommended Motion:* Move to approve the resignation of Rachel Wilkinson as half time custodian.

**Superintendent Evaluation/ Negotiations-** This will be in a closed session and should be moved to the end of the meeting.

*Recommended Motion:* Move to approve the Superintendent's evaluation as presented.

*Recommended Motion:* Move to approve the Superintendent's contract as negotiated.

**Substitutes-** No substitute applications to report

*Recommended Motion:* Motion if necessary.

**Attendance Agreements-** We will present YDI students for approval, Helena area students attending JHS for approval, and JHS students attending Helena area students for acknowledgement.

*Recommended Motion:* Move to approve \_\_ YDI students, acknowledge \_\_ JHS Students attending Helena schools, and approve \_\_ Helena to JHS students for 2023-2024 school year.

**Policy-** We will be recommending policies that have required changes and policies that have recommended changes. Most changes are due to legislative changes. MTSBA Policy Notes Attached. I've attached policy 3141 so you can see the optional language added.

*Recommended Motion:* Move to approve required and recommended polies as presented by the Policy Committee.

**Receipt of Boulder Association of Teachers Intent to Negotiate-** We have received the teachers "intent to negotiate".

*Recommended Motion:* Informational, no motion necessary.

**Receipt of Boulder Association of Classified Employees Intent to Negotiate-** We have received the classified staff's "intent to negotiate".

*Recommended Motion:* Informational, no motion necessary.

November 30, 2023

The MTSBA Policy Services team has prepared updates to the MTSBA Model Policy Manuals in continued response to legislation approved during the 2023 Legislative Session in addition to amendments to Chapter 55 as adopted by the Board of Public Education. This edition of MTSBA Policy Notes provides revisions to the MTSBA Model Policy Manuals needed to ensure compliance with changes to law and revised best practice. The bill or rule related to a policy are noted with links to read the applicable provisions. The specific policies are outlined below.

- Changes which stem from statutory or administrative rule change are required updates. Other updates are noted as recommended to assist in revising advised practice. Districts that have previously adopted an existing model policy will adopt required changes. If a district has not previously adopted an existing model policy, it may do so now with the applicable changes.
- The remaining policies listed only have updates to the legal references. The content of these policies does not change and do not require a vote of the board of trustees to revise the legal reference. MTSBA will complete the changes to the references automatically through the Simbli platform management functions.
- All the policies will require the number of readings specified in each district's Policy 1310.
- The marked-up word versions of the policies are attached. The updates will also be available when logged into the district's policy website by clicking on "MTSBA Communications." Please report back to MTSBA staff when the policies have been adopted by the board of trustees. You can send word versions as adopted, the meeting minutes, or a list of the policies adopted with the date of the meeting. MTSBA staff will then update the district's policy manual website as hosted on MTSBA.org to reflect the adopted changes as they relate to your current policies, adopted/revised on date, and headers.
- MTSBA staff will present details on the policy updates at an MTSBA Thursday Think Tank in December.

If you would like customized updates to reflect existing district policy or if you have any questions about the updates, please contact MTSBA at [policy@mtsba.org](mailto:policy@mtsba.org).

## **MTSBA Model Policies with Required Updates**

**MTSBA Model Policy 1400 – Board Meetings.** This policy was updated to accurately state the requirements by which a board of trustees may convene an emergency meeting.

**MTSBA Model Policy 1420 – Board Meeting Procedure.** This policy was updated to reflect the changes in the law from HB 890. The policy now outlines the process for Class 1 and 2 districts to complete and maintain recordings of school board meetings as will be required starting July 1, 2024.

**MTSBA Model Policy 1511 – Code of Ethics.** This policy was updated to remove the reference to the National School Boards Association.

**MTSBA Model Policy 1610 – Goals and Objectives.** This policy was updated to reflect the changes in the accreditation standards at 10.55.601 ARM and 10.55.701 ARM. The policy now outlines how the board of trustees shall conduct and complete the integrated strategic action plan as required by rule.

**MTSBA Model Policy 2151F – Assumption of Risk Form.** This form was updated to reflect the changes in the law from HB 676 and SB 518. The form can now be used for extracurricular activities, athletics, clubs, and events.

**MTSBA Model Policy 2320 – Field Trips and Excursions.** This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now cross references Policy 8132 to detail how parents consent to school trips.

**MTSBA Model Policy 3141 – Non-Resident Enrollment.** This policy was replaced in its entirety to reflect the changes in the law from HB 203. The previous policy shall not be retained. The new policy details the process for nonresident students to enroll in a district when required by law and when extenuating circumstances do not exist. The policy now outlines how districts may establish application deadlines, priority processes, and standards for capacity as permitted by law. The policy should be carefully reviewed with applicable options selected and information inserted prior to adoption. The related MTSBA Model Policy 7008 will remain in place for the remainder of this school year but will be addressed in policy updates distributed in 2024.

**MTSBA Model Policy 3305 – Seclusion and Restraint.** This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening.

**MTSBA Model Policy 3310P- Risk Assessments.** This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening.



**MTSBA Model Policy 3410 – Student Health and Examinations.** This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening.

**MTSBA Model policy 3410F – Medical Consent Form.** This form was updated to reflect the changes in the law from HB 676 and SB 518. The form now includes methods for parental consent for health intervention or screening.

**MTSBA Model Policy 3413F2 – Immunization Religious Exemption Form.** This form was updated to reflect the changes in law from HB 715. This form was previously distributed to districts on October 12, 2023.

**MTSBA Model Policy 3431 – Emergency Treatment.** This policy was updated to reflect the changes in the law from HB 676 and SB 518 through authorization to act in an emergency situation consistent with Policies 3305 and 3310P.

**MTSBA Model Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms.** This procedure and form were updated to reflect the changes in the law from HB 676 and SB 518 by ensuring video and audio recordings are clearly listed as directory information, when applicable.

**MTSBA Model Policy 5121 – Applicability of Personnel Policies and Professional Development.** This policy was updated to reflect the changes in rule at 10.55.723 ARM requiring collaboration with staff on mentoring and induction for inclusion in the integrated strategic action plan.

**MTSBA Model Policy 5223 – Personal Conduct.** This policy was updated to clearly state the expectations for staff to comply with ethical standards governing public employees in Montana law.

**MTSBA Model Policy 5330 – Maternity and Paternity Leave.** This policy was updated to clarify the use of accumulated leave for an employee on maternity or paternity leave.

**MTSBA Model Policy 7320 – Purchasing.** This policy was updated to comply with Montana law governing non-discrimination in public bidding procedures.

**MTSBA Model Policy 8110 – Bus Routes and Schedules.** This policy was updated to comply with standards governing trustee approval of bus routes and installation of crossing arms on buses.

**MTSBA Model Policy 8125 – School Bus Emergencies.** This policy was updated to comply with standards to complete school bus emergency drills for students.

**MTSBA Model Policy 8132 – Activity Trips.** This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now outlines how parents will be provide the

opportunity to consent to trips and rooming assignments and details the process for districts to use activity specific transportation methods and lodging.

**MTSBA Model Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds.** This policy was updated to comply with new guidance and interpretations of regulations governing school nutrition and food services procurement.

#### **MTSBA Model Policies with Recommended Updates**

**MTSBA Model Policy 1240 – Duties of Individual Trustees.** This policy was updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520.

**MTSBA Model Policy 1520 – Board Staff Communications.** This policy was updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools.

**MTSBA Model Policy 3310P2-Academic Honesty and Responsible Use of Resources.** This procedure was developed to assist districts in managing student use of technology, including artificial intelligence, in a responsible and academically relevant manner.

**MTSBA Model Policy 5231 – Personnel Records.** This policy was updated to require staff to maintain an accurate and up to date mailing address with the school district.

#### **MTSBA Model Policies with Legal Reference Updates Not Requiring Board Action**

**MTSBA Model Policy 1650 – Public Charter Schools**

**MTSBA Model Policy 2158 – Family Engagement Policy**

**MTSBA Model Policy 2500 – English Language Learner Program**

**MTSBA Model Policy 3210 – Equal Educational Opportunity**

**MTSBA Model Policy 6140 – Duties and Qualifications of Administrators**

#### **MTSBA Model Policies to Terminate**

**MTSBA Model Policies 1900-1912 – Emergency Policies.** To avoid confusion in district operations, these policies should be removed from the policy manual through a formal motion and vote of the board of trustees.

### **District Website Links**

It is important for each district that participates in the MTSBA Policy Services Program to check the policy link on their district's website. Please do so today. The format of the policies hosted by MTSBA have either converted to the new platform or have been changed to a standard pdf format to ensure accessibility. Please update any links to the district manual on your district website to the district's link as it appears on MTSBA.org. This will ensure the public, staff, and trustees still have access to your policies during the conversion process.

### **Emergency Policy Termination**

MTSBA staff will be removing the 1900 Emergency Series heading from all Simbli sites in December 2023. If the district has not terminated these policies or adopted the replacement policies, please contact MTSBA to complete that process.

### **Simbli Conversion**

All active districts with adopted manuals not requiring recodification have been converted and uploaded to the policy hosting platform. These districts have received notification of the conversion and guidance on using the new site. If you have any questions about the conversion or use of the site, please contact MTSBA at [policy@mtsba.org](mailto:policy@mtsba.org).

Thank you to each district that participates in the MTSBA Policy Maintenance Service Program. We appreciate your continued collaboration on school policy matters.

## Recommended updates:

**Policy 1240-** References policy 1520- Board/Staff Communications. Each Trustee shall visit every school once per year. It removes the reference to a class 1 district because we are a class two district. Just adds minor language and does not change the policy.

**Policy 1520-** Board Staff Communications- Discusses district organizational chart when staff want to communicate with the Board. Communications “shall” be submitted through the Superintendent. Staff are authorized to raise potential violations of District policy but should go through the procedures and protections established in Policies 1700-Uniform Complaint Procedure, 5012-Sexual harassment of Employees, 5015-Bullying/Harassment/Intimidation and 5125-Whistle Blowing and Retaliation. The board will also communicate with staff through the Superintendent.

**Visits to the school-** will be conducted at least once per year. Can be as entire Board or a committee of the Board. Individual visits must be approved by the Board and Superintendent. If approved the Superintendent will coordinate with the principal.

**Social Interaction-** Discussion of educational trends, issues, innovations and general district problems can be anticipated. Official complaints, concerns, and communication shall be redirected and handled through the formal process.

**Policy 3310P2-** Student Risk Assessment- We already have this one in place.

**Policy 5231-** Personnel Records- Just a notification on change of address in personnel file.

## Legal Reference Changes (No Board action required)

1650- Public Charter Schools

2158- Family Engagement Policy

2500- English Language Learner Program

3210- Equal Educational Opportunity, Nondiscrimination, and Sex Equity

6140- Duties and Qualifications of Administrative Staff Other than the Superintendent

### Required Policy Updates

**1400- Board Meetings-** Policy waives the 48-hour notice requirement for a special board meeting in an unforeseen emergency or to consider a violation of the student code of conduct, as defined in accordance with District policy, within a week of graduation. For this policy, “unforeseen emergency” means 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, or district employees or the educational functions of the district.

**Deletes:** In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

1420- School Board meeting Procedure

Posting the Agenda- Agendas will note the meeting is being recorded in accordance with this policy. Upon convening a meeting, the Board Chair shall announce the meeting is being recorded in accordance with this policy.

Recording and Broadcast- District shall record their public meetings. District shall make recordings available within 5 business days with a link on the districts website. If the recording is not the official minutes they can be destroyed at being posted on the website for one (1) calendar year. If there is a technical failure the district is not required to reschedule the meeting. (Optional)- Only the language is optional. This gives public a means of commenting in writing.

### **1511- Code of Ethics for School Board Members**

New Policy- Fairly simple language.

### **1610- Goals and Objectives**

Integrated Action Plan- We are required to have an integrated action plan that includes:

1. Graduate profile (Mike is working on this)
2. School District Goals (We did this in November)
3. Description of planned progress
4. Description of strategies for assessing student progress toward meeting all content standards.
5. A professional development component.
6. A description of how the district will meet programmatic requirements of state and federal grants.
7. Description of strategies for addressing needs of G&T students, children with disabilities, English learners, and at-risk students.

The District shall report and submit their adopted integrated strategic action plan to the Superintendent of Public Instruction.

**2151F- Assumption of Risk Form-** In our current policies

### **2320- Field Trips, Excursions, and Outdoor Education**

Added: Transportation and lodging for trips or events under this policy shall be in accordance with Policy 8132 (Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus, and one (1) copy will be given to the Activities Director before the bus departs.)

### **3141- Nonresident Student Enrollment**

This is where we can have the students apply for enrollment by a given date. We can omit late applications if we wish. (Maybe two dates for beginning of the year and semester?) All optional language is discarded including not admitting expelled students, charging tuition, and ineligibility for transportation.

### **3305- Seclusion and Restraint**

Added: The most senior trained individual shall direct another available staff member to notify the student's parents or guardian of the situation consistent with policy 3431 Emergency Treatment.

### **3310P1- Student Risk Assessments**

Added: We must "secure consent prior to completion of an assessment".

### **Policy 3410F (the "F" is for Form)- Medical Exam Consent**

Added: This notice is intended to inform parents that the following medical examination will be provided at the school: \_\_\_\_\_. This examination will be provided on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.

### **Policy 3410- Student Health/Physical Screening/Examinations**

Added: Services may include: Any physical or mental health services, examination, or screening.

Added: during an emergency situation consistent with District Policy 3431- Emergency Treatment.

Edited: Parents will have opportunity to "consent to" instead of "opt out".

### **3413-F2- Religious exemption Form (form is new)**

#### **3431- Emergency Treatment**

Added: When a student exhibits behaviors or conduct of a nature that creates concern for the student's safety or the safety of others, a responsible school official will isolate the student from other children to a room or area segregated for that purpose. School officials may also utilize techniques and strategies available under Policy 3305-(Seclusion and Restraint) and Policy 3310P-(Student Discipline).

#### **3600F1- Student Records**

Added: Video and audio recording (including electronic version) as parents right to prohibit release of information.

#### **3600F2- Student Directory Information Notification**

New form to be used.

#### **3600P- Student Records**

Added: Video and audio recording (including electronic version) as parents right to prohibit release of information.

#### **5121- Personnel**

Added: Mentorship and Induction: The Board of Trustees authorizes the District Administrator to collaborate with educational staff of the District to implement a mentorship and induction program within each school in the District consistent with the terms of the District's integrated strategic action plan and 10.55.723 ARM.

#### **Policy 5223- Personal Conduct**

Added: An employee shall not perform an official act directly and substantially affecting its economic benefit to a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent. An employee shall not perform an official act directly and substantially impacting another business or other undertaking which is of

economic detriment when the employee has a substantial personal interest in a competing firm or undertaking.

Added Underlined portions: A District employee, before acting in a manner which might impinge on any fiduciary duty, may shall disclose the nature of the private interest which would create a conflict to avoid disruption to District operations. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain. An employee shall not act as an agent or solicitor in the sale or supply of goods or services to a district. An employee shall not use District time, facilities, equipment, supplies, personnel, or funds for the officer's or employee's private business, political, or commercial purposes. Curriculum or materials created within the course of the employee's duties for the District using District resources are considered to be the property of the District.

Added: An employee shall not assist any person for a fee or other compensation in obtaining a contract, claim, license, or other economic benefit from the District. An employee shall not solicit or accept employment or engage in negotiations or meetings to consider employment, with a person whom the officer or employee regulates in the course of official duties without first giving written notification to the District.

#### 5330- Maternity and Paternity Leave

Added: Employees may use accumulated leave for maternity and paternity leave and upon the expiration of accumulated leave be placed on unpaid leave.

#### 7320- Financial Management (bids and contracts)

Added Underlined portion: The Superintendent will establish bidding and contract-awarding procedures. Each bid and procurement procedures completed by the District will comply with applicable nondiscrimination laws. Each vendor or contractor awarded a contract under this policy or any District procurement process shall comply with all applicable nondiscrimination laws. 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:

#### Policy 8110- Noninstructional Operations (Bus Stops)

Added: The Board of Trustees shall approve all school bus stops requiring a child to cross a roadway.

Added: Each bus shall be equipped with extended stop arms as required by law.

#### Policy 8125- School Bus Emergencies

Added Underlined: To ensure the success of such emergency procedures, every bus driver will conduct an emergency evacuation drill as early as possible within the first two weeks of the first semester and within the first week of the second semester. Students must complete a bus safety drill regardless of whether they regularly ride the bus. The District will conduct such other drills and procedures as may be necessary.

#### 8132- Noninstructional Operations/ Activity Trips/ Transportation

Totally Rewritten: please review.

#### Policy 8210- Noninstructional Operations/ Procurement Policy for School Food Service- New Policy

1                      **School District**

2  
3 **STUDENTS**

3141

4  
5 Nonresident Student Enrollment

6  
7 For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student’s district  
8 of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

9  
10 Mandatory Nonresident Enrollment for Extenuating Circumstances

11  
12 The District shall enroll a student who resides outside of the District whenever the extenuating  
13 circumstances listed in Section 20-5-321, MCA, exist.

14  
15 Applying for Nonresident Enrollment with No Extenuating Circumstances

16  
17 Whenever the extenuating circumstances listed in Section 20-5-321, MCA do not exist and  
18 mandatory enrollment of a student who resides outside the District is not required, the District  
19 may enroll the nonresident student at the request of the student’s parent or guardian as specified  
20 in this policy. The District shall serve children who are residents of the district and nonresident  
21 children seeking mandatory enrollment for extenuating circumstances prior to enrolling  
22 nonresidents students seeking to apply when extenuating circumstances do not exist.

23  
24 Every **current** nonresident student who seeks to enroll in the District shall apply for admission  
25 for the succeeding school year by **the regularly scheduled July board meeting**. All applications  
26 shall be submitted using the form found at Policy 3141F as developed by the Superintendent of  
27 Public Instruction. **(Optional) Students applying for enrollment during the school year must be**  
28 **approved by the board prior to attending Jefferson High School. (End Optional Language)**

29 Nonresident students shall reapply for admission each school year. Admission in one school  
30 year does not infer or guarantee admission in subsequent years. Each application shall be  
31 assigned a unique number distinct from a student identification number that does not disclose a  
32 student’s personally identifiable information consistent with Policy 3600. Within 10 days of the  
33 initial application for an agreement, the District shall notify the parent or guardian of the child  
34 and district of residence involved in the out-of-district attendance agreement of the anticipated  
35 date for approval or disapproval of the agreement.

36  
37 The Board of Trustees authorizes the District Administrator to review the applications for  
38 nonresident enrollment consistent with his policy and Section 20-3-320, MCA. Not more than  
39 30 days following the application deadline, the District Administrator shall submit a list of  
40 students to the Board of Trustees who are recommended for enrollment. The Board of Trustees  
41 shall make the decision to approve or deny requests for nonresident enrollment during a meeting  
42 of the Board. Each application shall be considered during a closed session consistent with Policy  
43 1400 after giving prior notice to the parents that their application will be considered by the Board  
44 of Trustees in a closed session of the Board. Any motion on an application shall be made  
45 referring to the distinct application number.



1 In reviewing and determining whether to approve an application for attendance by a nonresident  
2 child, the District Administrator shall recommend for approval and Board of Trustees shall  
3 approve the application unless the Board of Trustees find that the impact of approval of the  
4 application will negatively impact the quality of education for resident pupils by grade level, by  
5 school, or in the District in the aggregate in one or more of the following ways:

6  
7 1. The approval would result in exceeding limits of:

- 8 A. building construction standards pursuant to Title 50, chapter 60, MCA;
- 9 B. capacity and ingress and egress elements, either by individual room or by  
10 school building, of any fire code authorized by Title 50, chapter 3; or
- 11 C. evacuation elements of the district's adopted school safety plan.

12 The Board authorizes the District Administrator to coordinate with the local fire  
13 marshal, law enforcement, health department, and first responders when developing  
14 standards under this Subsection 1. Findings shall be adopted by the Board in the  
15 District's strategic plan or plan for continuous improvement specified in Policy 1620.

16 2. The approval would impede meeting goals, standards, or objectives of quality  
17 education adopted by the Board in the District's strategic plan or plan for continuous  
18 improvement specified in Policy 1620.

19 3. The approval would risk jeopardizing the educational quality adopted by the Board in  
20 the District's strategic plan or plan for continuous improvement specified in Policy 1620  
21 because the nonresident child who is applying was:

- 22 A. truant as defined in Section 20-5-106, MCA, in the last school district  
23 attended;
- 24 B. expelled by another school district at any time; or
- 25 C. suspended in another school district in any of the 3 school fiscal years  
26 preceding the school fiscal year for which attendance is requested. This  
27 Subsection C does not apply to a student who is eligible for special education or  
28 related services.

29  
30 Review and consideration of applications and the records of applicants as well as decisions  
31 regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In  
32 the event the District receives more applications than the District can accommodate, the District  
33 shall prioritize applications on the basis of the quality of education for students who are residents  
34 of the district of attendance and the obligations of resident taxpayers. This priority may include  
35 applications from children of District employees as well as children with siblings who have  
36 previously enrolled in the District as nonresident students. This priority is specifically  
37 established and shall be implemented on a rational basis to provide a quality education to  
38 students enrolled in the District.

39  
40 Within 10 days of approval or disapproval of an application for non-resident enrollment, District  
41 shall provide copies of the approved or disapproved attendance agreement to the parent or  
42 guardian and to the district of residence. In the case of a disapproval, the District shall provide  
43 the specific allowable reason for the disapproval consistent with this policy and supporting  
44 documentation.

45  
46 For an approved application and out-of-district attendance agreement the District shall provide a  
47 copy of the completed agreement to the county superintendent of schools of the county of

1 residence, county superintendent of schools of the county of attendance, and the Superintendent  
2 of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's  
3 district of residence under the provisions of this policy, by July 15 following the year of  
4 attendance, the district of attendance shall notify the district of residence of an obligation under  
5 Section 20-5-323, MCA.

6  
7 If an out-of-district attendance agreement is disapproved or no action is taken, the parent or  
8 guardian may appeal the disapproval or lack of action in accordance with Montana law.

9  
10 Unless otherwise agreed by the district of residence and the district of attendance, the family of a  
11 nonresident child whose application for attendance has been approved is responsible for  
12 transportation of the child and the child is not an eligible transportee as defined in Section 20-10-  
13 101, MCA. The district of attendance may discretionarily provide transportation pursuant to  
14 Section 20-10-122, MCA.

#### 15 16 Discretionary Nonresident Student Attendance Policy

17  
18 ~~This policy shall terminate and expire on June 30, 2024, to be replaced in its entirety by a policy~~  
19 ~~governing non-resident student enrollment consistent with Chapter 368 (2023).~~

20  
21 ~~1. — Except as required by § 20-5-321, MCA, the District will admit nonresident students at~~  
22 ~~its discretion.~~

23  
24 ~~2. — The Superintendent will recommend to the Board any nonresident student admission in~~  
25 ~~accordance with this policy, with the Board making the final decision on admission.~~

26  
27 ~~3. — The District will examine a student's records from this district and other school districts~~  
28 ~~before any Board approval for admission. Review of the records and decisions regarding~~  
29 ~~admission cannot be inconsistent with district policies regarding nondiscrimination. Any~~  
30 ~~priority among the applications shall be on a rational basis that prioritizes the quality of~~  
31 ~~education for students who are residents of the district of attendance and the obligations~~  
32 ~~of resident taxpayers.~~

33  
34 ~~4. — The District will not admit nonresident students when doing so would cause the district~~  
35 ~~to exceed the class size standards under 10.55.712 and 10.55.713, ARM.~~

36  
37 ~~5. — Every nonresident student who attends District schools must reapply for admission for~~  
38 ~~the succeeding school year by June 15. Admission in one school year does not infer or~~  
39 ~~guarantee admission in subsequent years.~~

40  
41 ~~6. — Nonresident students enrolled under this policy are subject to all district policies, rules,~~  
42 ~~regulations on the same basis as resident students.~~

43  
44 ~~7. — All resident students who become nonresidents because their parents or guardians move~~  
45 ~~out of the District may continue attendance for the school year, barring registration in~~  
46 ~~another District. At the completion of the school year, a student must apply as a~~

1 ~~\_\_\_\_\_ nonresident student in accordance with #5.~~

2  
3 8. ~~[OPTIONAL] The Board will not admit any student who is expelled from another~~  
4 ~~school district.~~

5  
6 9. ~~( OPTIONAL Use only if the district currently charges tuition) The Board reserves~~  
7 ~~the right to charge tuition for nonresident students. At its discretion, the Board may~~  
8 ~~charge or waive tuition for all students whose tuition is required to be paid by one kind of~~  
9 ~~entity, defined as either a parent or guardian or a school district. Any waiver of tuition~~  
10 ~~will be applied equally to all students whose tuition is paid by the same kind of entity~~  
11 ~~(i.e., if the District charges tuition in those circumstances where a resident district pays~~  
12 ~~but waives tuition in those circumstances where a parent or guardian is responsible for~~  
13 ~~tuition, the tuition waiver will be applicable to all students whose parents or guardians~~  
14 ~~bear the responsibility for payment).~~

15  
16 10. ~~All nonresident students will be considered ineligible transportees for school~~  
17 ~~transportation services (§ 20-10-101, MCA).~~

18  
19 11. ~~(Optional) As part of the District's strategic planning process, the Board of Trustees may~~  
20 ~~adopt provisions within the plan of continuous improvement related to the following aspects of~~  
21 ~~the District's facilities, operations, and compliance with accreditation standards:~~

22 ~~(A) building construction standards pursuant to Title 50, chapter 60;~~

23 ~~(B) capacity and ingress and egress elements, either by individual room or by~~  
24 ~~school building, of any fire code authorized by Title 50, chapter 3;~~

25 ~~(C) evacuation elements of the district's adopted school safety plan;~~

26 ~~(D) and establish goals, standards and objectives of quality for delivery of~~  
27 ~~education and related services;~~

28 ~~(E) educational quality within the district for expectations related to truancy,~~  
29 ~~expulsion, or suspension, as specified in state law;~~

30  
31 Cross Reference:      2161 – 2161P              Special Education  
32                              3110                              Entrance, Placement, and Transfer  
33                              3125                              Education of Homeless Children  
34                              3210                              Equal Education, Nondiscrimination and Sex  
35    Equity  
36                              3600                              Student Records  
37                              1400                              Board Meetings

38  
39 Legal Reference:      § 20-5-314, MCA              Reciprocal attendance agreement with adjoining  
40    state or province  
41                              § 20-5-320, MCA              Out-of-district attendance by parent or guardian  
42    request with no extenuating circumstances.  
43                              § 20-5-321, MCA              Attendance with mandatory approval – tuition and  
44    transportation  
45                              § 20-5-322, MCA              Residency determination – notification – appeal for  
46    attendance agreement

1 § 20-5-323, MCA Tuition and transportation rates  
2 10.55.712, ARM Class Size Elementary  
3 10.55.713, ARM Teacher Load and Class Size – High School  
4

5  
6 Policy History:  
7 Adopted on:  
8 Reviewed on:  
9 Revised on:

**Boulder Association of Teachers  
P.O. Box 838  
Boulder, MT 59632**

January 9, 2024

Jefferson High School Dist. #1  
P.O. Box 848  
Boulder, MT 59632

Dear Mr. Wilkerson and Members of the Board of Trustees,

This letter serves as notification that the Boulder Association of Teachers, in accordance with sections 9.1 and 9.2 of the Negotiated Agreement, intend to open contract negotiations. All sections of the Negotiated Agreement shall be considered, with specific items delineated during the negotiation process.

The Association members serving on the negotiations committee are **Cassidy Parsons, Dawn Smartnick, Fritz Bieler, Mary Anne McMahon, Logan Brower and Sarah Layng**

Please contact the JHS negotiations committee members with some proposed dates and times for our initial negotiation session.

Sincerely,

*Sarah A Layng*

Sarah Layng  
President, BAT  
High School Representative

Cc: Logan Brower  
Cassidy Parsons  
Mary Anne McMahon  
Dawn Smartnick  
Fritz Bieler