

AGENDA for the *REGULAR MEETING*
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. Tuesday May 17, 2022 *** **Jefferson High School Library**

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

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

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. Student Report

D. Staff Report

- a. Nursing Transition
- b. Teacher

E. Committee Reports

F. Administration Reports – *The board briefly reviews the written reports provided in 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. Principal/A.D.
3. Superintendent

G. Unfinished Business- Action is always possible for Unfinished Business items.

H. New Business – Action is always possible for New Business items.

1. Policy First Reading
 - a. 2151F8 – Coach’s Code of Conduct
2. Policy Second Reading
 - a. 1520 – Board/Staff Communications
 - b. 2161P – Special Education
 - c. 2167 – Correspondence Courses
 - d. 2168 – Distance, Online, and Technology-Delivered Learning
 - e. 2170 – Digital Academy Classes
 - f. 2312 – Copyright
 - g. 2510 – School Wellness
 - h. 3310 – Student Discipline
 - i. 3310P2 – Student Risk Assessments
 - j. 3413F1 – Medical Exemption Statement
 - k. 3413F2 – Affidavit of Exemption on Religious Grounds
 - l. 3416 – Administering Medication to Students
 - m. 3612 – District-Provided Access to Electronic Information, Services, Equipment, and Networks
 - n. 3612F – Internet Access Conduct Agreement
 - o. 3612P – District-Provided Access to Electronic Information, Services, Equipment, and Networks
 - p. 5121 – Applicability of Personnel Policies
 - q. 5223 – Personal Conduct
 - r. 5228P – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - s. 5314 – Substitutes
 - t. 5321 – Leaves of Absence
 - u. 5450 – Employee Use of Electronic Mail, Internet, Networks, and District Equipment
 - v. 5450F – Employee Equipment Use, Internet Conduct, and Network Access Agreement
 - w. 5450P – Employee Use of Electronic Mail, Internet, Networks, and District Equipment Procedure
 - x. 7625 – Use of Enhanced Tax Credit Receipts
 - y. 8300 – Risk Management

3. Personnel
 - a. Substitutes –R. Workman
 - b. Superintendent search recommendation
 - c. Resignations – Nurse -C. Rauch-Davis, Asst. AD – Dan Sturdevant
 - d. Staff employment recommendations
 - i. Administrative – L. Carey, A. Carey
 - ii. Coaching – assistant cheer, National Honor Society
 - iii. School nurse position
 - iv. Paraprofessional position(s)
 - v. Summer employment
 - vi. Activities Director position
 - vii. Custodial position
4. Attendance Agreements – 2 YDI , 24 JHS student to Helena, 1 Helena student to JHS
5. Heard Scholarship Applications discussion and recommendation
6. Sports Co-op update
7. Approval of Prickly Pear Cooperative representative
8. Mental Health Contractor
9. Food Services
10. Activity Bus update
11. Construction/Renovation update & Community Event Coordination (3-4 events/Kickoff)
 - a. Community Events
12. Facility Use charge update
13. Canvass of Election

I. Communication and Comments

1. Letters to the Board – Sturdevant, Rauch-Davis

J. Commendations and Recognition

K. Consent Agenda

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

L. Follow-up/Adjournment – upcoming agenda items

- June – Spring coach recommendations
 Consideration of Resolution for Relative of Trustee hires

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

A. Call to Order

B. Board Reorganization (Policy 1120)

- | | |
|---|--|
| <ol style="list-style-type: none"> i. Seating of Trustees ii. Election of Chair – called by Superintendent iii. Election of Vice-Chair iv. Appointment of Clerk | <ol style="list-style-type: none"> v. Assignment of Committees vi. Establishment of Meeting Format/Times vii. Appointment of MTSBA Liaison (Policy 1135P) |
|---|--|

C. New Business

- i.. New Board Member Training
- ii.. Approval to have Jefferson County run the 2023 election by mail ballot

D. Adjournment

NEXT *REGULARLY* SCHEDULED HIGH SCHOOL BOARD MEETING June 21, 2022, 6:30 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

Buster Bullock, (Boulder area position)	Dani Morris, (At-Large 1 position)	Bryher Herak (Basin area position)
Kyrie Russ, Vice-Chair (At-Large 2 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.

Our vision for the future:

Students:

- Achieve high test scores and graduation rates that are competitive nationally;
- Graduate with a plan for life that they feel well equipped to pursue;
- Choose our school over others because of our solid reputation;
- Feel happy, challenged, safe, and supported during their time here;

Teachers:

- Actively support students with their time, attention and obvious commitment;
- Have the tools and resources necessary to do optimal work;
- Are proud to work here and of their contribution to the school;

Our Administration and Board

- Commit to be knowledgeable about best practices
- Establish, devote themselves to, and evaluate their priority goals on a regular basis; and
- Work as a collaborative team to make decisions that always focus on what is best for students, teachers, and our communities.

Our communities:

- Are knowledgeable of and highly respect our commitment to excellence; and
- Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

- Appreciate and fully engage in our activities that augment our core curriculum; and

- Have access to technology that enhances their learning opportunities.

- Are committed to continuing education and the use of best practices;

- Look at our District as a long-term career commitment; and

- Feel confident about the Board's decisions and plans.

COMMITTEE ASSIGNMENTS:

Negotiations/Personnel – B. Herak, J. Willcut, C. Robson

Policy/Handbook – K. Russ, B. Herak, D. Morris

Budget/Insurance/Investments – C. Robson, B. Bullock, D. Morris

Building/Grounds/Transportation – C. Robson, B. Bullock, L. Rasch,

Technology – L. Rasch, K. Russ, J. Willcut

May 10, 2022

Dear JHS School Board Members,

Nurse Clara and I, Nurse Erin, would like to encourage the school board to hire another school nurse. Nurse Clara will be committing full time to Clancy school but has been a much-needed asset here at JHS. We believe that it would be beneficial for JHS to hire a replacement to continue to improve what we have been building. Boulder Elementary School (BES) is interested in sharing a school nurse with JHS, much like Clancy school did this year. It makes more sense to have a nurse share BES and JHS since they are in close proximity. If there is a situation at one school on a day the nurse is at the other school, they can just walk over and address the situation.

Some of the tasks the school nurses have taken on this year include: providing testing for COVID-19 to staff, students, and family; reporting all COVID tests to the state and positive test to the Health Department; building and resupplying first aid kits throughout the school; checking eye wash stations regularly; checking AED stations regularly; stocking and maintaining the nurses office; immunization review (which is required by the state); coordinating care plans for students with chronic illnesses; administer medication; attend IEP and 504 meetings and providing assistance for these students; provided some staff education; provide resources for students; provide first aid and mental health aid as needed; created a calming, relaxing, safe space for students to seek support; sanitizing water fountains; providing personal hygiene products for students; gave several health education presentations in health class; provide food safety training for culinary class; provide vision screenings for drivers education; provide vision and hearing screenings on a teacher referral basis; applied for grants to fund nursing staff, purchase nursing supplies, provide HEPA filter systems to every classroom; submitted required quarterly grant reports to DPHHS; and collaborated with Alta Care to provide mental health support to students.

We tend to see about 15-20 students per day. Many of the students that came to the nurse office to seek support would have left school for the remainder of the day or just not shown up at all. Our goal is to provide support to students at school and get them back to classes as soon as possible. We can be a trusted adult to help address serious concerns from students related to mental health, staff, other students, sexual harassment, and bullying- which are just some of the recent complaints from students. We have worked really hard to build the nurses office all year, and we have finally been found by many students.

First aid situations are easy and quick to deal with. But mental health issues are a bigger part of what we are seeing, and it is not easy, quick, or convenient. If a student had a medical crisis, such as a diabetic emergency, do we treat it the same as a mental health crisis? Do we tell the student it is an inconvenient time, so you need to wait until a later time to address that? No! We need to treat physical and mental health with the same priority, compassion and care.

As nurses, we do not assume that a student is perfectly well and just making things up to get out of something for no reason at all. Saying things like "attention seeking behavior," "using mental health as an excuse," or "no big deal" are all dangerous assumptions that we do not use. If these behaviors are being seen, it usually means something is going on and they do need help. This is what differentiates a nurse from a teacher and makes nurses a valuable asset to the school.

How can we best support students when they are having a mental health crisis, while also helping them achieve academic success? This is something we have been working on and would like to continue to build on.

May 10, 2022

There is funding available for hiring school nurses. We can work together to find funding for a much-needed school nurse.

Sincerely,

Erin Ritchie, RN and Clara Rauch Davis, RN

Enclosures: School Nurse Role 3 articles

The School Nurse's Role in Behavioral/Mental Health of Students

Position Statement

SUMMARY

It is the position of the National Association of School Nurses (NASN) that registered, professional school nurses (hereinafter referred to as school nurses) serve a vital role in promoting positive behavioral health outcomes in students through evidence-based programs and curricula in schools and communities. Behavioral health, which encompasses mental health, is as critical to academic success as physical well-being. As members of interdisciplinary teams, school nurses collaborate with school personnel, community healthcare professionals, students, and families in the assessment, identification, intervention, referral, and follow-up of children in need of behavioral health services. School nurses, because of their regular access to students, are uniquely qualified to identify students with potential behavioral health concerns. School nurses can serve as advocates, facilitators, and counselors of behavioral health services within the school environment and in the community.

BACKGROUND

The Substance Abuse and Mental Health Services Administration (SAMHSA) defines behavioral health as “mental/emotional well-being and/or actions that affect wellness” (SAMHSA, 2017a). SAMHSA also states that behavioral health includes the “service systems that encompass prevention and promotion of emotional health; prevention of mental and substance use disorders, substance use, and related problems; treatments and services for mental and substance use disorders; and recovery support” (SAMHSA, 2017a). Behavioral health and wellness occur across a continuum. Schools and school nurses have an essential role in addressing behavioral health disorders, promoting mental wellness and social-emotional competencies, enhancing protective factors, and referring to and collaborating with behavioral health support networks when appropriate.

Behavioral health disorders that school-age children commonly experience include, but are not limited to, attention deficit hyperactivity disorders, mood disorders, depression, bipolar disorders, conduct disorders, anxiety disorders, panic disorders, eating disorders, psychotic disorders, and substance use disorders. Behavioral health disorders affect a significant number of America's school-age children. According to the Centers for Disease Control and Prevention (CDC), 13% to 20% of children living in the United States experience a mental disorder in a given year, and surveillance from 1994 to 2011 indicated increasing prevalence over time (CDC, 2013). In 2014, approximately 5% of adolescents ages 12-17 in the U.S. had a substance use disorder (SAMHSA, 2017b).

The (CDC) 2015 Youth Risk Behavior Survey found that 17.7% of high-school students had seriously considered attempting suicide in the past twelve months, 14.6% had made plans to do so, and 8.6% had made one or more attempts to do so (Kahn et al., 2016). Suicide is the second leading cause of death in adolescents (Banspach et al., 2016). Data from the Youth Risk Behavior Survey also indicates that 21.7% of students were offered, sold, or given an illegal drug on school property in the past year, and 17.7% of students consumed five or more servings of alcohol in a row in the past 30 days (CDC, 2015). In addition, adverse childhood experiences (ACEs), including physical, emotional and sexual abuse and other potentially traumatic experiences, are common among youth and are related to increased risk for lasting negative effects on physical and mental health (CDC, 2015). The CDC Behavioral Risk Factor Surveillance System Survey ACE Data, 2009-2014, indicates that approximately 66% of adults surveyed report experiencing at least one ACE, and more than 20% reported experiencing three or more ACEs. An

homebound instruction or hospitalization and serve as a care coordinator among community behavioral health and primary care providers, the family, and school personnel.

- Provide behavioral health screening and basic behavioral health skills that include education about mental health and substance use disorders, psychotropic medication information, and cognitive behavioral skills.
- Recognize care coordination as a critical component of comprehensive behavioral health services and regularly make referrals and connect parents and children with school and community behavioral health resources (NASN, 2015). School nurses' regular contact with students allows them to provide ongoing assessment, monitor treatment compliance, and provide timely feedback to families, physicians and mental health professionals regarding a student's response to treatment, thus allowing for better medical management of behavioral health conditions and health outcomes (AAP, 2016; Bobo & Shubert, 2013).
- Regularly provide educational programming to teachers, administrators, parents and guardians, and students about behavioral health concerns and assist with crisis intervention planning.

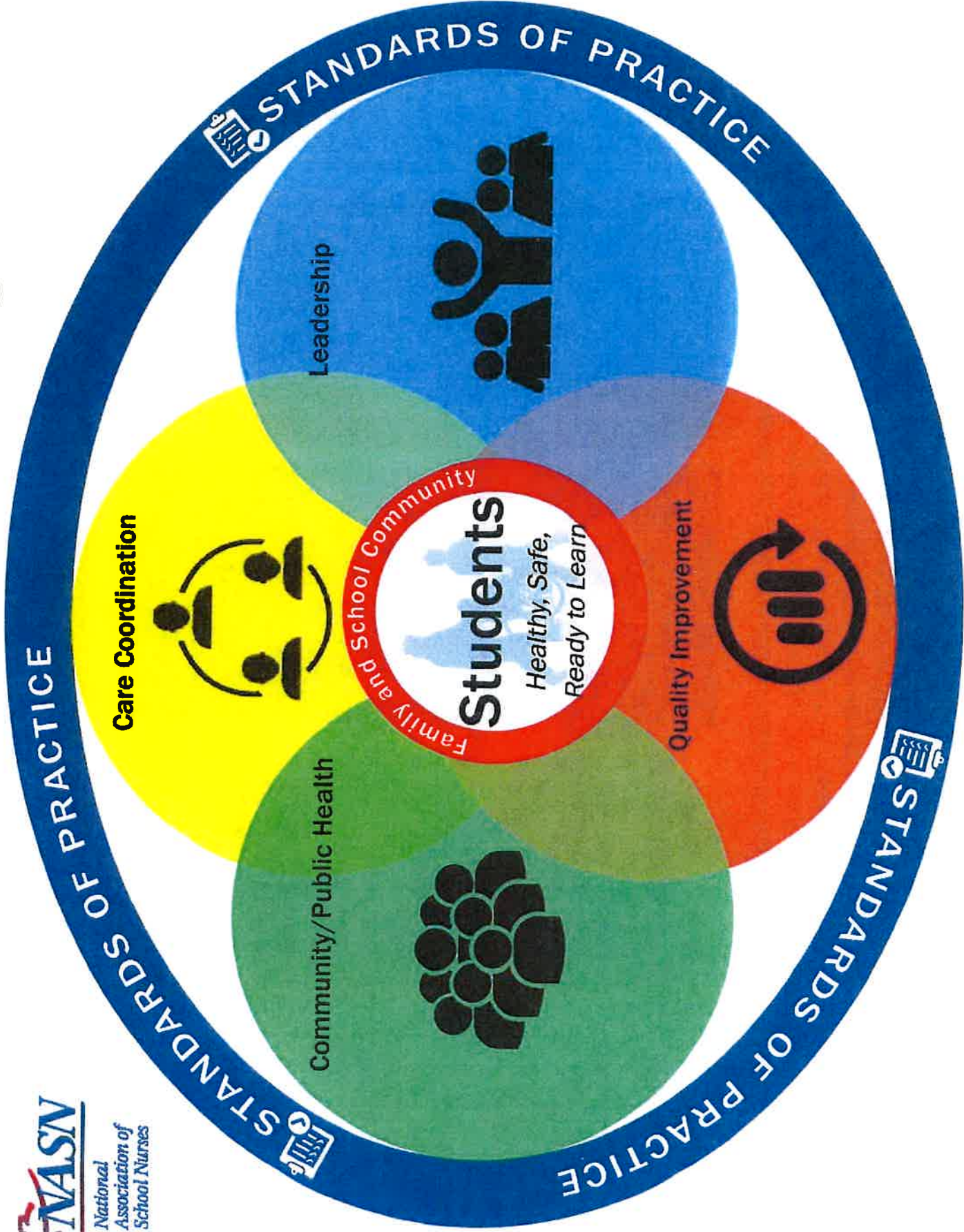
CONCLUSION

School nurses recognize that positive behavioral health is essential for academic success. School nurses are critical to the school mental health team in that they can help address and reduce the stigma of a behavioral health diagnosis, decrease fragmentation of care, and remove barriers to behavioral health services. School nurses, because of their regular access to students and their experience with care coordination, are also uniquely equipped to assist school and community-based behavioral health professionals in providing services including prevention, assessment, early identification/intervention, and treatment of mental illness and substance use disorders.

REFERENCES

- American Academy of Pediatrics. (2017). *Promoting children's mental health*. Retrieved from <https://www.aap.org/en-us/advocacy-and-policy/federal-advocacy/pages/mentalhealth.aspx>
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- American School Counselor Association. (2015). *The school counselor and student mental health*. Retrieved from <https://www.schoolcounselor.org>
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Framework for 21st Century School Nursing Practice™



Framework for 21st Century School Nursing Practice™

NASN's *Framework for 21st Century School Nursing Practice™* (the *Framework*) provides structure and focus for the key principles and components of current day, evidence-based school nursing practice. It is aligned with the Whole School, Whole Community, Whole Child model that calls for a collaborative approach to learning and health (ASCD & CDC, 2014). Central to the *Framework* is student-centered nursing care that occurs within the context of the students' family and school community. Surrounding the students, family, and school community are the non-hierarchical, overlapping key principles of *Care Coordination*, *Leadership*, *Quality Improvement*, and *Community/Public Health*. These principles are surrounded by the fifth principle, *Standards of Practice*, which is foundational for evidence-based, clinically competent, quality care. School nurses daily use the skills outlined in the practice components of each principle to help students be healthy, safe, and ready to learn.



Standards of Practice

- Clinical Competence
- Clinical Guidelines
- Code of Ethics
- Critical Thinking
- Evidence-based Practice
- NASN Position Statements
- Nurse Practice Acts
- Scope and Standards of Practice



Care Coordination

- Case Management
- Chronic Disease Management
- Collaborative Communication
- Direct Care
- Education
- Interdisciplinary Teams
- Motivational/Interviewing/Counseling
- Nursing Delegation
- Student Care Plans
- Student-centered Care
- Student Self-empowerment
- Transition Planning



Leadership

- Advocacy
- Change Agents
- Education Reform
- Funding and Reimbursement
- Healthcare Reform
- Lifelong Learner
- Models of Practice
- Technology
- Policy Development and Implementation
- Professionalism
- Systems-level Leadership



Quality Improvement

- Continuous Quality Improvement
- Documentation/Data Collection
- Evaluation
- Meaningful Health/Academic Outcomes
- Performance Appraisal
- Research
- Uniform Data Set



Community/Public Health

- Access to Care
- Cultural Competency
- Disease Prevention
- Environmental Health
- Health Education
- Health Equity
- Healthy People 2020
- Health Promotion
- Outreach
- Population-based Care
- Risk Reduction
- Screenings/Referral/Follow-up
- Social Determinants of Health
- Surveillance

ASCD & CDC. (2014). *Whole school whole community whole child: A collaborative approach to learning and health*. Retrieved from <http://www.ascd.org/ASCD/pdf/siteASCD/publications/wholechild/wsccl-a-collaborative-approach.pdf>

Managing Chronic Health Conditions in Schools: The Role of the School Nurse

Approximately 25% of children ages 2-8 years old in the United States are affected by chronic health conditions.¹ These can include asthma, diabetes, seizure disorders, food allergies, and poor oral health. Managing chronic health conditions in schools can be complex. This fact sheet focuses on the role of the school nurse in helping students manage their condition to help reach their full academic potential.

Health services in schools are a key component of the [Whole School, Whole Community, Whole Child Model](#).² The healthcare needs of students with a chronic health condition may be complex and continuous. The school nurse is often the only healthcare provider in a school for both emergencies and daily management of chronic health conditions. The National Association of School Nurses (NASN) and the American Academy of Pediatrics (AAP) recommend that school districts provide a full-time school nurse in every school building. A full-time school nurse and dependable funding are essential to achieve high quality health services and to meet student health needs.

School nurses often have three main roles in managing chronic health conditions

1 Providing direct care, such as giving children medications.

- Many students with a chronic health condition are able to attend school and succeed due to services offered by school nurses.
- School nurses may be the first to identify chronic health conditions in students when they enter school.

2 Providing case management.

- The school nurse is a key member of the educational team and is usually responsible for assessing, planning, implementing, and monitoring individual health plans (IHP) and emergency care plans for students with chronic health conditions.



? DID YOU KNOW

- A recent study estimated that for every dollar invested in a school nursing program, society gains \$2.20.⁴
- School nurses often lead the development and evaluation of school health policies and provide healthcare services for students who qualify under Section 504 of the Rehabilitation Act of 1973 to meet requirements of federal laws.
- School nurses assist students in learning to manage their chronic health conditions, increasing time in the classroom and decreasing absenteeism. This saves costs to the school district and increases students' academic success.
- Smaller nurse-to-student ratios are associated with lower absenteeism rates and higher graduation rates.⁵

3 *Advocating for students and their families³ to help them get the resources and support they need.*

- School nurses assist many students that are not served by the healthcare system and may work to link these students and their families to health care or finding a medical home.
- School nurses can help families and students access health insurance through Medicaid, Children's Health Insurance Program (CHIP), and/or eligible insurance.

School nurses can help improve academic achievement and decrease absenteeism

Daily school attendance is strongly associated with higher standardized test scores and graduation rates, and lower dropout rates. Students with chronic health conditions may struggle with chronic absenteeism (missing about 10% or a month's worth of school in a school year⁶) or have other needs that can affect academic achievement.

Access to school nurses and health services can help reduce chronic absenteeism among students with chronic health conditions through care coordination and health education activities including⁶:

- Advocating for a school-wide approach to addressing chronic absenteeism among students with a chronic health condition.
- Assessing students' health status, identifying barriers to educational progress, and developing a healthcare plan to help avoid school absences.
- Coordinating with students and their families to access needed medical or mental health providers and other individual needs.
- Conducting parent/caregiver and student classes on health topics; and addressing chronic tardiness, early dismissals, class absence, and chronic absenteeism.
- Partnering with school staff to help students feel safe at school.
- Encouraging use of consistent and innovative health reporting systems to collect data for quality improvement.

School nurses work to advocate and provide coordinated case management for students

School nurses are positioned to lead the school system in serving as a liaison between school staff, family, school physicians, community healthcare providers, and community organizations. Local organizations might include healthcare systems, hospitals, health departments and universities.

In some places, local hospitals and clinics may be able to provide secure, electronic medical records access to school nurses (with parent authorization). Having access to diagnoses and current medications, treatment plans, and care instructions after an injury, illness, surgery or hospitalization can ensure consistency in health services.



MEDICAL HOME DEFINITION

The National Center for Medical Home Implementation defines a medical home as an approach to providing comprehensive primary care that facilitates partnerships between patients, clinicians, medical staff, and families.

For more information, go to:
<https://medicalhomeinfo.aap.org>



IMPORTANT REMINDER

The long-term effects of chronic absenteeism can lead to a population that is less educated, underemployed, less financially stable and less healthy, because a lifetime of good health correlates with receiving more education.⁷

School nurses give special consideration to developmental stages and homeless students

Developmental stages

The needs of students with chronic health conditions vary from elementary to high school. Identifying a chronic health condition at the onset can be particularly helpful for elementary school students if a pattern is identified before absences become chronic.

School nurses can:

- Assess each student's developmental stage and work with them where they are – whether helping administer medications for younger students, or counteracting myths or misinformation from peers and the internet for older students – school nurses help empower them along the way and as their needs change.
- Help with the transition to young adulthood with the goal of having students be independent by graduation, if appropriate.

Homeless students

For students experiencing homelessness, school nurses can play a vital role in addressing health needs and improving opportunities to succeed in school.⁸

School nurses can:

- Connect homeless students and their families to community resources, such as stable housing.
- Advocate for the importance of regular care of chronic health conditions.

For additional guidance on supporting homeless students, visit the U.S. Department of Education website at <http://www2.ed.gov/policy/elsec/leg/essa/index.html>

- ¹ Van Cleave, J., Gortmaker, S. L., & Perrin, J. M. (2010). Dynamics of obesity and chronic health conditions among children and youth. *Journal of American Medical Association*, 303, 623–630. doi:10.1001/jama.2010.104
- ² Components of the Whole School, Whole Community, Whole Child (WSCC): <http://www.cdc.gov/healthyschools/wsc/index.htm>
- ³ Role of the School Nurse in Providing School Health Services, National Association of School Nurses [NASN] & American Nurses Association [ANA], 2011.
- ⁴ Wang, L. Y., Vernon-Smiley, M., Gapinski, M. A., Desisto, M., Maughan, E., & Sheetz, A. (2014). Cost-benefit study of school nursing services. *Journal of American Medical Association: Pediatrics*, 168, 642–648.
- ⁵ Michael SL, Merlo CL, Basch CE, Wentzel KR, Wechsler H. Critical connections: health and academics. *J Sch Health*. 2015; 85: 740-758. August 3, 2015
- ⁶ National Association of School Nurses (NASN) *School Nurses' Role in Combating Chronic Absenteeism*, 2015
- ⁷ Brief on Chronic Absenteeism and School Health Prepared by the National Collaborative on Education and Health March 2015: <http://www.attendanceworks.org/wordpress/wp-content/uploads/2011/03/Chronic-Absenteeism-and-School-Health-Brief-1.pdf>
- ⁸ Baisch, M. J., Lundeen, S.P., & Murphy, M. K. (2011). Evidence-based research on the value of school nurse in an urban school system. *Journal of School Health*, 81(2), 74-80.



From the desk of:  *Lorie*

March 2022

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

MASBO REGION 4

I'm getting close to the end of my 6-year commitment to the executive board of MASBO. I have one year remaining.

CURRENT OFFICE ITEMS

Finishing the elections process has taken much of my time since the last meeting. Ms. Christina Binkowski is a trained election judge and was able to spend several days working with me to accomplish the task. Our three counting judges worked for 8 hours to complete the counting of ballots.

The snippet below shows the home page of the OPI website. Most of the data I use is under leadership. Take a moment to look around on the site for more interesting information.



Montana Office of Public Instruction

From the Desk of the Superintendent



Superintendent Arntzen is innovating assessments with the new Montana Alternative Student Testing (MAST) Program.

Upcoming

Chapter 55 Information
[Visit the Chapter 55 Page](#)

Chapter 55 - School Quality Task Force:
Thursday, May 19th, 2022
9:00 AM - 4:00 PM
Montana State Capitol Building - Room 137
[Meeting Link - Agenda](#)

Chapter 55 - Negotiated Rule Making Committee:
Wednesday, May 18th, 2022
3:30 PM - 5:00 PM
[Zoom](#)



May 17, 2022

Principals Report--Mr. Mike Moody

Student Count w/AYA= 281

Academics

The school year is winding down. We have put out finalized 2021-22 class schedules. Students will have their 2021-22 schedules by the end of the school year.

Our ACT testing data has come back. We are above all state averages except in writing which has been our primary literacy focus this year (see attached). Our teachers analyzed the data and will have final course modifications by the end of the school year. We are already planing changes to the testing schedule next year to take just a test day, freshmen and seniors, will have the day off while sophomores and juniors will take the pre-ACT and ACT respectively. This will allow smaller testing sessions, increase testing focus, and proper rest/nurishment on test day. We will also institute a school wide ACT test question day during Enrichment on Wednesday's to help student prepare for the test.

We have complete spring MAPs testing. We will be analyzing the data this week, but initial analysis is promising.

Discipline and Attendance

Our attendance percentage was 92.44% compared to 89.92% last year. We have had 54 discipline events thus far this year compared to 58 events at this time in the 2020-21 school year.

Prom

Prom was at the Fairgrounds on April 30. I would like to commend the prom committee, Jessie Harris, Austie May, Mason Lucas, Izzy Morris, Morgan Knickerbocker, Emma McCauley and the Junior Advisors for making prom happen.

Activities

Spring sports are entering their post-season. The regular was a success. Both boy's and girl's golf teams qualified for state with the boy's 2nd place and girls 3rd place respectively at divisional. State will be at Fairmont. The track and tennis results will be available at the meeting.

The JHS Thespians presented "The Little Foxes" and "Oz" on May 12, 13, 14, 16th.

NHS has had their induction ceremony and blood drive. The inducted 20 plus Sophomores and Juniors.

BPA competed in national, Kinsey Kirsch finished 17th in digital media production.

Senior Skip Day was May 3rdth. The Seniors and advisors spent the day in Helena a Sleeping Giant Jump Park and batting cages.

State Music Festival results were as follows:

Please find the enclosed Coaches Code of Ethic information. I am recommending that we adopt the NFHS Coaches Code of Ethic as they reflect a secular affiliation and

alignment with MHSA and NFHS standards as our governing bodies. Please note the current policy was taken from non-secular schools which have been enclosed in the pack. The NFHS Code of Ethics is also more aligned to our current Coaches Handbook and evaluation instrument (see attached).

Information about possible addition of boy's tennis and girl's softball and current financial outlook of JHS Activities will be available at the meeting.

Summary View: The ACT State Contract

Showing students who are [College Reportable](#)

Group	Year	Admin	Composite		Math	Science	STEM	English	Reading	Writing	ELA
			Valid Number	Mean Score							
MONTANA OFFICE OF PUBLIC INSTRUCTION	2021-2022	Spring	3007	18.3	18.1	19.0	18.8	16.8	18.9	6.2	17.5
MONTANA OFFICE OF PUBLIC INSTRUCTION	2020-2021	Fall	6442	20.2	19.9	20.6	20.5	19.0	20.9	6.6	19.3
MONTANA OFFICE OF PUBLIC INSTRUCTION	2020-2021	Spring	9234	19.0	18.9	19.3	19.3	17.7	19.8	6.2	18.0
MONTANA OFFICE OF PUBLIC INSTRUCTION	2018-2019	Spring	9594	19.6	19.6	19.8	20.0	18.3	20.1	6.4	18.4
MONTANA OFFICE OF PUBLIC INSTRUCTION	2017-2018	Spring	9664	19.6	19.6	19.6	19.9	18.3	20.3	6.3	18.3
JEFFERSON HIGH SCHOOL DISTRICT 1	2021-2022	Spring	39	19.5	19.5	20.4	20.3	17.3	20.2	5.5	17.1
JEFFERSON HIGH SCHOOL DISTRICT 1	2020-2021	Fall	54	18.3	19.1	18.5	19.0	17.3	17.7	5.5	16.3
JEFFERSON HIGH SCHOOL DISTRICT 1	2020-2021	Spring	59	19.8	20.3	21.3	21.1	17.3	20.1	5.5	16.9
JEFFERSON HIGH SCHOOL DISTRICT 1	2018-2019	Spring	65	18.6	18.7	20.1	19.7	16.4	18.5	5.9	16.7
JEFFERSON HIGH SCHOOL DISTRICT 1	2017-2018	Spring	49	20.0	19.9	20.3	20.4	18.2	21.1	6.1	18.2

JHS Activities/Athletics Coach's Code of Conduct

The purpose of my coaching is to: help boys become men and girls become women of empathy and integrity who will lead, be responsible, and change the world for good.

I am mindful to never shame a player or participant, but to correct in an uplifting way.
Affirmation!

I believe in every player or participant. Remember, "In youth is where miracles are made."

I protect our players or participants. I am big enough to build up, not tear down. Kids are getting attacked from many places that we don't often see and of which we are not aware.

My job is to put players or participants in a position where they can develop to their fullest potential through proper teaching and nurturing.

Each player or participant is part of our family, deserves every chance to succeed and deserves the utmost respect.

Coaches can disagree in meetings but never in front of our players or anyone else outside of our family. Disagreements are saved for private meetings.

Our players are student-athlete/participants and we are teacher-coaches. We hold ourselves accountable as teachers of young men and women and the lessons they need in order to navigate masculinity, femininity and life.

If I do not know, I say so and get appropriate information. I won't bluff my players or participants! They know the difference.

Parents are our partners. I strive to work with each family in helping their child succeed. "Every boy is a son, every girl a daughter to their mother and father."

I love our players or participants and the other coaches.

I use no profanity!

I know the difference between shaming and coaching. No screaming, shaming, swearing, or sarcasm.

I won't be afraid to apologize! We all make mistakes. When mistakes are made publicly, I will apologize publicly; when mistakes are made personally, I will apologize personally.

We are nurturing successful people, not just successful athletes or participants.

INSTRUCTION

1 I treat all opposing coaches and their teams with honor deserving of true competitors.
2

3 I respect all referees, officials, and timekeepers. They are imperfect and trying their best just as
4 we are.
5

6 Regardless of our wins and losses, we will be successful, if we carry out the above items.
7

8 Because I am a role model who has the power, position and platform to make a positive
9 difference in the lives of my players or participants, I commit to this code of conduct. When
10 failing to live up to our standards I will allow for accountability and take responsibility for my
11 actions.
12

13 Coach Signature: _____
14

15 Sport/Season: _____
16

17 Date: _____
18

19 Legal Reference:
20

21 Policy History:

22 Adopted on: May 2016

23 Revised on:
24

25 *Revision Note:*

Coaches Code Of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.



Grove City Christian School Athletic Handbook 2019-2020

(Revised: August, 2019)

GCCS Coach Standards and Expectations

- The purpose of my coaching is to: help boys become men and girls become women of empathy and integrity who will lead, be responsible, and change the world for good. (Luke 6:31)
- I am mindful to never shame a player, but to correct in an uplifting way. Affirmation! (Ephesians 4:29)
- I believe in every player. Remember, "In youth is where miracles are made." (Proverbs 22:6)
- I protect our players. I am big enough to build up, not tear down. Kids are getting attacked from many places that we don't often see and of which we are not aware. (I Thessalonians 5:11)
- My job is to put players in a position where they can develop to their fullest potential through proper teaching and nurturing. (Proverbs 22:6)

- Each player is part of our family, deserves every chance to succeed and deserves the utmost respect. (Ephesians 4:16)
- Coaches can disagree in meetings but never in front of our players or anyone else outside of our family. (Proverbs 27:17)
- Disagreements are saved for private meetings. (Proverbs 27:17)
- Our players are student-athletes and we are teacher-coaches. We hold ourselves accountable as teachers of young men and women and the lessons they need in order to navigate masculinity, femininity and life as a Christian believer. (Proverbs 22:6)
- If I do not know, I say so and get appropriate information. I will not bluff my players! They know the difference. (Philippians 4:8)
- Parents are our partners. I strive to work with each family in helping their child succeed. "Every boy is a son, every girl a daughter to their mother and father." (Proverbs 22:6)
- I love our players and the other coaches. (Luke 6:31)
- I use no profanity! (James 1:26)
- I know the difference between shaming and coaching. No screaming, shaming, swearing, or sarcasm. (Ephesians 4:29)
- I won't be afraid to apologize! We all make mistakes. When mistakes are made publicly, I will apologize publicly; when mistakes are made personally, I will apologize personally. (James 5:16)
- We are nurturing successful people, not just successful athletes. (Proverbs 22:6)
- I treat all opposing coaches and their teams with honor deserving of true competitors. (Proverbs 22:4)
- I respect all referees, officials, and timekeepers. They are imperfect and trying their best just as we are. (2 Peter 2:13-17)
- Regardless of our wins and losses, we will be successful, if we carry out the above items. (Colossians 3:23-24)
- Because I am a role model who has the power, position and platform to make a positive difference in the lives of my players, I commit to this code of conduct. When failing to live up to our standards I will allow for accountability and take responsibility for my actions.



***WILMINGTON CHRISTIAN
SCHOOL ATHLETICS***

COACHES MANUAL

Updated August 2, 2014

View of Christian Athletics at WCS

The goal at Wilmington Christian School is to create a "Higher Standard for Athletics" and to establish a program that will develop young Christian men and women athletically, academically, and in Christian character that will last a lifetime. To do that as coaches, we have to set the standard. Our philosophy of athletics is God, family, school and athletics, in that order.

Board of Directors' Policy for Sportsmanship

Interscholastic Athletics are a vital part of the student's education at Wilmington Christian School. Participation in athletics develops values that carry over into the student being a productive adult citizen. The recognition and practice of sportsmanship is an application of the Biblical principle of loving your neighbors as yourself. Therefore, procedures shall be developed to ensure that the athletic program promotes standards of sportsmanship, ethical behavior and integrity that are consistent with this principle.

Being a B-I-B-L-I-C-A-L C-O-A-C-H

No other person within a school setting has as much influence in a student-athlete's life than a coach. **"A Coach will impact more people in one year than the average person will in a lifetime"**

This carries a great responsibility that encompasses more than just the time spent during the season within the boundaries of athletic competition. Coaches today are looked upon as mentors, role models, personal, and biblical counselors, and perhaps, the only caring adult in an athlete's life.

In light of this responsibility, coaches have an awesome challenge to positively and biblically affect the lives of the athletes of Wilmington Christian School. We will be evaluated on more than wins and losses. Building a successful program starts with the coach and includes winning along with player development. The following acrostic exemplifies the characteristics of a "Biblical Coach":

B – Build Structure	Are your practices organized to maximize the time and restraints you have?
I – Integrity	Are you showing respect to officials, school staff and others?
B – Be Responsible	Do you accept responsibility for mistakes and problems?
L – Long Strategy	Do you have a written plan to build the program over the next 2-3 years?
I – Individual Christian	Are you modeling a Biblical Christian life style? Are you "3 Dimensional"?
C – Character	Are you a person of your word?
A – Attitude	Is your attitude positive, up-beat and quick to praise and not to condemn? Do you "speak greatness" into your players
L – Loyalty	Are you loyal to the athletes, parents, athletic program, AD, and WCS?
C – Concern	Do you care about your student-athletes beyond the time you see them in practice? Do you value "the person over productivity"
O – Organization	What does your equipment, uniforms, and paperwork look like? Are you meeting deadlines with the AD?
A – Ability to Motivate	Can you keep the morale of your team up in the face of adversity? Is your team ready to play at game time?
C – Commitment	Are you willing to stay with our program to see it through the good and bad times?
H – "Habitudes"	Where you committed to the Team Lessons offered during the season?



Wilmington Christian Athletics.
"Providing a, Christian, Core Value Based Athletic Program"

Coach's Code of Conduct

1. The purpose of my coaching is to: *help boys become men and girls become women of empathy and integrity who will lead, be responsible, and change the world for good.*
2. I am mindful to never shame a player, but to correct in an uplifting way. I believe in every player. I will respect, affirm and enjoy my players!
3. I protect our players. I am big enough to build up, not tear down. Kids are getting attacked from many places that we don't often see and of which we are not aware.
4. My job is to put players in a position where they can develop to their fullest potential through proper teaching and nurturing.
5. Each player is part of our family, deserves every chance to succeed and deserves the utmost respect. I will discipline my players with a gentle yet firm spirit.
6. Coaches can disagree in meetings but never in front of our players or anyone else outside of our family. Disagreements are saved for private meetings.
7. Our players are student-athletes and we are teacher-coaches. We hold ourselves accountable as teachers of young men and women and the lessons they need in order to navigate masculinity, femininity and life.
8. I will look for opportunities to share life experiences with my players off the field of competition. This could be in times of prayer, fellowship during meals, community service or worship.
9. Parents are our partners. I strive to work with each family in helping their child succeed. "Every boy is a son, every girl a daughter to their mother and father."
10. I love our players and my other coaches.
11. I will not use profanity! I will serve as a Role Model to my players.
12. I know the difference between shaming and coaching. No screaming, shaming, swearing, or sarcasm.
13. I won't be afraid to apologize! We all make mistakes. When mistakes are made publicly, I will apologize publicly; when mistakes are made personally, I will apologize personally.
14. We are nurturing successful people, not just successful athletes.
15. I treat all opposing coaches and their teams with honor deserving of true competitors.
16. I respect all referees, officials, and timekeepers. They are imperfect and trying their best just as we are. Regardless of our wins and losses, we will be successful, if we carry out the above items.

Because I am a role model who has the power, position and platform to make a positive difference in the lives of my players, I commit to this code of conduct. When failing to live up to our standards I will allow for accountability and take responsibility for my actions.

Signature _____

Date _____

Coaches Responsibilities Checklist (see Coaches on line Section for Checklist)

Prior to Pre-Season

At least four weeks prior to the start of the season make information available on the Warriors Athletics Website for returning and potential players about the preseason schedule and what they should be doing. Fall coaches should mail information to their players during the summer.

- a. Physicals must be dated after April 1 of the new school year
- b. Practice schedule – times
- c. Pre-season conditioning requirements
- d. What to bring to practice

Pre-Season first day of Practice

1. Collect **physicals** as you take attendance, if the athlete is not on the physical list and they do not hand you a physical the athlete **may not practice**.
2. **Any Coach who allows a player to practice without a physical will be suspended from one day of practice**
3. Make sure each player has turned a **complete** DIAA Physical Form.
4. Give a list of your athletes to the AD after your first practice is over.
5. Make sure you have the following at all practices: water, first aid kit and ice.

One-week Prior to the First Contest

1. Submit player list to the athletic office for eligibility. List must be in grade order, and should include complete names. This form is available on line in the Coach's Section.
2. **No additional athletes may join the team after this point unless it has been approved by the Athletic Department.**
3. Submit a player roster complete with name, grade, jersey #, and position to the athletic office.
4. Submit a phone tree for all your coaching staff and athletes.

In-Season

1. Make sure you post your game results to the WCS Warriors site as required after the completion of every event.
2. Be certain that a coach supervises all athletes **DURING ALL TIMES while on school property (WCS or opponents schools)**.
3. Make sure in the case of any injuries that occur at Away Events the Trainer is immediately notified and the AD is called as soon as possible.
4. Be sure to pray before and after practice/games. Encourage devotionals on regular bases with your athletes. Let's give God the glory!

Post –Season

Within two weeks of your season's completion, submit the following to the athletic office:

1. **Report #1** - Final team roster, please includes managers. With your roster include who lettered/certificate.

Guidelines of Athletic Letters

Participated in ½ the total games/matches

Baseball, Field Hockey, Soccer, Softball, Golf, Volleyball

Participated in ½ the total quarters

Basketball, Lacrosse

Point Participation – discretion of coaches

Cross Country, Track

2. All uniforms must be turned in clean.
3. **Report #2** - Complete inventory of equipment – be sure to indicate if any major expenses will be required for the following year, so that we can prepare ahead.
4. **Report #3** – Complete the report in its entirety
5. **Schedule an End of Season Meeting with the Athletic Director.** This report can be found on line in the Coaches Section and should be completed with all necessary information and signatures included. Allow ample time for items to be ordered and received prior to the start of your season.

Note: The Final 1/3 Coaches Stipend will be approved once ALL 5 Post Season Requirements are met



Evaluation of Jefferson High School Coaches

Name:	Assignment:	Level:	Date:	Evaluator:

Rating Scales:

NA=Not Applicable 1=Definite Weakness 2=Improvement Needed 3=Satisfactory 4= Good 5=Excellent

PROFESSIONAL AND PERSONAL RESPONSIBILITY:

Submits eligibility list, equipment needs, program information relative to the sport on time to the appropriate personnel.	
Cooperates with custodial personnel in care of the sports area.	
Works with other coaches before, during, and after the coaching season for program development.	
Cooperates with media, boosters, and other organizations.	
Carries out policies of the district and athletic department.	
Maturely accepts criticism and/or recognition.	
Maintains proper sideline conduct at games towards players, officials, fans, etc.	
Encourages students to participate in activity programs.	
Promotes athletic abilities for post-secondary opportunities.	
Demonstrates support for the school's total academic and extra-curricular program.	
Keeps A.D. and principal informed of any and all problems before, during, and after sporting events.	
Follows the rules and regulations governing the sport.	
Maintains a positive relationship with parents and community.	
COMMENTS:	

COACHING PERFORMANCE:

Sets an appropriate example at all times with athletes.	
Supervision and administration of the training room, locker rooms, practice areas, performing areas and athletes.	
Knowledge of the sport, rules, eligibility information, , MHSA regulations, and local policies.	
Written rules of coach's performance standards for student participation.	
Prompt for practice.	
Utilize practice time effectively.	



Evaluation of Jefferson High School Coaches

Is innovative-uses current techniques, ideas, etc., along with established coaching procedures.	
Does not let coaching interfere with other work responsibilities (e.g. Teaching).	
Provides program leadership.	
Prepares athletes properly for competition (eg scouting reports, player intensity, physical conditioning) .	
Effective teaching of fundamental skills.	
Demonstrates the ability to win with dignity.	
COMMENTS:	

RELATED RESPONSIBILITIES:

Refrains from notifying booster organization of needs without approval of A.D.	
Compliance with meeting deadlines, inventory, equipment, pre-season format, parent letters, summer program, proper procurement, etc.	
Care of equipment.	
Care of transportation clean-up.	
Athlete recognition program.	
Assistant coaching evaluations.	
Program goals and season evaluation completed.	
Authorized fundraising for the program.	
Athletic lockers have been checked in and verified for cleanliness.	
COMMENTS:	

AREAS OF STRENGTH:

--

AREAS NEEDING IMPROVEMENT:

--

RECOMMENDATIONS:



Evaluation of Jefferson High School Coaches

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COACHES COMMENTS:

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Signature of Evaluator

Signature of Coach

Date:



Coach/Activities Handbook

2021-2022

Jefferson High School
Coaches/Advisors Handbook

August 2018

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- Philosophy
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INTRODUCTION

This handbook is designed to provide resources and assistance for coaches as they prepare for their seasons, manage their teams, coach their athletes, meet with parents, manage problems and fulfill their duties throughout the season.

By providing each coach and/or advisor with a handbook, we hope to help them navigate their seasons and maintain a positive climate to which athletes can concentrate on improving skills, developing appropriate attitudes for optimum performance, building sportsmanship and generally, preparing for events.

Coaches and advisors have many responsibilities, but their foremost responsibility is to provide student participants with the support and encouragement they need to accomplish both individual and team goals that will lead to later success in life.

Coaches and advisors should be proactive; they should plan, prepare, be organized, and anticipate. It is our hope that this handbook will assist them in this endeavor.

PHILOSOPHY

The function of a school activity program is to encourage within students a fondness for learning and a desire for high scholastic standards in all areas. To accomplish this, the school provides educational experience in many ways, one being through co-curricular programs.

The purpose served by the co-curricular programs is not separated and apart from the general purpose of secondary education, but an important avenue that Jefferson High School chooses to fill objectives not met by normal classroom instruction or participation.

The co-curricular programs begin with fundamentals and provide experiences that will help each student progress in developing emotional maturity, sound moral values, social competence, a sense of responsibility, and the ability to deal with adversity and success.

It is intended for our co-curricular programs to strive for excellence and reach for the highest level of achievement reasonably expected from the students who participate, with the principle goals being a positive learning experience, maintaining and/or building high self-esteem, and the development of each individual students' personal potential. The emphasis of our developmental programs should be on skill development, refinement, and maximum participation when possible. In varsity level activities, winning is considered a worthy and immediate objective along with good sportsmanship and the well-being of each participant as well as the team.

GOALS

The goals of our co-curricular activities are as follows:

- Develop the educational benefits of activities for the student participants and promote and integrate the student community through the available co-curricular programs.
- Develop and refine sportsmanship, positive attitudes, and competitive goals.
- Provide a positive learning environment regardless of individual skill level.
- Promote service, goodwill, and positive public relations through a well-developed activity program.

CHAIN OF COMMAND

All activities, orders, scheduling etc. will be done through the activities director. Input from each area is needed and wanted to allow for an even flow of ideas and events. However, there is a chain of command that needs to be adhered to at all times. The chain of command is as follows:

Assistant Coach



Head Coach



Activities Director



Principal



Superintendent



School Board

Participants and/or parents having questions about the programs must address the coach first. If they are not satisfied they can contact the AD, who will set up a joint meeting with the coach, parent and participant. If no satisfaction, the next step is to contact the principal. If no satisfaction is received there then they may set up a meeting with the superintendent. If no satisfaction then they need to contact the board chair to be placed on the agenda for the next board meeting. **Jefferson High has a 24 hour cooling off period. No contact with a coach is allowed until the 24 hour period has expired.** This chain is not to be broken. If the person directly below you on the chain cannot or will not help you, inform them that you wish to take it to the next person on the chain. If the chain is broken, a letter will be written for your personal file. A simple disagreement is not grounds to go over anyone's head.

MHSA'S COACH'S EDUCATION PROGRAM

For MHSA requirements, all coaches (head, assistant and volunteer) of MHSA member schools must be in compliance with the following:

1. NFHS Coaches Education-Fundamentals of Coaching-must be completed every five years. Visit www.nfhslearn.com to access the course. You'll need to create a profile if you don't already have one. There is a \$35 charge for the Fundamentals of Coaching Course. Be sure to select "Montana" when paying for the course (some states have added components and charge more, you don't want to get overcharged!).
2. NFHS Concussion Course-very coach must complete the NFHS Concussion Course every year. Visit www.nfhslearn.com to access the course. This one is free.
3. Sport-specific rules clinic-MHSA provides an online rules clinic at the start of every season (i.e. the basketball clinic is available on or about November 1st). Each coach must complete the current MHSA rules clinic for his/her sport(s) every year. Visit www.mhsa.org when it is close to your sport's season to access the clinic. There is no charge for the rules clinics.
4. **NFHS Social Media course every two years. Visit www.nfhslearn.com to access the course. This one is free.**

MHSA'S ONLINE RULES CLINIC

All coaches are required to view the online rules clinic. Simply go to the MHSA's website at www.mhsa.org and click on "Online Rules Clinics". Read the instructions carefully and make sure to turn off your pop-up blocker on your browser before viewing the clinic. The MHSA will fine the school \$50 for each coach that fails to complete the rules clinic before the deadline. Any fines the school receives for a coach's failure to complete to clinic before the deadline will be the responsibility of that coach. The fine will be deducted from the coach's stipend. Coaches are responsible for insuring that the Activities Director receives a copy of the results to keep on file. Make sure to keep a copy for yourself.

Activity Trip Protocols

- Provide an itinerary for the trip to the AD prior to departure
- Cross-gender contact is limited to hallways(no boys in girls rooms & vice versa)
- Check frequently with hotel management for any problems
- Conduct room checks
 - Lights off at a specific time – check rooms PM & AM
- Always have a coach/advisor in the hotel with any # of students
- Be seen! Be visible!
- If you suspect rule violations:
 - Always work with another coach or advisor.
 - Search the room with students outside in hall
 - Female search female suitcases, male searches males. Search inside and out of room.
 - Have the students empty their pockets etc.
 - Do not strip search or pat down
 - Call an administrator 225-3317, 439-9297 Dan Sturdevant, 498-4539 Tim Norbeck, 4064901816 Mike Moodry
 - Bring each student into the room and question them individually
- If someone violates JHS policies:
 - Notify administrator as soon as possible.

- Notify their parents, they can come and get them.
- They do not participate
- They are treated fairly, fed, etc.
- They can be reassigned rooms, seats, etc.
- They come home with the group.
- Students that are picked up by their parents must provide the coach/advisor with a signed note from the parents.
- Make sure you take Medical Release Forms and Parent Emergency Information on all trips.
- Any damage to rooms will be reimbursed by students.

DUTIES OF A JEFFERSON HIGH SCHOOL HEAD COACH

The head coach is responsible to the Principal and the Activities Director.

Specific Duties:

- Conduct the program for which he/she is responsible within MHSAA and Jefferson High School rules & guidelines.
- Complete an organizational plan for the total program, which will describe the application of the program to all the various grade and team levels. Make certain that a detailed daily practice plan is in evidence at every level and in the hands of every assistant coach before and during practice.
- Assist administration, upon request, in locating potential assistants.
- Organize and oversee the issue, collection, acquisition and maintenance of all equipment.
- See that the activity area is in safe and proper condition.
- Organize daily practices and activity day procedures.
- See that all team members travel to and from contests on the team bus.
- Work to improve your background in coaching area and profession.

- Maintain a satisfactory competitive performance record.
- Know and understand all rules, which apply to his/her activity.
- Act as a conduct model for students during practice and contests. Use good judgment, project positive coaching behavior and be responsible for the team's appearance and conduct during practice and competition. Physical or emotional abuse of participants, officials or other coaches is not acceptable.
- Promote his/her program through the media. Call the media after each game, win or lose.
- Keep records and file necessary reports.
- Provide written goals for the season and recap the goals at the end of the season
- Provide seasonal evaluation of each assistant coach.
- Make sure of all pre-season responsibilities (physical, medical release, etc.) are completed before a student may practice or compete.
- Coaches must remain with their teams at all times on overnight trips and supervise the hotel.

PRESEASON RESPONSIBILITIES FOR COACHES AND ADVISORS

Coaches and advisors have a number of important pre-season duties to perform as they prepare for their upcoming seasons. The following items are responsibilities of said coaches and advisors in order to be ready:

- Meet with the Activities Director about any concerns that either party may have on the upcoming season and to obtain a schedule of contests.
- Complete the required MHSAA Coach's Education Program that is on-line by passing all portions of the exam, printing out a hard copy, and turning it into the Activities Director to be placed on file. All coaches, whether paid or volunteer must complete the Coach's Education Program
- Complete the MHSAA on-line rules clinic for his/her respective activity. All coaches, whether paid or volunteer must complete the on-line rules clinic.
- Coaches will conduct a pre-season meeting with prospective student participants. Students will be informed of practice times and procedures, take care of any paperwork that is required and inform them of criteria in "reducing" squads when

necessary. Documentation of information from this meeting should be sent home with the participants.

- A meeting with the parents must take place pre-season. Items to be communicated at this time would be introduction of staff, practice times, training rules, behavior expectations, lettering requirements, injuries common to the activity and information on how, when and where to contact the coach if necessary.
- Copy of enough contest schedules to hand out to players, parents and subordinate coaches.
- Notify the Activities Director of any transfer student involved in your activity so that transfer of eligibility can be taken care of through the MHSA office and so that no contests are forfeited.
- Meet with subordinate coaches to develop a program plan of action, which includes expectations and requirements of them in their specific duties.
- Complete a roster of all squad or group members that includes, when applicable, jersey information, sizes, positions etc. Turn this into the Activities Director ASAP.
- All athletic participants must have a current completed physical examination form turned into the activities office on the official MHSA form before they will be permitted to practice.
- All students who participate in a co-curricular activity need to have an emergency medical release form completed and turned into to activities office before they are allowed to practice or compete in a scheduled contest or meet, see attachments.
- Coach/Advisor will be given a copy of all athletes/participants medical release form to keep with you at all times.
- In activities that use tryouts for participation selection, where numbers make it necessary, the coach must establish the criteria that will be used in the selection process. Tryout evaluations resulting in cuts should be done, whenever possible, by at least two coaches. The coaches should be able to provide objective reasoning upon request to explain their reason for the decision.
- Coaches need to organize equipment and storage areas.
- All practice schedules of the coaches program, need to be given to the Activities Director. This includes varsity, junior varsity & frosh practice times. The head coach is responsible for this.

- New coaches and advisors need to become acquainted with the inventory specific to their activity that was done the previous year by the previous coach or advisor.
- An inventory will be done at the start of the season and at the end of the season and turned in to the Activities Director.
- Coaches and advisors need to review with the activities director the departure times that have been set up for their prospective season for accuracy.
- Coaches and advisors need to secure their own support staff, i.e. student managers, statisticians, video operators, etc. for the upcoming season.
- Coaches and advisors need to adhere and follow all MHSА general rules and regulations and those specific to their activity.

IN-SEASON REPSPONSIBILITIES FOR COACHES AND ADVISORS

During the season, coaches and advisors are responsible for a number of items. As the season progresses these responsibilities continue to grow. Although not inclusive, the following is a list of some of these responsibilities:

- Maintain required paperwork such as attendance records, practice plans, injury reports, etc.
- Demonstrate sportsmanlike conduct and respect for others at all times.
- Teach skills and fundamentals necessary for the specific activity and as assigned by the head coach within the specific activity.
- Plan safe, effective, and time efficient practices.
- Provide the Activities Director with a verbal itinerary of all day trips and a written itinerary of all overnight trips. Travel itineraries for all overnight trips should also be given to the parents of the students attending the trip.
- Understand the training rules and other regulations stated in the Jefferson High School Handbook and apply consequences for noncompliance in a consistent, equitable, and judicious manner.
- Supervise all participants during trips, practices, competitions & performances.

- Coaches and advisors are responsible for their practice areas, locker rooms, supplies and equipment. Keep it neat and organized. There is no excuse for messiness. If problems exist see the Activities Director.
- Coaches, advisors and participants need to co-operate with requests from the custodial staff. Any problems need to be reported to the Activities Director.
- Maintain periodic communication and cooperation with classroom teachers regarding the academic performance of students. Encourage teachers to inform you of any academic or discipline problems that may arise.
- Be aware of the eligibility list. The Jefferson High School Principal will provide lists to the coaches of students that do not meet eligibility. Grades are checked every 4 ½ weeks. Any student with a GPA below 2.0 or with 2 or more F's will be ineligible, miss one week and must do a grade check every week. The grade check will be turned in to the Principal by 4:15 PM Tuesday. If GPA is at least 2.0 and no more than one F the student may participate that week. There will be no exceptions to the time the grade check must be turned in to the Principal.
- Conduct staff meetings with subordinate coaches on a regular basis. Also, attend the junior high activities as often as possible.
- Good public relations are an important key to your program.
- Promote your program!
- All interscholastic activities personnel need to cultivate good rapport with non-coaching members of the faculty. Cooperate in their ventures and show interest in their projects whenever possible. Make sure that student participants have a high regard for class attendance and academic work.
- Win the respect of the community as a whole for the sake of our Interscholastic programs, not just by winning, but also by showing respect for people, exhibiting a professional image, and working in cooperation with community groups/organizations.
- Coaches and advisors shall conduct themselves in a professional manner at all times. Use discretion, honesty and good judgments when making statements to the media. Coaches and advisors should refrain from making negative comments that condemn, criticize or otherwise hurt anyone involved in an activity whether they are from Jefferson High or an opposing school.
- Attend District 5B meetings that are pertinent to those making all-conference or all-state.

- Coaches will work with the activities office and school office to provide our school website with current events that are happening in your activity.

POST-SEASON RESPONSIBILITIES FOR COACHES AND ADVISORS

Coaches and advisors have numerous duties to perform at the conclusion of their season. The following list, although not inclusive, describes some of these duties:

- Prepare a list of all participants who successfully completed the season in good standing that are worthy of recognition for their efforts and turn it into the activities office ASAP.
- Prepare a list of all participants who successfully met the letter requirements. Turn this list into the activities office as soon as possible after the completion of your respective season. A copy of the letter requirements must be given to the Activities Director at the beginning of the season.
- Finalize subordinate coaches evaluations and discuss with the Activities Director.
- Conduct a thorough inventory of all equipment, uniforms, practice gear and other supplies. The Head Coach is responsible for typing out the completed inventory and turning it into the activities office within one week of the completion of your season.
- Plan and discuss out-of-season training programs, camps, open gym/weight room times, etc. with the AD to ensure MHSA and Jefferson High School guidelines are being adhered to.
- Clean and organize locker rooms, storage facilities and practice areas for a final time.
- Write letters of special thanks to groups or individuals that have helped you in any way throughout the season.

MHSA GUIDELINES ON OUT-OF-SEASON ACTIVITIES

Practice is defined as two or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques.

Open Gym/Field is an arrangement whereby the school's gymnasium or field is scheduled for volunteer play for all the student body.

Individual Instruction (coaching) is acceptable out of season on a one on one basis, i.e. one athlete per coach(es). This means that one or more coaches could instruct one athlete but two or more coaches could not coach two or more athletes. This rule does not provide the coach, or any coach on the school's coaching staff, the opportunity to coach his/her athlete in any post-season competition.

Required Instruction on a one to one basis out of season cannot be required of any student. The intent of allowing one on one instruction is to provide the opportunity for a student to improve his/her skills if he/she requests assistance.

Coaching rules:

1. The team-coaching rule is suspended from June 1st until July 31st. This means a coach of a team can coach his/her players anytime, anywhere, during this period.
2. The team –coaching rule is in effect from August 1st – May 31st. This means that there is to be no coaching of one's team sport (team sports being football, basketball and volleyball) out of season other than the one on one provision allowed presently. Coaches of individual sports (cross country, wrestling, track & field, golf & tennis) are not affected by this rule.
3. Students cannot be required to attend out-of-season practices, camps, or contests.
4. A coach coaching a team during the summer that advances to a regional or national event can continue to coach after July 31st until the competition has ended. The MHSA office must be notified if this occurs.

JOB DESCRIPTION FOR ASSISTANT COACH

The responsibilities below are the prime concerns of the assistant coach. As the program develops, it may be necessary to alter or add responsibilities to meet the needs of the total program.

General Responsibilities:

- Promote the worth of each participant in the program.
- Display school and program support to incoming players, parents and personnel.
- Assist in the development of the total sports program.
- Complete the MHSA Coach Education Program.

- Complete the MHSA On-line Rules Clinic specific to your activity.
- Complete NFHS Concussion Course.

Specific Responsibilities:

- Cooperate with and assist the Head Coach.
- Submit a detailed plan for each practice to the Head Coach.
- Be aware of legal responsibilities and take precautions against any negligence.
- Use professionally sound coaching methods.
- Carefully explain and demonstrate fundamentals.
- Strive to keep injuries to a minimum.
- Maintain discipline during practice and game time.
- Offer encouragement and constructive criticism.
- Be fair in treatment of players.
- Prohibit unsocial acts – swearing, drinking, stealing, lying, tobacco & drug use, etc.
- Locker room supervision before and after practice and games.
- Maintain professionalism with students. Don't be one of them. Earn their respect.
- Keep abreast of new ideas and techniques by attending workshops and reading in your appropriate field.
- Be knowledgeable of rules and regulations concerning your sport.
- You are encouraged to become a member of a professional organization such as the Montana Coaches Association.
- Encourage proper procedures for out-of-season practices according to MHSA guidelines, i.e. weight programs.

GENERAL MEDICAL

Coaches and advisors must have a valid First Aid card, CPR and AED. Coaches and advisors are to treat symptoms, but as the injury warrants, they should try to obtain parental or guardian permission or directions for the treatment. If a student goes to a physician, they

must have a written release before resuming practice or competition. All coaches and advisors should be aware of procedures for practicing in extreme smoke, heat or humidity. Athletes should be in good shape prior to any extended or prolonged practice in hot weather. Water breaks should be frequent. Never keep water from participants. Watch athletes carefully during times of extreme smoke, heat and humidity. Notice nausea, incoherence, fatigue, weakness, cramps, unsteadiness, etc. If lightning is visible, all outdoor activities MUST STOP and participants must retreat to the nearest facility. Make sure that 911 is called in any situation where major injury has occurred. Lightning – if there is a 30 second time lapse from flash to bang, clear the field for 30 minutes.

EMERGENCY PROCEDURE

The following items should be anticipated, thought through, and followed in a case of an emergency situation:

- Have all emergency equipment and phone numbers readily available.
- Know emergency procedures, sports first aid, and life saving techniques.
- Assess the situation: Check for vital signs, consciousness, numbness, etc. and move the student as little as possible, especially if a head or neck injury is suspected.
- Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- Notify: Notify parents or guardians immediately and identify a staff member to accompany the injured student to the hospital.
- Report: Complete an injury report form immediately and report the injury and circumstances to the Activities Director as soon as possible.
- Follow Up: Call to check on the student or visit the student in the hospital if applicable. Contact the parents or guardians, letting them know you care and would appreciate any updates on their child's condition. Require written clearance from the physician prior to their return to participation in the activity.

SPORTS EMERGENCY PLAN & GUIDELINES

If you are attending an out of town event, check with the administrator in charge and find out their emergency plan for their school.

1. Coach in charge will make an immediate general assessment of the injury, checking for:
 - a. Check for any sign of unresponsiveness
 - b. ABC's – Airway, Breathing, Circulation
 - c. Gross deformities, i.e. apparent fractures
 - d. General athletic injuries
2. In the event of a serious injury, the coach in charge must decide to contact the Athletic Trainer or immediately activate the emergency medical system (911).
 - a. If neck or spinal injuries are suspected, **DO NOT move a seriously injured athlete!** Do not move helmet or other equipment, the athlete should be immobilized and not moved without medical direction.
3. If contacting the emergency medical system (911):
 - a. Coach in charge will designate an assistant coach or two responsible athletes or managers to make the call to EMS (911)
 - b. Coach in charge will stay with the injured athlete
 - c. Callers are to give the following information to the dispatcher:
 - i. Name of caller
 - ii. Where you are calling from (building/facility)
 - iii. Telephone number you are calling from
 - iv. What is the emergency?
 - v. What assistance is being done
 - vi. Where the EMT should enter the building or facility
 - vii. Do not hang up until the dispatcher does.
 - d. Callers should report back to the coach in charge
 - e. Coach in charge will send a responsible person to meet the EMT people and guide them to the location of the injury.

4. Coach in charge will give and continue to give proper First Aid procedures until qualified medical help arrives and relieves the coach of the responsibility
5. A copy of the athlete's emergency medical form should be available and be given to the EMT before departing with the athlete. Decide who will travel with the injured athlete to the hospital, i.e. parent, coach, administrator
6. Contact the parent/guardian and notify them of the athlete's injury
7. Contact the Activities Director AND Building Administrator to notify them of the athlete's injury
8. File a written report of the injury with the Activities Director

EMERGENCY PHONE NUMBERS

Ambulance	911
Police	911
Fire	911
Poison Control	1-800-525-5042
Dan Sturdevant – Activities Director	439-9297
Mike Moodry – Principal	490-1816

If there is an emergency, give the following information:

1. **Your name**
2. **Site where help is needed**
3. **Give type of injury or emergency**

MISCELLANEOUS GUIDELINES

- Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion.
- Electronic Communication (texting, Facebook, Twitter, etc.): All coaches/advisors are representatives of Jefferson High School, therefore, every coach/advisor must always use good judgment, extreme caution & common sense when using any form of electronic communication. Any comments, criticism, suggestions etc. made by any coach/advisor that reflects negatively on Jefferson High School, its faculty & staff, other coaches/advisors & students will not be tolerated. Violations of this rule will result in disciplinary action ranging from written reprimand to termination depending on severity of the violation.
- It is your responsibility to have the students on time to the activity bus. Adjust the end of your practice if needed.
- NO activities are allowed on Sunday.
- Gambling is not allowed on school-sponsored trips.
- Students are not allowed to leave the activity on an away trip without a coach or sponsor.
- Students on an activity trip are the responsibility of the coach or advisor. In most instances, all students should ride the bus home with the team, except for extenuating circumstances. If a student decides to ride home with his/her parents or guardians, they must supply the coach in charge with a written note signed by that student's parent or guardian.
- A coach must be in attendance when students are practicing or warming up at all times.
- Coaches and advisors are responsible to lock the doors and turn lights off after their activity concludes.
- Coaches and advisors should have immediate access to emergency medical release forms for each student at any time students are in your care, i.e. practice, bus, home & away events.
- Coaches and advisors are expected to dress appropriately at practice and competitive events when supervising students.

- For coaching and advisors who are also teachers, your teaching duties are your first priority. You are required to attend all staff meetings unless excused by the Principal.
- Make sure that all students under your supervision are acting like ladies & gentlemen, they are representing Jefferson High School and our community. An appropriate dress code is to be adhered to especially on away trips. NO HATS OR CAPS.
- Coaches and advisors need to complete a travel list and turn it into the Activities Director and Linda Allen at least 2 days in advance.
- On overnight trips, coaches/advisors should stress behavior on the bus, in restaurants and especially in motels. Students causing damage will be held accountable for their actions, to include, paying for damage and/or parents called to come pick up their child.
- Loss of uniform – school issued, must be paid for by the student prior to their next season or the end of school. Report cards will not be issued until the uniform is returned or paid for.
- Accident reports must be filled out legibly and thoroughly.
- At tournaments you will stay as long as your team is participating.
- Equipment checkout and check-in. Good records are important. Equipment is expensive, mark/number all equipment and record who has each item. Collect all gear at the end of your season.
- Typed inventory must be done by the Head Coach and should be turned into the Activities Director within 1 week of the conclusion of your season. Coaches will be paid after inventory has been turned in.
- Due process when investigating violations: The Principal and Activities Director should be informed of any training violations you are aware of.
- Volunteer coaches: Follow the handbook. They have certain requirements to follow as well which have been previously mentioned. All volunteer coaches must be approved by the Head Coach, Principal, AD and School Board.
- All coaches are encouraged to help with & attend Jefferson High sponsored fundraising events throughout the school year.

- Supervision of athletes: You must be there anytime your athletes are gathered for any school sponsored event or activity – NO exceptions.
- Parental conflicts: do not be abused by angry parents. Let the AD and Principal know if you have any problems.

The school reserves the right to add, delete or revise the contents of this handbook at any time if such additions, deletions or revisions are necessary.

CLOSING

This handbook is not inclusive to all the responsibilities that a coach or advisor has in supervising a student group. Common sense is key and will go a long way if used. Open lines of communication with students, parents, other coaches, teachers, the Activities Director, and the administration should be a high priority. It takes a lot of organization to be successful. Good luck this year and in your prospective seasons.

**Jefferson High School District #1
Board of Trustees**

Superintendent's Report

Date: May 17, 2022

Agenda Item: E-3

3a- Faculty FTE Update

The following staff updates have occurred. A new Math teacher has been hired and has been confirmed by the board. The District has advertised for a Broadfield Science position since January and has no success in filling the position to date. Class schedules have been developed with and without filling the position. Discussions are taking place to fill the vacated Activities Director position. An agenda item has been placed for this discussion. I am currently working with the Jefferson County nurse for recruitment of a school nurse. The current nurse has accepted a full-time position with Clancy Elementary. The District has interviewed for a custodian and has a recommendation. Previous summer custodial help is currently helping in the interim.

Recommendation

Approve recommended positions

3b-School Food Services

I was notified on Thursday May 12th that Boulder Elementary will not be renewing the food contract with Jefferson High School for the 2022-23 school year. I am trying to set up a meeting with Mr. Elliott to better understand the decision. An agenda item has been placed for discussion and direction for next year.

3c-Summer building plans and schedules

This summer will be busy with building improvements. The gyms will have their annual refinishing and the new score clocks will be installed upon arrival. The tentative date is early August. The new heating units for the existing CTE will be installed by Johnson Controls. These were purchased with ESSER funds and help offset costs from the bond. A new double convection oven will be installed in the school kitchen. In regards to 3b above, the JHS school kitchen is currently up to code in all aspects, a task that has been completed over the past 5 years. Other summer projects will be determined when the finalized year-end funds are determined.

3d-AYA Summer Program Update

I have advertised with school staff for three 5-week summer courses at AYA. Three classes will be taught, beginning on June 6th and finishing on July 7th. Classes will run from 8:30-11:40 am, Monday through Thursday. Students will still be able to enroll in Acellus classes and supports will be provided through online mechanisms and summer program. As of now, I have not confirmed any JHS staff for these classes. I will advertise with OPI to see if there is any local interest in providing these services for AYA.

3e-Board Training

I have contacted MTSBA regarding a school board training session after the seating of the new board. Boulder Elementary would also like to participate once their board is finalized. Both districts would split the cost for the training facilitated by MTSBA staff.

3f-Pioneer Professional Service Agreement

Attached is our Professional Service Agreement for your review. I have sent this to MTSBA for review before signing.

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of May 11, 2022 (“Effective Date”), between Jefferson High School (“Owner”) and Pioneer Technical Services, Inc. (“Engineer”). Engineer agrees to provide the services described below to Owner for Drilling Investigation and Laboratory Testing (“Project”).

Description of Engineer’s Services: The scope of work applicable to this project is attached (Exhibit A).

Owner and Engineer further agree as follows:

1.01 Basic Agreement

- A. Engineer will provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 10.01.

2.01 Payment Procedures

- A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.
- B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after given 7 days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

- A. If authorized by Owner, or if required because of changes in the Project, Engineer will furnish services in addition to those set forth above.
- B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon 7 days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon 7 days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

Engineer will have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
- B. Engineer will not at any time supervise, direct, or have control over any contractor's work, nor will Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.
- C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.
- D. Engineer will not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other people (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.
- E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700. 2002 Edition).
- F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.
- G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project; and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, polychlorinated biphenyls (PCBs), petroleum, hazardous substances or waste, and radioactive materials). If

Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

- A. This Agreement (consisting of pages 1 to 5 inclusive together with any expressly incorporated (exhibit), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Project Representatives

- A. All notifications with respect to this contract shall be directed to the Project Representatives designated below:

Owner Representative:

Tim Norbeck
Jefferson High School
312 South Main
Boulder, MT 59632
406-225-3317
tim.norbeck@jhs.k12.mt.us

Engineer Representative:

Adan Fetherston
Pioneer Technical Services, Inc.
1309 Cole Ave.
Helena, MT 59601
406-723-1919
afetherston@pioneer-technical.com

10.01 Payment (Hourly Rates Plus Reimbursable Expenses)

- A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:
1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses, and Engineer's consultants' charges, if any.
 2. The total compensation for services and reimbursable expenses is not to exceed: \$9,461.60 without prior written approval.
 3. Owner shall be responsible for payment of actual costs incurred when project cannot be completed as planned or scheduled due to factors beyond Engineer's control (project cancellation, weather, and/or site conditions, unforeseen delays, etc.).

4. If for any reason, Engineer does not receive payment for fees within 10 business days of the expected date of receipt, then, after given 7 days written notice to Owner, Engineer may suspend performance of all services until all past due fees are paid in full. Engineer will have no liability for any losses due to suspending or placing any services on hold for non-payment.

B. This Agreement shall be effective for the period beginning on the date first written above and shall terminate on November 11, 2022.

11.01 Schedule

A. **The date for initiating work on this project is contingent upon Owner acceptance and return of the signed contract.**

B. This Agreement is effective as of the first date of service, whether prior to or after the date of execution of this Agreement and supersedes all previous contracts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is the first date of service, whether prior to or after the date of execution of this Agreement and supersedes all previous contracts.

Facsimile, scanned, and electronic signatures are deemed equivalent to original signatures for purposes of this Agreement.

Jefferson High School

Pioneer Technical Services, Inc.

Signature



Signature

Title

Vice President

Title

Date Signed

May 12, 2022

Date Signed

Enclosed:
Exhibit A Scope of Work



April 28, 2022

Mr. Scott Deitle
SMA Architects
Via email: scott@d@sm.a.design

**RE: Jefferson High School Addition
Geotechnical Engineering Proposal**

Dear Mr. Deitle:

Pioneer Technical Services, Inc. (Pioneer) has developed the following scope of work and cost estimate in response to your request for a geotechnical engineering proposal for the proposed Jefferson High School Addition project in Boulder, Montana. We understand the project will include a two-story classroom addition (11,000 square feet) and a single-story CTE addition (2,000 square feet). A shallow foundation (spread footings) and slab-on-grade are planned for both additions.

Based on our experience in this general area we expect to encounter poorly graded sands and gravels with an appreciable amount of cobbles and boulders. The groundwater table is typically less than 10 feet below the ground surface and heaving sands (loose saturated sands under hydraulic pressure) are frequently encountered.

Geotechnical drilling is typically performed using hollow stem augers; however, this method tends to be difficult in materials that contain boulders and cobbles. Hollow stem augers cannot penetrate through boulder-size rock and often result in auger refusal prior to reaching the target depth. To ensure we can reach the target depth, Pioneer plans to use a casing advancer (ODEX) drilling technique which is capable of drilling through cobbles and boulders. The casing advancer is a slightly more expensive drilling technique; however, our past experience with projects within Boulder and the Boulder Valley indicates a casing advancer will be required.

Scope of Work

Pioneer proposes to perform the following tasks:

1. Complete a drilling investigation at the proposed addition locations. Pioneer suggests drilling 3 boreholes across the site to depths of 20 feet. One borehole will be placed in the center of the CTE addition, and the other 2 boreholes will be completed at the location of the classroom addition as shown on attached Figure 1.
 - a. Boreholes may be terminated before the anticipated depth if drill refusal occurs or extended deeper if poor engineering characteristics are encountered.
 - b. Standard Penetration Tests (SPTs) will be performed at 5-foot intervals and Shelby tube samples will be collected at the engineer's discretion.
 - c. Drilling will be subcontracted to Boland Drilling of Great Falls, Montana.
 - d. We have budgeted to perform drilling via casing advancer methods. This is a more expensive drilling technique than standard auger drilling but one that can advance

through gravel and cobbles where traditional auger drilling would encounter drill refusal.

- e. A geotechnical engineer from Pioneer will log soil lithology, visually classify the soil in the field, and collect soil samples for laboratory testing.
2. Laboratory testing of the soil samples will be performed at Pioneer's accredited materials testing laboratory in Helena, Montana.
3. Pioneer will perform the foundation design and provide a geotechnical report that summarizes:
 - a. The subsurface soil, borehole logs, and laboratory testing.
 - b. Foundation recommendations and parameters to support foundation design as warranted based on soil encountered. Design parameters provided in the geotechnical report will include bearing capacity, lateral earth loads, asphalt and concrete flatwork recommendations, soil corrosivity concerns, seismic zone, groundwater, material specifications, and discussion of any unusual conditions.

Schedule

Upon notification to proceed with the work, Pioneer will develop a schedule based on the availability of the drilling subcontractor and project scheduling needs. The geotechnical report will be completed approximately one month after the drilling work is complete. Preliminary data and recommendations can be provided earlier upon request.

Budget

The total estimated cost for the work is \$9,500.00.

Closing

Thank you for considering Pioneer for your geotechnical engineering needs. If you have any questions, please contact us at 406-443-6053.

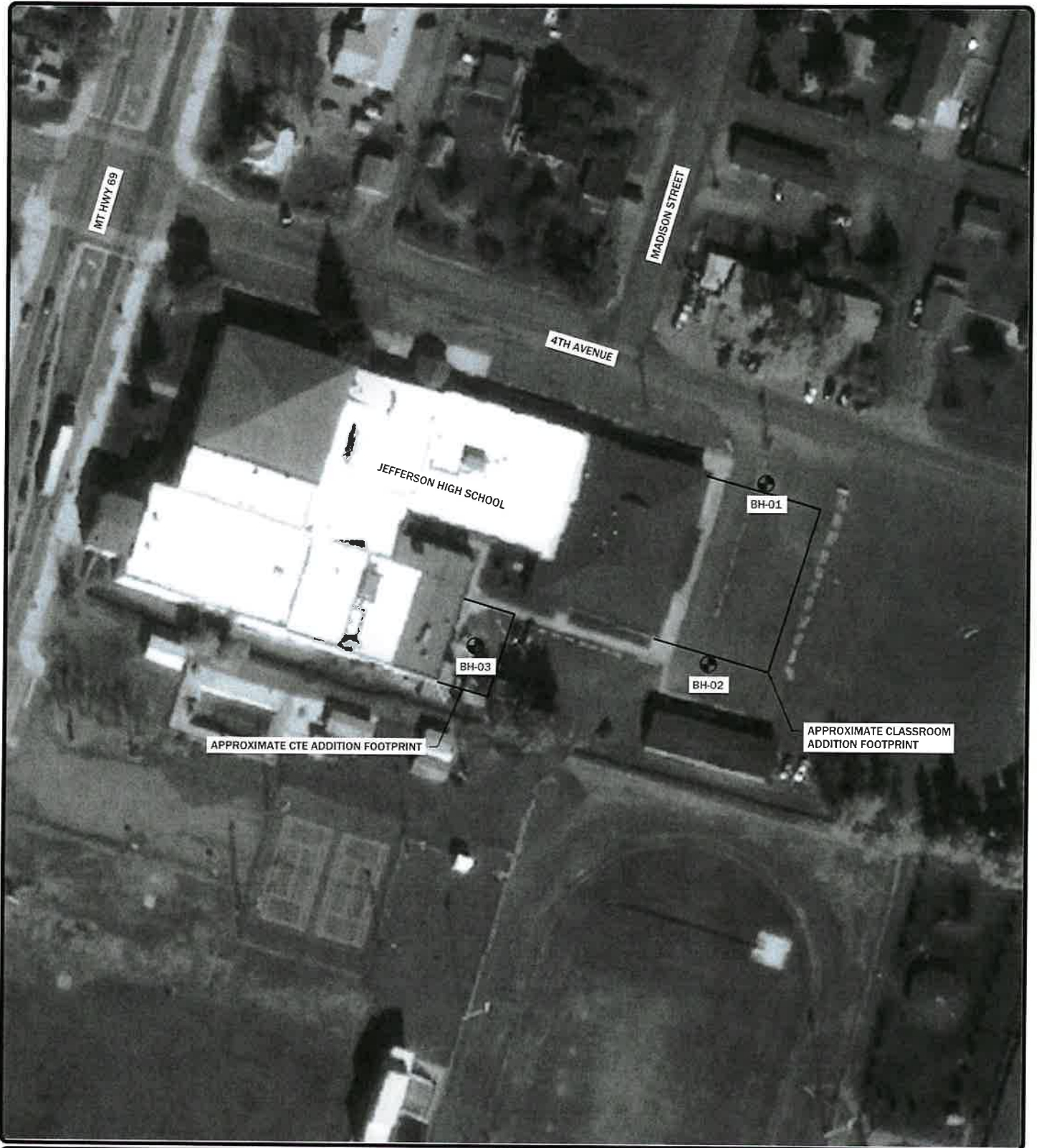
Sincerely,
PIONEER TECHNICAL SERVICES, INC.



Mike Browne, P.E.
Geotechnical Engineer



Adam Fetherston, P.E.
Geotechnical Engineer



LEGEND

⊕ PROPOSED BOREHOLE LOCATION

SCALE IN FEET

0 50 100

FIGURE 1

PIONEER
TECHNICAL SERVICES, INC.
201 E. BROADWAY, SUITE C
HELENA, MONTANA 59601
406-457-8252

**JHS ADDITION
PROPOSED
BOREHOLE
LOCATIONS**

DATE: 4/25/2022

INITIAL HIRE OF A RELATIVE OF TRUSTEE OR
A SUBSTITUTE TEACHER WHO IS BEING RECOMMENDED FOR HIRE FOR MORE THAN THIRTY
(30) CONSECUTIVE SCHOOL DAYS

On Motion duly made by _____ and seconded by _____
the following resolution was presented to the Board:

WHEREAS, the Superintendent has presented the Board with a recommendation to hire Lore J Carey for the position of Business Manager with the District;

WHEREAS, Lorie Carey is related to Buster Bullock within 2 degrees of consanguinity and 2 degrees of affinity;

WHEREAS, pursuant to Montana law (Section 2-2-302, MCA), it is unlawful for the Board of Trustees to appoint to any position of trust or emolument any person related or connected to a sitting member of the Board by consanguinity within the fourth degree or by affinity within the second degree without complying with certain legal requirements;

WHEREAS, Section 2-2-303(3), MCA requires the District to give written notice of the time and place of this intended action. Said notice must be published at least 15 days prior to the trustees' intended action in a newspaper of general circulation in Jefferson County, the county in which the District is located prior to acting on such recommendation for hire/appointment;

WHEREAS, the notice requirements referenced above have been fully complied with;

WHEREAS, Section 2-2-302(2)(a), MCA further requires that ALL trustees, with the exception of the trustee who is related to the person being appointed and who must abstain from voting for the appointment, approve the appointment of a person related to a trustee;

WHEREAS, ALL trustees are present and Buster Bullock who is related to Lorie Carey abstains from voting on the motion to hire/appoint;

WHEREAS, the Board, with the exception of trustee Buster Bullock having considered the recommendation of the Superintendent and being otherwise fully advised in the premises is desirous of hiring/approving Lorie Carey for the position of Business Manager.

NOW THEREFORE, be it resolved that the Board of Trustees of Jefferson High School District No. 1, approves the hiring of Lore J Carey for the position of Business Manager as recommended by the Superintendent.

Vote being had on the foregoing Resolution, the results of which are as follows:

Name of Trustee	In Favor	Opposed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Trustee _____	Abstained.	

The Chairperson declared said Resolution adopted.

INITIAL HIRE OF A RELATIVE OF TRUSTEE OR
A SUBSTITUTE TEACHER WHO IS BEING RECOMMENDED FOR HIRE FOR MORE THAN THIRTY
(30) CONSECUTIVE SCHOOL DAYS

On Motion duly made by _____ and seconded by _____
the following resolution was presented to the Board:

WHEREAS, the Superintendent has presented the Board with a recommendation to hire Aubrie Carey for the position of Administrative Assistant to the Superintendent with the District;

WHEREAS, Aubrie Carey is related to Buster Bullock within 3 degrees of consanguinity and 3 degrees of affinity;

WHEREAS, pursuant to Montana law (Section 2-2-302, MCA), it is unlawful for the Board of Trustees to appoint to any position of trust or emolument any person related or connected to a sitting member of the Board by consanguinity within the fourth degree or by affinity within the second degree without complying with certain legal requirements;

WHEREAS, Section 2-2-303(3), MCA requires the District to give written notice of the time and place of this intended action. Said notice must be published at least 15 days prior to the trustees' intended action in a newspaper of general circulation in Jefferson County, the county in which the District is located prior to acting on such recommendation for hire/appointment;

WHEREAS, the notice requirements referenced above have been fully complied with;

WHEREAS, Section 2-2-302(2)(a), MCA further requires that ALL trustees, with the exception of the trustee who is related to the person being appointed and who must abstain from voting for the appointment, approve the appointment of a person related to a trustee;

WHEREAS, ALL trustees are present and Buster Bullock who is related to Aubrie Carey abstains from voting on the motion to hire/appoint;

WHEREAS, the Board, with the exception of trustee Buster Bullock having considered the recommendation of the Superintendent and being otherwise fully advised in the premises is desirous of hiring/approving Aubrie Carey for the position of Administrative Assistant to the Superintendent.

NOW THEREFORE, be it resolved that the Board of Trustees of Jefferson High School District No. 1, approves the hiring of Lore J Carey for the position of Business Manager and Aubrie Carey for the position of Administrative Assistant to the Superintendent as recommended by the Superintendent.

Vote being had on the foregoing Resolution, the results of which are as follows:

Name of Trustee	In Favor	Opposed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Trustee _____	Abstained.	

The Chairperson declared said Resolution adopted.

**REPRESENTATIVE
to the
PRICKLY PEAR COOPERATIVE
MANAGEMENT BOARD**

Please accept this as official notification that

(Name)

will represent

Jefferson HS

(School District)

as a voting member of the
Prickly Pear Cooperative Management Board
for the term, of

July 1, 2022 to June 30, 2023

signed,

(Board Chair)

(Date)

(Clerk Attest)

RETURN NO LATER THAN MAY 27, 2022

MINUTES Jefferson High School Dist. 1

April 19, 2022

Regular Board Meeting

Board members present: In-person: Cami Robson Kyrie Russ Larry Rasch
Dani Morris Bryher Herak Buster Bullock

Board members absent: Justin Willcut

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager
Mike Moodry, Principal

Staff Present:

Visitors: Tim Tholt, Bob Heberly,

A. Call to order-Chairperson

1. Pledge of Allegiance *The pledge was led by Ms. Robson, chair*

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.* Suzanne Schultz thanked the school for the way COVID was handled. She asked where the weighted GPA was being handled. Ms. Russ replied that policy had discussed it but needed more information. Ms. Schultz expressed her support for the weighted GPA.

C. Student Report – None.

D. Staff Report – None.

E. Committee Reports *Facilities will be addressed in new business. Policy met.*

F. Administration Reports– The board briefly reviews the written reports provided in 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 Ballots were sent Friday, April 15

2. Principal/A.D. Ms. Herak asked about cheating incidents. Mr. Moodry responded that part of the problem started with COVID when students were able to share freely with each other.

3. Superintendent A quote for scoreboards for both gyms was presented. Board agrees that Tunnels money could be used for this purpose.

G. Unfinished Business- Action is always possible for Unfinished Business items.

H. New Business – Action is always possible for New Business items.

1. Policy Second Reading

a. 2151 – Interscholastic Activities/Athletics

b. 2151F – Interscholastic Activities/Athletics Program Plan/Goals/Assess & Survey Requirement Acknowledgement.

Ms. Herak moved to accept these polices. Mr. Rasch seconded the motion, which passed unanimously.

2. Policy First Reading

a. COVID pandemic policies (considered emergency and only require 1 reading)

Mr. Bullock moved to revoke these. Mr. Rasch seconded the motion, which passed unanimously.

b. 1520 – Board/Staff Communications

c. 2161P – Special Education

d. 2167 – Correspondence Courses

e. 2168 – Distance, Online, and Technology-Delivered Learning

f. 2170 – Digital Academy Classes

g. 2312 – Copyright

- h. 2510 – School Wellness
- i. 3310 – Student Discipline
- j. 3310P2 – Student Risk Assessments
- k. 3413F1 – Medical Exemption Statement
- l. 3413F2 – Affidavit of Exemption on Religious Grounds
- m. 3416 – Administering Medication to Students
- n. 3612 – District-Provided Access to Electronic Information, Services, Equipment, and Networks
- o. 3612F – Internet Access Conduct Agreement
- p. 3612P – District-Provided Access to Electronic Information, Services, Equipment, and Networks
- q. 5121 – Applicability of Personnel Policies
- r. 5223 – Personal Conduct
- s. 5228P – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- t. 5314 – Substitutes
- u. 5321 – Leaves of Absence
- v. 5450 – Employee Use of Electronic Mail, Internet, Networks, and District Equipment
- w. 5450F – Employee Equipment Use, Internet Conduct, and Network Access Agreement
- x. 5450P – Employee Use of Electronic Mail, Internet, Networks, and District Equipment Procedure
- y. 7625 – Use of Enhanced Tax Credit Receipts
- z. 8300 – Risk Management

Mr. Rasch moved to approve the first reading. Ms. Russ seconded the motion, which passed unanimously.

Moved 6 a & b to this point of the meeting.

Tim Tholt thanked the school for the career fair provided the previous week. DAC is reviewing the budgets set by the architects for the different parts of the bond to double check those numbers. Mr. Bullock said that the first meeting with DAC and SMA was good for getting people oriented. He'd like to see the process move a little faster and volunteered to push a bit. The contract with DAC was received today and was sent to MTSBA for review.

3. Personnel

- a. Substitutes – K Beaupre, M Bonde, D Murdock, B Murdock Ms. Herak moved to approve the recommendation. Mr. Rasch seconded the motion, which passed unanimously.
- b. Superintendent Position – Bea Kaleva received a binder of 8 applicants which she will review. She will screen the candidates and present those qualified for the board's review. Her plan is to have this wrapped up by May 17.
- c. Resignations
- d. Staff 2022/23 employment recommendations
 - i. Classified Ms. Herak moved to rehire classified personnel listed. Mr. Rasch seconded the motion which passed unanimously.
 - ii. Certified Ms. Herak moved to rehire certified tenured personnel. Ms. Russ seconded the motion, which passed unanimously. Mr. Bullock moved to rehire certified tenure year teachers. Mr. Rasch seconded the motion, which passed unanimously. Ms. Herak moved to approve certified non-tenure teachers. Mr. Rasch seconded the motion, which passed unanimously.
 - iii. Administrative Ms. Herak moved to approve. Ms. Russ seconded the motion, which passed with Dani Morris voting "no" and Mr. Bullock abstaining (related to 2 of the administrative members).
 - iv. Coaching A list of the coaches for all but the spring sports was presented for approval. A spread sheet is included with these minutes.

4. Attendance Agreements – 5 YDI, Mr. Rasch moved to approve. Ms. Morris seconded the motion, which passed unanimously. 19 JHS student to Helena acknowledged, Helena student to JHS

5. Sports Co-op update A brief discussion followed. Will be addressed on the May agenda

6. Construction/Renovation update & Community Event Coordination (3-4 events/Kickoff)

- a. Contract Approvals – will be submitted for approval

- b. Community Events – will begin towards the end of May

7. Facility Use charge Mr. Sturdevant sent an email to consider charging for the use of the building. Referred to the policy committee with Mr. Sturdevant giving recommendations and ideas from other schools.

I. Communication and Comments

1. Letter of resignation - none

J. Commendations Ms. Herak commended Mr. Norbeck and the teachers for a successful year. Ms. Robson thanked Ms. Herak and Ms. Russ for their service on the board. Commended band and choir for their performances. JHS days was a success.

K. Consent Agenda

- a. Approval of High School Claims and Accounts and minutes of the previous meeting(s) – action *Mr. Rasch moved to approve the consent agenda. Ms. Herak seconded the motion, which carried unanimously.*

L. Follow-up/Adjournment – upcoming months

Next meeting –May 17 at regular time.

Heard Scholarship

Co-op of sports

M. Adjournment - the meeting adjourned at 8:01 p.m.

Signature of Chair

Signature of Clerk

April 19, 2022 Coaching Renewals

FirstName	LastName	Position	motion	second	Bullock	Rasch	Morris	Herak	Russ	Rehired
Karson	Klass	Cross Country Coach	Herak	Russ	Y	Y	Y	Y	Y	Y
Mike	Majors	Head Volleyball Coach	Herak	Rasch	Y	Y	Y	Y	Y	Y
Lynnsey	Williams	Assistant Volleyball Coach	Rasch	Herak	Y	Y	Y	Y	Y	Y
Danielle	Bullock	Assistant Volleyball Coach	Rasch	Herak	Abstained	Y	Y	Y	Y	Y
Joe	Michaud	Assistant Football Coach	Herak	Rasch	N	Y	Y	Y	Y	Y
Clint	Layng	Head Football Coach	Herak	Russ	N	N	N	Y	N	N
Josh	Morris	Assistant Football Coach	Herak	Russ	N	Y	Y	Y	Y	Y
Jered	Padmos	Assistant Football Coach	Rasch	Herak	Y	Y	Y	Y	Y	Y
Sarah	Layng	Head Girls Basketball Coach	Herak	Russ	Y	Y	Y	Y	Y	Y
Amy	Michaud	Assistant Girls' Basketball Coach	Herak	Russ	Y	Y	Y	Y	Y	Y
Cassidy	Parsons	Assistant Girls Basketball Coach	Herak	Russ	Y	Y	N	Y	Y	Y
Anthony	Connole	Head Boys Basketball Coach	Rasch	Herak	N	Y	Y	Y	Y	Y
Samson	Heaton	Assistant Boys' Basketball	Russ	Rasch	N	Y	Y	Y	Y	Y
Robert	Binkowski	Assistant Boys' Basketball	Herak	Russ	N	Y	N	Y	Y	Y
Troy	Humphrey	Head Wrestling Coach	Rasch	Bullock	Y	Y	Y	Y	Y	Y
Travis	Schulte	Assistant Wrestling Coach	Rasch	Herak	Y	Y	Y	Y	Y	Y
Justin	Clement	Assistant Wrestling Coach	Herak	Russ	Y	Y	Y	Y	Y	Y
Elizabeth	Pierce	Cheerleading Advisor (Fall)	Rasch	Herak	Y	Y	Y	Y	Y	Y
Elizabeth	Pierce	Cheerleading Advisor (Winter)	Herak	Rasch	Y	Y	Y	Y	Y	Y
Matthew	Bowman	Band/fall	Bullock	Rasch	Y	Y	Y	Y	Y	Y
Matthew	Bowman	Band/winter,spring	Bullock	Rasch	Y	Y	Y	Y	Y	Y
Cassidy	Parsons	FCCLA Advisor	Herak	Russ	Y	Y	N	Y	Y	Y
Mike	Robbins	Skills USA Advisor	Rasch	Herak	Y	Y	Y	Y	Y	Y
Fritz	Bieler	Model UN Advisor	Herak	Rasch	Y	Y	Y	Y	Y	Y
Mike	Hesford	Drama Club Advisor	Herak	Rasch	Y	Y	Y	Y	Y	Y
Anne	Jolliff	Speech & Drama Coach	Herak	Rasch	Y	Y	Y	Y	Y	Y
Sarah	Layng	Yearbook Advisor	Rasch	Herak	Y	Y	Y	Y	Y	Y
Fritz	Bieler	Youth & Govt.	Herak	Rasch	Y	Y	Y	Y	Y	Y
Dawn	Smartnick	BPA Advisor	Rasch	Herak	Y	Y	Y	Y	Y	Y
Nicole	Strozewski	Student Council Advisor	Herak	Rasch	Y	Y	Y	Y	Y	Y
Emma	Ehret	Art Club Advisor	Rasch	Herak	Y	Y	Y	Y	Y	Y

MINUTES Jefferson High School Dist. 1

May 2, 2022

Special Board Meeting

Board members present: In-person: Cami Robson Kyrie Russ Larry Rasch
: Justin Willcut Dani Morris Bryher Herak Buster Bullock

Board members absent
Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager
Mike Moodry, Principal

Staff Present: various
Visitors: large crowd

~~~~~  
**A. Call to order-Chairperson**

1. Pledge of Allegiance *The pledge was led by Ms. Robson, chair, at 7:00 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. None.*

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

1. Head Football Coach Position – possible rescission of previous motion made April 19, 2022 (Policy 1420) Ms. Robson read the guidelines for speaking at the meeting. Ms. Russ moved to rescind the motion made April 19, 2022 to non-renew Coach Clint Layng for 22/22 FY. Ms. Herak seconded the motion. Comments were given by various people expressing support for the coach or expressing concern about his coaching conduct. The motion passed 6 to 1, Mr. Bullock voting in the negative.

2. Head Football Coach Position – Ms. Herak moved to rehire Mr. Clint Layng. Mr. Bullock seconded the motion. Public and board member comment continued. The motion passed 5/2, with Mr. Rasch and Ms. Morris voting against rehire of Coach Layng.

3. Superintendent Application Screening – possible closed session Ms. Bea Kaleva submitted a list of the 7 applications and where each applicant currently works. At 8:22 p.m. the session was closed due to privacy of applicants background. Open session resumed at 8:53 p.m. Ms. Herak moved to search for more applicants. Mr. Willcut seconded the motion, which passed unanimously.

**D. Adjournment** - the meeting adjourned at 8:56 p.m.

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Signature of Chair

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Signature of Clerk

- A very brief set of notes of comments made during the meeting was taken and is available with these minutes. They are not, however, official meeting minutes approved by the board.

May 2, 2022

Order 7:00 p.m.

Pledge

Ms. Robson read guidelines for comments. (Ask Cami for copy of what she read.)

Possible rescission of previous motion made. Ms. Russ moved to rescind the previous motion, Ms. Herak seconded the motion.

Ms. Herak - board has responsibility review the evaluations. She saw no red flags.

Ms. Russ – clarification of putting the coach rehire back on the table.

Ms. Schultz asked when the public is allowed to speak.

Ms. Robson clarified – this is the time

Jan Anderson – reviewed policies. Saw nothing that prevents the board from making the change of a coach. Give the employee the chance to respond. 3-page uniform complaint procedure was not followed.

Squandered the trust of the employees, students, parents, community. 2151 F8 code of conduct - didn't allow Coach Layng the opportunity to respond. Board's coach of ethics violated. MTSBA training is a valuable tool for Board members.

Mr. Rasch – apologized to Mr. Layng fault of board, admin, and Mr. Layng himself.

Jim Kaatz – Sheridan parent and trustee – don't go with the flow, his past experience showed him the error in that action.

Ed Burke – Sheridan – support for Coach Layng

Motion passed 6 to 1. Buster voting in the negative.

Renewal of contract for football season

Ms. Russ expressed regret for the manner in which it was handled.

Ms. Herak moved to rehire Mr. Clint Layng. Mr. Bullock seconded the motion.

Keith Schultz – 3 kids at JHS. Concern lack of communication by coach with parents. Coach signed code of conduct? Didn't follow that code.

Ed Burke – Sheridan - not a knowledge of football issue, character issue, or time spent

Suzanne Schultz – Code of Conduct – behavioral expectations not met, what is purpose of code.

Mickie LeTexier – Read Trace's letter JHS mission statement.

A.J. Eckmann – successful coach. Care that Coach Layng had and has for kids.

Luke Mundlock – never played football before JHS, wished board had asked the kids how they feel about their coach. Please reinstate

Jack Johnson – great coach, leader, please reinstate

Dalton Noble – coach cares, energizing, please reinstate

Mandy McMaster – profanity restriction would eliminate most coaches and half of the teachers, please reinstate

Mick Leary – Reilly played for coach Layng. Camaraderie of team members helped Reilly during a tough time,

Samantha DeWit – former student and colleague – no one cares more than Clint. Take recommendation of administration

Bryce Kaatz – Sheridan coach basketball – Coach Layng's conduct above board

Mr. Rasch – wins and losses don't matter, playing time doesn't concern me, concerned about code of conduct being followed.

Ms. Russ – appreciated the number people attending. She stated clearly that the board didn't collude. Board members receive information (complaints) very often. Her vote was formed upon those

comments. She said that this process has revealed to her the need for improved communication

Mr. Bullock said this is where he wanted this issue to land. Address conduct of coaches

Cassidy Parsons – communication gaps, doesn't feel that coaches should be on the chopping block every year.

Ms. Morris – thanked all for coming. People should come to other board meetings as well. Received many complaints about Clint from parents, former students, etc. Please express your pleasure as well as displeasure. Fear of retaliation is why many don't launch complaints. Harassment and bullying she and her family received. Fix gaps in communication. Encouraged all employees to show up if your position is up for renewal.

Jenny Genger – transparency needs to move up (like to administration)

Michael Buyan – Sheridan – communication gap – Clint is role model, cares about kids after they graduate. Fully support reinstatement of coach Layng

Sabrina Steketee – JHS board operates really well. 2016 code of conduct for coaches, established surveys for parents, kids, etc. JHS has the tools, just need to use them. Three-year review of each program.

Ms. Herak – interrupted by Steketee

Coach Layng – love these kids, will do anything for them, thanked the crowd for their support.

Jered Padmos – complaint policy, coach, to AD, to principal, to superintendent, to board. Disagrees that the vote was made on here say.

Mr. Rasch – board members are to direct the complaints to the proper person in the chain of command.

Lori Lagerquist – be sure board isn't micromanaging. Tough position board is in. Follow policies and improvement plans.



Mike Charlton – coached at JHS a few years. Agrees with Jered Padmos. Complaints don't trickle down to coaches. Don't get a chance to correct what's wrong. Coaches get grilled and fired because of the lack of communication.

Vote: 5/2 Larry Rasch and Dani Morris in the negative.

Superintendent screening.

Ms. Kaleva gave a brief list of the 7 applications

Dr. Gregory Durn – Superintendent in Circle

Timberly Kelly – Principal in Box Elder

Eric Makelky – Principal in Pinedale, WY

Kevin Nettleton – Vice Principal/AD in Havre

Christina Rogers – Teacher in Clancy

Daniel Schrock – Superintendent/Principal in Grass Range

Thomas Vail – Interim Principal in Havre

Executive session – called at 8:22 – 8:53

Ms. Herak moved to search for more applicants. Mr. Willcut seconded the motion, which passed unanimously.

May 17 is next regular meeting.

Negotiations 4:15 Wednesday

Building 4:15 Thursday.

Adjourned at 8:56.

**ELECTION CONTRACT - SCHOOL DISTRICT ELECTIONS**  
**July 1, 2022 through June 30, 2023**

BE IT HEREBY AGREED BETWEEN JEFFERSON HIGH SCHOOL DISTRICT AND JEFFERSON COUNTY, MONTANA

1. The Jefferson County Election Administration, hereinafter called "County," on behalf of the Jefferson High School District, hereinafter call "District" and upon their request (20-20-417, MCA) shall conduct and be responsible for all aspects of all elections that come under the responsibility of said Schools in accordance with this agreement.
2. The County shall have complete responsibility for the number of polling places or ballot drop off locations and the designation of said places/locations for each election.
3. District shall reimburse the County for actual costs of all elections conducted for said District, including but not limited to the cost of:

Judges of Elections - Prevailing wage paid by County

4. District agrees to reimburse County for District's proportionate share of the cost of elections when held in conjunction with other political subdivisions.
5. District shall be responsible for completing all necessary legal procedures in a timely manner to meet the time requirements of Montana Code Annotated.
6. If it is determined that administratively a mail ballot election is the most efficient method of conducting an election, the County maintains absolute right to conduct election in said manner.
7. District shall be responsible for the cost of opening and closing the polling/drop off locations required for each election.
8. District shall supply storage space for on-site storage of equipment required to conduct elections at each polling place located within the boundaries of the school district. Maintenance personnel at each polling place will be responsible for setting up and taking down booths for all elections held at said polling place. This service will be supplied at no cost to the County.
9. County will, upon request, provide District with lists of registered voters at no charge for each District election.
10. District will notify county in writing of proposed date of a special election 75 days in advance. County must notify school within 5 days of notice; whether or not, county can conduct election for date selected.

**ELECTION CONTRACT - SCHOOL DISTRICT ELECTIONS**

**July 1, 2022 through June 30, 2023**

11. District will provide a multipurpose area or gymnasium with adequate room and lighting at each polling place/ballot drop off location to accommodate the election process. The designated area shall be available for inspection by the County at least 2 weeks prior to each election and, if the designated area is not sufficient to accommodate the election process, the County reserves the right to designate an area within the polling place that will better accommodate the election process.

12. Notice of School Election shall be provided as follows at the expense of the District:

- Newspaper       County                       District
- Public Posting     County                       District
- District Website    County                       District

13. Notice of Absentee Ballot Counting shall be provided as follows at the expense of the District:

- Newspaper       County                       District
- Public Posting     County                       District
- District Website    County                       District

IN WITNESS THEREOF, the aforementioned parties have hereunto entered into this agreement on this            day of            , 2022. Said agreement will be in effect until June 30, 2023.

Board Chair:

Board Chair Signature: \_\_\_\_\_

County Election Administrator:

County Election Administrator Signature: \_\_\_\_\_