

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

* 6:30 p.m. January 21, 2020 * 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 back of 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

E. Committee Reports - brief review

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 take action 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
 - a. Budget Amendment
2. Principal/A.D.
3. Superintendent
 - a. SRO (School Resource Office) update – MOU
 - b. House update
 - c. MHSA proposals
 - d. Administrative in-service program

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

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

1. Personnel – Action
 - a. Substitute applications – J Schreibman
 - b. Resignations
 - c. Coaching positions – golf coach – Anna DeMars
 - d. Possible vacation cash-out
 - e. Athletic fall program evaluations
 - f. Athletic fall coach evaluations – possible closed session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. M-Bar-T Program information
4. 1ST Reading of Policies
 - a. 3126/1005FE – Proficiency Based Learning
 - b. 1120 – Annual Organizational Meeting
 - c. 1420 - School Board Meeting Procedure
 - d. 1441 – Audience Participation
 - e. 1700 – Uniform Complaint Procedure
 - f. 7262 – Distribution of Excess Senior Class Funds
5. 2ND Reading of Policies
 - a. 7535/1006FE – Transfers for School Safety
 - b. 5445/1009FE – Educator Recruitment and Retention
 - c. 7540/1014FE – Intent to Increase Non-Voted Levy
 - d. 1110 – Taking Office
 - e. 1402 – School Board Use of Email and Mobile Messaging
 - f. 1420F – Notice Regarding Public Comment
 - g. 1512F – Conflicts of Interest

- h. 2150 – Suicide Awareness and Prevention
 - i. 2151F – Assumption of Risk Form
 - j. 2161P – Special Education Procedures
 - k. 3110 – Entrance, Placement and Transfer
 - l. 3130 – Student of a Legal Age
 - m. 3520 – Student Fines, Fees, and Charges
 - n. 3600P & 3600F2 – Student Records
 - o. 4315 – Visitor and Spectator Conduct
 - p. 4320 – Contact with Students
 - q. 4332 – Conduct on School Property
 - r. 4410 – Relations with Law Enforcement Agencies
 - s. 5120 – Hiring Process and Criteria
 - t. 5223 – Personal Conduct
 - u. 5232 – Abused and Neglected Child Reporting
 - v. 5329 & 5329P – Long-term Illness and Disability Leave
 - w. 5330 – Maternity and Paternity Leave
 - x. 5430F – Volunteers and Chaperones Form
 - y. 7260 – Donations, Endowments, Gifts, and Investments
 - z. 7520 – Independent Investment Accounts
 - aa. 8225 – Tobacco Free Policy
6. Call for volunteers for JHS
 7. SMA demographic study questions 4-6

I. Communication and Comments

1. Letters to the Board - Negotiations letter from Boulder Association of Teachers

J. Commendations and Recognition

K. Consent Agenda - Action

1. Approval of Previous Minutes
2. High School Claims and Accounts

L. Follow-up/Adjournment – upcoming months

1. Chair/Superintendent article for paper

NEXT *REGULARLY* SCHEDULED HIGH SCHOOL BOARD MEETING February 18, 2020 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)	Kevin Harris, (At-Large 1 position)	Bryher Herak (Basin area position)
Kyrie Russ (At-Large 2 position)	Cami Robson Vice-Chair (Clancy area position)	
Denise Brunett Chair (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 take action 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 throughout their time here;*
- Appreciate and fully engage in our activities that augment our core curriculum; and*
- Have access to technology that enhances their learning opportunities.*

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;*

- 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.*

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.*

JHS BOARD OF TRUSTEES 19/20 COMMITTEE ASSIGNMENTS

Negotiations/Personnel –D. Brunett, B. Herak, B. Bullock

Policy/Handbook –C. Robson, K. Russ, B. Herak

Budget/Insurance/Investments – K. Harris, D. Brunett, L. Rasch,

Building/Grounds/Transportation – C. Robson, K. Harris, B. Bullock

Technology – L. Rasch, K. Russ, C. Robson

From the desk of: *£ orie*

January 2020

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

MASBO REGION 4

MASBO will be holding two board meetings this winter, January 23-25 in Bozeman and February 23-25 at Chico Hot Springs.

CURRENT OFFICE ITEMS

Using Black Mountain Software on the "cloud" is proving effective.

Ms. A Boline has been a great addition to the staff. Several times she has filled in as a substitute when needs arise. She is quick to learn and is very professional and friendly. One of our office aides will be leaving us to take a required class so having Aubrie on board will work well. We still have our other office aide who will be taking over the duties originally done by the other. JHS has some pretty great kids.



January 21, 2019

Principals Report--Mr. Mike Moody

Academics

We are finishing up the first semester this week with final Wednesday and Thursday. We are extending classes by dropping zero hour and adding the time to each period. We also have requirements for students to be exempt from exams (see attached).

We conducted our winter reading assessments in December. We have 9 students moving out of our intensive reading classes and 3 students moving levels of intervention. We will reapply for the Montana Comprehensive Literacy Grant this coming March. Awards will be made in May.

Students in JHS Reading Intervention Courses			
	Spring 2019	Fall 2019	Spring 2020
9	17	6	4
10	9	14	5
11	10	2	2
Totals	36	22	11
% Change		-39%	-70%

Discipline and Attendance

Discipline Comparison for the same time period last year.

	18-19	19-20
Staff	4	5
Event Types	3	5
Events	12	6
Students	15	6

Our attendance average daily attendance for the 1st semester is 95.42% compared to 94.76% in 2018-19 fall semester.

The SRO assembly was held on January 7th. Officers Canzona, Grimsrud and St. George were introduced. The objectives of the program were shared with students and staff. The SRO's will use a tracking sheet with hours and types of contacts.

Evaluations

Teacher evaluation and classroom observations are in full swing. First semester non-tenure evaluations have been completed.

Activities

Winter sports are in full swing:

Boy's and Girl's Basketball: Currently are both 3-6.

Wrestling: The wrestling team had placed in the top 4 of every tournament this except CMR Holiday. Divisionals will be in Cascade on February 8th.

Cheer: Cheer is going strong with halftime performances at every home basketball game thus far.

Speech and Drama: There are 5 individuals participating in speech and drama. Divisional will be in Columbus on January 25th and State is in Big Fork January 31-February 1.

SEMESTER TEST SCHEDULE

Teachers are required to give some sort of assessment on semester test day. They do not need to be cumulative. We will not have zero period but expand each class period by 5 minutes each day. If you need more than time please divide your tests between the two days.

Semester test days are REGULAR SCHOOL DAYS. Student absences will be recorded and must be excused by a parent/guardian. Please be sure that you do not go over the 8-days per semester maximum.

If students are in activities you must be here for at least two periods to participate. If you do not meet the two-period requirement on Thursday you will not be allowed to participate that weekend.

Semester Test Exemptions: student must meet teacher requirement plus have no missing assignments, no unexcused absences, and meet the 8-day per semester maximum.

Semester Test Schedule:

Wednesday, January 22nd and Thursday, January 23rd (Semester Finals)

1st 8:00-8:58

A 8:58-9:08

2nd 9:08-10:05

3rd 10:13-11:11

4th 11:19-12:17

Lunch 12:17-12:47

5th 12:52-1:50

6th 1:58-2:56

7th 3:04-4:03

If you have any further question please contact Mr. Moodry.

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

Superintendent's Report

Date: January 21, 2020

Agenda Item: E-3

3a-School Resource Officer Update

The school resource officers started working with the school district on January 6, 2020. The annual fee of \$5,000 has been prorated for 86 of 148 school days for a total of \$2,905. It has been nice to see the positive interaction with students and staff when the officers are present. Currently, Jordan Grimsrud and Kyle St.George will split their time at JHS. Both are JHS graduates, another benefit for this partnership in building positive relationships with law enforcement and students.

3b-House Update

In December, the house located across the street from the high school was inspected by myself, Mr. Moodry, Mr. Sturdevant, M. Robbins, and Jeff Zanzick, the realtor. The house would be a good project as it is in need of upgrades and some tlc. I have inquired around the state of Montana and have found a number of districts that own houses. Most are used for faculty housing in areas of great need. I was able to gather a variety of data regarding renting, purchase, and expectations for use as lodging. I am currently exploring the budget and developing a timeline for the reality of purchasing and the implementation of upgrading the house with current programs offered at JHS. It is still in the preliminary stages

3c-MHSA proposals

I have included the MHSA proposals that will be acted upon on Monday January 20, 2020 at the annual conference in Billings. I sent these out earlier and did not get any response or concerns about the proposals. I will provide a summary of the voting during the school board meeting.

3d- Administrative in-service program

I have listed below the professional development opportunities at the administrative level and included a workshop conference that involves the school district and AYA.

- 1.) AASA National Superintendent Conference – San Diego, CA. I will be attending this national conference February 12-16, 2020.
- 2.) Montana Association of Secondary School Principals (MASSP) – Fairmont Hot Springs, MT. January 26-28, 2020. Mr. Moodry will be attending this conference.
- 3.) Montana Behavioral Institute – A team of administrators and staff, including AYA will attend this conference in Bozeman, MT June 15-19, 2020 in Bozeman, MT



**MONTANA HIGH SCHOOL ASSOCIATION
2020 ANNUAL MEETING**

**Monday, January 20, 2020
Billings Hotel & Convention Center
Billings, Montana**

PROPOSALS

1. Proposal to Amend Eligibility By-Law – Transformational Learning-----1
Presented by: MHSA Executive Board
2. Proposal to Amend Eligibility By-Law - Homeschool-----1-2
Presented by: MHSA Executive Board
3. Proposal to Amend Eighth Grade Participation, Academic and Transfer By-Laws -----2-3
Presented by: Arlee High School
4. Proposal to Amend Award Rule By-Law-----3-4
Presented by: MHSA Executive Board
5. Proposal to Amend Penalties By-Law-----4
Presented by: Granite High School
6. Proposal to Add Co-Op Trophy Language-----4-5
Presented by: MHSA Executive Board
7. Proposal to Amend Semi Final Trophies for Football and Soccer-----5
Presented by: MHSA Executive Board
8. Proposal to Amend the Golf Coaching Rule-----5-6
Presented by: Hamilton High School
9. Proposal to Change the Format of the State Volleyball Bracket-----6-7
Presented by: Glacier High School
10. Proposal to Add Girls' Wrestling as a MHSA Sanctioned Sport-----7-8
Presented by: MHSA Executive Board
11. Proposal to Add Boys' Powerlifting as a MHSA Sanctioned Sport-----8
Presented by: MHSA Executive Board

Addendum: GIRLS' WRESTLING IMPLEMENTATION PLAN

Addendum: BOYS' POWERLIFTING IMPLEMENTATION PLAN

1. PROPOSAL TO AMEND ELIGIBILITY BY-LAW

The MHSAA Executive Board proposes the following amendment to By-Law, Article II, Section (2) Eligibility on page 10 of the current MHSAA Handbook:

Section (2) ELIGIBILITY

To be eligible to participate in an Association Contest, a student shall meet all the following criteria:

2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). ***Exception: A student who is enrolled and participating in a transformational learning program in their school that meets a district's proficiency-based learning requirements pursuant to the adopted policies of the local school board is exempt from the ten hours per week bricks and mortar requirement.*** A home school student is not eligible to participate for an MHSAA member school.

Rationale:

With the recently passed law regarding transformational learning, MHSAA eligibility rules need to be updated to assure member schools are not violating any provisions of the law. This amendment to Section 2 clarifies students under a bona fide transformational learning program do not have to meet the ten hours per week bricks and mortar requirement.

2. PROPOSAL TO AMEND ELIGIBILITY BY-LAW

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- 2.2 ***A home school student is eligible to participate for a member school if:***
- a. Their family lives in the attendance area of the school they participate.***
 - b. The home school student has registered with the County Superintendent of Schools***
 - c. The home school student's curriculum and grade placement are approved by the local school district.***
 - d. The home school student meets the MHSAA eligibility requirements of age, semester, physical exam, concussion education and any other relevant eligibility requirement.***
- 2.3 A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by ninth grade students, this action by the local school will not be subject to review by the MHSAA or its Executive Board. ***Exception: students under section 2.2 are exempt from this section.***

- 2.4 A student must have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was enrolled. **Exception: students under section 2.2 are exempt from this section**

Rationale:

During the recent legislative session, Senate Bill 8 was passed in both houses by wide majorities. Senate Bill 8 provided ANB funding for schools who had outside students (home school) students participating in their activity programs for three weeks or more. Senate Bill 8 was vetoed by the Governor however the sponsor and other legislators stated that the purpose of this Bill was to make it clear the MHSAs needed to examine their rules regarding allowing home school participation at MHSAs schools. These amendments would allow home school participation however with very specific requirements including residency in the school attendance area, all curriculum and grade placement to be approved by local school policy and the student must meet all other MHSAs eligibility requirements including age, semester etc. The Executive Board wants to be proactive regarding this issue and require criteria for those home school students who would participate instead of having legislation being passed that may not have the same restrictions.

Fiscal Note:

There could be ANB provided if a bill similar to Senate Bill 8 is passed and signed into law during a future legislative session.

3. PROPOSAL TO AMEND EIGHTH GRADE PARTICIPATION/ACADEMIC/TRANSFER BY-LAWS

Arlee High Schools proposes the following amendments to By-Laws, Article II, Section (5) Students Below Ninth Grade on page 11 and to Section (10) Transfer Rule on page 12 of the current MHSAs Handbook:

Section (5) STUDENTS BELOW NINTH GRADE

5.1 Any student in the Eighth Grade shall be eligible to participate in an Association Contest as noted.

- a. Eighth grade students may participate in high school volleyball, basketball, wrestling, track, cross country, swimming, soccer, tennis, softball and golf.

Eighth grade students are not eligible to participate in football.

- b. Permission for eighth grade participation is determined by local control of respective boards in the school district. However, record of transfer forms for new eighth grade students enrolled from other districts must be filed, including a proof of residency, in the attendance area of the school where he/she will participate.
- c. Any eighth student must be passing in twenty periods of prepared classwork or its equivalent during the last preceding semester in which he/she was enrolled.
- d. Any eighth-grade student allowed to participate will have eight semesters of high school eligibility remaining.
- e. All other eligibility rules required of students Grades 9-12 will apply to Eighth Grade Students including but not limited to:
1. Physical Exam
 2. Concussion Education
 3. Transfer Rule
 4. Award and Amateur Rules
 5. And any other relevant MHSAs by-laws/rules and regulation

Section (10) TRANSFER RULE

10.1 Any student (**including eighth grade students allowed high school participation**) who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for half the number of P.I. days in the current

school year of the school to which he/she transfers from the date of enrollment (first day he/she attends classes) in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time ***unless that student has been previously approved for high school participation*** (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

Rationale:

- With declining enrollments across the state smaller schools are having to co-op or use eighth grade students to field teams. Presently schools can only use eighth graders for basketball, volleyball and for track relay teams and only if they have need to fill a J.V. and/or Varsity roster.
- The MHSA now has over 200 co-op teams – up from about 140 six years ago.
- The MHSA has approved the following number of eighth grade students to participate in high school basketball and volleyball (very few were for track relay teams) over the past four years: 2013-14 – **193**, 2014-15 – **194**, 2015-2016 – **195**, 2016-2017- **225** 2017-2018 – **224** and 2018-19– **319** approved.

Fiscal Note:

There is no fiscal impact to the Membership.

4. PROPOSAL TO AMEND AWARD RULE BY-LAW

The MHSA Executive Board proposes the following amendment to By-Law, Article II, Section (15) Award Rule on page 14 of the current MHSA Handbook:

Section (15) AWARD RULE

15.1 No award exceeding one hundred dollars (\$100.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Special awareness functions (i.e. pink week) are included as defined events with the following limitation: merchandise retained by students in conjunction with awareness events is restricted to disposable items such as basic t-shirts, socks, headbands/wristbands and similar items. Cash cannot be awarded. A single Association Contest is not considered an "event" for the purpose of this rule.

INTERPRETATION

1. Schools may provide training apparel for practice and/or workouts that will be fully depreciated and have no intrinsic value at the end of the season. These items may be provided by the school and/or its boosters, including general or team fundraisers, provided that the items are school-approved and are supplied on a gender-equitable basis. Allowable items are limited to one of each of the following: practice shirt, practice shorts, spandex, tights and a pair of socks.

2. The acceptance of awards and/or prizes in non-sanctioned sports or activities shall not endanger member schools' students' eligibility.

3. Schools may provide warm up shirts (e.g. shooting shirts) to be worn on the field or court before a contest that may or may not have individual names printed on them. They can also display the school name/mascot, but no corporate sponsors names/logos are allowed. These items may

be provided by the school and/or its boosters, including general or team fundraisers, provided that the items are school-approved and are supplied on a gender-equitable basis.

Rationale:

It has come to the attention of the MHSA office that many schools are allowing warm-up shirts (e.g. shooting shirts) to be worn on the court / field before games and may be in violation of the Awards Rule and in violation of the Ridgeway Decision. This interpretation would allow warm up shirts to be purchased, by the school or boosters, and worn on the court if they are school approved, meet the listed requirements and are supplied on a gender-equitable basis.

5. PROPOSAL TO AMEND PENALTIES BY-LAW

Granite High School proposes the following amendment to By-Law, Article VIII, Section (2) General Penalties on page 18 of the current MHSA Handbook:

Section (2) GENERAL PENALTIES

2.7 (New) **Recruiting.** If the executive board finds that a school has broken the recruiting rule, the head coach of the sport/activity that the violation occurred shall be suspended for a minimum of one (1) regularly scheduled varsity competition following executive board hearing. The executive board has the right to increase suspension.

If penalties are imposed at the end of the sport/activity season and no contest remain, the penalty is imposed the first contest in that particular sport/activity the next school year.

Rationale:

There should be a specific penalty for the coach when the recruiting rule has been violated to deter future violations.

6. PROPOSAL TO ADD CO-OP TROPHY LANGUAGE

The MHSA Executive Board proposes the following amendment to Awards, General Rules for Awards, on page 41 of the current MHSA Handbook:

GENERAL RULES FOR AWARDS

(4) All trophies or awards authorized by the MHSA, except basketball, wrestling, volleyball, and Class AA soccer conference championship trophies, will be ordered and paid for by the MHSA.

New # (5) MHSA will provide one trophy for each co-op team and schools can purchase additional trophies for the other school(s) in the co-op.

Renumber remaining sections.

Rationale:

The number of MHSA co-op teams have increased greatly over the past several years, from 140 a few years ago to over 200 presently. The cost of trophies has also increased and with two team and now many three team co-ops the amount paid by the MHSA exceeds the generous NWE yearly contribution for trophy and award purchases. The cost of extra co-op trophies far exceeds the amount of dues each school pays for a sport per year and those dues are to assist with the operating expenses of the MHSA.

Fiscal Note:

Cost of the additional trophy/trophies for additional schools in a co-op.

7. PROPOSAL TO AMEND SEMI-FINAL TROPHIES FOR FOOTBALL AND SOCCER

The MHSA Executive Board proposes the following amendment to Awards, Authorized Awards for MHSA Activities, Athletic Awards on pages 42-43 of the current MHSA Handbook:

ATHLETIC AWARDS

III. Football

~~C. State Semi-Finalist (*Mailed to the school*)~~

- ~~1. Team – A trophy will be awarded to each semifinalist that fails to qualify for the state championship game.~~
- ~~2. Individual – No individual awards are to be presented.~~

V. Soccer

~~B. State Semi-Finalist (*Mailed to the school*)~~

- ~~1. Team – A trophy will be awarded to each semifinalist that fails to qualify for the state championship game.~~
- ~~2. Individual – No individual awards are to be presented.~~

Rationale:

Providing two trophies to the teams that lose the semi-final game hasn't been too well received by the teams that lose this game. The trophy lists them as semi-finalists however schools have expressed displeasure with what they view as a participant trophy with little meaning.

Fiscal Note:

There is no fiscal impact to the Membership.

8. PROPOSAL TO AMEND GOLF COACHING RULE

Hamilton High School proposes a change to the golf coaching rule in the General Rules and Regulations for Golf subsection (14) on page 71 of the current MHSA Handbook:

Section (14) COACHING

- (14) **Coaching** – Each school may have up to two certified coaches on the course at the same time to give advice to participants representing that school each day of the competition from green to tee provided that:
 - a. The coaches must have been approved by their local school district administration, have passed the MHSA Coaches Education Requirements, have completed the MHSA Golf Rules Clinic for the current season and have been a bona fide member of the coaching staff during the entire season.
 - b. The coaches are identified by tournament management before the start of the competition each day with credentials / access passes displayed on a lanyard which must be worn and visible at all times.
 - c. The coaches shall not give advice to, or ask for advice from, another school's participants;

- d. ~~The advice shall not be given during the playing of a hole but rather from the time all of the participants hole out on a hole until one of the players is ready to tee off on the next hole (or during a suspension of play);~~
- d. **Allow authorized coaches to coach a player up until the player and the player's ball are on the green. If any part of the player's ball is on the actual green, the ball is considered on the green. Once the player arrives at the green (no delay by the player) the coach can have no more communication with competing player(s) until all players in the group have holed out. When providing advice—a coach must not enter a bunker. Coaches are not to assist or instruct a player regarding any putting on the green. If no part of the player's ball is on the actual green, coach instruction is permitted. Coaches must understand that there is to be no delaying of play when providing instruction during the prescribed coaching time. The coach must understand this is additional time to coach player(s), but when visiting with players the pace of play shall not be delayed.**
- e. The advice shall be given in a private manner and does not unduly delay play.
- f. Motorized carts will be allowed for coaches if the golf course allows.

Rationale:

Allowing golf coaches to coach from tee to green will help with the overall quality of the game. The rule change will also give the coaches the ability to help monitor spectators, as well as, give them the ability to address speed of play to players who have fallen behind the group in front of them.

Fiscal Note:

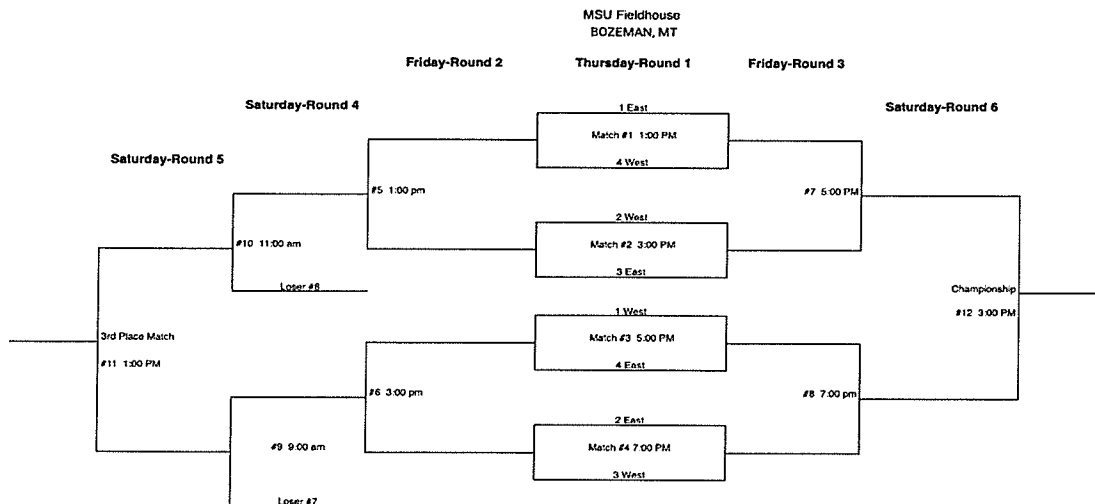
There is no fiscal impact to the Membership.

9. PROPOSAL TO CHANGE FORMAT OF THE STATE VOLLEYBALL BRACKET – ALL CLASSES

Glacier High School proposes a change to the state volleyball bracket in the General Rules and Regulations for Volleyball subsection (7) on pages 98-99 of the current MHSA Handbook:

Section (7) TOURNAMENT BRACKETING

Proposed Volleyball Bracket and Times for State



Rationale:

1. The proposed format would create a TRUE championship match; 2 rested, healthy teams facing each other for the first time in the tournament, ready to battle. It's what our current Friday night at 6:00 pm match has become. Instead of one team resting and watching while the other team battles early Saturday morning for a chance to play in the championship, with little to no break between matches.
2. The vast majority of state volleyball champions in all classifications have been the team that has won their first 3 games. Since 1998 there have been 5 AA *if necessary*, matches; in 1 out of those 5 matches, the winner from Friday night's semi-final match lost the first championship game and came back to win the *if necessary* game.
3. Since 1998 the "AA" team that won Friday's night match won the championship match 17 times.
4. The proposed format would create two semifinal contests that allow additional fans to support their team.
5. The proposed format allows greater travel time and planning for fans to travel to a state championship game that may not attend.
6. 4 well-rested teams in the 2 semifinals will result in a better level of play versus the one "undefeated" semifinal.
7. 6 teams still in play on Saturday. This will allow for better potential support for 3rd place and championship matches.
8. With the proposed bracket, teams win 3rd place, not lose and end up 3rd.
9. The proposed bracket is better for the overall health of student athletes. The idea of 3 matches on Friday and right back up Saturday AM has never been conducive to a high level of play.
10. Under the current bracket, it will take 3 great days to win a title. Right now, a team needs two great days to win the tournament. A team could also win a trophy with one good day at the tournament.
11. With the proposed bracket, all championships are decided at the same time. Right now, if there is an "if necessary" game, the field house is often mostly empty, and some courts being disassembled.

Fiscal Note:

There is no fiscal impact to the Membership.

10. PROPOSAL TO ADD GIRLS' WRESTLING AS A MHSA SANCTIONED SPORT

The MHSA Executive Board proposes the following amendment to By-Law, Article I, Section (2) Dues on page 7 of the current MHSA Handbook:

Section (2) DUES

Add Girls' Wrestling to the list of sanctioned sports offered by MHSA.

Rationale:

The MHSA membership voted to form a committee to study the addition of girls' wrestling as an MHSA sanctioned MHSA sport. The committee's recommendation is to add girls' wrestling as an MHSA sanctioned sport. Their recommendation included the logistics for the season, weight classes, weigh-ins, regular season and post season competition etc. Those recommendations were sent to each school in early December. The committee also recommended adding a boy's sport because of the equal number of sports required to be offered by each school pending review by MHSA legal counsel on current interpretations of the Ridgeway Decision. The committee evaluated various sports and recommended boys' powerlifting as it would be easy to administer and cost effective.

Fiscal Note:

The additional cost of administering the program if offered (coach – if not the same for boys), travel, etc.

11. PROPOSAL TO ADD BOYS' POWERLIFTING AS A MHSA SANCTIONED SPORT

The MHSA Executive Board proposes the following amendment to By-Law, Article I, Section (2) Dues on page 7 of the current MHSA Handbook:

Section (2) DUES

A. Add Boys' Powerlifting to the list of sanctioned sports offered by MHSA.

Rationale:

With the possibility the membership would approve the addition of girls' wrestling as a sport, the Ad-hoc committee wanted to provide an option to add a boy's sport if the current interpretation of Ridgeway continued requiring schools to offer an equal number of girls and boys sports. The committee realized that many larger schools already offer all MHSA sanctioned sports and may not be able to offer girls wrestling, if approved. The committee reviewed various boy's sport offerings and because it would be easy to administer and cost effective to implement, the committee recommended the Board add boys' powerlifting.

The Executive Board also realizes that the normal process of approving a committee to study adding an activity during an Annual Meeting and then voting on their recommendation during the next Annual Meeting was not followed in this case, however, the Board's concern is that a boys sport, if even approved, would take another three years to add through this process. This option gives the schools the opportunity to decide if they want to add the boys' sport now or wait and go through the normal process. Unless the interpretation of Ridgeway is modified, and if the current interpretation of equal number of girls' and boys' sports continues, schools would have to ensure proportionality is met when adding girls wrestling (if approved) or have the capability to add another currently MHSA sanctioned boys' sport offering.

Fiscal Note:

The additional cost of a coach stipend, and possible travel costs to a few regionalized regular season competitions and to a state meet (if participants meet qualifying standards). Most schools would have the equipment / facilities to sponsor this sport.

MINUTES Jefferson High School Dist. 1

November 19, 2019

Regular Board Meeting

Board members present: Kyrie Russ Cami Robson Larry Rasch (phone)
Bryher Herak Buster Bullock Kevin Harris (phone) left after #9

Board members absent: Denise Brunett

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

Staff Present: Aubrie Carey, Policy Maintenance Alan Smith

Visitors: Dale Field, Preston Field, John Blodgett, Suzanne Shultz, Carly Delsigne, Beth Gallagher, Marissa Ostby,

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CALL TO ORDER

Ms. Robson called the meeting to order at 6:30 p.m. The attendees recited the pledge.

PUBLIC COMMENT None.

STUDENT REPORT None.

STAFF REPORT None.

COMMITTEE REPORTS Policy committee met. Policies will be addressed in new business.

ADMINISTRATIVE REPORTS

Clerk/business manager. In written form.

Principal. In written form. Mr. Moodry added that the thespians presented the works of Shakespeare and ten to fifteen Science Olympiad students will compete Monday and Tuesday, Nov. 25 and 26.

Superintendent. In written form. Mr. Norbeck reviewed the items on his report. Substitute pay review – JHS is “right in the ballpark”.

UNFINISHED BUSINESS None.

NEW BUSINESS

9...SMA demographic study discussion of questions 1-3 and staff responses

A lengthy discussion of the first, second, and third questions on the community survey and the staff responses to the staff survey was held.

6...Policy 1st readings

Mr. Bullock moved to approve policies 7535, 5445, 1110, 1402, 1420F, 1512F, 2150, 2151F, 2161P, 3110, 3130, 3520, 3600P, 3600F2, 4315, 4320, 4332, 4410, 5120, 5223, 5232, 5320, 5320P, 5330, 5430F, 7260, 7520, and 8225. Ms. Russ seconded the motion, which passed unanimously.

1. Personnel.

- a. **Substitute applications.** None.
- b. **Resignations** None.
- c. **Coaching positions:** None.
- d. **Administrative assistant position.** Mr. Norbeck and Mr. Moodry interviewed two (2) candidates. Mr. Norbeck recommended Aubrie Carey. Mr. Bullock abstained because of the degree of consanguinity with Ms. A. Carey. Ms. Herak moved to accept the recommendation. Ms. Russ seconded the motion, which passed with Mr. Rasch, Ms. Herak, Ms. Russ, and Ms. Robson voting yes.

- e. **Athletic fall program evaluations.** Some responses showed some confusion about who is the AD. Fairly positive overall.
- f. **Athletic fall coach evaluations.** Received.
- 2. **Attendance Agreements** None.
- 3. **Transportation agreements.** Mr. Bullock moved to approve the contracts. Mr. Rasch seconded the motion, which passed unanimously.
- 4. **Budget Amendment Proclamation** – Ms. Herak moved to approve the budget amendment proclamation. Ms. Russ seconded the motion, which passed unanimously.
- 5. **Agency Fund duties by Business Manager and Superintendent.** OPI is looking for a secure option for disbursement of funds for \$20,000 for Title 1D2 recipients. Ms. Herak moved to allow the oversight of these funds. Mr. Rasch seconded the motion, which passed unanimously.
- 6. **Addressed above.**
- 7. **SRO MOU** 1 year for \$5,000 Interdisciplinary teams are established. Mr. Bullock moved to approve the MOU. Ms. Russ seconded the motion, which passed unanimously.
- 8. **MDC MOU.** No cost to JHS. Ms. Herak moved to approve the MOU. Mr. Bullock seconded the motion, which passed unanimously.
- 9. **Addressed above.**
- 10. **Call for volunteers for JHS.** Mr. Norbeck has started the process.
- 11. **Possible House purchase.** Mr. Bullock moved to allow Mr. Norbeck to explore the possibility of the purchase of the house across the street. Ms. Russ seconded the motion, which passed unanimously.

LETTERS

MT-PEC publications are available in the district office.

COMMENDATIONS Mr. Norbeck commended Ms. Herak and Ms. Robson for attending MCEL. Ms. Herak commended Mr. Moodry for his work with the kids and Mr. Norbeck for his work with MDC. Mr. Hesford – play. Volleyball and Football post-season play. We have a first team all-conference player Mykala Edmisten and second team all-conference player Dakota Edmisten. Ms. Voeller has a journalism club of three (3) members interested in working toward submitting items to the Monitor.

CONSENT AGENDA

Ms. Herak moved to approve the consent agenda. Mr. Rasch seconded the motion, which passed unanimously. Ms. Russ moved to allow clerk to pay December bills. Ms. Herak seconded the motion, which passed unanimously. The business manager gave each trustee present a budget-to-actual report.

FOLLOWUP/ADJOURNMENT

Discussion: SMA demographic study questions 4-6 – January meeting

Call for volunteers for JHS

Survey Monkey from Ms. Steketee to school – Mr. Smith

Policies 1st reading

Policies 2nd reading

The meeting adjourned at 9:40 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

For the Accounting Period: 11/19

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20477	45739S	4639 WEX BANK	6,405.00					
1		62083955 10/31/19 Due from BES	1,800.42		201	180		
2		62083955 10/31/19 Football	153.00		201	720-3500	582	
3		62083955 10/31/19 Volleyball	219.01		201	720-3500	582	
4		62083955 10/31/19 Cross Country	213.76		201	720-3500	582	
5		62083955 10/31/19 custodial	96.99		201	100-2600	624	
6		62083955 10/31/19 music	70.35		201	710-3400	582	
7		62083955 10/31/19 ad	55.02		201	720-3500	582	
8		62083955 10/31/19 Science	62.46*		215	100-1000	582	234
9		62083955 10/31/19 drivers ed	91.70*		218	100-1000	624	
10		62083955 10/31/19 FCCLA	43.83		201	710-3400	582	
11		62083955 10/31/19 Route	3,598.46*		210	100-2700	624	
20478	45738S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	26,069.16					
1		10/31/19 Route	23,062.16*		210	100-2700	513	
2		10/31/19 Football	626.50		201	720-3500	582	
3		10/31/19 Volleyball	896.79		201	720-3500	582	
4		10/31/19 Cross Country	875.31		201	720-3500	582	
5		10/31/19 Football Downtime	202.80		201	720-3500	582	
6		10/31/19 Volleyball downtime	202.80		201	720-3500	582	
7		10/31/19 Cross Country downtime	202.80		201	720-3500	582	
20479	45740S	3766 ACADIA MONTANA	1,457.22					
1		3329618 11/11/19 altacare	1,457.22*		215	280-1000	330	524
20480	45743S	5302 GRIMSRUD, JUSTIN	162.48					
1		deerlodge 10/12/19 VB Ref	156.00*		215	720-3500	340	720
2		deerlodge 10/12/19 VB Ref mileage	6.48*		215	720-3500	582	720
20481	45741S	5309 CHRISTENSEN, KATIE	66.48					
1		deerlodge 10/12/19 VB Ref line judge	60.00*		215	720-3500	340	720
2		deerlodge 10/12/19 VB Ref mileage	6.48*		215	720-3500	582	720
20482	45742S	5310 COX, CAYDANN	66.48					
1		deerlodge 10/12/19 VB Ref line judge	60.00*		215	720-3500	340	720
2		deerlodge 10/12/19 VB Ref mileage	6.48*		215	720-3500	582	720
20483	45742S	5310 COX, CAYDANN	81.48					
1		manhattan 10/25/19 VB Ref line judge	75.00*		215	720-3500	340	720
2		manhattan 10/25/19 VB ref mileage	6.48*		215	720-3500	582	720
20484	-99983E	4637 Mastercard	430.75					
1		R295352019 10/15/19 COACH COURSE PARSONS	35.00		201	720-3500	582	
2		R191503866 10/21/19 COACH COURSE PARSONS	50.00		201	720-3500	582	
3		1048584 10/26/19 XC MEAL STATE	146.75		201	720-3500	582	
4		1384260 10/22/19 SKELETON- SMARTNICK	199.00*		215	100-1000	610	287

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
20485	45749S	4935 CITI VISA- BUSINESS-Costco	376.84						
1		81021g 11/17/19 FCS Groc and Supplies	64.64	9660	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		30097g 10/29/19 FCS Groc and Supplies	94.99	9660	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		73456g 11/05/19 FCS Groc and Supplies	99.20	9660	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		11/17/19 Due from Activities	101.01		201	180			
5		08588g 10/28/19 FCS meal	5.00*		215	451-1710	582	279	
6		13245g 10/28/19 FCS meal	12.00*		215	451-1710	582	279	
20486	45762S	1737 NORTHWESTERN ENERGY	6,255.46						
1		11/01/19 ELEC SERVICE	3,994.01		201	100-2600	412		
2		11/01/19 ELEC TAX	810.35		201	100-2600	412		
3		11/01/19 NATGAS SERVICE	1,087.94		201	100-2600	411		
4		11/01/19 NATGAS TAX	363.16		201	100-2600	411		
20487	45756S	1579 MARC	61.07						
1		0680160-IN 11/07/19 CUSTODIAL SUPPLIES	61.07		201	100-2600	610		
20489	45752S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	107.95						
1		11/13/19 Retiree VF ins	60.96		289	675			
2		11/13/19 Retiree DH ins	46.99		289	675			
20490	45751S	1002 GENERAL DISTRIBUTING	50.49						
1		00814543 11/06/19 tig mini pack	29.04	9703	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
2		00814543 11/06/19 mini pack	21.45	9703	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
20491	45747S	4967 CENTURY LINK	79.62						
1		1479784862 11/03/19 internet services	79.62*		228	100-1000	530		
20492	45760S	1830 MT SCHOOL BOARDS ASSOCIATION	28.50						
1		0003044 10/31/19 Review of MOU	28.50*		201	100-2300	330		
20493	45763S	5021 PACIFIC SOURCE HEALTH PLANS	525.82						
1		1931800209 11/15/19 Ret DH insurance	525.82		289	675			
20494	45744S	3766 ACADIA MONTANA	1,283.74						
1		3339854 11/18/19 altacare	1,283.74*		215	280-1000	330	524	

01/16/20
15:04:02

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/19

Page: 3 of 6
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/ Prog-Func	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
20495	45765S	1645 VERIZON WIRELESS	30.02					
1		9841521804 11/05/19 counselor communications	30.02		201	100-2100	530	
20496	45764S	5140 U of M REGISTRATION	50.00					
1		11/19/19 Model UN club	50.00		201	710-3400	582	
20497	-99982E	4786 MC Mastercard	1,759.22					
1		63512 10/18/19 project lumber	380.39	9743	201	390-1641	610	
		HELENA HARDWOODS						
2		351088 10/21/19 saw blades	359.59	9740	201	390-1641	660	
		HARBOR FREIGHT						
3		351088 10/21/19 saw blades	4.28	9590	215	999		261
		THE TRAILER PARTS OUTLET						
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-261						
4		84301 10/21/19 pipe	206.04	9590	215	999		261
		THE TRAILER PARTS OUTLET						
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-261						
5		84301 10/21/19 blades, bits, tools	102.54	9706	201	999		
		HARBOR FREIGHT						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-						
6		159380 09/19/19 CTE lodging	104.69*		215	397-1641	582	286
7		4115416 10/03/19 itunes apps trace pro	19.99*	9738	201	390-1640	680	
		Mastercard						
8		4115416 10/03/19 itunes apps trace pro	66.01*		201	390-1640	680	
9		351088 11/19/19 woods supplies	515.69*		215	451-1641	610	279
20498	45757S	1608 MASBO	80.00					
1		7553 11/19/19 TECH WORKSHOP	80.00		201	100-2500	582	
20499	45750S	4081 GAGGLE	1,822.50					
1		38203 07/23/19 OFFICE365	1,822.50*		228	100-1000	680	
20500	45759S	1823 MT BROOM & BRUSH COMPANY	110.99					
1		1394166 11/15/19 t. tissue, hand towels	61.49	9595	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2		1394168 11/15/19 t. tissue, hand towels	49.50	9595	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
20501	45746S	5272 BIG SKY AUTO GLASS	312.00					
1		1-19595 11/15/19 WINDSHIELD	312.00*		218	100-1000	440	
20502	45753S	612 HOME DEPOT PRO INSTITUTIONAL	84.38					
1		508831997 08/23/19 GYM FINISH	146.34		201	100-2600	615	
2		PAYMNT2471 06/17/19 CREDIT	-61.96		201	100-2600	615	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20503	45754S	5311 KYLE LYON	140.00					
1		11/18/19 DETAIL WHITE CAMRY	140.00*		201	100-2600	440	
20504	45761S	4754 NORRIS, MELISSA	531.00					
1		11/10/19 Accomp 29.5@18	531.00		201	710-3400	330	
20505	45745S	215 BELGRADE HIGH SCHOOL	122.00					
1		11/01/19 VBall Band meals	122.00		201	720-3500	582	
20506	-99981E	4637 Mastercard	907.64					
1		00083771 11/01/19 Vball Dist Meals	112.55		201	720-3500	582	
2		092214 11/01/19 Vball Dist Meals	193.00		201	720-3500	582	
3		032836 10/31/19 Vball Dist Meals	182.00		201	720-3500	582	
4		00034676 10/31/19 Vball Dist Meals	151.79		201	720-3500	582	
5		097264 10/31/19 Vball Dist Meals - Band	268.30		201	720-3500	582	
20507	-99980E	4637 Mastercard	2,256.32					
1		074366 11/02/19 Ftball Playoffs Meals	285.61		201	720-3500	582	
2		004726 11/01/19 Ftball Playoffs Meals	433.90		201	720-3500	582	
3		072214 11/01/19 Ftball Playoffs Meals	317.85		201	720-3500	582	
4		058449 11/02/19 Ftball Playoffs Lodging	1,218.96		201	720-3500	582	
20508	45748S	4827 CITI BUSINESS VISA-Costco	2,974.64					
1		100009172 10/21/19 career curriculum	348.00*	9744	215	474-1000	610	244
		ATTAINMENT COMPANY, INC.						
2		10/21/19 career curriculum	17.40*		215	474-1000	610	244
3		10/29/19 due from MASBO	1,363.37		215	190		777
4		82818g 11/05/19 FCS Groceries	81.93		201	999		
		CITI VISA- BUSINESS-Costco						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
5		74378 09/18/19 Washer/dryer stack	1,163.94*		215	451-1710	660	279
20509	-99979E	4786 MC Mastercard	4,302.26					
1		000400 10/11/19 Ftball Laundry	24.85*		201	720-3500	610	
2		8869013 10/23/19 Due from Boosters	579.99		201	190		
3		3100232 10/07/19 Macbookpro	3,649.92*	9737	215	451-1640	660	279
		AMAZON.COM						
4		0365838 10/22/19 dry erase lapboards	47.50	9746	201	100-1440	610	
		AMAZON.COM						
20510	-99978E	4637 Mastercard	644.27					
1		017678 11/01/19 Vball Dist Cheer Band Meals	28.80		201	720-3500	582	
2		044562 11/01/19 Vball Dist Cheer Band Meals	51.69		201	720-3500	582	
3		047209 11/01/19 Vball Dist Cheer Band Meals	46.16		201	720-3500	582	
4		050961 11/01/19 Vball Dist Cheer Band Meals	48.26		201	720-3500	582	
5		028773 11/01/19 Vball Dist Cheer Band Meals	40.93		201	720-3500	582	
6		040954 11/01/19 Vball Dist Cheer Band Meals	47.47		201	720-3500	582	

For the Accounting Period: 11/19

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
7	082453 11/01/19 Vball Dist Cheer Band Meals	45.61		201		720-3500	582
8	014179 11/01/19 Vball Dist Cheer Band Meals	335.35		201		720-3500	582
20511 -99977E	4637 Mastercard	102.28					
1	012536 10/24/19 Tlt Cleaner & Wthrstrip Tape	10.98		201		100-2600	610
2	031020 10/24/19 Kobalt 3 PC Groove Joint	39.54		201		100-2600	610
3	044932 11/03/19 Maint Fuel	51.76		201		100-2600	624
20512 -99976E	4637 Mastercard	1,146.31					
1	R0058145 11/01/19 NCE Registration	690.00		201		100-2300	582
2	GHYDFK 11/01/19 Flight Butte to San Diego	333.50		201		100-2300	582
3	11/01/19 Flight Insurance AASA Ntl Con	23.63		201		100-2300	582
4	9173 10/11/19 Due from other activities	99.18		201		180	
20513 45758S	1650 MEADOW GOLD GREAT FALLS	442.14					
1	528605 11/14/19 Milk	223.71		201		910-3100	630
2	529407 11/21/19 Milk	218.43		201		910-3100	630
20514 45755S	1451 L & P GROCERY	215.36					
1	01-918721 11/21/19 FCS groceries	11.29	9659	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	01-918859 11/21/19 FCS groceries	15.29	9659	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
3	01-916647 11/18/19 FCS groceries	120.36	9659	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
4	01-911943 11/11/19 FCS groceries	34.11	9659	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
5	01-911982 11/11/19 FCS groceries	9.98	9659	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
6	01-913441 11/13/19 FCS groceries	24.33	9659	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
20515 45766S	3766 ACADIA MONTANA	1,578.65					
1	3366930 11/25/19 altacare	1,578.65*		215		280-1000	330 524
20517 45768S	5313 DISTRICT 5B HIGH SCHOOLS	209.83					
1	11/14/19 VBALL TOURN. LOSS	209.83		201		720-3500	582
20518 45769S	5311 KYLE LYON	140.00					
1	11/23/19 Drivers Ed car detail	140.00*		218		100-1000	440
20519 45771S	5315 SCHULTZ, WENDY	39.92					
1	609507 10/31/19 Spanish Supplies	39.92*		201		100-1270	610

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/19

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20520	45767S	2152 CENTURY LINK	454.76				
1		111319 11/13/19 Phone service	454.76		201	100-2400	531
20521	45772S	4743 TRUGREEN	225.00				
1		225187 11/19/19 fertilization of trees	225.00*		201	100-2600	440
20523	45770S	5198 SCHOOL FIX	340.41				
1		327279a 11/19/19 4 3x6 mats	340.41		201	100-2600	615
20536	-99975E	4786 MC Mastercard	898.38				
		See Mastercard and MC Mastercard charges for November. ljc					
1		various Due from Activities for MC cha	898.38		201	180	
		# of Claims	45				
		Total:	65,428.82				
		Total Electronic Claims	12,447.43				
		Total Non-Electronic Claims	52,981.39				

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
20522	45793S	2144 SAFEGUARD BUSINESS SYSTEMS	137.83						
1		033798420 11/13/19 1099's and w-2's	122.59	9747	201	100-2500	610		
3		033798420 11/13/19 1099's and W-2's	15.24		201	100-2500	610		
20524	45773S	3766 ACADIA MONTANA	1,335.78						
1		3377840 12/02/19 altacare	1,335.78*		215	280-1000	330	524	
20525	45775S	385 BOULDER MONITOR & JEFFERSON CO.	70.00						
1		1768 12/01/19 ad	60.00		201	100-2300	540		
2		1768 12/01/19 agenda	5.00		201	100-2300	540		
3		1768 12/01/19 agenda	5.00		201	100-2300	540		
20526	45779S	631 CRESCENT ELECTRIC SUPPLY CO.	141.70						
1		S507278062 11/21/19 bulbs	141.70		201	100-2600	615		
20527	45782S	1002 GENERAL DISTRIBUTING	800.04						
1		00817826 11/21/19 battery for auto lense	13.50	9703	201	999			
2		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-00817852 11/21/19 fuel	786.54*		201	390-1640	610		
20528	45776S	394 BURDICKS LOCKSMITH	5,161.95						
1		wo-2760 09/04/19 Front door service	455.00*		261	100-1000	440	613	
2		WO-1921 09/04/19 Superintendent door installat	3,763.95*		261	100-1000	440	613	
3		WO-2782 09/04/19 Gym door mag lock	90.00*		261	100-1000	440	613	
4		WO 2781 09/04/19 Front door service	853.00*		261	100-1000	440	613	
20529	45774S	290 BOULDER ELEMENTARY SCHOOL	2,123.05						
1		12/05/19 School Meals	2,123.05		201	910-3100	630		
20530	45780S	3035 CROWN TROPHY OF HELENA	45.00						
1		17492 12/02/19 Trustee plaque	45.00		201	100-2300	800		
20531	45795S	5315 SCHULTZ, WENDY	52.35						
1		712657 10/27/19 Spanish supplies	33.35*		201	100-1270	610		
2		020325 10/27/19 Spanish supplies	19.00*		201	100-1270	610		
20532	45790S	4678 NORBECK, TIM	21.73						
1		1003 12/01/19 party supplies	21.73		201	100-2300	800		
20533	45786S	4498 LERUM AUTO	145.00						
1		12/02/19 plow truck	145.00		201	100-2600	615		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
20534	45792S	5245 OPTIMAL SPORTS PHYSICAL THERAPY	1,200.00						
1		dec 12/04/19 training services	1,200.00*		215	720-3500	330	139	
20535	45789S	3481 MT DOJ CRIMINAL RECORDS	90.00						
1		133301 11/04/19 Background Coster	30.00	9748	201	100-2300	800		
2		133300 11/04/19 Background Heaton	30.00	9748	201	100-2300	800		
3		133299 11/04/19 Background Schultz	30.00	9748	201	100-2300	800		
20537	45783S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00						
1		1115 11/30/19 disposal fee	155.00		201	100-2600	431		
20538	45778S	4633 COMMERCIAL ENERGY OF MT INC.	1,250.77						
1		NWE056846 12/04/19 gas	91.64		201	100-2600	411		
2		NWE056845 12/04/19 gas	1,159.13		201	100-2600	411		
20539	45782S	1002 GENERAL DISTRIBUTING	28.80						
1		00820875 11/30/19 Gases, tank	28.80*	9756	201	390-1640	610		
20540	45777S	2717 CITY OF BOULDER	1,409.97						
1		617-00 12/03/19 water	34.16		201	100-2600	421		
2		617-00 12/03/19 sewer	47.84		201	100-2600	421		
3		622-00 12/03/19 water	15.97		201	100-2600	421		
4		311-00 12/03/19 water	546.56		201	100-2600	421		
5		311-00 12/03/19 sewer	765.44		201	100-2600	421		
20541	45785S	1451 L & P GROCERY	31.52						
1		01-927402 12/04/19 chemistry supplies	19.02	9661	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
2		01-926374 12/03/19 chemistry supplies	3.59	9661	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
3		01-927828 12/05/19 party supplies	8.91		201	100-2300	800		
20542	45790S	4678 NORBECK, TIM	11.88						
1		01901 12/02/19 walmart party supplies	11.88		201	100-2300	800		
20543	45787S	1650 MEADOW GOLD GREAT FALLS	344.31						
1		40025705 12/02/19 milk	122.40		201	910-3100	630		
2		530888 12/05/19 milk	221.91		201	910-3100	630		
20545	45794S	4911 SCHMIDT, TIM	192.92						
1		JHS Mixer 12/12/19 Wrestling fees	130.00*		215	720-3500	330	720	
2		JHS Mixer 12/12/19 Wrestling per diem	20.00*		215	720-3500	582	720	
3		JHS Mixer 12/12/19 Wrestling mileage	42.92*		215	720-3500	582	720	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20546	45773S	3766 ACADIA MONTANA	763.31					
1		3389647 12/09/19 altacare	763.31*		215	280-1000	330	524
20547	45788S	4798 MICHAUD, JOE	17.98					
1		00012262 11/04/19 parking fee	8.00		201	100-2100	610	
2		610314 11/06/19 supplies	9.98		201	100-2100	610	
20548	45785S	1451 L & P GROCERY	120.86					
1		02-581479 12/05/19 staff christmas party	3.89		201	100-2300	800	
2		02-580095 12/02/19 FCS groceries	20.94	9659	201	999		
3		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-02-58915 12/04/19 FCS groceries	50.96	9659	201	999		
4		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-927741 12/05/19 FCS groceries	13.58	9659	201	999		
5		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-926954 12/04/19 FCS groceries	26.51	9659	201	999		
6		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-930889 12/10/19 FCS groceries	4.98	9659	201	999		
20549	45790S	4678 NORBECK, TIM	138.04					
1		11/14/19 conference mileage	138.04*		215	427-1000	582	288
20550	45786S	4498 LERUM AUTO	488.00					
1		12/04/19 drivers ed	488.00*		218	100-1000	660	
20551	45784S	157 HARDWARE HANK	56.86					
1		111246 11/20/19 maintenance supplies	8.98		201	100-2600	610	
2		110916 11/01/19 maintenance supplies	3.49		201	100-2600	615	
3		110913 11/01/19 maintenance supplies	16.47		201	100-2600	615	
4		111363 11/27/19 maintenance supplies	2.49		201	100-2600	610	
5		111220 11/19/19 maintenance supplies	25.43		201	100-2600	610	
20552	45781S	792 ECKROTH MUSIC	88.00					
1		3531551 11/05/19 flute repairs	88.00*		201	100-1470	440	
20553	45791S	4754 NORRIS, MELISSA	621.00					
1		Dec10 12/10/19 Accompanist 34.5@18	621.00		201	710-3400	330	
20554	45796S	4911 SCHMIDT, TIM	34.50					
1		JHS Mixer 12/12/19 Wrestling fee	34.50*		215	720-3500	330	720

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20555	45807S	1609 MASS/SAM	275.00					
1		4741 12/06/19 PRINCIPAL CONFERENCE	275.00	9757	201	100-2400	582	
20556	45799S	3766 ACADIA MONTANA	2,411.35					
1		3401229 12/16/19 Altacare	2,411.35*		215	280-1000	330	524
20557	45801S	781 Daniel L Sturdevant	1,174.30					
1		12/17/19 Rooms for MUN	1,174.30		201	710-3400	582	
20558	45810S	1737 NORTHWESTERN ENERGY	6,221.21					
1		12/02/19 Elec Service	3,768.15		201	100-2600	412	
2		12/02/19 Elec Tax	667.58		201	100-2600	412	
3		12/02/19 Nat Gas Service	1,329.09		201	100-2600	411	
4		12/02/19 Nat Gas Tax	456.39		201	100-2600	411	
20559	45798S	11 A & M FIRE AND SAFETY	283.00					
1		233439 12/06/19 14 ABC Service 51b	98.00*		201	100-2600	440	
2		233439 12/06/19 15 ABC Service 101b	105.00*		201	100-2600	440	
3		233439 12/06/19 5 ABC Service Recharge 101b	65.00*		201	100-2600	440	
4		233439 12/06/19 1 Kclass Service	15.00*		201	100-2600	440	
20560	45797S	899 360* OFFICE SOLUTIONS	79.84					
1		IN123926 12/11/19 12 Staple Cartridge	79.84		201	100-1000	610	
20561	45806S	1451 L & P GROCERY	37.05					
1		01-932405 12/12/19 FCS groceries	15.78	9659	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2		01-931579 12/11/19 Biology supplies	21.27	9645	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
20562	45802S	5226 DINSDALE, TAYLOR	102.48					
1		12/20/19 Ref 2 games	96.00*		215	720-3500	330	720
2		12/20/19 Mileage	6.48*		215	720-3500	582	720
20563	45813S	4930 SACKMAN, ADAM	133.80					
1		12/20/19 Ref 2 Games	96.00*		215	720-3500	330	720
2		12/20/19 Mileage	37.80*		215	720-3500	582	720
20564	45814S	4888 SHAW, SHANE JOEL	133.80					
1		12/20/19 Ref 2 Games	96.00*		215	720-3500	330	720
2		12/20/19 Mileage	37.80*		215	720-3500	582	720

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20565	45815S	4924 STRUBLE, CRAIG	102.48						
1		12/20/19 Ref 2 Games	96.00*		215	720-3500	330	720	
2		12/20/19 Mileage	6.48*		215	720-3500	582	720	
20566	45811S	4897 OBRIGEWITCH, ERIC	126.48						
1		12/20/19 Ref 2 Games	120.00*		215	720-3500	330	720	
2		12/20/19 Mileage	6.48*		215	720-3500	582	720	
20567	45805S	4898 KEARNEY, BILL	157.80						
1		12/20/19 Ref 2 Games	120.00*		215	720-3500	330	720	
2		12/20/19 Mileage	37.80*		215	720-3500	582	720	
20568	45809S	4932 NICKEL, JON	126.48						
1		12/20/19 Ref 2 Games	120.00*		215	720-3500	330	720	
2		12/20/19 Mileage	6.48*		215	720-3500	582	720	
20570	45804S	4139 JHS BOOSTER CLUB	57.00						
1		12/02/19 JHS Panther Lanyards	57.00*		215	474-1000	610	275	
20571	45800S	4878 ANNETTE SMITH ELECTRIC INC	290.00						
1		1297 12/09/19 Fixed Kiln in Art Room	290.00*		201	100-2600	440		
20572	45808S	1823 MT BROOM & BRUSH COMPANY	114.00						
1		1399350 12/16/19 Hand sanitizer floor stands	114.00	9595	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
20574	45812S	5021 PACIFIC SOURCE HEALTH PLANS	525.82						
1		121519 12/15/19 Ret DH insurance	525.82		289	675			
20575	45803S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	107.95						
1		12/13/19 Retiree VF ins	60.96		289	675			
2		12/13/19 Retiree DH ins	46.99		289	675			
20576	45835S	4640 Sweet Grass County High School	15.00						
1		12/14/19 Speech/Debate Meet Fees	15.00*		201	710-3500	582		
20577	45825S	4261 HUMPHREY, TROY	65.00						
1		12/17/19 MCA Clinic Fee	65.00		201	720-3500	582		
20578	45818S	4080 BROADWATER HIGH SCHOOL	20.00						
1		12/06/19 Townsend Speech Meet Fees	20.00*		201	710-3500	582		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
20579	45827S	1451 L & P GROCERY	159.62					
1		02-577682 11/26/19 FCS groceries	159.62	9659	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
20580	45832S	1823 MT BROOM & BRUSH COMPANY	178.94					
1		1392830 11/08/19 vinyl gloves	58.25	9595	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2		1395677 11/25/19 hand sanitizer floor stand	38.00		201	100-2600	615	
3		1395677 11/25/19 hand sanitizer	82.69		201	100-2600	610	
20581	45841S	4639 WEX BANK	5,630.42					
1		62603604 11/30/19 Science O	80.81		201	710-3400	582	
2		62603604 11/30/19 Football	301.55		201	720-3500	582	
3		62603604 11/30/19 Volleyball	312.39		201	720-3500	582	
4		62603604 11/30/19 Model UN	144.91		201	710-3400	582	
5		62603604 11/30/19 Vball Band	332.25		201	720-3500	582	
6		62603604 11/30/19 Principal	30.90		201	100-2400	582	
7		62603604 11/30/19 JHS Vball	19.53		201	720-3500	582	
8		62603604 11/30/19 AD JHS Ath	53.40		201	720-3500	582	
9		62603604 11/30/19 Superintendent	22.37		201	100-2300	582	
10		62603604 11/30/19 Drivers Ed	46.00*		218	100-1000	624	
11		62603604 11/30/19 School Foods	35.42		201	910-3100	624	
12		62603604 11/30/19 Route Fuel	2,769.61*		210	100-2700	624	
13		62603604 11/30/19 Due from BES	1,481.28		201	180		
20582	45824S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	28,624.20					
1		10404 11/30/19 Science O Downtime	67.60		201	710-3400	582	
2		10404 11/30/19 Science O .	320.41		201	710-3400	582	
3		10404 11/30/19 Football Downtime	156.00		201	720-3500	582	
4		10404 11/30/19 Football	1,195.72		201	720-3500	582	
5		10404 11/30/19 Volleyball Downtime	223.60		201	720-3500	582	
6		10404 11/30/19 Volleyball	1,238.68		201	720-3500	582	
7		10404 11/30/19 Model UN Downtime	244.40		201	710-3400	582	
8		10404 11/30/19 Model UN	574.59		201	710-3400	582	
9		10404 11/30/19 Vball Band Downtime	223.60		201	720-3500	582	
10		10404 11/30/19 Vball Band	1,317.44		201	720-3500	582	
11		10404 11/30/19 Route Contract	23,062.16*		210	100-2700	513	
20583	45827S	1451 L & P GROCERY	37.12					
1		02-580915 12/04/19 FCS groceries	37.12	9659	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 12/19

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20584	45831S	1650 MEADOW GOLD GREAT FALLS	221.91						
1		531698 12/12/19 milk	221.91		201	910-3100	630		
20585	45822S	4756 FASTENAL COMPANY	5.14						
1		227557 12/11/19 drills	5.14		201	100-2600	615		
20586	45828S	4506 LINDSAY DRILLING	240.00						
1		67110 12/11/19 irrigation system	240.00*		201	100-2600	440		
20587	45829S	1595 MARKS LUMBER	85.36						
1		33005 12/11/19 drum stands	85.36		201	100-2600	615		
20588	45817S	4879 APPLIANSYS	866.00						
1		37167 12/20/19 CACHE BOX SUPPORT RENEWAL	866.00*	9761	228	100-1000	680		
20589	45823S	1002 GENERAL DISTRIBUTING	546.24						
1		00823212 12/04/19 electrodes,blades, wheels	433.99	9703	201	999			
2		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- 00823342 12/04/19 Gases, tank	112.25*	9756	201	390-1640	610		
20590	45820S	4967 CENTURY LINK	79.62						
1		1481723167 12/03/19 December 2019	79.62*		228	100-1000	530		
20591	45840S	1645 VERIZON WIRELESS	30.02						
1		9843586979 12/05/19 December 2019	30.02		201	100-2100	530		
20593	45838S	2847 UM-WESTERN	2,000.00						
1		12/27/19 Quinn Schlshp - B Humphrey	2,000.00*		285	800-3300	870 852		
20594	-99974E	4637 Mastercard	26.00						
1		084562 12/05/19 Vb AD meals	26.00		201	720-3500	582		
20595	45837S	5140 U of M REGISTRATION	2,000.00						
1		12/27/19 Quinn Schlshp - I. Hesford	2,000.00*		285	800-3300	870 852		
20596	-99973E	4637 Mastercard	552.31						
1		015802 11/08/19 Vball Div Meals	218.10		201	720-3500	582		
2		060732 11/07/19 Vball Div Meals	198.09		201	720-3500	582		
3		099606 11/07/19 Vball Div Meals	136.12		201	720-3500	582		
20597	-99972E	4786 MC Mastercard	174.95						
1		5915451 11/05/19 5GAL VACUUM CHAMBER AMAZON.COM	174.95*	9758	215	451-1641	660 279		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20598	-99971E	4637 Mastercard	1,141.78						
1		076763 11/07/19 Vball Band/Cheer Div Meals	257.32		201	720-3500	582		
2		075245 11/08/19 Vball Band/Cheer Div Meals	406.05		201	720-3500	582		
3		011309 11/08/19 Vball Band/Cheer Div Meals	14.99		201	720-3500	582		
4		039288 11/07/19 Vball Band/Cheer Div Meals	453.42		201	720-3500	582		
20599	-99970E	4786 MC Mastercard	888.00						
1		8181842 11/04/19 pins, markers, tape, tacks	36.17	9587	215	999		261	
		HOME DEPOT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-261							
2		8181842 11/04/19 pins, markers, tape, tacks	10.70	9606	215	999		268	
		HARBOR FREIGHT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-268							
3		8181842 11/04/19 pins, markers, tape, tacks	73.39	9619	215	999		244	
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244							
4		60922145 11/06/19 ACT test	68.00		201	280-1000	610		
5		9205252537 11/12/19 Title I D2 Conference	134.68*		215	427-1000	582	288	
6		7674602 11/13/19 4 books	91.72*		215	474-1000	610	275	
11		112619 11/26/19 School store supplies	139.03*	9753	215	474-1000	610	275	
		Mastercard							
12		8101852 11/26/19 School store supplies	10.99*	9753	215	474-1000	610	275	
		Mastercard							
13		5744234 11/26/19 School store supplies	345.43*	9753	215	474-1000	610	275	
		Mastercard							
14		699797423 11/26/19 School store supplies	135.32*	9753	215	474-1000	610	275	
		Mastercard							
15		09694589 11/26/19 School store supplies	38.57*	9753	215	474-1000	610	275	
		Mastercard							
16		CREDIT 11/05/19 ACT Programs	-98.00		201	280-1000	610		
17		CREDIT 11/05/19 ACT Programs	-98.00		201	280-1000	610		
20600	45821S	4827 CITI BUSINESS VISA-Costco	1,373.20						
1		11484838 12/16/19 Education week subscr.	35.00	9656	201	999			
		EDUCATION WEEK							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-321-							
2		53551g 12/16/19 staff party	62.91	9628	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
3		53551g 12/16/19 HP computer business	699.99*		215	451-1170	660	279	
4		16591G 12/05/19 staff party	54.39	9628	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
5		69140g 12/02/19 staff party	224.74	9628	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
6		12/04/19 Monitor subscription 2-year	73.00		201	100-2220	650		

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7		59784g 11/29/19 staff party	20.96	9628	201	999	
		AMAZON.COM					
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-					
8		29713g 11/29/19 staff party	13.46	9628	201	999	
		AMAZON.COM					
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-					
9		43818g 11/21/19 Tech workshop	111.43		201	100-2500	582
10		95736g 12/05/19 fuel	38.83*		201	280-1000	582
11		12/05/19 staff party	27.50		201	100-2300	800
12		11/22/19 tech workshop meal	10.99		201	100-2500	582
20601	-99969E	4786 MC Mastercard	4,045.30				
1		7219803286 11/04/19 5 Surface Gos, 5 Covers	3,464.95*		228	100-1000	660
2		CAS-50886- 11/19/19 5 Microsoft computers	730.10*		228	100-1000	660
3		7219803286 11/06/19 Credit for Surface Go	-149.75*		228	100-1000	660
20602	-99968E	4637 Mastercard	124.32				
1		411875 11/09/19 Door sweep	23.58		201	100-2600	610
2		006800 11/09/19 Outside mount	23.94		201	100-2600	610
3		280543 11/20/19 Custodial supplies	76.80		201	100-2600	610
20603	-99967E	4786 MC Mastercard	360.00				
1		1522687 11/26/19 AED Batteries	360.00	9751	201	100-2600	615
		AEDSUPERSTORE.COM					
20604	45833S	1830 MT SCHOOL BOARDS ASSOCIATION	268.50				
1		3196 11/30/19 Legal Services	268.50*		201	100-2300	330
20605	-99966E	4637 Mastercard	3,295.81				
1		12/05/19 Due from Activities	3,295.81		201	180	
20606	45819S	2152 CENTURY LINK	448.55				
1		121319 12/13/19 December Phone Service	448.55		201	100-2400	531
20607	45816S	899 360* OFFICE SOLUTIONS	517.97				
1		IN124574 12/16/19 Copier costs	507.79		201	100-2400	440
2		IN124575 12/16/19 Copier costs	10.18		201	100-2400	440
20608	45830S	1608 MASBO	10.00				
1		7461 10/22/19 2020 MASBO Directory	10.00		201	100-2500	610
20609	45834S	4375 NEOPOST USA INC	230.43				
1		57221989 12/13/19 Postage Meter	230.43		201	100-2400	532

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
20610	45836S	3388 THREE BROTHERS PLUMBING & HEATING	8,346.35					
1		474894 12/20/19 Lavatory sink and faucet	1,030.00*		201	100-2600	440	
2		474885 12/19/19 Boys locker room showers	3,107.70*		201	100-2600	440	
3		474884 12/19/19 Water line leak in ceiling	455.65*		201	100-2600	440	
4		474893 12/20/19 Gas leak, sink repair, new tlt	3,753.00*		201	100-2600	440	
20611	45826S	1377 JOHNSON CONTROLS	3,378.79					
1		1-91301521 12/16/19 Hot water pump leaking	1,542.57*		201	100-2600	440	
2		1-91307103 12/16/19 Too cold in art room	573.60*		201	100-2600	440	
3		1-91302254 12/16/19 No heat in barracks bldg	1,262.62*		201	100-2600	440	
20612	45839S	4374 UNITED STATES POSTAL SERVICE	2,500.00					
1		12/30/19 Postage	2,500.00		201	100-2400	532	
		# of Claims	85	Total:				98,024.84
		Total Electronic Claims						10,608.47
		Total Non-Electronic Claims						87,416.37

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20613	45843S	3766 ACADIA MONTANA	2,359.32				
1		666472 12/30/19 December claims	2,359.32*		215	280-1000	330 524
20614	45851S	1451 L & P GROCERY	35.01				
1		01-943959 12/30/19 9 bottles of bleach	35.01		201	100-2600	610
20615	45845S	259 BILLINGS HOTEL AND CONVENTION	4,452.84				
1		981 12/31/19 VB Divisional team rooms	1,455.16*	9750	215	720-3500	582 139
2		981 12/31/19 VB Divisional Cheer/Band	2,910.32*	9750	215	720-3500	582 139
3		981 12/31/19 VB Divisional ADs	87.36*	9750	215	720-3500	582 139
20616	45854S	4761 PEAK 1 ADMINISTRATION	25.00				
1		INV0000797 12/15/19 Miller, David Monthly Prem	20.00		201	100-1000	260
2		INV0000797 12/15/19 COBRA Minimum Fee	5.00		201	100-1000	260
20617	45857S	4908 SHEA, DARA LIANNE	147.80				
1		010320 01/03/20 Basketball Ref	96.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	51.80*		215	720-3500	582 720
20618	45853S	5156 MOLINE, ANYA	104.88				
1		010320 01/03/20 Basketball Ref	96.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582 720
20619	45859S	5131 SUKUT, KADEN	104.88				
1		010320 01/03/20 Basketball Ref	96.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582 720
20620	45846S	5319 Bingham, Kevin	104.88				
1		010320 01/03/20 Basketball Ref	96.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582 720
20621	45849S	5145 HENDERSON, SHANE	111.80				
1		010320 01/03/20 Basketball Ref	60.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	51.80*		215	720-3500	582 720
20622	45855S	5143 PEOPLES, DONALD R JR	68.88				
1		010320 01/03/20 Basketball Ref	60.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582 720
20623	45844S	5147 ARNSTON, BRYAN	68.88				
1		010320 01/03/20 Basketball Ref	60.00*		215	720-3500	330 720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582 720

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20624	45847S	5146 CUTLER, COREY	111.80					
1		010320 01/03/20 Basketball Ref	60.00*		215	720-3500	330	720
2		010320 01/03/20 Basketball Ref Mileage	51.80*		215	720-3500	582	720
20625	45861S	5320 REILLY, MARK	68.88					
1		010320 01/03/20 Basketball Ref	60.00*		215	720-3500	330	720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582	720
20626	45850S	5133 JOHNSON, DEANN	68.88					
1		010320 01/03/20 Basketball Ref	60.00*		215	720-3500	330	720
2		010320 01/03/20 Basketball Ref Mileage	8.88*		215	720-3500	582	720
20627	45860S	4639 WEX BANK	4,882.35					
1		63119926 12/31/19 BBB	139.51		201	720-3500	582	
2		63119926 12/31/19 GBB	143.97		201	720-3500	582	
3		63119926 12/31/19 Wrestling	270.10		201	720-3500	582	
4		63119926 12/31/19 BPA	77.11		201	710-3400	582	
5		63119926 12/31/19 Speech	164.37		201	710-3400	582	
6		63119926 12/31/19 Drivers ed	62.62*		218	100-1000	624	
7		63119926 12/31/19 Route fuel	3,051.29*		210	100-2700	624	
8		63119926 12/31/19 Due from BES	973.38		201	180		
20628	45842S	899 360* OFFICE SOLUTIONS	193.82					
1		387526-0 12/30/19 Disinfectant cleaner	193.82		201	100-2600	610	
20629	45848S	1002 GENERAL DISTRIBUTING	339.85					
1		00826094 12/18/19 Gases, tank	109.85*	9756	201	390-1640	610	
2		00826115 12/18/19 electrodes,blades, wheels	230.00	9703	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
20631	45858S	4924 STRUBLE, CRAIG	133.80					
1		010720 01/07/20 C Basketball Ref	96.00*		215	720-3500	330	720
2		010720 01/07/20 C Basketball Ref Mileage	37.80*		215	720-3500	582	720
20632	45852S	5250 MCSWEENEY, DENNIS	102.48					
1		010720 01/07/20 C Basketball Ref	96.00*		215	720-3500	330	720
2		010720 01/07/20 C Basketball Ref Mileage	6.48*		215	720-3500	582	720
20633	45869S	4633 COMMERCIAL ENERGY OF MT INC.	1,492.34					
1		NWE057444 01/03/20 Gas	1,364.45		201	100-2600	411	
2		NWE057445 01/03/20 Gas	127.89		201	100-2600	411	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20634	45868S	2717 CITY OF BOULDER	1,415.97				
1		JAN 20 01/02/20 WATER & STATE FEE OUTDOOR	17.97		201	100-2600	421
2		JAN 20 01/02/20 WATER TENNIS	34.16		201	100-2600	421
3		JAN 20 01/02/20 SEWER TENNIS	47.84		201	100-2600	421
4		JAN 20 01/02/20 STATE FEE TENNIS	2.00		201	100-2600	421
5		JAN 20 01/02/20 WATER	546.56		201	100-2600	421
6		JAN 20 01/02/20 SEWER	765.44		201	100-2600	421
7		JAN 20 01/02/20 STATE FEE	2.00		201	100-2600	421
20635	45865S	385 BOULDER MONITOR & JEFFERSON CO.	5.00				
1		1850 01/04/20 NEWSPAPER AD	5.00		201	100-2300	540
20637	45874S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00				
1		1140 12/31/19 DISPOSAL FEE	155.00		201	100-2600	431
20638	45866S	321 BRUCO, INC	1,134.04				
1		386550 12/30/19 Lindhaus repair trans. support	38.46		201	100-2600	615
2		386550 12/30/19 Lindhaus repair roller support	22.22		201	100-2600	615
3		386550 12/30/19 Lindhaus repair roller 450	42.35		201	100-2600	615
4		386550 12/30/19 Lindhaus repair filter	4.29		201	100-2600	610
5		386550 12/30/19 Lindhaus repair labor	70.00*		201	100-2600	440
6		386666 12/30/19 Square scrub repair plate	722.04		201	100-2600	615
7		386666 12/30/19 Square scrub repair grip	17.68		201	100-2600	610
8		386666 12/30/19 Square scrub repair plug	7.00		201	100-2600	610
9		386666 12/30/19 Square scrub repair labor	210.00*		201	100-2600	440
20639	45880S	5321 MFEA	35.00				
1		01/08/20 Coach Dues: Anne Jolliff	35.00*		201	710-3500	582
20642	45864S	3012 BLACK MOUNTAIN SOFTWARE	6,017.00				
1		25220 01/01/20 annual maintenances accounting	6,017.00		201	100-2500	680
20643	45877S	1579 MARC	792.93				
1		0684546-IN 01/02/20 cleaners	792.93		201	100-2600	610
20644	45876S	612 HOME DEPOT PRO INSTITUTIONAL	111.28				
1		528252299 12/27/19 fire extinguisher sign	111.28		201	100-2600	615
20645	45879S	1650 MEADOW GOLD GREAT FALLS	344.31				
1		534565 01/09/20 milk	221.91		201	910-3100	630
2		40025973 01/06/20 milk	122.40		201	910-3100	630

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
20646	45873S	1002 GENERAL DISTRIBUTING	29.76					
1		830017 12/31/19 Gases, tank	29.76*	9756	201	390-1640	610	
20647	45866S	321 BRUCO, INC	177.36					
1		387054 01/03/20 Dust mop frame	24.76		201	100-2600	610	
2		387054 01/03/20 Dust mop microfiber	135.60		201	100-2600	610	
3		387054 01/03/20 Shipping/handling	17.00		201	100-2600	610	
20648	45871S	4407 FERGUS HIGHSCHOOL	25.00					
1		12/21/19 Speech meet fees	25.00*		201	710-3500	582	
20649	45885S	5105 PARSONS, CASSIDY	64.66					
1		01/08/20 FCS groceries - Walmart	64.66		201	390-1710	610	
20650	45884S	1987 PACIFIC STEEL	119.35					
1		6987872 09/27/19 Aluminum	115.92*		201	390-1640	610	
2		7052848 11/28/19 Finance charge	1.83*		201	390-1640	610	
3		7079200 12/26/19 Finance charge	1.60*		201	390-1640	610	
20651	45882S	4754 NORRIS, MELISSA	108.00					
1		01/10/20 Accompanist 6 hrs @ \$18	108.00		201	710-3400	330	
20652	45887S	4563 TRIPP & ASSOCIATES	5,100.00					
1		2019 01/03/20 Audit and Non-Audit Fees	5,100.00*		201	100-2500	330	
20653	45863S	3766 ACADIA MONTANA	2,428.73					
1		3411969 12/23/19 Altacare	2,428.73*		215	280-1000	330 524	
20654	45870S	5127 ENGLISH, KEVIN	133.80					
1		Powell Bba 01/16/20 Bball Ref	96.00*		215	720-3500	330 720	
2		Powell Bba 01/16/20 Bball Ref travel	37.80*		215	720-3500	582 720	
20655	45889S	4933 YOUNG, AUSTIN	102.48					
1		Powell Bba 01/16/20 Bball Ref	96.00*		215	720-3500	330 720	
2		Powell Bba 01/16/20 Bball Ref travel	6.48*		215	720-3500	582 720	
20656	45875S	4890 Hinrichs, Craig J.	205.80					
1		Powell Bba 01/16/20 Bball Ref	168.00*		215	720-3500	330 720	
2		Powell Bba 01/16/20 Bball Ref travel	37.80*		215	720-3500	582 720	
20657	45878S	4915 MATTESON, BRADLEY	174.48					
1		Powell Bba 01/16/20 Bball Ref	168.00*		215	720-3500	330 720	
2		Powell Bba 01/16/20 Bball Ref travel	6.48*		215	720-3500	582 720	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20658	45886S	5243 TESCH, ROBERT	126.48					
1		Powell Bba 01/16/20 Bball Ref	120.00*		215	720-3500	330	720
2		Powell Bba 01/16/20 Bball Ref travel	6.48*		215	720-3500	582	720
20659	45888S	1645 VERIZON WIRELESS	30.02					
1		9845664744 01/16/20 counselor com	30.02		201	100-2100	530	
20660	45883S	1737 NORTHWESTERN ENERGY	6,977.39					
1		01/03/20 electric	4,147.25		201	100-2600	412	
2		01/03/20 gas service	1,566.68		201	100-2600	411	
3		01/03/20 electric taxes	718.93		201	100-2600	412	
4		01/03/20 gas taxes	544.53		201	100-2600	411	
20661	45867S	4967 CENTURY LINK	77.92					
1		1483665545 01/03/20 internet services Jan 2020	77.92*		228	100-1000	530	
20662	45862S	899 360* OFFICE SOLUTIONS	1,531.42					
1		346145-0 09/26/19 counselor office furnitur	1,531.42	9695	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-660-						
20663	45879S	1650 MEADOW GOLD GREAT FALLS	221.91					
1		535392 01/16/20 milk	221.91		201	910-3100	630	
20664	45881S	1823 MT BROOM & BRUSH COMPANY	4,876.14					
1		1403838 01/10/20 paper towels, t paper,tra	4,876.14	9765	201	100-2600	610	
20665	45872S	968 FLINN SCIENTIFIC INC.	145.35					
1		2441469 01/13/20 Hydrogen peroxide	45.60	9771	201	100-1512	610	
2		2441469 01/13/20 Replacement lamp	58.05	9771	201	100-1512	610	
3		2441469 01/13/20 Shipping	19.95	9771	201	100-1512	610	
4		2441469 01/13/20 Hazmat surcharge	21.75	9771	201	100-1512	610	
		# of Claims	49					
		Total:	47,644.95					

47,644.95

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	140.00		2,232.13
J002 HOURS (HS COACH STIP)	0.00		5,462.83
J006 HOURS (HS ACTIVITY STP)	0.00		5,388.42
J013 HOURS (HS TEACHER SUB)	171.25		1,888.25
J039 HOURS (HS TCHR SUB NO)	6.00		66.00
J050 HOURS (INS OPT %)	0.00		6,117.40
J067 HOURS (CUST STIPEND)	0.00		200.00
J068 HOURS (LITERACY G STIP)	0.00		240.00
J069 HOURS (21ST CENT JHS)	16.00		208.00
LV2 HOURS (PROFESSIONAL LEAVE)	13.00		459.75
LV3 HOURS (ACTIVITY LEAVE)	28.00		824.43
OVER HOURS (Overtime)	2.65		63.46
PERS HOURS (Personal Time Used)	7.00		196.55
REG HOURS (Regular Time)	5,488.42		133,192.62
SICK HOURS (Sick Time)	203.95		4,495.42
VACA HOURS (Vacation Time Used)	42.50		995.89
VOLN HOURS (Volunteer Time)	1.00		3,799.60
GROSS PAY	162,031.15	0.00	
NET PAY	114,084.80	0.00	
NET PAY (CHECKS)	25,597.31		
NET PAY (DIRECT DEPOSIT)	88,487.49		
AFA ACCIDENT	229.28	0.00	
AFA CANCER POST	9.64	0.00	
AFA CANCER PRE	45.70	0.00	
AFA DISABILITY	155.84	0.00	
AFA FLEX	541.66	0.00	
AFA FLEX LIMITE	50.00	0.00	
AFA LIFE	210.75	0.00	
BACE DUES	93.20	0.00	
CSED	576.00	0.00	
DENTAL GUARDIAN	865.50	154.41	
FIT	9,153.51	0.00	
HSA BANK OF THE	0.00	161.10	
HSA CONT FEVB	500.00	4,089.14	
HSA HEALTHEQUIT	150.00	450.49	
HSA HORIZON CU	200.00	189.37	
HSA LK MICH CU	0.00	309.06	
HSA OPPBANKOFMT	0.00	161.12	
HSA OPTUM BANK	0.00	223.93	
HSA RCKY MTN CU	0.00	287.50	
HSA VALLEY BANK	250.00	223.93	
INS PAC S	3,033.17	14,833.08	
LIFE GUARDIAN	0.00	102.30	
MEDICARE	2,262.37	2,262.37	
MFT DUES	640.14	0.00	
P.E.R.S.	1,710.56	1,818.83	
SIT	6,391.00	0.00	
SOCIAL SECURITY	9,673.59	9,673.59	

TRS	10,734.97	11,946.72
TRS BUYBACK1	328.70	0.00
UNEMPL. INSUR.	0.00	210.61
VISION GUARDIAN	140.77	53.35
WORKERS' COMP	0.00	1,298.31
1ST COMMUNITY	1,043.90	0.00
BANK OF AMERICA	706.25	0.00
BILLINGS FCU	1,515.10	0.00
CHASE KY	1,631.11	0.00
F B V B	21,312.78	0.00
FIRST INTERSTAT	3,198.25	0.00
GREEN DOT BANK	1,671.33	0.00
HELENA CCU	2,751.46	0.00
HORIZON CU	5,325.12	0.00
MT CITY BANK	294.13	0.00
ROCKY MTN CU	8,115.10	0.00
SECU WASHINGTON	500.00	0.00
TRICO	4,301.53	0.00
VALLEY B HELENA	12,897.22	0.00
W FARGO	10,629.22	0.00
W FARGO BUTTE	4,524.96	0.00
W FARGO CA	2,009.41	0.00
W FARGO HELENA	6,060.62	0.00
FIT/SIT BASE	143,250.84	0.00
MEDICARE BASE	156,025.07	0.00
PERS BASE	21,652.72	0.00
SOC SEC BASE	156,025.07	0.00
TRS BASE	131,717.13	0.00
UN BASE	162,031.15	0.00
WC BASE	161,624.65	0.00

Total 48,449.21
 Total Payroll Expense (Gross Pay + Employer Contributions): 210,480.36
 *** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***
 Total Discounts: 0.03
 Total Payroll Expense (Less Discounts): 210,480.33

Check Summary

Payroll Checks Prev. Out.	\$20,257.60
Payroll Checks Issued	\$58,407.13
Payroll Checks Redeemed	\$53,107.75
Payroll Checks Outstanding	\$25,556.98
Electronic Checks	\$155,096.90

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	19347.18	19347.18		614
Medicare	4524.74	4524.74		614
P.E.R.S.	3529.39	3529.39		615
Unempl. Insur.	210.61	442.52	-0.07	612
Workers' Comp	1298.31	2581.11	0.03	611
FIT	9153.51	9153.51		613

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JEFFERSON HIGH SCHOOL
Payroll Summary For Payrolls from 12/01/19 to 12/31/19

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SIT	6391.00		6391.00	610
CSED	576.00		576.00	673
BACE DUES	93.20		93.20	672
MFT DUES	640.14		640.14	671
TRS	22681.69		22681.69	616
TRS BUYBACK1	328.70		328.70	616
HSA CONT FBVB	4589.14		4589.14	621
AFA CANCER PRE	45.70		45.70	675
AFA DISABILITY	155.84		155.84	675
AFA ACCIDENT	229.28		229.28	675
AFA FLEX	541.66		541.66	675
HSA HEALTHEQUIT	600.49		600.49	621
AFA LIFE	210.75		210.75	675
HSA RCKY MTN CU	287.50		287.50	621
AFA CANCER POST	9.64		9.64	675
DENTAL 2	0.00			675
VISION 2	0.00			675
HSA VALLEY BANK	473.93		473.93	621
INS PAC S	17866.25		17866.25	675
HSA HORIZON CU	389.37		389.37	620
HSA OPPBANKOFMT	161.12		161.12	675
HSA LK MICH CU	309.06		309.06	621
DENTAL GUARDIAN	1019.91		1019.91	675
VISION GUARDIAN	194.12		194.12	675
LIFE GUARDIAN	102.30		102.30	675
AFA FLEX LIMITE	50.00		50.00	675
HSA BANK OF THE	161.10		161.10	621
HSA OPTUM BANK	223.93		223.93	621
Total Ded.	96395.56	3023.63	99419.23	-0.04

**** Carried Forward column only correct if report run for current period.

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	148.00		2,376.13
J002 HOURS (HS COACH STIP)	0.00		5,629.33
J006 HOURS (HS ACTIVITY STP)	0.00		2,140.42
J013 HOURS (HS TEACHER SUB)	98.25		1,169.00
J050 HOURS (INS OPT %)	0.00		5,917.52
J067 HOURS (CUST STIPEND)	0.00		200.00
J068 HOURS (LITERACY G STIP)	0.00		30.00
J069 HOURS (21ST CENT JHS)	23.50		334.00
J075 HOURS (STPND F SUB SUP)	0.00		250.00
LV3 HOURS (ACTIVITY LEAVE)	15.00		376.73
LV5 HOURS (Bereavement Leave)	17.00		644.34
OVER HOURS (Overtime)	1.24		26.70
PERS HOURS (Personal Time Used)	16.50		466.77
REG HOURS (Regular Time)	5,311.11		130,761.76
SICK HOURS (Sick Time)	156.95		3,479.45
VACA HOURS (Vacation Time Used)	70.17		1,629.06
GROSS PAY	155,431.21	0.00	
NET PAY	109,859.08	0.00	
NET PAY (CHECKS)	22,755.71		
NET PAY (DIRECT DEPOSIT)	87,103.37		
AFA ACCIDENT	229.28	0.00	
AFA CANCER POST	9.64	0.00	
AFA CANCER PRE	45.70	0.00	
AFA DISABILITY	155.84	0.00	
AFA FLEX	541.66	0.00	
AFA FLEX LIMITE	50.00	0.00	
AFA LIFE	210.75	0.00	
BACE DUES	93.20	0.00	
CSED	576.00	0.00	
DENTAL GUARDIAN	865.50	154.41	
FIT	8,121.75	0.00	
HSA BANK OF THE	0.00	161.10	
HSA CONT FBVB	500.00	2,073.59	
HSA HEALTHEQUIT	150.00	450.49	
HSA HORIZON CU	200.00	189.37	
HSA LK MICH CU	0.00	309.06	
HSA OPPBANKOFMT	0.00	161.12	
HSA OPTUM BANK	0.00	223.93	
HSA RCKY MTN CU	0.00	287.50	
HSA VALLEY BANK	250.00	223.93	
INS PAC S	3,033.17	14,807.01	
LIFE GUARDIAN	0.00	105.40	
MEDICARE	2,166.63	2,166.63	
MFT DUES	640.14	0.00	
P.E.R.S.	1,736.65	1,846.57	
SIT	6,157.00	0.00	
SOCIAL SECURITY	9,264.41	9,264.41	
TRS	10,105.34	11,246.01	

TRS BUYBACK1	328.70	0.00
UNEMPL. INSUR.	0.00	202.06
VISION GUARDIAN	140.77	27.78
WORKERS' COMP	0.00	1,223.57
1ST COMMUNITY	1,201.13	0.00
BANK OF AMERICA	754.53	0.00
BILLINGS FCU	1,515.96	0.00
CHASE KY	1,165.04	0.00
F B V B	20,920.62	0.00
FIRST INTERSTAT	2,751.89	0.00
GREEN DOT BANK	1,861.51	0.00
HELENA CCU	2,738.75	0.00
HORIZON CU	5,402.74	0.00
MT CITY BANK	311.92	0.00
ROCKY MTN CU	7,984.45	0.00
SECU WASHINGTON	500.00	0.00
TRICO	4,303.14	0.00
VALLEY B HELENA	13,184.30	0.00
W FARGO	10,203.12	0.00
W FARGO BUTTE	4,526.57	0.00
W FARGO CA	1,630.60	0.00
W FARGO HELENA	6,147.10	0.00
FIT/SIT BASE	137,254.44	0.00
MEDICARE BASE	149,425.13	0.00
PERS BASE	21,982.83	0.00
SOC SEC BASE	149,425.13	0.00
TRS BASE	123,991.46	0.00
UN BASE	155,431.21	0.00
WC BASE	151,267.37	0.00

Total 45,123.94
Total Payroll Expense (Gross Pay + Employer Contributions): 200,555.15

Check Summary

Payroll Checks Prev. Out.	\$25,556.98
Payroll Checks Issued	\$49,622.05
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$75,179.03
Electronic Checks	\$149,507.47

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security	18528.82	18528.82		614
Medicare	4333.26	4333.26		614
P.E.R.S.	3583.22	3583.22		615
Unempl. Insur.	202.06		202.06	612
Workers' Comp	1223.57		1223.57	611
FIT	8121.75	8121.75		613
SIT	6157.00	6157.00		610
CSED	576.00	576.00		673
BACE DUES	93.20	93.20		672
MFT DUES	640.14	640.14		671

TRS	21351.35		21351.35	616
TRS BUYBACK1	328.70		328.70	616
HSA CONT FBVB	2573.59		2573.59	621
AFA CANCER PRE	45.70		45.70	675
AFA DISABILITY	155.84		155.84	675
AFA ACCIDENT	229.28		229.28	675
AFA FLEX	541.66		541.66	675
HSA HEALTHEQUIT	600.49		600.49	621
AFA LIFE	210.75		210.75	675
HSA RCKY MIN CU	287.50		287.50	621
AFA CANCER POST	9.64		9.64	675
HSA VALLEY BANK	473.93		473.93	621
INS PAC S	17840.18		17840.18	675
HSA HORIZON CU	389.37		389.37	620
HSA OPPBANKOFMT	161.12		161.12	675
HSA LK MICH CU	309.06		309.06	621
DENTAL GUARDIAN	1019.91		1019.91	675
VISION GUARDIAN	168.55		168.55	675
LIFE GUARDIAN	105.40		105.40	675
AFA FLEX LIMITE	50.00		50.00	675
HSA BANK OF THE	161.10		161.10	621
HSA OPTUM BANK	223.93		223.93	621
Total Ded.	90696.07	0.00	89270.44	1425.63

**** Carried Forward column only correct if report run for current period.

JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 20

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1000 GENERAL						
112 TEACHER SALARIES	0.00	950.00	9,500.00	9,500.00	8,550.00	10 %
120 SUBSTITUTES	1,169.00	7,823.77	20,000.00	20,000.00	12,176.23	39 %
250 WORKERS COMPENSATION	1,187.59	7,201.16	14,000.00	14,000.00	6,798.84	51 %
260 HEALTH INSURANCE	8,049.61	47,753.20	148,450.00	148,450.00	100,696.80	32 %
270 LIFE INSURANCE	105.40	477.40	1,500.00	1,500.00	1,022.60	31 %
320 PROF ED SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
321 CURRICULUM DEVELOPMENT	0.00	3,592.20	5,000.00	5,000.00	1,407.80	71 %
330 OTHER PROFESSIONAL SERVICES	0.00	708.12	750.00	750.00	41.88	94 %
440 REPAIR/MAIN/PARTS	0.00	445.18	0.00	0.00	-445.18	*** %
530 Communications	0.00	0.00	7,000.00	7,000.00	7,000.00	0 %
582 TRAVEL/INSERVICE	0.00	125.00	1,000.00	1,000.00	875.00	12 %
600 OTHER SUPPLIES & EXPENSES	0.00	150.06	1,811.00	1,811.00	1,660.94	8 %
610 SUPPLIES	0.00	891.41	4,455.00	4,455.00	3,563.59	20 %
640 BOOKS	0.00	432.39	5,000.00	5,000.00	4,567.61	8 %
660 MINOR EQUIPMENT	0.00	967.28	4,000.00	4,000.00	3,032.72	24 %
680 COMPUTER SOFTWARE	0.00	0.00	5,400.00	5,400.00	5,400.00	0 %
Function Total:	10,511.60	71,517.17	228,366.00	228,366.00	156,848.83	31 %
1140 ART - EHRET						
112 TEACHER SALARIES	4,157.02	20,785.10	39,806.00	39,806.00	19,020.90	52 %
610 SUPPLIES	0.00	0.00	4,900.00	4,900.00	4,900.00	0 %
Function Total:	4,157.02	20,785.10	44,706.00	44,706.00	23,920.90	46 %
1141 DRAMA - Hesford						
112 TEACHER SALARIES	2,185.58	10,921.70	18,187.00	18,187.00	7,265.30	60 %
610 SUPPLIES	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
Function Total:	2,185.58	10,921.70	20,187.00	20,187.00	9,265.30	54 %
1240 ENGLISH B Bergtoll						
112 TEACHER SALARIES	1,486.55	7,973.78	15,440.00	15,440.00	7,466.22	51 %
610 SUPPLIES	0.00	0.00	170.00	170.00	170.00	0 %
Function Total:	1,486.55	7,973.78	15,610.00	15,610.00	7,636.22	51 %
1241 ENGLISH K Voeller						
112 TEACHER SALARIES	3,002.25	15,011.25	32,406.00	32,406.00	17,394.75	46 %
260 HEALTH INSURANCE	206.72	430.65	0.00	0.00	-430.65	*** %
610 SUPPLIES	0.00	0.00	135.00	135.00	135.00	0 %
640 BOOKS	0.00	0.00	50.00	50.00	50.00	0 %
Function Total:	3,208.97	15,441.90	32,591.00	32,591.00	17,149.10	47 %
1242 ENGLISH M Hesford						
112 TEACHER SALARIES	3,011.59	15,064.15	35,967.00	35,967.00	20,902.85	41 %
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	3,011.59	15,064.15	36,467.00	36,467.00	21,402.85	41 %
1243 ENGLISH A JOLLIFF						
112 TEACHER SALARIES	3,106.92	15,534.60	37,283.00	37,283.00	21,748.40	41 %
Function Total:	3,106.92	15,534.60	37,283.00	37,283.00	21,748.40	41 %

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1270 FOREIGN LANGUAGE W Schultz						
112 TEACHER SALARIES	1,904.67	8,697.83	22,856.00	22,856.00	14,158.17	38 %
610 SUPPLIES	0.00	92.27	0.00	0.00	-92.27	*** %
640 BOOKS	0.00	0.00	600.00	600.00	600.00	0 %
Function Total:	1,904.67	8,790.10	23,456.00	23,456.00	14,665.90	37 %
1340 PE D Ternes						
112 TEACHER SALARIES	6,037.19	30,185.95	68,459.00	68,459.00	38,273.05	44 %
610 SUPPLIES	0.00	0.16	2,500.00	2,500.00	2,499.84	0 %
Function Total:	6,037.19	30,186.11	70,959.00	70,959.00	40,772.89	42 %
1341 PE Layng						
112 TEACHER SALARIES	3,257.06	16,285.31	35,874.00	35,874.00	19,588.69	45 %
610 SUPPLIES	0.00	0.00	300.00	300.00	300.00	0 %
Function Total:	3,257.06	16,285.31	36,174.00	36,174.00	19,888.69	45 %
1440 MATH C Carey						
112 TEACHER SALARIES	3,937.50	19,687.50	38,902.00	38,902.00	19,214.50	50 %
610 SUPPLIES	0.00	47.50	150.00	150.00	102.50	31 %
680 COMPUTER SOFTWARE	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	3,937.50	19,735.00	39,552.00	39,552.00	19,817.00	49 %
1441 MATH N Strozewski						
112 TEACHER SALARIES	3,409.67	17,048.35	37,414.00	37,414.00	20,365.65	45 %
610 SUPPLIES	0.00	11.95	100.00	100.00	88.05	11 %
660 MINOR EQUIPMENT	0.00	0.00	300.00	300.00	300.00	0 %
Function Total:	3,409.67	17,060.30	37,814.00	37,814.00	20,753.70	45 %
1442 MATH N Bailey						
112 TEACHER SALARIES	6,331.92	31,659.60	54,649.00	54,649.00	22,989.40	57 %
610 SUPPLIES	0.00	64.39	0.00	0.00	-64.39	*** %
660 MINOR EQUIPMENT	0.00	0.00	1,900.00	1,900.00	1,900.00	0 %
Function Total:	6,331.92	31,723.99	56,549.00	56,549.00	24,825.01	56 %
1470 MUSIC M BOWMAN						
112 TEACHER SALARIES	2,344.00	11,720.00	24,315.00	24,315.00	12,595.00	48 %
440 REPAIR/MAIN/PARTS	0.00	612.00	600.00	600.00	-12.00	102 %
610 SUPPLIES	0.00	40.00	1,700.00	1,700.00	1,660.00	2 %
660 MINOR EQUIPMENT	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
Function Total:	2,344.00	12,372.00	28,115.00	28,115.00	15,743.00	44 %
1511 SCIENCE S McCauley						
112 TEACHER SALARIES	5,332.34	26,661.70	55,904.00	55,904.00	29,242.30	47 %
610 SUPPLIES	0.00	0.00	1,610.00	1,610.00	1,610.00	0 %
615 Replacement Parts	47.74	47.74	0.00	0.00	-47.74	*** %
Function Total:	5,380.08	26,709.44	57,514.00	57,514.00	30,804.56	46 %
1512 SCIENCE M Williams						
112 TEACHER SALARIES	5,055.00	25,275.00	57,465.00	57,465.00	32,190.00	43 %
610 SUPPLIES	145.35	184.94	1,050.00	1,050.00	865.06	17 %
680 COMPUTER SOFTWARE	0.00	0.00	394.00	394.00	394.00	0 %
Function Total:	5,200.35	25,459.94	58,909.00	58,909.00	33,449.06	43 %

JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 20

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1513 SCIENCE SMARTNICK						
112 TEACHER SALARIES	580.02	2,900.10	5,974.00	5,974.00	3,073.90	48 %
Function Total:	580.02	2,900.10	5,974.00	5,974.00	3,073.90	48 %
1570 HISTORY OTTMAN						
112 TEACHER SALARIES	3,651.19	18,255.95	33,557.00	33,557.00	15,301.05	54 %
610 SUPPLIES	0.00	0.00	450.00	450.00	450.00	0 %
Function Total:	3,651.19	18,255.95	34,007.00	34,007.00	15,751.05	53 %
1571 HISTORY F Bieler						
112 TEACHER SALARIES	4,347.30	21,736.50	43,613.00	43,613.00	21,876.50	49 %
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
650 PERIODICALS	0.00	5.00	175.00	175.00	170.00	2 %
Function Total:	4,347.30	21,741.50	43,888.00	43,888.00	22,146.50	49 %
1770 DRIVER'S EDUCATION						
112 TEACHER SALARIES	1,282.48	6,412.39	15,581.00	15,581.00	9,168.61	41 %
Function Total:	1,282.48	6,412.39	15,581.00	15,581.00	9,168.61	41 %
2100 SUPPORT - GUIDANCE						
112 TEACHER SALARIES	5,058.25	32,093.01	62,180.00	62,180.00	30,086.99	51 %
260 HEALTH INSURANCE	728.21	3,641.05	8,997.00	8,997.00	5,355.95	40 %
530 Communications	30.02	210.14	480.00	480.00	269.86	43 %
582 TRAVEL/INSERVICE	0.00	513.95	750.00	750.00	236.05	68 %
610 SUPPLIES	0.00	30.33	950.00	950.00	919.67	3 %
680 COMPUTER SOFTWARE	0.00	4,025.00	0.00	0.00	-4,025.00	*** %
Function Total:	5,816.48	40,513.48	73,357.00	73,357.00	32,843.52	55 %
2220 LIBRARY						
112 TEACHER SALARIES	4,425.34	22,126.70	54,436.00	54,436.00	32,309.30	40 %
260 HEALTH INSURANCE	683.11	3,397.27	8,997.00	8,997.00	5,599.73	37 %
440 REPAIR/MAIN/PARTS	0.00	0.00	400.00	400.00	400.00	0 %
582 TRAVEL/INSERVICE	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	0.00	150.00	150.00	150.00	0 %
640 BOOKS	0.00	90.20	1,500.00	1,500.00	1,409.80	6 %
650 PERIODICALS	0.00	73.00	78.00	78.00	5.00	93 %
680 COMPUTER SOFTWARE	0.00	2,780.58	5,026.00	5,026.00	2,245.42	55 %
Function Total:	5,108.45	28,467.75	70,887.00	70,887.00	42,419.25	40 %
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARIES	8,037.28	56,260.96	73,447.00	73,447.00	17,186.04	76 %
260 HEALTH INSURANCE	1,362.24	9,921.04	16,400.00	16,400.00	6,478.96	60 %
330 OTHER PROFESSIONAL SERVICES	0.00	297.00	0.00	0.00	-297.00	*** %
520 INSURANCE	0.00	27,011.00	27,011.00	27,011.00	0.00	100 %
540 ADVERTISING	5.00	495.00	1,500.00	1,500.00	1,005.00	33 %
582 TRAVEL/INSERVICE	0.00	1,856.00	2,000.00	2,000.00	144.00	92 %
610 SUPPLIES	0.00	160.00	200.00	200.00	40.00	80 %
680 COMPUTER SOFTWARE	0.00	0.00	150.00	150.00	150.00	0 %
800 OTHER	30.00	5,018.33	6,000.00	6,000.00	981.67	83 %
810 DUES/FEES	0.00	2,769.00	3,000.00	3,000.00	231.00	92 %
Function Total:	9,434.52	103,788.33	129,708.00	129,708.00	25,919.67	80 %

JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 20

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
2322 Community Relations Services						
115 CLERICAL/TECHNOLOGY SALARIES	1,165.50	2,182.82	2,026.00	2,026.00	-156.82	107 %
Function Total:	1,165.50	2,182.82	2,026.00	2,026.00	-156.82	107 %
2400 PRINCIPAL'S						
111 ADMINISTRATIVE SALARIES	6,756.74	47,297.18	73,625.00	73,625.00	26,327.82	64 %
115 CLERICAL/TECHNOLOGY SALARIES	2,231.24	13,818.54	35,741.00	35,741.00	21,922.46	38 %
260 HEALTH INSURANCE	1,261.57	8,779.42	17,994.00	17,994.00	9,214.58	48 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
440 REPAIR/MAIN/PARTS	0.00	2,292.48	5,500.00	5,500.00	3,207.52	41 %
531 TELEPHONE	0.00	2,716.58	5,000.00	5,000.00	2,283.42	54 %
532 POSTAGE	0.00	2,960.87	5,500.00	5,500.00	2,539.13	53 %
582 TRAVEL/INSERVICE	0.00	2,163.34	4,600.00	4,600.00	2,436.66	47 %
680 COMPUTER SOFTWARE	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810 DUES/FEES	0.00	480.00	0.00	0.00	-480.00	*** %
840 PRINCIPAL	0.00	1,132.84	0.00	0.00	-1,132.84	*** %
Function Total:	10,249.55	81,641.25	149,960.00	149,960.00	68,318.75	54 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARIES	4,937.84	34,564.88	39,754.00	39,754.00	5,189.12	86 %
250 WORKERS COMPENSATION	11.96	27.69	0.00	0.00	-27.69	*** %
260 HEALTH INSURANCE	749.77	5,248.39	8,997.00	8,997.00	3,748.61	58 %
310 ELECTION	0.00	0.00	4,986.00	4,986.00	4,986.00	0 %
330 OTHER PROFESSIONAL SERVICES	5,100.00	11,500.00	11,000.00	11,000.00	-500.00	104 %
530 Communications	0.00	13.56	0.00	0.00	-13.56	*** %
582 TRAVEL/INSERVICE	0.00	773.07	1,870.00	1,870.00	1,096.93	41 %
610 SUPPLIES	0.00	535.30	650.00	650.00	114.70	82 %
660 MINOR EQUIPMENT	0.00	0.00	800.00	800.00	800.00	0 %
680 COMPUTER SOFTWARE	6,017.00	6,017.00	7,700.00	7,700.00	1,683.00	78 %
810 DUES/FEES	0.00	0.00	750.00	750.00	750.00	0 %
Function Total:	16,816.57	58,679.89	76,507.00	76,507.00	17,827.11	76 %
2580 Administrative Technology Services						
115 CLERICAL/TECHNOLOGY SALARIES	5,335.69	36,884.98	42,596.00	42,596.00	5,711.02	86 %
Function Total:	5,335.69	36,884.98	42,596.00	42,596.00	5,711.02	86 %
2600 OPERATION/MAINTENANCE						
114 TECHNICAL SALARIES	8,800.57	53,935.33	93,351.00	93,351.00	39,415.67	57 %
119 SUPERVISORY SALARIES	0.00	0.00	11,099.00	11,099.00	11,099.00	0 %
120 SUBSTITUTES	0.00	1,811.50	5,000.00	5,000.00	3,188.50	36 %
260 HEALTH INSURANCE	2,206.54	15,470.78	31,489.00	31,489.00	16,018.22	49 %
330 OTHER PROFESSIONAL SERVICES	0.00	5,923.96	0.00	0.00	-5,923.96	*** %
411 Natural Gas	3,603.55	11,514.23	31,000.00	31,000.00	19,485.77	37 %
412 ELECTRICITY	4,866.18	24,784.10	47,000.00	47,000.00	22,215.90	52 %
421 WATER/SEWER	1,415.97	9,875.79	19,000.00	19,000.00	9,124.21	51 %
431 DISPOSAL	155.00	128.72	6,260.00	6,260.00	6,131.28	2 %
440 REPAIR/MAIN/PARTS	280.00	45,174.21	37,000.00	37,000.00	-8,174.21	122 %
610 SUPPLIES	1,228.09	11,219.44	13,500.00	13,500.00	2,280.56	83 %
615 Replacement Parts	936.35	8,284.31	13,000.00	13,000.00	4,715.69	63 %
624 GASOLINE	0.00	305.68	750.00	750.00	444.32	40 %
660 MINOR EQUIPMENT	0.00	347.40	5,000.00	5,000.00	4,652.60	6 %

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
2600 OPERATION/MAINTENANCE						
810 DUES/FEES	0.00	0.00	125.00	125.00	125.00	0 %
Function Total:	23,492.25	188,775.45	313,574.00	313,574.00	124,798.55	60 %
Program Total:	152,750.67	935,804.48	1,782,317.00	1,782,317.00	846,512.52	52 %
Program Group Total:	152,750.67	935,804.48	1,782,317.00	1,782,317.00	846,512.52	52 %
200 SPECIAL PROGRAMS						
280 STATE ALLOWABLE SP/ED						
1000 GENERAL						
112 TEACHER SALARIES	3,926.50	19,632.50	48,267.00	48,267.00	28,634.50	40 %
115 CLERICAL/TECHNOLOGY SALARIES	247.91	1,535.31	3,971.00	3,971.00	2,435.69	38 %
117 AIDES	10,336.46	59,259.21	42,347.00	42,347.00	-16,912.21	139 %
260 HEALTH INSURANCE	1,728.45	9,501.25	35,988.00	35,988.00	26,486.75	26 %
350 CONTRACTED SERVICES-OTHER DISTRICTS	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
582 TRAVEL/INSERVICE	0.00	38.83	0.00	0.00	-38.83	*** %
610 SUPPLIES	0.00	76.97	500.00	500.00	423.03	15 %
680 COMPUTER SOFTWARE	0.00	600.00	0.00	0.00	-600.00	*** %
Function Total:	16,239.32	90,644.07	134,273.00	134,273.00	43,628.93	67 %
Program Total:	16,239.32	90,644.07	134,273.00	134,273.00	43,628.93	67 %
Program Group Total:	16,239.32	90,644.07	134,273.00	134,273.00	43,628.93	67 %
300 GENERAL						
390 CTE						
1000 GENERAL						
260 HEALTH INSURANCE	749.77	3,748.85	35,977.00	35,977.00	32,228.15	10 %
Function Total:	749.77	3,748.85	35,977.00	35,977.00	32,228.15	10 %
1170 Business - Smartnick						
112 TEACHER SALARIES	3,286.75	16,433.75	35,845.00	35,845.00	19,411.25	45 %
610 SUPPLIES	0.00	0.00	600.00	600.00	600.00	0 %
680 COMPUTER SOFTWARE	0.00	699.00	0.00	0.00	-699.00	*** %
Function Total:	3,286.75	17,132.75	36,445.00	36,445.00	19,312.25	47 %
1640 Voc Trades - Heimann						
112 TEACHER SALARIES	4,288.19	21,440.95	46,999.00	46,999.00	25,558.05	45 %
440 REPAIR/MAIN/PARTS	0.00	0.00	780.00	780.00	780.00	0 %
610 SUPPLIES	119.35	5,364.34	4,270.00	4,270.00	-1,094.34	125 %
660 MINOR EQUIPMENT	0.00	107.36	0.00	0.00	-107.36	*** %
680 COMPUTER SOFTWARE	0.00	776.99	0.00	0.00	-776.99	*** %
Function Total:	4,407.54	27,689.64	52,049.00	52,049.00	24,359.36	53 %
1641 Voc Trades - Robbins						
112 TEACHER SALARIES	3,571.77	17,858.85	38,192.00	38,192.00	20,333.15	46 %
610 SUPPLIES	0.00	1,402.78	1,700.00	1,700.00	297.22	82 %
660 MINOR EQUIPMENT	0.00	359.59	500.00	500.00	140.41	71 %
Function Total:	3,571.77	19,621.22	40,392.00	40,392.00	20,770.78	48 %
1710 FCS - C Parsons						
112 TEACHER SALARIES	3,367.42	16,837.10	41,395.00	41,395.00	24,557.90	40 %
440 REPAIR/MAIN/PARTS	0.00	0.00	500.00	500.00	500.00	0 %
610 SUPPLIES	64.66	134.97	5,620.00	5,620.00	5,485.03	2 %
660 MINOR EQUIPMENT	0.00	0.80	0.00	0.00	-0.80	*** %
Function Total:	3,432.08	16,972.87	47,515.00	47,515.00	30,542.13	35 %
Program Total:	15,447.91	85,165.33	212,378.00	212,378.00	127,212.67	40 %

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Program Group Total:	15,447.91	85,165.33	212,378.00	212,378.00	127,212.67	40 %
700 EXTRACURRICULAR PROGRAMS						
710 SCHOOL SPONSORED EXTRACURRICUL						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	2,140.42	20,662.44	41,925.00	41,925.00	21,262.56	49 %
330 OTHER PROFESSIONAL SERVICES	108.00	2,011.50	3,060.00	3,060.00	1,048.50	65 %
582 TRAVEL/INSERVICE	241.48	4,007.35	17,000.00	17,000.00	12,992.65	23 %
Function Total:	2,489.90	26,681.29	61,985.00	61,985.00	35,303.71	43 %
3500 EXTRACURRICULAR ATHLETICS						
582 TRAVEL/INSERVICE	60.00	95.00	0.00	0.00	-95.00	*** %
Function Total:	60.00	95.00	0.00	0.00	-95.00	*** %
Program Total:	2,549.90	26,776.29	61,985.00	61,985.00	35,208.71	43 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 SUPERVISORY SALARIES	0.00	0.00	20,047.00	20,047.00	20,047.00	0 %
150 STIPEND	7,532.34	50,106.39	97,316.00	97,316.00	47,209.61	51 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
540 ADVERTISING	0.00	175.00	350.00	350.00	175.00	50 %
582 TRAVEL/INSERVICE	553.58	22,893.57	65,000.00	65,000.00	42,106.43	35 %
610 SUPPLIES	0.00	71.82	0.00	0.00	-71.82	*** %
660 MINOR EQUIPMENT	0.00	75.00	10,000.00	10,000.00	9,925.00	0 %
680 COMPUTER SOFTWARE	0.00	435.00	0.00	0.00	-435.00	*** %
810 DUES/FEES	0.00	4,639.00	5,000.00	5,000.00	361.00	92 %
Function Total:	8,085.92	78,395.78	200,213.00	200,213.00	121,817.22	39 %
Program Total:	8,085.92	78,395.78	200,213.00	200,213.00	121,817.22	39 %
Program Group Total:	10,635.82	105,172.07	262,198.00	262,198.00	157,025.93	40 %
900 ENTERPRISE PROGRAMS						
910 FOOD SERVICES						
3100 FOOD SERVICES						
440 REPAIR/MAIN/PARTS	0.00	149.00	1,000.00	1,000.00	851.00	14 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
624 GASOLINE	0.00	35.42	250.00	250.00	214.58	14 %
630 FOOD	566.22	10,947.06	20,000.00	20,000.00	9,052.94	54 %
670 REPLACEMENT MINOR EQUIPMENT	0.00	605.00	0.00	0.00	-605.00	*** %
810 DUES/FEES	0.00	48.93	0.00	0.00	-48.93	*** %
Function Total:	566.22	11,785.41	21,450.00	21,450.00	9,664.59	54 %
Program Total:	566.22	11,785.41	21,450.00	21,450.00	9,664.59	54 %
Program Group Total:	566.22	11,785.41	21,450.00	21,450.00	9,664.59	54 %
Fund Total:	195,639.94	1,228,571.36	2,412,616.00	2,412,616.00	1,184,044.64	50 %
Grand Total:	195,639.94	1,228,571.36	2,412,616.00	2,412,616.00	1,184,044.64	50 %

STUDENTSSECTION

Proficiency-Based ANB

It is the policy of the District to increase the flexibility and efficiency of the District’s resources by utilizing the provision of law allowing proficiency-based ANB.

[OPTION] The District may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under Montana law if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil who demonstrates proficiency in any content/subject matter will be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

[OPTION] The District may, on a case-by-case basis, provide fractional credit for partial completion of a course for a student who is unable to attend class for the required amount of time.

[OPTION] The District may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

[RECOMMENDED] At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District’s curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable course work include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, and challenges to current courses.

Legal Reference:	<u>20-1-301, MCA</u>	<u>School fiscal year</u>
	<u>20-9-311(4)(a)(b)(d), MCA</u>	<u>Calculation of average number</u>
	<u>belonging (ANB) – 3-year averaging</u>	
	<u>20-3-324, MCA</u>	<u>Powers and duties</u>
	<u>10.55.906, ARM</u>	<u>High school credit</u>

Policy History:

Adopted on:

Revised on:

Revision Note:

Annual Organization Meeting

After issuance of election certificates to newly elected trustees in May, and no later than ~~twenty-five~~^{fifteen} (25~~15~~¹⁵) days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson
2. Swearing in of newly elected trustees
3. Call for nominations for Chairperson to serve during the ensuing year
4. Election of a Chairperson
5. Assumption of office by the new Chairperson
6. Call for nominations for Vice Chairperson to serve during the ensuing year
7. Election of a Vice Chairperson
8. Appointment of a Clerk

Legal References:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322(a), MCA	Meetings and quorum
	§ 1-5-416(1)(b), MCA	Powers and duties of Notary Public

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

January 2016

Note: The November 2011 revision included the date for when the Annual Organization Meeting must be held and the addition of the legal reference in line 34.

January 2016 Revision: Clarified Officer Terms of Office

THE BOARD OF TRUSTEES

1 School Board Meeting Procedure

2

3 Agenda

4

5 The agenda for any Board meeting shall be prepared by the Superintendent in consultation with
6 the Board Chair and members. The Board Chair must approve any items submitted by Board
7 members or members of the public, to be placed on the agenda. Citizens wishing to make brief
8 comments about school programs or procedures will follow the public comment procedures in
9 district policy.

10

11 The agenda also must include a “public comment” portion to allow members of the general
12 public to comment on any public matter under the jurisdiction of the District which is not
13 specifically listed on the agenda, except that no member of the public will be allowed to
14 comment on contested cases, other adjudicative proceedings, or personnel matters. The Board
15 Chairperson may place reasonable time limits on any “public comment” period to maintain and
16 ensure effective and efficient operations of the Board. The Board shall not take any action on
17 any matter discussed, unless the matter is specifically noticed on the agenda, and the public has
18 been allowed opportunity to comment.

19

20 With consent of a majority of members present, the order of business at any meeting may be
21 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board
22 meeting, and relevant supplementary information will be prepared and distributed to each trustee
23 at least twenty-four (24) hours in advance of a Board meeting and will be available to any
24 interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting.
25 An agenda for other types of Board meetings will be prepared, if circumstances require an
26 agenda.

27

28 Consent Agenda

29

30 To expedite business at its meetings, the Board may approve the use of a consent agenda, which
31 includes those items considered to be routine in nature. Any item that appears on the consent
32 agenda may be removed by a member of the Board. Any Board member who wishes to remove
33 an item from the consent agenda must give advance notice in a timely manner to the
34 Superintendent. Remaining items will be voted on by a single motion. The approved motion
35 will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

36

37

38

39 Minutes

40

41 Appropriate minutes of all meetings required to be open must be kept and must be available for
42 inspection by the public. If an audio recording of a meeting is made and designated as official,
43 the recording constitutes the office record of the meeting. If an official recording is made, a
44 written record of the meeting must also be made and must also include:

THE BOARD OF TRUSTEES

- 1
- 2 • Date, time, and place of the meeting;
- 3 • Presiding officer;
- 4 • Board members recorded as absent or present;
- 5 • Summary of discussion on all matters discussed (including those matters discussed
- 6 during the “public comment” section), proposed, deliberated, or decided, and a record of any
- 7 votes taken;
- 8 • Detailed statement of all expenditures;
- 9 • Purpose of recessing to closed session; and
- 10 • Time of adjournment.

11

12 ~~When issues are discussed that may require a detailed record, the Board may direct the Clerk to~~

13 ~~record the discussion verbatim. Any verbatim record may be destroyed after the minutes have~~

14 ~~been approved, pursuant to § 20-1-212, MCA.~~

15

16 If the minutes are recorded and designated as the official record, a log or time stamp for each

17 main agenda item is required for the purpose of providing assistance to the public in accessing

18 that portion of the meeting.

19

20 Unofficial minutes shall be delivered to Board members in advance of the next regularly

21 scheduled meeting of the Board. Minutes need not be read publicly, provided that Board

22 members have had an opportunity to review them before adoption. A file of permanent minutes

23 of Board meetings shall be maintained in the office of the Clerk, to be made available for

24 inspection upon request. A written copy shall be made available within five (5) working days

25 following approval by the Board.

26

27 Quorum

28

29 No business shall be transacted at any meeting of the Board unless a quorum of its members is

30 present. A majority of the full membership of the Board shall constitute a quorum, whether the

31 individuals are present physically or electronically. A majority of the quorum may pass a

32 resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

33

34 Electronic Participation

35

36 The Board may allow members to participate in meetings by telephone or other electronic

37 means. Board members may not simply vote electronically, but must be connected with the

38 meeting throughout the discussion of business.

39 If a Board member electronically joins the meeting after an item of business has been opened,

40 the remotely located member shall not participate until the next item of business is opened. If the

41 Board allows a member to participate electronically, the member will be considered present and

42 will have his or her actual physical presence excused. The member shall be counted present for

43 purposes of convening a quorum. The Clerk will document it in the minutes when members

44 participate in the meeting electronically.

THE BOARD OF TRUSTEES

1
 2 Any Board member wishing to participate in a meeting electronically will notify the Board
 3 chairperson and superintendent as early as possible. The superintendent will arrange for the
 4 meeting to take place in a location with the appropriate equipment so that Board members
 5 participating in the meeting electronically may interact and the public may observe or hear the
 6 comments made. The superintendent will take measures to verify the identity of any remotely
 7 located participants.

8
 9 Meeting Conduct and Order of Business

10
 11 General rules of parliamentary procedure are used for every Board meeting. Robert’s Rules of
 12 Order may be used as a guide at any meeting. The order of business shall be reflected on the
 13 agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those
 14 trustees in attendance. Voting shall be by acclamation or show of hands.

15
 16 Rescind a Motion

17
 18 A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on
 19 the prevailing side of the motion being considered for revision. A motion to rescind must be
 20 properly noticed on the Board agenda for the meeting. It is in order any time prior to
 21 accomplishment of the underlying action addressed by the motion.

22
 23 Cross Reference: 1441 Audience Participation

24
 25 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
 26 adopted
 27 § 2-3-202, MCA Meeting defined
 28 § 2-3-212, MCA Minutes of meetings – public inspection
 29 § 20-1-212, MCA Destruction of records by school officer
 30 § 20-3-322, MCA Meetings and quorum
 31 § 20-3-323, MCA District policy and record of acts Jones and Nash v.
 32 Missoula Co., 2006 MT2, 330 Mont 2005

33
 34 Policy History:

35 Adopted on: February 2007
 36 Revised on: October, 2011 xx/xx/2018

37
 38 *Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the*
 39 *addition of the “Rescind a Motion” language.*

40 *Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of*
 41 *page 2). It also included a revision of the “Rescind a Motion” language.*

42 *Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

THE BOARD OF TRUSTEES

Audience Participation

1
2
3 The Board recognizes the value of public comment on educational issues and the importance of
4 involving members of the public in its meetings. The Board also recognizes the statutory and
5 constitutional rights of the public to participate in governmental operations. To allow fair and
6 orderly expression of public comments, the Board will permit public participation through oral or
7 written comments during the “public comment” section of the Board agenda and prior to a final
8 decision on a matter of significant interest to the public. The Chairperson may control such
9 comment to ensure an orderly progression of the meeting in the manner described in Policy
10 1420F.

11
12 ~~Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson.~~
13 ~~Individuals, after identifying themselves, will proceed to make comments as briefly as the~~
14 ~~subject permits. The Chairperson may interrupt or terminate an individual’s statement when~~
15 ~~appropriate, including when statements are out of order, too lengthy, personally directed,~~
16 ~~abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in~~
17 ~~determining the appropriateness of all such rulings. It is important for all participants to~~
18 ~~remember that Board meetings are held in public, but are not public meetings. Members~~
19 ~~of the public shall be recognized and allowed input during the meeting, at the discretion of~~
20 ~~the Chairperson.~~

21
22
23
24 Cross Reference: 1420 School Board Meeting Procedure

25
26 Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
27 Article II, Section 10, Montana Constitution – Right of privacy
28 §§ 2-3-101, et seq., MCA Right of participation
29

30 Policy History:

31 Adopted on: February 2007

32 Revised on:

THE BOARD OF TRUSTEES

1700

Page 1 of 3

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board.

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

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

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

Level 2: Building Administrator

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

THE BOARD OF TRUSTEES

1 When a complaint alleges violation of Board policy or procedure, the building administrator will
2 investigate and attempt to resolve the complaint. The administrator will respond in writing to the
3 complaint, within thirty (30) calendar days of the administrator’s receipt of the complaint.
4

5 If the complainant has reason to believe the administrator’s decision was made in error, the
6 complainant may request, in writing, that the Superintendent review the administrator’s decision.
7 (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar
8 days of the administrator’s decision.
9

10 When a complaint alleges sexual harassment or a violation of Title IX of the Education
11 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
12 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the
13 complaint over to a District nondiscrimination coordinator. The coordinator will complete an
14 investigation and file a report and recommendation with the Superintendent. If the complainant
15 is dissatisfied with the Superintendent’s decision, the complainant may request, in writing, that
16 the Board consider an appeal of the Superintendent’s decision. (See Level 4.) This request must
17 be submitted in writing to the Superintendent, within fifteen (15) calendar days of the
18 Superintendent’s written response to the complaint, for transmission to the Board.
19

20 Level 3: Superintendent
21

22 If the complainant filed appeals the administrator’s decision provided for in Level 2, the
23 Superintendent will review the complaint and the administrator’s decision. The Superintendent
24 will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent’s
25 receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet
26 with the parties involved in the complaint; (2) conduct a separate or supplementary investigation;
27 (3) engage an outside investigator or other District employees to assist with the appeal; and/or
28 (4) take other steps appropriate or helpful in resolving the complaint.
29

30 If the complainant has reason to believe the Superintendent’s decision was made in error, the
31 complainant may request, in writing, that the Board consider an appeal of the Superintendent’s
32 decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within
33 fifteen (15) calendar days of the Superintendent’s written response to the complaint, for
34 transmission to the Board.
35

36 Level 4: The Board
37

38 Upon written appeal of a complaint alleging a violation the individual’s rights under state or
39 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board
40 may consider the Superintendent’s decision in Level 2 or 3.

41 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the
42 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than
43 three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to
44 the complaint with an explanation of why the appeal will not be heard by the Board of Trustees

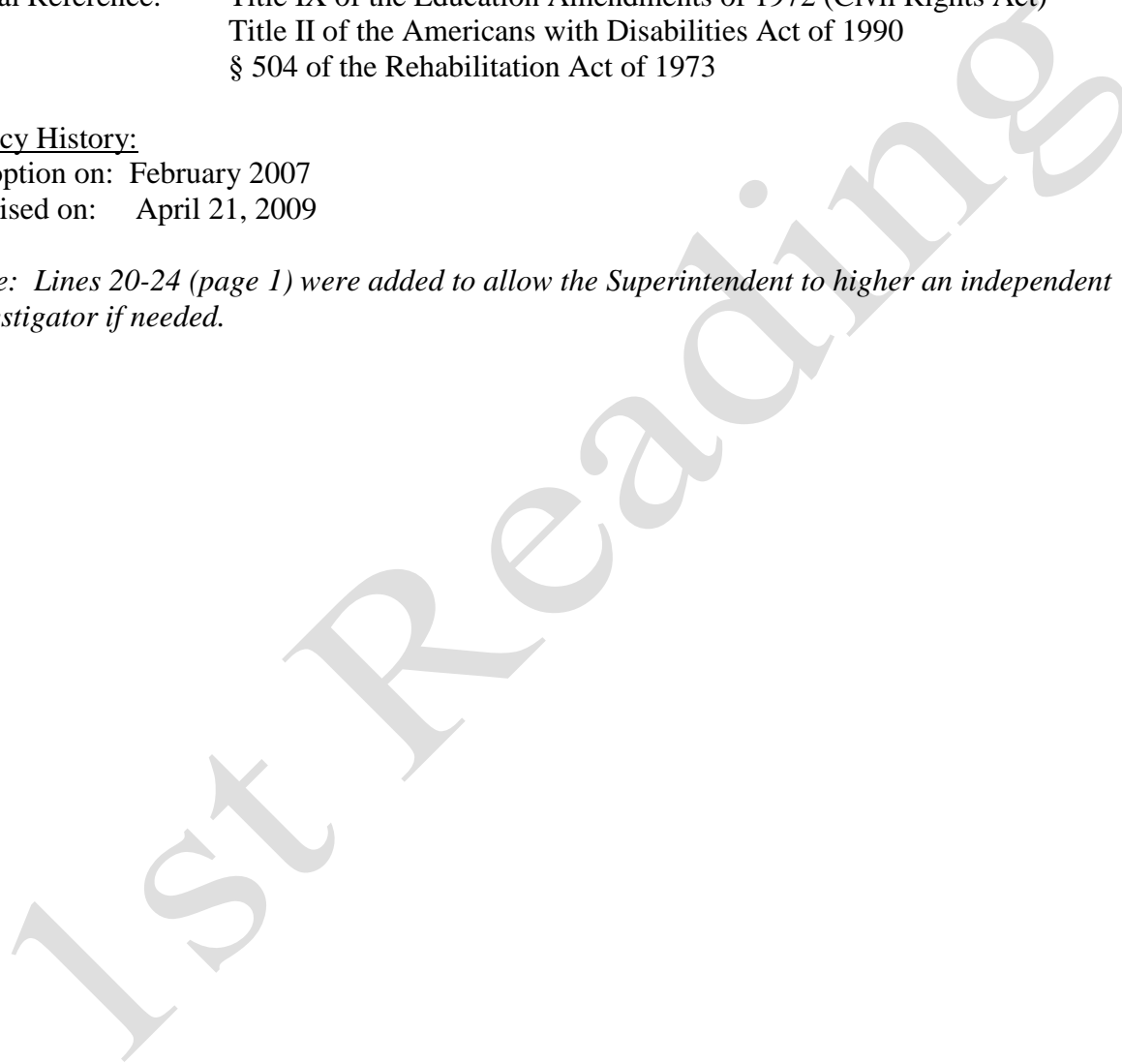
THE BOARD OF TRUSTEES

1 in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel
2 will meet to consider the appeal and then make written recommendation to the full Board. The
3 Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar
4 days of the Board meeting at which the Board considered the appeal or the recommendation of
5 the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within
6 the period provided by law.

7
8 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
9 Title II of the Americans with Disabilities Act of 1990
10 § 504 of the Rehabilitation Act of 1973

11
12 Policy History:
13 Adoption on: February 2007
14 Revised on: April 21, 2009

15
16 *Note: Lines 20-24 (page 1) were added to allow the Superintendent to hire an independent*
17 *investigator if needed.*



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Distribution of Excess Senior Class Funds

[OPTION 1] Any excess senior class funds at the end of the school year will be deposited into the “Angel Fund”.

[OPTION 2] Any excess senior class funds at the end of the school year will be deposited into the following year’s class fund.

[OPTION 3] Any excess senior class funds at the end of the school year will be deposited into the activity fund.

[OPTION 4] The Board authorizes the school administration to determine where any excess senior class funds will be distributed at the end of the school year.

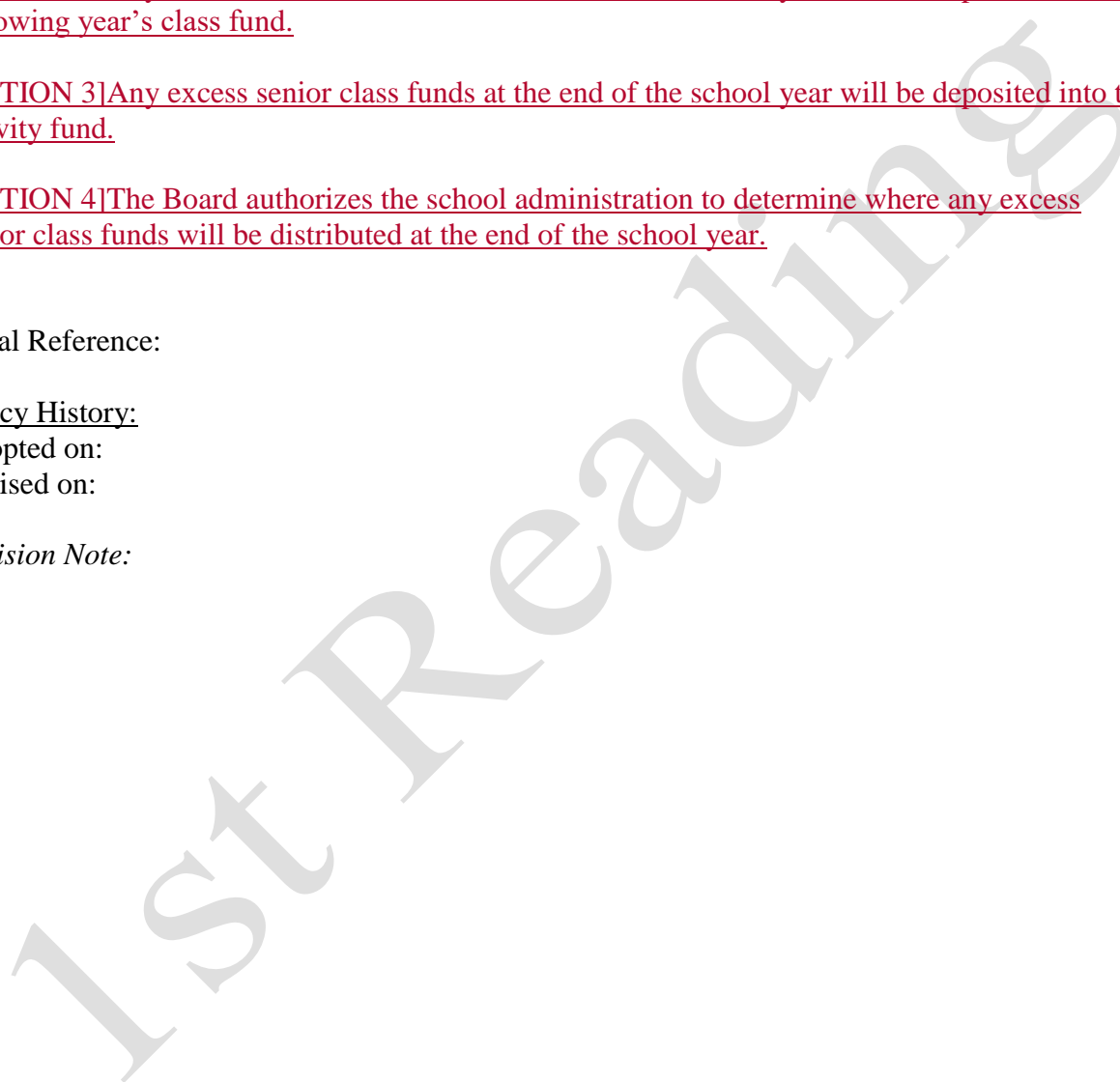
Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:



- 1 Revised on:
- 2
- 3 *Revision Note:*

2nd Reading

1 Recruitment and Retention

2
3 It is the policy of the District to utilize all resources available to meet the District's objective of
4 recruiting and retaining high quality staff focused on the individual success of each student. To
5 meet this objective, the District will utilize the flexible instructor licensure opportunities
6 available to the District.

7
8 Flexible Instructor Licensing

9
10 It is the policy of the District to increase the flexibility and efficiency of the District's resources
11 by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of
12 addressing recruitment and retention of staff. Flexibilities in the following areas are available for
13 the District's enhancement of its programs and services with a focus on individual student
14 success;to enhance student achievement.

- 15 • Internships
 - 16 ○ Available to anyone with a current license and endorsement in one subject who
 - 17 wants to move to a new licensed role/endorsed area.
 - 18 ○ Requirements must be satisfied within 3 years
 - 19 ○ Must include a plan between the intern, the school district and an accredited
 - 20 preparation program
- 21 • Provisionally Certified
 - 22 ○ May be issued to an otherwise qualified applicant who can provide satisfactory
 - 23 evidence of:
 - 24 ■ The intent to qualify in the future for a class 1 or class 2 certificate and
 - 25 ■ Who has completed a 4-year college program or its equivalent, and
 - 26 ■ Holds a bachelor's degree from a unit of the Montana university system or
 - 27 its equivalent.
- 28 • Substitutes
 - 29 ○ Must have a GED or high school diploma
 - 30 ○ Will have completed 3 hours of training by the district
 - 31 ○ Will have submitted a fingerprint background check
 - 32 (All requirements can be waived by the district if the substitute has prior
 - 33 substitute teaching experience in another Montana public school from November
 - 34 2002 and
 - 35 earlier)
 - 36 ○ May not substitute more than 35 consecutive days for the same teacher, however
 - 37 the same substitute can be used for successive absences of different staff as long
 - 38 as each regular teacher for whom the substitute is covering is back by 35
 - 39 consecutive teaching days
- 40 • Retired Educators
 - 41 ○ School district must certify to OPI and TRS that the district has been unable to fill
 - 42 the position due to no qualified applications or no acceptance of offer by a non-
 - 43 retired teacher

- 1 ○ ~~Limited to employment in a second or third class elementary district or a second~~
- 2 ○ ~~or third class high school district~~~~No limit on the district~~
- 3 ○ Retired teacher must have ~~27~~³⁰ years of experience in TRS
- 4 ○ There is a ~~3-~~year lifetime limit on the retired individual going to work under this
- 5 provision
- 6
- 7 ● Class 3 Administrative License
- 8 ○ Valid for a period of 5 years
- 9 ○ Appropriate administrative areas include: elementary principal, secondary
- 10 ○ principal, K-12 principal, K-12 superintendent, and supervisor.
- 11 ○ Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in
- 12 ○ the school(s) in which the applicant would be an administrator or would
- 13 ○ supervise, and qualify as set forth in ARM 10.57414 through 10.57.418
- 14 ○ An applicant for a Class 3 administrative license who completed an educator
- 15 ○ preparation program which does not meet the definition in ARM 10.57.102(2),
- 16 ○ who is currently licensed in another state at the same level of licensure, may be
- 17 ○ considered for licensure with verification of five years of successful
- 18 ○ administrative experience as defined in ARM 10.57.102 as documented by a
- 19 ○ recommendation from a state accredited P-12 school employer on a form
- 20 ○ prescribed by the Superintendent of Public Instruction and approved by the Board
- 21 ○ of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be
- 22 ○ met by an applicant seeking a superintendent endorsement.
- 23
- 24 ● Class 4 for CTE
- 25 ○ Valid for a period of 5 years
- 26 ○ Renewable pursuant to the requirements of 10.57.215, ARM and the requirements
- 27 ○ specific to each type of Class 4 license.
- 28 ○ 4A – for licensed teachers without a CTE endorsement
- 29 ○ 4B – for individuals with at least a bachelor’s degree
- 30 ○ 4C – for individuals with a minimum of a high school diploma or GED
- 31 ● Class 5 alternatives
- 32 ○ Good for a maximum of 3 years
- 33 ○ Requirements dependent upon the alternative the district is seeking
- 34 ● Emergency authorization of employment
- 35 ○ Individual must have previously held a valid teacher or specialist certificate or
- 36 ○ have met requirements of rule 10.57.107, ARM
- 37 ○ Emergency authorization is valid for one year, but can be renewed from year to
- 38 ○ year provided conditions of scarcity continue to persist
- 39

Loan Repayment Program

The District will assist any quality educator who meets the qualifications for the state’s loan repayment program. Loan repayment assistance may be provided on behalf of a quality educator who: (1) is employed newly hired in an identified impacted school

1 described in a critical quality educator shortage area as defined in 10-4-502; and (2) has
2 an educational loan that is not in default and that has a minimum unpaid current balance
3 of at least \$1,000 at the time of application.

4
5 A quality educator is eligible for state-funded loan repayment assistance for no more than
6 3 years and an additional 1 year of oan repayment assistance voluntarily funded by the
7 impacted school or the district under which the impacted school is operated, with the
8 maximum annual loan repayment assistance not to exceed:

- 9 • \$3,000 of state-funded loan repayment assistance after the first complete year of
10 teaching in an impacted school;
- 11 • \$4,000 of state-funded loan repayment assistance after the second complete year
12 of teaching in the same impacted school or another impacted within the same
13 school district;
- 14 • \$5,000 of state-funded loan repayment assistance after the third complete year of
15 teaching in the same impacted school or another impacted school within the same
16 school district; and
- 17 • Up to \$5,000 of loan repayment assistance funded by the impacted school or the
18 district under which the impacted school is operated after the fourth complete year
19 of teaching in the same impacted school or another impacted school within the
20 same school district.

21		
22	Legal References:	10.55.716, ARM Substitute Teachers
23		10.55.607, ARM Internships
24		10.27.102, ARM Definitions
25		10.57.107, ARM Emergency Authorization of Employment
26		10.57.215, ARM Renewal Requirements
27		10.57.414, ARM Class 3 Administrative License – Superintendent
28		Endorsement
29		10.57.420, ARM Class 4 Career and Technical Education License
30		10.57.424, ARM Class 5 Provisional License
31		19-20-732, MCA Reemployment of certain retired teachers,
32		specialists and administrators – procedure –
33		definitions
34		<u>20-4-501-20-4-505 Loan Repayment Assistance for Quality Educator</u>

35
36 Policy History:

37 Adopted on: March 2018

38 Revised on:

39
40 *Revision Note:*

1 Intent to Increase Non-Voted Levy

2
3 The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to
4 impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of
5 funding any of the funds listed below:

- 6
7 a) Tuition fund under 20-5-324;
8 b) Adult education fund under 20-7/705;
9 c) Building reserve fund under 20-9-502 and 20-9-503;
10 d) Transportation fund under 20-10-143 and 20-10-144; and
11 e) Bus depreciation reserve fund under 20-10-147; and
12 e)f) Flexibility fund for purposes of transformational learning-
13

14 The trustees shall provide notice of intent to impose an increase in a non-voted levy for the
15 ensuing school fiscal year by:

- 16
17 a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at
18 a minimum, the estimated number of increased or decreased mills to be imposed and the
19 estimated increased or decreased revenue to be raised compared to non-voted levies
20 under a-e imposed in the current school fiscal year and, based on the district's taxable
21 valuation most recently certified by the department of revenue under 15-10-202, the
22 estimated impacts of the increase or decrease on a home valued at \$100,000 and a home
23 valued at \$200,000, and
24 b) Publish a copy of the resolution in a newspaper that will give notice to the largest number
25 of people of the district as determined by the trustees and posting a copy of the resolution
26 to the school district's website.
27

28 The resolution and publication of same must take place via form 7545F no later than March 31.
29

30 The Superintendent shall keep the trustees informed of any changes that may have occurred,
31 which may have an effect on the estimated change in the mills and revenue, between the
32 adoption of the resolution and the final adoption of the budget.
33

34 Legal Reference: SB 307, 2017 Legislative Session
35 Chapter 402 (2019) Transformational Learning Incentives
36

37 Policy History:

38 Adopted on: March 2018

39 Revised on:

40
41 *Revision Note:*

1 Taking Office

2

3 A newly elected trustee shall take office as soon as election results have been certified and the
4 newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge
5 the duties of the office to the best of his/her ability.

6

7 A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath
8 to faithfully and impartially discharge the duties of the office to the best of his/her ability.

9

10 The person shall qualify by taking an oath of office administered by the county superintendent,
11 the superintendent’s designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA.
12 Such oath must be filed with the county superintendent not more than ~~twenty-five~~^{fifteen} (25¹⁵)
13 days after the receipt of the certificate of election or the appointment.

14

15 Cross Reference: Policy 1113 Vacancies

16

17 Legal References:	§ 1-6-101, MCA	Officers who may administer oaths
18	§ 2-16-116, MCA	Power to administer oaths
19	§ 20-1-202, MCA	Oath of office
20	§ 20-3-307, MCA	Qualification and oath

21

22 Policy History:

23 Adopted on: February 2007

24 Reviewed on:

25 Revised on: April 15, 2008, November 15, 2011, January 2016

26

27 *Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term)*
28 *becomes official and can vote at meetings.*

29

30 *Note: The sentence in lines 7-9 were added as the revision, as well as two legal references*
31 *(lines 15 and 16).*

32 January 2016 Revision adds Cross Reference

THE BOARD OF TRUSTEES

School Board Use of Electronic Mail and Mobile Messaging

Use of electronic mail (e-mail) and mobile messaging by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

- 1. The Board will not use e-mail or mobile messaging as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that mobile messages, e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail and mobile communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.

Cross Reference: 1400 Board Meetings
1401 Records Available to Public

Legal Reference: § 2-3-103, MCA Public participation – governor to insure guidelines adopted
§ 2-3-201, MCA Legislative intent – liberal construction
§ 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
§ 20-3-322, MCA Meeting and quorum

Policy History:

Adopted on: February 2007

Revised on:

THE BOARD OF TRUSTEES

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Notice Regarding Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the public comment portion of the meeting, if you haven't already done so, please sign your name to the sheet and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. Please state your name prior to beginning your comment. There will be an opportunity for citizens who have not signed in to comment at the conclusion of the comment period. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment. The Board is not authorized to hear comments on contested cases or other adjudicative proceedings.

By law, the District cannot take any action on any matter discussed during the public comment portion of the meeting as those matters are specifically noticed on the agenda. The Board may take a matter raised during the public comment period under consideration for inclusion on a future agenda.

In accordance with Montana law, citizens have the right to comment on an item that is specifically listed on the agenda. Citizens will be permitted to do so when the item comes up for discussion and action. The board chair will indicate when the public has the opportunity to comment prior to board action on a particular agenda item.

The Board Chair has the authority to manage all public comment periods and will do so in accordance with state law and district policy.

Policy History:

Adopted on:

Revised on:

1 Conflict of Interest

2
3 A trustee may not:

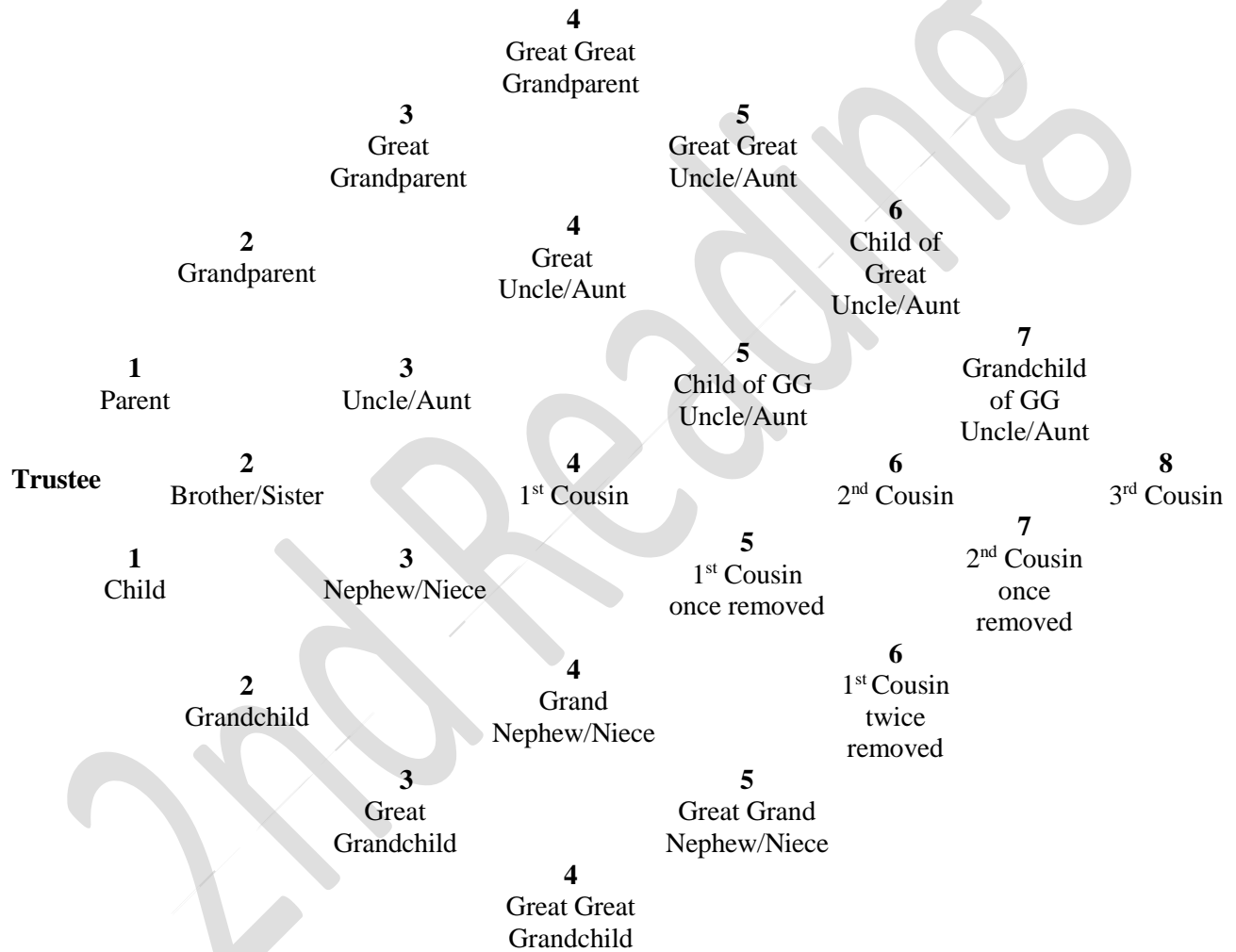
- 4
- 5 1. Engage in a substantial financial transaction for the trustee's private business purpose,
6 with a person whom the trustee inspects or supervises in the course of official duties.
7
 - 8 2. Perform an official act directly and substantially affecting, to its economic benefit, a
9 business or other undertaking in which the trustee either has a substantial financial
10 interest or is engaged as counsel, consultant, representative or agent.
11
 - 12 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
13
 - 14 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when
15 the trustee has more than a ten percent (10%) interest in the corporation. A contract does
16 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments
17 or deposits in financial institutions that are in the business of loaning or receiving money,
18 when such investments or deposits are made on a rotating or ratable basis among
19 financial institutions in the community or when there is only one (1) financial institution
20 in the community; or 3) contracts for professional services other than salaried services or
21 for maintenance or repair services or supplies when the services or supplies are not
22 reasonably available from other sources, if the interest of any Board member and a
23 determination of such lack of availability are entered in the minutes of the Board meeting
24 at which the contract is considered.
25
 - 26 5. Be employed in any capacity by the District, with the exception of officiating at athletic
27 competitions under the auspices of the Montana Officials Association.
28
 - 29 6. Perform an official act directly and substantially affecting a business or other undertaking to
30 its economic detriment when the officer or employee has a substantial personal interest in a
31 competing firm or undertaking.
32
 - 33 7. Appoint or renew to a position of trust or emolument any person related or connected by
34 consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
35
 - 36 a. This prohibition does not apply to the issuance of an employment contract to a
37 person as a substitute teacher who is not employed as a substitute teacher for more
38 than thirty (30) consecutive school days.
 - 39 b. This prohibition does not apply to the renewal of an employment contract of a
40 tenured teacher or classified employee employed without a written contract for a
41 specific term~~person~~ related to a Board member, who was initially hired before the
42 Board member assumed the trustee position.
 - 43 c. This prohibition does not apply if trustees comply with the following
44 requirements: 1) **All trustees**, except the trustee related to the person to be
45 employed or appointed, vote to employ the related person; 2) the trustee related to
46 the person to be employed abstains from voting; and 3) the trustees give fifteen

THE BOARD OF TRUSTEES

1 (15) days written notice of the time and place of their intended action in a
2 newspaper of general circulation in the county where the school is located.
3

4 8. Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
5 terminates upon the death of one of the spouses or other dissolution of marriage, except
6 when the marriage has resulted in issue still living.
7

8 Degrees of Consanguinity
9



THE BOARD OF TRUSTEES

1 Degree of Affinity

2

			3
			Great Grandparent-in-law
		2	
		Grandparent-in-law	
	1		3
	Parent - in - Law		Uncle/Aunt-in-law
Trustee	1	2	
	Spouse	Brother/Sister-in-law	
	1		3
	Step Child		Nephew/Niece-in-law
		2	
		Step Grandchild	
			3
			Step Great Grandchild

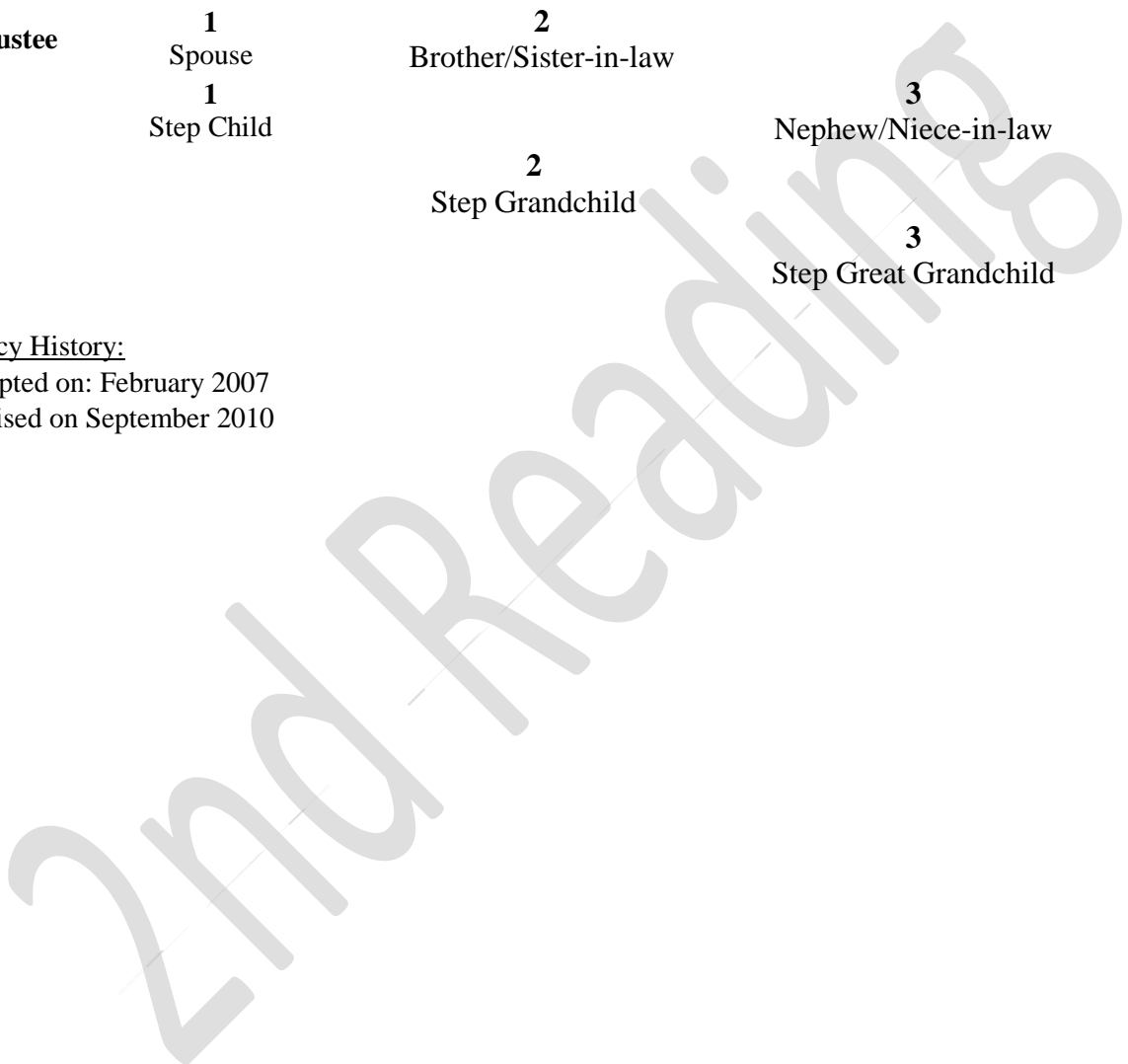
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4 Policy History:

5 Adopted on: February 2007

6 Revised on September 2010

7



STUDENTS

1 Suicide Awareness and Prevention

2
3 Professional Development

4 The Administration shall develop and implement a youth suicide prevention program meeting
5 minimum requirements set forth in 10.55.719, ARM.

6
7 The District will provide professional development on youth suicide awareness and prevention to
8 each employee of the district who work directly with any students enrolled in the school district.
9 The training materials will be approved by the Office of Public Instruction (OPI).

10
11 The District will provide at least two (2) hours of youth suicide and prevention training
12 beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of
13 youth suicide awareness and prevention training every five (5) years thereafter. All new
14 employees who work directly with any student enrolled in the school district will be provided
15 training the first year of employment.

16
17 Youth suicide and prevention training may include:

- 18
19 A. In-person attendance at a live training;
20 B. Videoconference;
21 C. An individual program of study of designated materials;
22 D. Self-review modules available online; and
23 E. Any other method chosen by the local school board that is consistent with professional
24 development standards.

25
26 Prevention and Response

27
28 The Board authorizes the Administration and appropriate District staff to develop procedures to
29 address matters related to suicide prevention and response that:

- 30
31 A. Promote collaboration with families and with community providers in all aspects of
32 suicide prevention and response;
33 B. Include high quality intervention services for students;
34 C. Promote interagency cooperation that enables school personnel to identify and access
35 appropriate community resources for use in times of crisis;
36 D. Include reintegration of youth into a school following a crisis, hospitalization, or
37 residential treatment;
38 A-E. Provide for leadership, planning, and support for students and school personnel to
39 ensure appropriate responses to attempted or completed suicides.

40
41 No cause of action may be brought for any loss or damage caused by any act or admission
42 resulting from the implementation of the provisions of this policy or resulting from any training,
43 or lack of training, related to this policy. Nothing in this policy shall be construed to impose a
44 specific duty of care.

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This policy will be reviewed by the Board of Trustees on a regular basis.

Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training

Policy History:

Adopted on: August 2018

Revised on:

Revision Note:

2nd Reading

1 **INTERSCHOLASTIC ACTIVITY/ATHLETICS PROGRAM ASSUMPTION OF RISK**
2 **FORM**

3
4
5 ~~Form is available in the District office. The form is created and updated by administration in~~
6 ~~conjunction with our liability insurance agent and carrier. Extracurricular activities may include~~
7 ~~physical contact and physical exertion. There is an inherent risk of injury in the activity. By~~
8 ~~signing this agreement, I acknowledge that the School District staff try to prevent accidents. I~~
9 ~~agree to accept responsibility for my student's participation in the school activities. The activity~~
10 ~~is strictly voluntary.~~

11
12 I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety
13 measures that may be taken by the School District, participation in this event entails certain
14 inherent risks. I certify that my student is physically fit and medically able to participate or have
15 noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that
16 my student will honor all instructions of district staff and failure to honor instructions may result
17 in dismissal from the activity. I have been informed of these risks, understand them, and feel that
18 the benefits of participation outweigh the risks involved. My signature below gives my child
19 permission to participate in a School Activity.

20
21 I authorize qualified emergency medical professionals to examine and in the event of injury or
22 serious illness, administer emergency care to my student. I understand every effort will be made
23 to contact the family or contact person noted below to explain the nature of the problem prior to
24 any involved treatment. In the event it becomes necessary for the district staff in charge to obtain
25 emergency care for my student, I understand that neither the district employee in charge of the
26 activity nor the school district assumes financial liability for expenses incurred because of an
27 accident, injury, illness, and/or unforeseen circumstances.

28
29 The School District DOES NOT provide medical insurance benefits for students who choose to
30 participate in activities programs. Parents or guardians may request information from the school
31 district regarding medical insurance for students. If parents or guardians have their own
32 insurance coverage during the student's participation, that coverage information is provided
33 below. Or parents may notify the School District that they do not have medical insurance.

34
35 I have personal medical insurance to cover the student's participation:

36
37 INSURANCE (Company Name) _____

38
39 Policy # _____

40
41
42 I do not have personal medical insurance to cover the student's participation and
43 understand that the School District does not provide medical insurance to cover the students. I
44 understand I will be responsible for any medical costs associated with the student's participation.

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Signature Required Regardless of Insurance Coverage:

Student Athlete

_____ (Please Print)

Parent/Guardian

_____ (Signature)

Date:

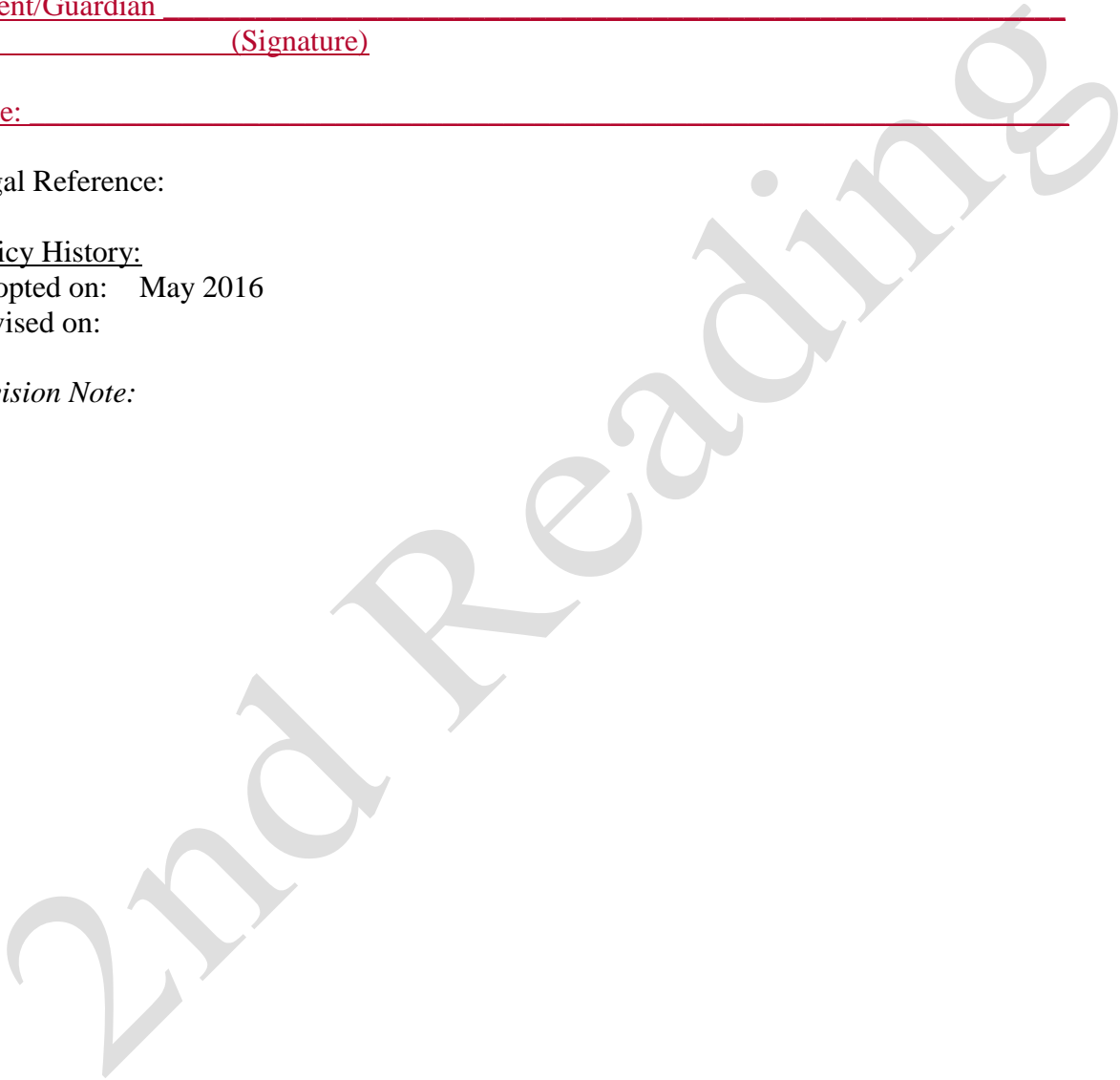
Legal Reference:

Policy History:

Adopted on: May 2016

Revised on:

Revision Note:



INSTRUCTION

2161P

Page 1 of 6

Special Education

The Superintendent shall place the annual application on the agenda of a regular meeting of the Board, for action prior to submission to the state educational agency for final approval.

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities, for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audio logical, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:
 - A. Infants and Toddlers (Birth through Age 2)
Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.
 - B. Preschool (Ages 3 through 5)
Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.
 - C. In-School (Ages 6 through 18)
Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.
 - D. Post-School (Ages 19 through 21)

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1 Individuals who have not graduated from high school with a regular diploma and
 2 who were not previously identified. Describe coordination efforts with other
 3 agencies.
 4 E. Private Schools (This includes home schools.)
 5 Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-
 6 up procedures for referral and evaluation.

7 F. Homeless Children

8 G. Dyslexia

9 The School District shall establish procedures to ensure that all resident children
 10 with disabilities, including specific learning disabilities resulting from dyslexia,
 11 are identified and evaluated for special education and related services as early as
 12 possible. The screening instrument must be administered to:

13 (A) A child in the first year that the child is admitted to a school of the
 14 district up to grade 2; and

15 (B) A child who has not been previously screened by the district and who
 16 fails to meet grade-level reading benchmarks in any grade;

17
 18 The screening instrument shall be administered by an individual with an
 19 understanding of, and training to identify, signs of dyslexia designed to assess
 20 developmentally appropriate phonological and phonemic awareness skills.

21
 22 If a screening suggests that a child may have dyslexia or a medical professional
 23 diagnosis a child with dyslexia, the child's school district shall take steps to
 24 identify the specific needs of the child and implement best practice interventions
 25 to address those needs. This process may lead to consideration of the child's
 26 qualification as a child with a disability under this policy.

27
 28 Procedures for Evaluation and Determination of Eligibility

29
 30 Procedures for evaluation and determination of eligibility for special education and related
 31 services are conducted in accordance with the procedures and requirements of 34 C.F.R.
 32 300.301-300.311 and the following state administrative rules:

33
 34 10.16.3320 - Referral;

35 10.60.103 - Identification of Children with Disabilities;

36 10.16.3321 - Comprehensive Educational Evaluation Process.
 37

38 Procedural Safeguards and Parental Notification

39
 40 The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 -
 41 300.530.

42
 43 A copy of the procedural safeguards available to the parents of a child with a disability must be
 44 given to the parents only one time a school year, except that a copy also must be given to the
 45 parents:

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- 1 • Upon initial referral or parent request for evaluation;
- 2 • Upon receipt of the first State complaint under 34 CFR 300.151 through 300.153 and
- 3 upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- 4 • In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on
- 5 which the decision is made to make a removal that constitutes a change of placement of a
- 6 child with a disability because of a violation of a code of student conduct, the LEA
- 7 must...provide the parents the procedural safeguards notice); and
- 8 • Upon request by a parent.

9
10 A public agency also may place a current copy of the procedural safeguard notice on its internet
11 website, if a web site exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

12
13 The referral for special education consideration may be initiated from any source, including
14 school personnel. To initiate the process, an official referral form must be completed and signed
15 by the person making the referral. The District shall accommodate a parent who cannot speak
16 English and therefore cannot complete the District referral form. Recognizing that the referral
17 form is a legal document, District personnel with knowledge of the referral shall bring the
18 referral promptly to the attention of the Evaluation Team.

19
20 The District shall give written notice to the parent of its recommendation to evaluate or not to
21 evaluate the student. The parent will be fully informed concerning the reasons for which the
22 consent to evaluate is sought. Written parental consent will be obtained before conducting the
23 initial evaluation or before reevaluating the student.

24
25 The recommendation to conduct an initial evaluation or reevaluation shall be presented to the
26 parents in their native language or another mode of communication appropriate to the parent. An
27 explanation of all the procedural safeguards shall be made available to the parents when their
28 consent for evaluation is sought. These safeguards will include a statement of the parents' rights
29 relative to granting the consent.

30 31 Evaluation of Eligibility

32
33 Evaluation of eligibility for special education services will be consistent with the requirements of
34 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of
35 Eligibility; and shall also comply with A.R.M. 10.16.3321.

36 37 Individualized Education Programs

38
39 The District develops, implements, reviews, and revises individualized education programs (IEP)
40 in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

41 42 Least Restrictive Environment

43
44 To the maximum extent appropriate, children with disabilities, including children in public or
45 private institutions or other care facilities, are educated with children who are nondisabled, and

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1 special classes, separate schooling, or other removal of children with disabilities from the regular
2 class occurs only if the nature or severity of the disability is such that education in regular
3 classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.
4 Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the
5 requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is
6 available as required in 34 C.F.R. 300.551.

7
8 Children in Private Schools/Out-of District Placement

9
10 Children with a disability placed in or referred to a private school or facility by the District, or
11 other appropriate agency, shall receive special education and related services in accordance with
12 the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

13
14 As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private
15 school or facility by parents do not have an individual right to special education and related
16 services at the District's expense. When services are provided to children with disabilities placed
17 by parents in private schools, the services will be in accordance with the requirements and
18 procedures of 34 C.F.R. 300.130 through 300.144 and 300.148.

19 Impartial Due Process Hearing

20
21 The District shall conduct the impartial hearing in compliance with the Montana Administrative
22 Rules on matters pertaining to special education controversies.

23
24 Special Education Records and Confidentiality of Personally Identifiable Information

25
26 A. Confidentiality of Information

27
28 The District follows the provisions under the Family Educational Rights and Privacy Act and
29 implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M.
30 10.16.3560.

31
32 B. Access Rights

33
34 Parents of disabled students and students eighteen (18) years or older, or their representative,
35 may review any educational records which are designated as student records collected,
36 maintained, and used by the District. Review shall normally occur within five (5) school days
37 and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or
38 interpretation of information contained in the record. Non-custodial parents shall have the same
39 right of access as custodial parents, unless there is a legally binding document specifically
40 removing that right.

41
42 C. List of Types and Locations of Information.

43
44 A list of the records maintained on disabled students shall be available in the District office.
45 Disabled student records shall be located in the special education room, where they are available

INSTRUCTION

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1 for review by authorized District personnel, parents, and adult students. Special education
 2 teachers will maintain an IEP file in their classrooms. These records will be maintained under
 3 the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-
 4 access sheet in each special education file will specify the District personnel who have a
 5 legitimate interest in viewing these records.

6
 7 D. Safeguards

8
 9 The District will identify in writing the employees who have access to personally identifiable
 10 information, and provide training on an annual basis to those staff members.

11
 12 E. Destruction of Information

13
 14 The District will inform parents five (5) years after the termination of special education services
 15 that personally identifiable information is no longer needed for program purposes. The parent
 16 will be advised that such information may be important to establish eligibility for certain adult
 17 benefits. At the parent's request, the record information shall either be destroyed or made
 18 available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be
 19 made to provide the parent with notification sixty (60) days prior to taking any action on
 20 destruction of records. Unless consent has been received from the parent to destroy the record,
 21 confidential information will be retained for five (5) years beyond legal school age.

22
 23 F. Children's Rights

24
 25 Privacy rights shall be transferred from the parent to an adult student at the time the student
 26 attains eighteen (18) years of age, unless some form of legal guardianship has been designated
 27 due to the severity of the disabling condition.

28
 29 Discipline

30
 31 Students with disabilities may be suspended from school the same as students without disabilities
 32 for the same infractions or violations for up to ten (10) consecutive school days. Students with
 33 disabilities may be suspended for additional periods of not longer than ten (10) consecutive
 34 school days for separate, unrelated incidents, so long as such removals do not constitute a change
 35 in the student's educational placement. However, for any additional days of removal over and
 36 above ten (10) school days in the same school year, the District will provide educational services
 37 to a disabled student, which will be determined in consultation with at least one of the child's
 38 teachers, determining the location in which services will be provided. The District will
 39 implement the disciplinary procedures in accord with the requirements of CFR 300.530 -
 40 300.537.

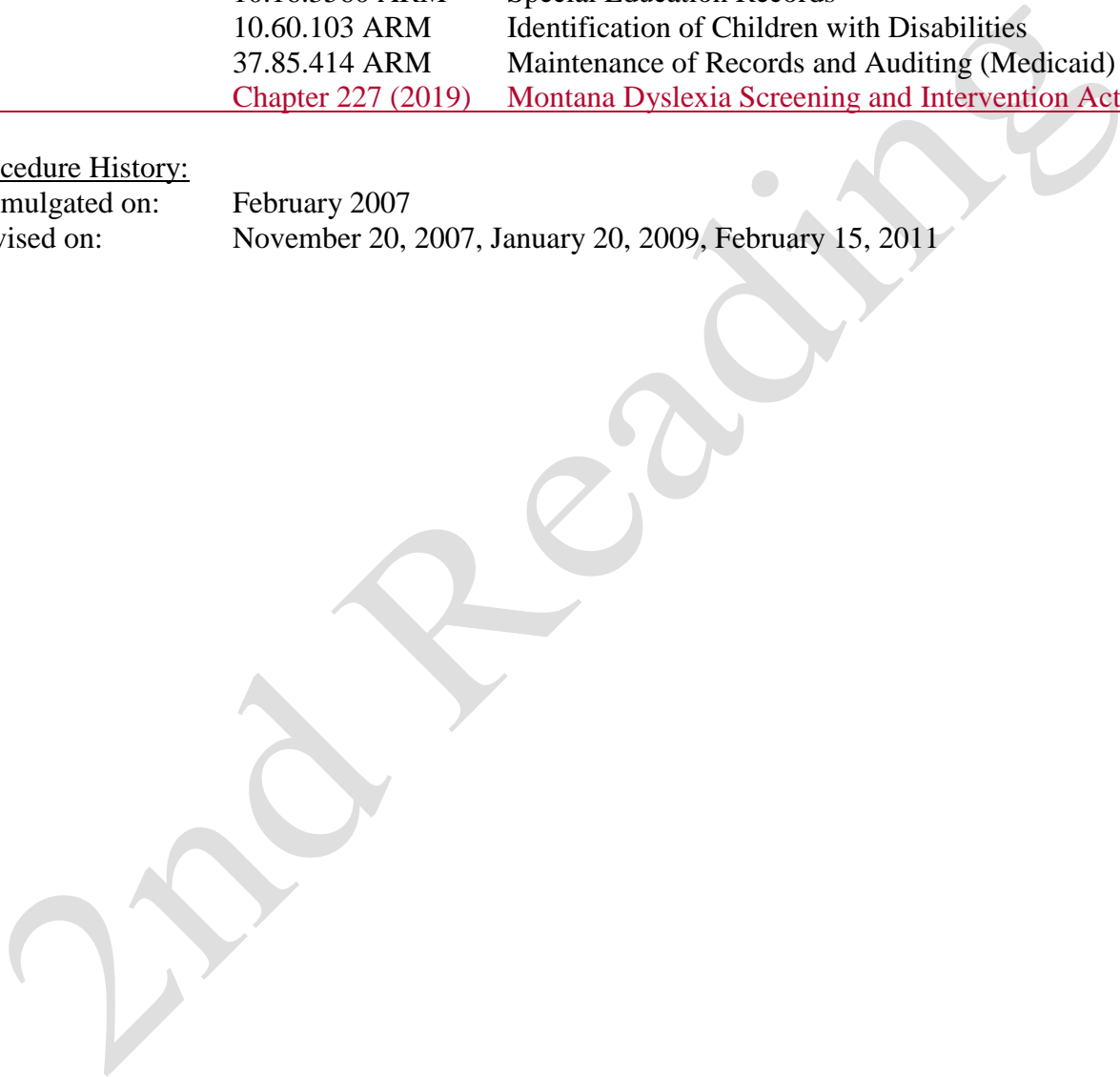
41
 42 Legal Reference: 34 CFR 300.1, et seq. Individuals with Disabilities Act (IDEA)
 43 § 20-1-213, MCA Transfer of school records
 44 10.16.3122 ARM Local Educational Agency Responsibility for
 45 Students with Disabilities

INSTRUCTION

1	10.16.3129 ARM	Parental Involvement
2	10.16.3220 ARM	Program Narrative
3	10.16.3321 ARM	Comprehensive Educational Evaluation Process
4	10.16.3322 ARM	Composition of a Child Study Team
5	10.16.3340 ARM	Individualized Education Program and Placement
6		Decisions
7	10.16.3342 ARM	Transfer Students: Intrastate and Interstate
8	10.16.3560 ARM	Special Education Records
9	10.60.103 ARM	Identification of Children with Disabilities
10	37.85.414 ARM	Maintenance of Records and Auditing (Medicaid)
11	<u>Chapter 227 (2019)</u>	<u>Montana Dyslexia Screening and Intervention Act</u>

Procedure History:

13 Promulgated on: February 2007
 14 Revised on: November 20, 2007, January 20, 2009, February 15, 2011
 15



STUDENTS

1 Entrance, Placement, and Transfer

2
3 Entrance, Date, and Age

4
5 ~~The District requires proof of identity and an immunization record for every child to be admitted~~
6 ~~to District schools. The trustees may at their discretion assign and admit a child to a school in~~
7 ~~the district who is under 6 years of age or an adult who is 19 years of age or older if there are~~
8 ~~exceptional circumstances that merit waiving the age provision. All waivers are granted in the~~
9 ~~sole discretion of the Trustees. Non-resident students may be admitted at the discretion of the~~
10 ~~Trustees. Children will be enrolled in the grade identified in accordance with District policy or at~~
11 ~~the discretion of the administration in consultation with the student's parents or guardians. The~~
12 ~~District requires proof of identity and an immunization record for every child to be admitted to~~
13 ~~District schools. The trustees may at their discretion assign and admit a child to a school in the~~
14 ~~district who is under 5 years of age or an adult who is 19 years of age or older if there are~~
15 ~~exceptional circumstances that merit waiving the age provision.~~

16
17 School Entrance

- 18
19 1. The District requires that a student's parents, legal guardian, or legal custodian present
20 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
21 as proof of residence in the District. Students who are not residents of the District may
22 apply for admission pursuant to Policy 3141.
23
24 2. To be admitted to the District school, in accordance with the Montana Immunization
25 Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus,
26 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
27 approved by the Department of Health and Human Services or the local county health
28 department. Immunizations may not be required if a child qualifies for conditional
29 attendance or an exemption is filed as provided by Montana law.
30
31 3. The above requirements are not to serve as barriers to immediate enrollment of students
32 designated as homeless or foster children as required by the Every Student Succeeds Act
33 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
34 with the local child welfare agency, the school last attended, or other relevant agencies to
35 obtain necessary enrollment documentation and ensure a student receives education
36 services in the best interests of the child. The superintendent or designee shall serve as
37 point of contact with all applicable agencies to review records, facilitate services, and
38 resolve disputes.

39
40 Placement

41
42 The District goal is to place students at levels and in settings that will increase the probability of
43 student success. Developmental testing, together with other relevant criteria including, but not
44 limited to, health, maturity, emotional stability, and developmental disabilities, may be

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1 considered in the placement of all students. Final disposition of all placement decisions rests
2 with the principal, subject to appeal to the Superintendent or the Board.

3
4 Transfer

5
6 District policies regulating the enrollment of students from other accredited elementary and
7 secondary schools are designed to protect the educational welfare of children.

8
9 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is
10 subject to a satisfactory examination of the following:

- 11 1. Appropriate certificates of school accreditation;
- 12 13
- 14 15
- 16 2. Length of course, school day, and school year;
- 17
- 18 3. Content of applicable courses;
- 19
- 20 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
21 vocational instruction);
- 22
- 23 5. Appropriate evaluation of student performance leading toward credit issuance.
- 24

25 The District will follow Montana Accreditation Rules and Standard, along with local alternate
26 procedures for earning credit, in reviewing requests for transfer of credits. The high school
27 principal has authority for approving credit transfers, subject to review by the Superintendent or
28 the Board.

29	30 Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
31		§ 20-5-403, MCA	Immunization required – release and
32			acceptance of immunization records
33		§ 20-5-404, MCA	Conditional attendance
34		§ 20-5-405, MCA	Medical or religious exemption
35		§ 20-5-406, MCA	Immunization record
36		§ 44-2-511, MCA	School enrollment procedure
37		10.55.601 et seq., ARM	Accreditation Standards: Procedures
38			

39 Policy History:

40 Adopted on: February 2007
41 Revised on: April 15, 2008
42 Revised on: January 2016, March 2018
43

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

- 1 *Note: The revisions included the age range acceptance in lines 7-8 Page 1 as well as the*
- 2 *footnote defining “proof of identity”.*
- 3 *January 2016 revisions include addition of varicella and clarification of immunization manner as*
- 4 *per 2015 Montana Legislature.*
- 5 *March 2018 ESSA language added*

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

STUDENTS

Students of Legal Age

Every student eighteen (18) years of age or older ~~will be deemed to be an adult and will have legal capacity to act as such. Such students,~~ like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

Forms

~~Adult students who reside with parents or guardians and/or are classified as dependents of parents or guardians for tax purposes must have applicable forms completed by parents or guardians.~~

Admission to School

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs

Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent ~~or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.~~

Absence/Lateness/Tuancy

Absence notes ~~will be signed by parents or guardians, normally signed by parents or guardians, may be signed by adult students.~~ Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

Suspension/Expulsion

All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. ~~Adult students, however, are permitted to represent themselves if they so choose.~~

Withdrawal from School

Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records

STUDENTS

- 1 A student that attains the age of legal majority is an “eligible student” under FERPA. An eligible
- 2 student has the right to access and inspect their student records. An eligible student may not
- 3 prevent their parents from accessing and inspecting their student records if they are a dependent
- 4 of their parents in accordance with Internal Revenue Service regulations.
- 5

2nd Reading

STUDENTS

1 Report Cards

2
3 Progress reports will be sent to the parent or legal guardian.

4
5 Excuses from School

6
7 The school will verify requests from students who wish to leave school early for reasons such as
8 job interviews, college visits, driver testing, etc., with the organization being visited. Permission
9 to leave school early may be denied for what is considered a non-valid reason.

10
11 Financial Responsibility

12
13 Students of legal age can be held financially responsible for damage to school property.

14
15
16
17 Policy History:

18 Adopted on: February 2007

19 Revised on: January 2016

20
21 January 2016 revision notes: Replaced paragraph in Permission to Inspect Student Records
22 section.

STUDENTS

3520

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Student Fees and Fines, and Charges

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible.

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports, at the regular June Board meeting, to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. ~~The District may withhold a student's grades or diploma until restitution is made.~~ The district may not refuse to transfer files to another district because a student owes fines or fees. The District may not withhold the school schedule of a student because the student owes fines or fees.

~~The A school~~ district may withhold the grades, diploma, or transcripts of a current or former ~~student/pupil~~ who is responsible for the cost of school materials or the loss or damage of school property until the ~~student/pupil~~ or the ~~student/pupil's~~ parent or guardian ~~pays the owed fines or fees, satisfies the obligation.~~

In the event a student who owes fines or fees transfers to another school district in the state and the District has A school district that ~~decides~~ to withhold ~~a pupil's the student's~~ grades, diploma, or transcripts from the ~~student/pupil~~ and the ~~student/pupil's~~ parent or guardian pursuant to the above paragraph, the District shall:

- i. Upon receiving notice that the ~~student/pupil~~ has transferred to another school district in the state, notify the ~~student/pupil's~~ parent or guardian in writing that the school district to which the ~~student/pupil~~ has transferred will be requested to withhold the ~~student/pupil's~~ grades, diploma, or transcripts until any obligation has been satisfied;
- ii. Forward appropriate grades or transcripts to the school district to which the ~~student/pupil~~ has transferred;
- iii. At the same time, notify the school district to which the student has transferred of any financial obligation of the ~~student/pupil~~ and request the withholding of the ~~student/pupil's~~ grades, diploma, or transcripts until any obligations are met;
- iv. When the ~~student/pupil~~ or the ~~student/pupil's~~ parent or guardian satisfies the obligation, inform the school district to which the ~~student/pupil~~ has transferred.

A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

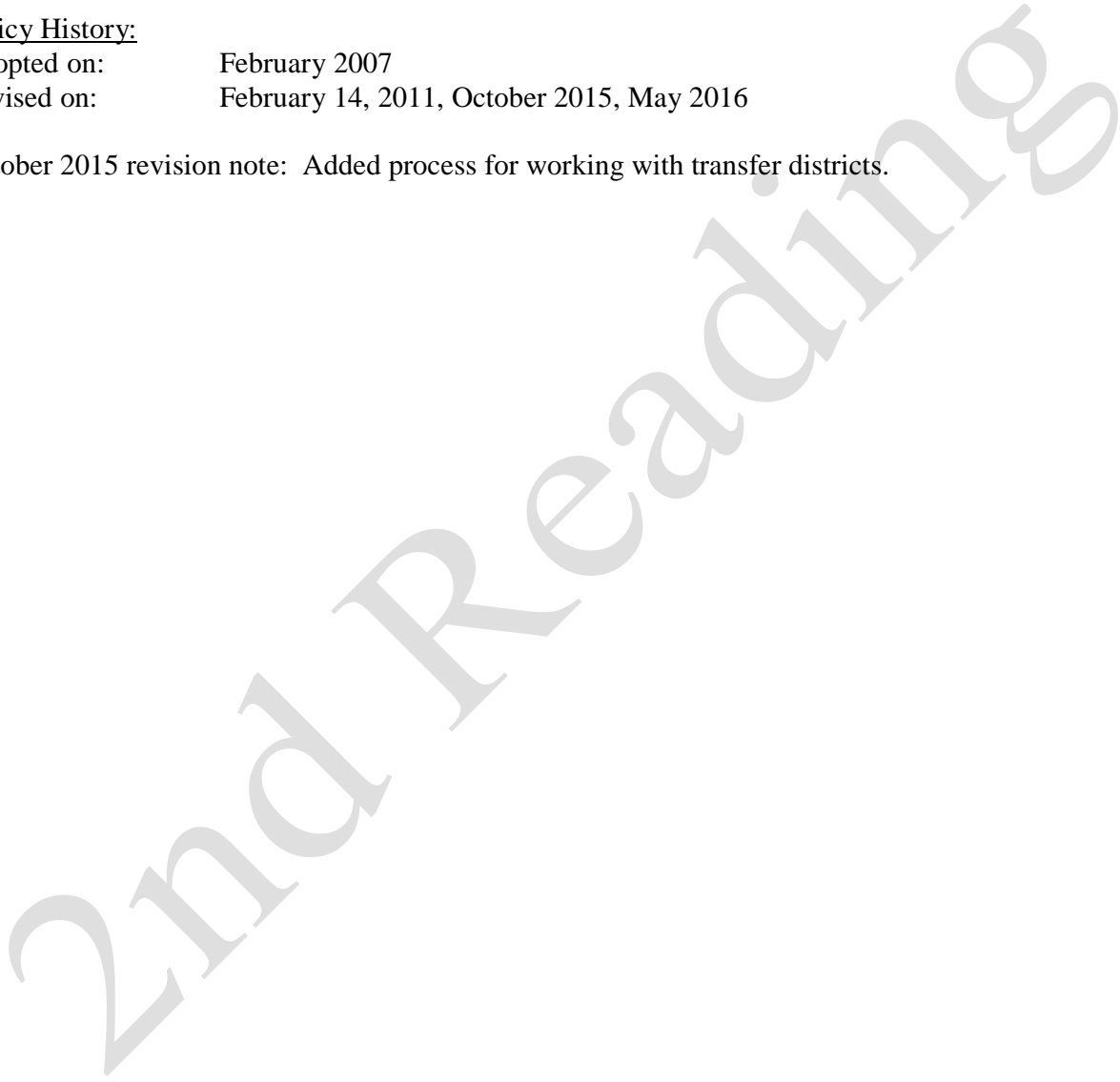
STUDENTS

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13

Legal reference: § 20-1-213(3), MCA Transfer of school records
 § 20-5-201, MCA Duties and sanctions
 § 20-7-601, MCA Free textbook provisions
 § 20-9-214, MCA Fees

Policy History:

Adopted on: February 2007
Revised on: February 14, 2011, October 2015, May 2016
October 2015 revision note: Added process for working with transfer districts.



STUDENTS

1 Student Records

2
3 Maintenance of School Student Records

4
5 The District maintains two (2) sets of school records for each student – a permanent record and a
6 cumulative record.

7
8 The permanent record will include:

- 9
10 Basic identifying information
11 Academic work completed (transcripts)
12 Level of achievement (grades, standardized achievement tests)
13 Immunization records (per § 20-5-506, MCA)
14 Attendance record
15 Statewide student identifier assigned by the Office of Public Instruction

16
17
18 Each student’s permanent file, as defined by the board of public education, must be permanently
19 kept in a secure location.

20
21 The cumulative record may include:

- 22
23 Intelligence and aptitude scores
24 Psychological reports
25 Participation in extracurricular activities
26 Honors and awards
27 Teacher anecdotal records
28 Verified reports or information from non-educational persons
29 Verified information of clear relevance to the student’s education
30 Information pertaining to release of this record
31 Disciplinary information
32 Camera footage only for those students directly involved in the incident

33
34 Information in the permanent record will indicate authorship and date and will be maintained in
35 perpetuity for every student who has been enrolled in the District. Cumulative records will be
36 maintained for eight (8) years after the student graduates or permanently leaves the District.
37 Cumulative records which may be of continued assistance to a student with disabilities, who
38 graduates or permanently withdraws from the District, may, after five (5) years, be transferred to
39 the parents or to the student if the student has succeeded to the rights of the parents.

40
41 The building principal will be responsible for maintenance, retention, or destruction of a
42 student’s permanent or cumulative records, in accordance with District procedure established by
43 the Superintendent.
44

STUDENTS

1
2 Access to Student Records

3
4 The District will grant access to student records as follows:

5
6 1. The District or any District employee will not release, disclose, or grant access to
7 information found in any student record except under the conditions set forth in this
8 document.

9
10 2. 2.—The parents of a student under eighteen (18) years of age will be entitled to
11 inspect and copy information in the child’s school records. Such requests will be made in
12 writing and directed to the records custodian. ~~A parent of any student is allowed to view~~
13 ~~the footage but not permitted to receive a copy unless the parents of the other involved~~
14 ~~students provide consent. Consent from parents of students in the background is not~~
15 ~~required. Access to the records will be granted within fifteen (15) days of the District’s~~
16 ~~receipt of such request. Access to the records will be granted within fifteen (15) days of~~
17 ~~the District’s receipt of such request. Parents are not entitled to records of other students.~~
18 ~~If a record contains information about two students, information related to the student of~~
19 ~~the non-requesting parent will be redacted from the record.~~

20
21 In situations involving a record containing video footage, a parent of a student whose
22 record contains the footage is allowed to view the footage contained in the record but is
23 not permitted to receive a copy unless of the parents of the other involved students
24 provide consent. The footage is not a record of students in the background of the image
25 or not otherwise involved in the underlying matter.

26
27 Where the parents are divorced or separated, both will be permitted to inspect and copy
28 the student’s school records, unless a court order indicates otherwise. The District will
29 send copies of the following to both parents at either one’s request, unless a court order
30 indicates otherwise:

- 31
32 a. Academic progress reports or records;
33 b. Health reports;
34 c. Notices of parent-teacher conferences;
35 d. School calendars distributed to parents/guardians; and
36 e. Notices about open houses and other major school events, including pupil-parent
37 interaction.

38
39 A student that attains the age of legal majority is an “eligible student” under FERPA.
40 An eligible student has the right to access and inspect their student records. An eligible student
41 may not prevent their parents from accessing and inspecting their student records if they are a
42 dependent of their parents in accordance with internal Revenue Service regulations.

43
44 Access will not be granted to the parent or the student to confidential letters and

STUDENTS

1 recommendations concerning admission to a post-secondary educational institution,
2 applications for employment, or receipt of an honor or award, if the student has waived
3 his or her right of access after being advised of his or her right to obtain the names of all
4 persons making such confidential letters or statements.
5

6 3. The District may grant access to or release information from student records without
7 prior written consent to school officials with a legitimate education interest in the
8 information. A school official is a person employed by the district in an administrative,
9 supervisory, academic or support staff position (including but not limited to
10 administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the
11 board of trustees. A school official may also include a volunteer or contractor not
12 employed by the district but who performs an educational service or function for which
13 the District would otherwise use its own employees and who is under the direct control of
14 the district with respect to the use and maintenance of personally identifying information
15 from education records, or such other third parties under contract with the District to
16 provide professional services related to the District's educational mission, including, but
17 not limited to, attorneys and auditors. A school official has a legitimate educational
18 interest in student education information when the official needs the information in order
19 to fulfill his or her professional responsibilities for the District. Access by school
20 officials to student education information will be restricted to that portion of a student's
21 records necessary for the school official to perform or accomplish their official or
22 professional duties.
23

24 4. The District may grant access to or release information from student records without
25 parental consent or notification to any person, for the purpose of research, statistical
26 reporting, or planning, provided that no student or parent can be identified from the
27 information released, and the person to whom the information is released signs an
28 affidavit agreeing to comply with all applicable statutes and rules pertaining to school
29 student records.
30

31 5. The District may grant release of a child's education records to child welfare agencies
32 without prior written consent of the parents.
33

34 6. The District will grant access to or release information from a student's records pursuant
35 to a court order.
36

37 ~~6.~~ —

38
39 7. The District will grant access to or release information from any student record, as
40 specifically required by federal or state statute.
41

42 8. The District will grant access to or release information from student records to any person
43 possessing a written, dated consent, signed by the parent or eligible student, with
44 particularity as to whom the records may be released, the information or record to be

STUDENTS

1 released, and reason for the release. One (1) copy of the consent form will be kept in the
2 records, and one (1) copy will be mailed to the parent or eligible student by the
3 Superintendent. Whenever the District requests consent to release certain records, the
4 records custodian will inform the parent or eligible student of the right to limit such
5 consent to specific portions of information in the records.
6

7 9. The District may release student records to the superintendent or an official with similar
8 responsibilities in a school in which the student has enrolled or intends to enroll, upon
9 written request from such official.
10

11 10. Prior to release of any records or information under items 5, 6, 7, and 8, and 9, above, the
12 District will provide prompt written notice to the parents or eligible student of this
13 intended action. This notification will include a statement concerning the nature and
14 substance of the records to be released and the right to inspect, copy, and challenge the
15 contents.
16

17 11. The District may release student records or information in connection with an emergency,
18 without parental consent, if the knowledge of such information is necessary to protect the
19 health or safety of the student or other persons. The records custodian will make this
20 decision, taking into consideration the nature of the emergency, the seriousness of the
21 threat to the health and safety of the student or other persons, the need for such records to
22 meet the emergency, and whether the persons to whom such records are released are in a
23 position to deal with the emergency. The District will notify the parents or eligible
24 student, as soon as possible, of the information released, date of the release, the person,
25 agency, or organization to whom the release was made, and the purpose of the release.
26

27 12. The District may disclose, without parental consent, student records or information to the
28 youth court and law enforcement authorities, pertaining to violations of the Montana
29 Youth Court Act or criminal laws by the student.
30

31 13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney
32 General or designee to have access to a student's school records without notice to or
33 consent of the student's parent(s)/guardian(s).
34

35 14. The District charges a nominal fee for copying information in the student's records. No
36 parent or student will be precluded from copying information because of financial
37 hardship.
38

39 15. A record of all releases of information from student records (including all instances of
40 access granted, whether or not records were copied) will be kept and maintained as part
41 of such records. This record will be maintained for the life of the student record and will
42 be accessible only to the parent or eligible student, records custodian, or other person.
43 The record of release will include:
44

STUDENTS

- 1 a. Information released or made accessible.
- 2 b. Name and signature of the records custodian.
- 3 c. Name and position of the person obtaining the release or access.
- 4 d. Date of release or grant of access.
- 5 e. Copy of any consent to such release.

6
7 Directory Information

8
9 The District may release certain directory information regarding students, except that parents
10 may prohibit such a release. Directory information will be limited to:

- 11
- 12 Student's name
- 13 Address
- 14 Telephone listing
- 15 Photograph (including electronic version)
- 16 Date and place of birth
- 17 Major field of study
- 18 Dates of attendance
- 19 Grade level
- 20 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- 21 Participation in officially recognized activities and sports
- 22 Weight and height of members of athletic teams
- 23 Degrees
- 24 Honors and awards received
- 25 Most recent educational agency or institution attended
- 26

27 The notification to parents and students concerning school records will inform them of their right
28 to object to the release of directory information. The School District will specifically include
29 information about the missing children electronic directory photograph repository permitting
30 parents or guardians to choose to have the student's photograph included in the repository for
31 that school year; information about the use of the directory photographs if a student is identified
32 as a missing child; and information about how to request the student's directory photograph be
33 removed from the repository.

34
35 Military Recruiters/Institutions of Higher Education

36
37 Pursuant to federal law, the District is required to release the names, addresses, and telephone
38 numbers of all high school students to military recruiters and institutions of higher education
39 upon request.

40
41 The Montana Superintendent of Public Instruction may release student information to the
42 Montana Commissioner of Higher Education and Montana Department of Labor and Industry for
43 research purposes after entering into agreement with Commissioner and Department. If the
44 Superintendent of Public Instruction offers a statewide assessment that serves as a college

STUDENTS

entrance exam, the student’s personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student’s education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 CFR 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefore;
-

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
	§ 20-5-201, MCA Duties and sanctions
	§ 40-4-225, MCA Access to records by parent
	§ 41-5-215, MCA Youth court and department records – notification of school
	10.55.909, ARM Student records

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1 10.55.910, ARM Student Discipline Records

2

3 Procedure History:

4 Promulgated on: February 2007

5 Revised on: July 2013, January 2016

6

7 January 2016 revision note: added reference to parents retaining access to student records past
8 age of majority if the student is a dependent of the parent. Also compared our policy with the
9 full MTSBA recommended policy and added information we were missing.

2nd Reading

1 Visitor and Spectator Conduct

2
3 Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner
4 during a visit to the school or a school event may be ejected from the event and/or denied
5 permission to access school buildings or property or school events as determined by the Board of
6 Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- 7
- 8 • Using vulgar or obscene language or gestures;
- 9 • Possessing or being under the influence of any alcoholic beverage or illegal substance;
- 10 • Possessing a weapon;
- 11 • Fighting or otherwise striking or threatening another person;
- 12 • Failing to obey instructions of a security officer or District employee; and
- 13 • Engaging in any illegal or disruptive activity.
- 14 • Other violations of District Policy
- 15

16 The Superintendent is authorized to temporarily restrict access to school buildings or property
17 and recommend to the Board of Trustees denial of future admission to any person by delivering
18 or mailing a notice by certified mail with return receipt requested, containing:

- 19
- 20 1. Date, time, and place of a Board hearing;
- 21
- 22 2. Description of the unsportsmanlike conduct; and
- 23
- 24 3. Proposed time period admission to school events will be denied.
- 25
- 26
- 27

28	Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
29		§ 20-4-303, MCA	Abuse of teachers
30		§ 45-8-101, MCA	Disorderly conduct
31		<u>§ 45-8-351, MCA</u>	<u>Restriction on Local Government Regulation of</u>
32			<u>Firearms</u>
33		<u>Article X, section 8</u>	<u>Montana Constitution</u>
34			

35 Policy History

36 Adopted on: February 2007

37 Revised on:

1 Contact With Students

2
3 Students are entrusted to the schools for educational purposes. Although educational purposes
4 encompass a broad range of experiences, school officials must not assume license to allow
5 unapproved contact with students by persons not employed by the District for educational
6 purposes.

7
8 Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. The
9 principal may approve school assemblies on specific educational topics of interest and relevance
10 to the school program. The District normally does not permit other types of contact by non-
11 school personnel.

12
13 Unless authorized by the building administrator or otherwise required by District policy or state
14 and federal law, the District will not allow access to the schools by outside individuals, entities,
15 businesses, service providers, or organizations desiring to use the captive audience in a school
16 for information, sales material, or special interest purposes or delivery of services to students or
17 groups of students that are unrelated to District operations.

18
19
20
21 Policy History:

22 Adopted on: February 2007

23 Revised on:

Conduct on School Property

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

1. Injure or threaten to injure another person;
2. Damage another’s property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3311) at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action as circumstances warrant.

Cross Reference: Policy 3311 Firearms and Weapons

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
Smoke Free School Act of 1994
16-11-302, MCA Definitions
§ 20-1-220, MCA Use of tobacco product in public school building or property prohibited
§ 20-5-410, MCA Civil penalty
§ 45-8-351, MCA Restriction on Local Government Regulation of Firearms
Article X, section 8 Montana Constitution

Policy History:

Adopted on: February 2007

Revised on: January 2016

COMMUNITY RELATIONS

- 1 *Note: Revision included the insertion of the word “nicotine” in #4 and the change of policy in*
- 2 *the Cross Reference.*
- 3 *January 2016 Revision adds definitions as per 16-11-302 MCA and reference to vapor cigarettes*

2nd Reading

1 Relations with Law Enforcement and Child Protective Agencies

2
3 The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff
4 shall be responsible for holding students accountable for infractions of school rules, which may
5 include minor violations of the law, occurring during school hours or at school activities. When
6 there is substantial threat to the health and safety of students or others, such as in the case of
7 bomb threats, mass demonstrations with threat of violence, individual threats of substantial
8 bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may
9 be difficult to handle, the law enforcement agency shall be called upon for assistance.
10 Information regarding major violations of the law shall be communicated to the appropriate law
11 enforcement agency.

12
13 The District will strive to develop and maintain cooperative working relationships with the law
14 enforcement agencies. Procedures for cooperation between law enforcement, child protective,
15 and school authorities will be established. Such procedures will be made available to affected
16 staff and will be periodically revised.

17
18 County Interdisciplinary Child Information and School Safety Team

19
20 The District will participate in the Jefferson County interdisciplinary child information and
21 school safety team established by Section 52-2-211, MCA. This team consists of county-level
22 representatives of the youth court, the county attorney, the department of public health and
23 human services, the county superintendent of schools, the sheriff, the chief of any police force,
24 the superintendents of public school districts in the County, and the department of corrections.

25
26 The purpose of the team is “to facilitate the exchange and sharing of information that one or
27 more team members may be able to use in serving a child in the course of their professions and
28 occupations, including but not limited to abused or neglected children, delinquent youth, and
29 youth in need of intervention, and of information relating to issues of school safety.”

30
31 The Superintendent is authorized to participate in the formation of and request information from
32 the interdisciplinary child information and school safety team regarding students in the School
33 District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and
34 security of the District.

35
36
37
38 Cross Reference: 4313 Disruption of School Operations

39
40 Legal Reference: § 20-1-206, MCA Disturbance of school – penalty
41 ———§ 52-2-211, MCA County Interdisciplinary Child Information
42 and School Safety Team

43
44 Policy History:

45 Adopted on: February 2007

1 Revised on:

2nd Reading

PERSONNEL

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire personnel appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Certification

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Reference Checks

The Board authorizes the Superintendent or the Superintendent's designee to inquire of past employers about an applicant's employment on topics including but not limited to: title, role, reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for the position in the District. Responses to these inquiries should be documented and considered as part of the screening and hiring process.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration
§ 39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure

PERSONNEL

5120

- 1
- 2 Policy History:
- 3 Adopted on: February 2007
- 4 Revised on: August 2018

2nd Reading

PERSONNEL

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business.

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

While on school property, employees shall not injure or threaten to injure another person; damage another’s property or that of the District, or use, control, possess, or transfer any weapon or any item that could be reasonably considered to be a weapon as defined in Policies 3310 and 3311. “School property” means within school buildings, in vehicles used for school purposes, or on grounds leased or owned by the school district.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee’s District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee’s duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee’s duties or learned as a result of the employee’s participation in a closed (executive) session of the Board. Discretion should be used even within the school system’s own network of communication.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

Cross Reference: Policy 5232 – Abused and Neglected Children

Legal Reference: § 20-1-201, MCA School officers not to act as agents
§ 45-5-501, MCA Definitions
§ 45-5-502, MCA Sexual Assault

Policy History:

Adopted on: February 2007

2nd Reading

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human Services and notify the Superintendent or principal that a report has been made. Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of physical or psychological harm to a child, and abandonment. This definition includes sexual abuse and sexual contact by or with a student. The obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or romantic contact between a student and a staff member.

A District employee who makes a report of child abuse or neglect is encouraged to notify the building administrator of the report. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as permitted by law stated in 41-3-201(5). Individuals in the District who receive information related to a report of child abuse or neglect pursuant to the above named subsection (5) shall maintain the confidentiality of the information, as required in 41-3-205.

Cross Reference: Policy 5223 – Personal Conduct
Policy 3225 – Sexual Harassment of Students

Legal Reference: § 41-3-201, MCA Reports
§ 41-3-202, MCA Action on reporting
§ 41-3-203, MCA Immunity from liability
§ 41-3-205, MCA Confidentiality – disclosure exceptions
§ 41-3-207, MCA Penalty for failure to report
§ 45-5-501, MCA Definitions
§ 45-5-502, MCA Sexual Assault

Policy History:

Adopted on: February 2007
Revised on: July 2013

Note: The revision allows the DPHHS to give information back to the person who reported a possible abuse and neglect case.

PERSONNEL

Long-Term Illness/Temporary Disability

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

Leave without pay arising out of any long-term illness or temporary disability shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness shall apply under the same conditions as other long-term illness or temporary disability leaves.

~~The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.~~

Policy History:

Adopted on: February 2007

Revised on:

Revision Note: Removes Maternity Leave which becomes it's own policy number 5330

PERSONNEL

Long-Term Illness/Temporary Disability/~~Maternity Leave~~

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity:

1. When any illness or temporarily disabling condition is “prolonged,” an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.

~~2. Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.~~

~~32.~~ In the case of any ~~other~~ extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of ~~leave~~~~disability~~ will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.

~~3.~~ An employee who has signified his/her intent to return at the end of extended leave of absence shall be reinstated to his/her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

Procedure History:

Promulgated on: February 2007

Revised on:

Revision Note: Removed Maternity which became its own policy number 5330

PERSONNEL

- 1 Adopted on:
- 2 Revised on:
- 3
- 4 *Revision Note:*

2nd Reading

VOLUNTEER AGREEMENT FORM
COACH/HELPER/AIDE/CHAPERONESECTION

1 I, _____ (the Volunteer), hereby agree to serve Jefferson High School
2 (the District) on a volunteer basis as a _____.

3 Please initial next to each statement:

4
5 _____ The Volunteer understands any volunteer services will not be compensated now or
6 in the future.

7
8 _____ The Volunteer has been informed and understands that volunteer services rendered
9 do not create an employee-employer relationship between the Volunteer and the District
10 for the position stated above.

11
12 _____ The Volunteer understands that the District may not carry worker's compensation
13 insurance and does not carry medical insurance for a person serving as a volunteer in the
14 position stated above.

15
16 _____ The Volunteer understands that the mutually established schedule of services for
17 the position stated above carries no obligation for either party and may be adjusted at any
18 time.

19
20 _____ The Volunteer understands that services as a volunteer may be terminated at any
21 time.

22
23 _____ The Volunteer understands that they are under the direction of the school district at
24 all times during their service as a volunteer and must follow directives given by district
25 employees.

26
27 _____ The Volunteer understands that they are to follow all laws, policies, and rules
28 regarding student and employee confidentiality during their service as a volunteer.

29
30 _____ The Volunteer understands that they are to follow district policy as well as local,
31 state, federal, and other applicable laws during their service as a volunteer.

32
33 _____ The Volunteer understands that they are not to use alcohol, tobacco, or other drugs
34 around students at any time whether on school property or not.

35
36 _____ The Volunteer understands that they are not to encourage students to violate
37 district policy. The Volunteer further understands that if they observe a student violating
38 district policy, they are to report the behavior to the supervising district employee
39 immediately.

40
41 _____ The Volunteer understands that any violation of this agreement, district policy, or
42 any local, state, federal, or other applicable law can result in permanent termination of
43 volunteer privileges and possible legal action.

FINANCIAL MANAGEMENT

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor or without any conditions imposed. Unless otherwise specified by the donor, when a district receives a donation, the trustees may deposit the donation in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the donation to any other fund at the discretion of the trustees. If the trustees accept a donation and the donor specifies the donation for an endowment, the trustees shall deposit the donation in the endowment fund. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. ~~Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).~~

If the District deposited donated funds in an endowment fund without specific instruction by the donor, the Board may move the donated funds and any accumulated interest to any other budgeted or non-budgeted fund of the District and may spend donated funds and any accumulated interest unless restricted by condition imposed by the donor.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213(4), MCA	Duties of trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

2nd Reading

FINANCIAL MANAGEMENT

Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made. Unless otherwise provided by law, all other revenue may be sent directly to a participating district's investment account.

The District may either:

1. Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or
2. Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference: § 20-9-235, MCA Authorization for school district investment account

Policy History:

Adopted on: February 2007

Revised on:

1 Tobacco Free Policy

2

3 The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited
4 to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, vapor product, alternative
5 nicotine product, nicotine, electronic cigarettes (containing nicotine or not) and any other
6 tobacco or nicotine delivery innovation.

7

8 Use of tobacco products in a public school building or on public school property is prohibited,
9 unless used in a classroom or on other school property as part of a lecture, demonstration, or
10 educational forum sanctioned by a school administrator or faculty member, concerning the risks
11 associated with using tobacco products or in connection with Native American cultural
12 activities.

13

14 For the purpose of this policy, “public school building or public school property” means:

15

16 · Public land, fixtures, buildings, or other property owned or occupied by an institution for
17 the teaching of minor children, that is established and maintained under the laws of the
18 state of Montana at public expense; and

19

20 · Includes playgrounds, school steps, parking lots, administration buildings, athletic
21 facilities, gymnasiums, locker rooms, and school vehicles.

22

23 Violation of the policy by students and staff will be subject to actions outlined in District
24 discipline policies.

25

26 Use of FDA-approved cessation devices may be permitted at school buildings and on school
27 grounds with the approval of the building administrator.

28

29 Legal Reference: § 20-1-220, MCA Use of tobacco product in public
30 school

31

32 §§ 50-40-101, et seq., MCA building or property prohibited
33 1979 Montana Clean Indoor Air Act of

34

35 ARM 37.111.825 Health Supervision and Maintenance

36

37 Policy History:
Adopted on: February 2007

38 Revised on: May 2012

39

40 *Note: Revision adds nicotine (line 4), exception to Native American cultural activities (line 10),*
41 *and lines 21-22. May 2012 revision added electronic cigarettes on line 4.*