

# MINUTES Jefferson High School Dist. 1 Board of Trustees

February 20, 2024

Regular Meeting

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

**Board member(s) absent:**

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

**Staff and Visitors Present:** Tim Keener, Eliza McLaughlin, Keith Shultz, Laci Lemons, Emma Citi, Dawn Smartnick, Steve McCauley, Connie McCauley, 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. Mr. Rasch moved to approve the minutes. Ms. D. Morris seconded the motion, which passed unanimously. Mr. Willcut moved to approve the claims. Mr. Rasch seconded the motion, which passed unanimously. Mr. Rasch moved to approve the Dick Anderson and SMA bills. Mr. Willcut seconded the motion, which passed unanimously.

**D. Staff Report.** – Steve McCauley (JHS) and Connie McCauley (BES) presented the Phage Program in which both teachers are involved.

**E. Student Report.** – Ms. Lemons gave the student report. FCCLA and BPA fundraisers were approved and planning is underway for JHS Day, March 4.

**F. Committee Reports** – Facilities continues to meet 2 days per month. Negotiations met and talked mostly about language until budget numbers are firmer.

**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 – Three (3) suggestions for the division of the trust proceeds were discussed. Ms. Graham moved to award a \$5000 scholarship for the top male, a \$5000 scholarship for the top female, and the remaining split among 6 students at \$3000 apiece. Mr. Willcut seconded the motion, which passed unanimously.
2. Facility Manager – submitted in writing. Ms. Layng gave an overview of the numbers of students participating in tennis, track, golf, and softball.
3. Principal/A.D. – submitted in writing.
4. Superintendent – Mr. Wilkerson added an update about the Van Hoole bus. It has been taken to Missoula to Kenworth for repairs. Little to nothing was done in Butte.

**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 – At 5:00 p.m. March 19 the board will take a walk through the new addition.
2. Personnel
  - a. Resignations – None.
  - b. New hires - .5 custodian. Ms. E. Morris moved to accept the recommendation of Mr. Tim Keener for the part-time custodial position. 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. Policies 2<sup>nd</sup> reading
  - a. Policies with Required Updates
    - i. 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. Added language to identify dates & add “or by board approval.”  
 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. (*The district limit for the superintendent ordering is \$80,000.*)  
 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.

Ms. D. Morris moved to approve on second reading the required and recommended policies (with additions), to acknowledge the policies requiring no board action, and to acknowledge that the 1900 policies have already been terminated. Mr. Willcut seconded the motion, which passed unanimously.

5. Resolution calling for an election. Ms. E. Morris moved to call for a trustee election and a levy election. Should either one of these not be needed, the clerk (L. Carey) is authorized to cancel one or both elections. Ms. Graham seconded the motion, which passed unanimously.
6. Facility Use. Mr. Sturdevant presented proposed changes in the rates for building use. He and Mr. Moodry had researched other school’s charges. Mr. Moodry, Mr. Sturdevant, and Mr. Wilkerson will review and clarify the necessary rates.
7. Heard Scholarship breakdown. Addressed above.
8. 2024-25 Calendar. Ms. Robson moved to approve the calendar that runs from August 22, 2024 to May 30, 2025. Ms. E. Morris seconded the motion, which passed unanimously.
9. Approval of volunteers for FCCLA, Skills, and Band trips. Ms. Graham moved to approve the list provided. Ms. D. Morris seconded the motion, which passed unanimously.
10. Possible retirement incentive. Mr. Wilkerson didn’t recommend offering one at this time.
11. Intro to Computers Class. Ms. Smartnick proposed reducing the number of offerings of this class to allow more sections of Personal Finance. Personal Finance will be a required class at the state level.
12. RBHI – Rural Behavioral Health Institute. Ms. Robson moved to accept the administration’s recommendation to adopt the RBHI program. Mr. Rasch seconded the motion, which passed unanimously.

**J. Communication and Comments**

a. Letters –R. Wilkinson resignation

**Commendations** Ms. E. Morris commended Mr. Moodry for his coverage of the tournament “banana” group.

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

Heard Scholarship selections.

**M. Adjournment** - meeting adjourned at 6:45 p.m.

  
Signature of Chair

  
Signature of Clerk