

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

*** 6:30 p.m. February 18, 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

- a. Facility meeting and tour

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. Transportation reports – TR4 & TR5
2. Principal/A.D.
 - a. Handbook/Procedures
3. Superintendent
 - a. Student Count
 - b. Curriculum Changes
 - c. Montana Literacy Grant Update

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

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

1. 1ST Reading of Policies
 - a. 7262 – Distribution of Excess Senior Class Funds
2. 2ND 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
3. Personnel – Action
 - a. Substitute applications – Margaret Everett, Janis Zohner
 - b. Superintendent Evaluation – Possible closed session
4. Approval of Attendance Agreements – AYA/Elk Park, East Helena & Helena residents (25)
5. Call for volunteers for JHS
6. Call for Election
7. 1920-21 School Calendar

I. Communication and Comments

1. Letters to the Board - S. Rux, Office of Public Instruction (budget amendment)

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 March 17, 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)

Kyrie Russ (At-Large 2 position)

Denise Brunett Chair (MT City area position)

Kevin Harris, (At-Large 1 position)

Cami Robson Vice-Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Bryher Herak (Basin area 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;

Teachers:

– Actively support students with their time, attention and obvious commitment;

– Have the tools and resources necessary to do optimal work;

– Are proud to work here and of their contribution to the school;

Our Administration and Board

-Commit to be knowledgeable about best practices

– Establish, devote themselves to, and evaluate their priority goals on a regular basis; and

– Work as a collaborative team to make decisions that always focus on what is best for students, teachers and our communities.

Our communities:

– Are knowledgeable of and highly respect our commitment to excellence; and

– Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

– 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.

– 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.

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:

Lorie

February 2020

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

MASBO REGION 4

The MASBO board met January 23-25 in Bozeman. The next meeting is February 23-25 at Chico Hot Springs. It is my job to conduct the evaluations for the director and the board. In doing so, I have been able to learn quite a bit about Survey Monkey using the association's subscription. This may be beneficial to us (JHS) should we need to do any surveys of any size.

CURRENT OFFICE ITEMS

Aubrie and I finished the transportation information gathering and reporting to OPI. The TR 5's and 6's are included with this report.

She sent attendance agreements to the 25 identified out-of-district students. Sixteen (16) have been returned and are ready to be sent to Helena and East Helena.



TR-5
Individual Contract Reimbursement Claim
1st Semester 2019-2020

22 Jefferson
 0457 Jefferson H S

09/03/2019-01/24/2020

Contract #	Shared	Family Name	Daily		Days		Total Reimbursement
			Rate	Isolation	Transported	Reimbursed	
39267	True	Lyons, Bonnie	5.00	No	86.0	86.0	430.00
46824	False	Konda, Stacey	10.50	No	90.0	90.0	945.00
Total Individual Contract Reimbursement							1,375.00

Board Chair

Signature _____



TR-6 Bus Route Reimbursement Claim 1st Semester 2019-2020

08/26/2019-01/23/2020

**22 Jefferson
0457 Jefferson H S**

Route #	Miles			Driver	VIN	Days		Total Reimbursement
	%	Per Day	Rate			Claimed	Reimbursed	
2	50.00	22.0	1.36	Gina Lyon	4DRBUAAP29B673495	0.0	0.0	0.00
2	50.00	22.0	1.36	Gina Lyon	4DRBUAAP29B673495	69.0	69.0	1,032.24
3	50.00	52.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	69.0	69.0	2,816.58
3	50.00	52.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	0.0	0.0	0.00
7	100.00	102.0	1.57	Gena M. Grund	4DRBWAAR79A670352	76.0	76.0	12,170.64
2c	100.00	22.0	1.36	Gina Lyon	4DRBUAAP29B673495	76.0	76.0	2,273.92
2d	100.00	20.0	1.36	Gina Lyon	4DRBUAAP29B673495	7.0	7.0	190.40
3c	100.00	27.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	76.0	76.0	3,221.64
3d	100.00	52.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	7.0	7.0	571.48
4a	100.00	81.2	1.57	Gregory S. Thackeray	4DRBUC8NXXKB607492	76.0	76.0	9,688.78
4B	100.00	81.2	1.57	Gregory S. Thackeray	4DRBUC8NXXKB607492	0.0	0.0	0.00
5a	100.00	109.0	1.80	Joseph A. Canzona	4drbwaar1aa212200	76.0	76.0	14,911.20
6a	100.00	98.3	1.57	Arthur F. Bieler	4DRBUAAPX9B671400	76.0	76.0	11,729.16
Total Bus Route Reimbursement								58,606.04

Board Chair

Signature



February 18, 2020
Principals Report--Mr. Mike Moodry

Academics

The analysis of the 2nd quarter grades shows that since the 1st quarter in 2018 we have seen a 40% reduction in total deficient grades (see attached).

We have worked on a change in the student make-up work procedure from the handbook. The new revision (see attached) is more student centered and teacher friendly. The new procedure puts make-up work in the hand for the student, yet requires teachers to work with students on what is deemed necessary for make-up. The old policy is dated and allows minimal flexibility with students and teachers.

Mr. Michaud has been meeting with classes to put forth a projection for next year's class schedule. Creation of the schedule will start at the end of the month with a completion date of April 1st.

Discipline and Attendance

Discipline Comparison for the same time period last year.

	18-19	19-20
Staff	6	4
Event Types	5	4
Events	10	7
Students	12	8

Our attendance average daily attendance for the 1st semester is 94.54% compared to 97.07% in 2018-19 fall semester.

The January SRO Data is attached. There was a total of 98 contact with students over 16.5 hours. The time was spent on mentoring (54%), Education (37%), Counseling (5%), and Law Enforcement (4%).

I have enclosed a proposed change to the vehicles on campus procedure in the student handbook. The change is brought forth by student requests. The new policy rewards students for good behavior, yet mitigating the school's liability by having parents give student permission to be off campus. The new procedure is expected to save administrative time in policing the new policy.

JHS Day and Enrollment

We had JHS Day on February 11. 8th grade students came from Boulder (35), Clancy (41) and Montana City (20). Student groups presented to students what JHS has to offer. We have

collected 85 forecasting sheets, we usually run plus or minus 5%. Our projected enrollment for next year is 298 compared to 284 this year.

Activities

The JHS Thespian repeated as Outstanding Drama, Best Actress in a Drama (Emme Rosenbaum) and Best Costumes at the 2020 Montana Thespian Festival. They presented "Adominable" written by our own Mike Hesford.

Speech and Drama place three students at the State meeting in Big Fork. Talon DeMers placed 5th in Lincoln Douglas and Katie Conroy and Quinne Shultz placed 6th in Public Forum. The wrestling team finished in 4th place at the Southern B/C Divisional and qualified 5 wrestlers for State. State updates will be available at the meeting.

The girls basketball team is 3-6 in league (5th Place) and 8-9 overall. The boy's basketball: League 5-4 (3rd Place) and 8-8 overall. The 5B district basketball will be February 20-22 in Belgrade. District brackets will be available at the meeting. Top 3 teams advance to the divisional tournament.

Senior Jadyn Bellander has been awarded the Prudential Spirit of Community Award, a nationwide program honoring young people for outstanding acts of volunteerism. As a State Honoree, Jadyn will receive \$1,000, an engraved silver medallion and an all-expense-paid trip in early May to Washington, D.C., where she will join the top two honorees from each of the other states and the District of Columbia for four days of national recognition events.

Attachments:

Vehicles on Campus Proposal

Make-up Work Proposal

SRO Data

Grades Analysis

PROPOSED

Vehicles on Campus

Students are not permitted to ~~be in~~, ride in, provide rides, or drive any motor driven vehicle during the school day except:

- 1) Seniors and juniors who meet minimum qualifications: no office referrals, unexcused absences, and minimum of a 2.5 GPA, during lunch with signed parent permission form. Permission will be granted quarterly. Students are not to transport any student that does not meet the parameters of this provision or their privilege will be revoked
- 2) Special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency, permission will require a written note signed by a parent containing the destination, the nature of business and the driver.

Consequences for violation of this policy will be an Office Referral and the suspension of any further driving privileges for the remainder of the semester.

REVISED 2/11/2020

PROPOSED

Policies Relating to Excused Absences:

~~C. Graded students' assignments that can be made up have the following timeline for completion unless other arrangements are made with the teacher.~~

~~1 day absent make up work due in 2 days.~~

~~2 days absent make up work due in 3 days.~~

~~3 days absent make up work due in 4 days.~~

~~4 days absent make up work due in 5 days.~~

~~5+ days absent arrangements will be made with the teachers.~~

c) Make-Up Procedures:

Students are absent from school for a number of legitimate reasons. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:

- It is imperative that students contact each teacher on the first day after an absence to receive/review makeup work. Failure to assume responsibility in this matter may result in lower grades for the work missed.
- Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
- In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require work to be made up. Should this be the case, the excused assignments will not count toward the marking period grade.
- A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to turn in that assignment on the first day back. • Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due. Students may not miss one class to complete work for another class.
- If a major assignment is due on a particular day and a student is present any part of that day, then the student is responsible for seeing that the major assignment is completed and turned in to the teacher on the due date.
- Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.
- Each teacher will supply students with a statement at the beginning of each course regarding policies about making up tests, homework and assignments. They will also address the times and places they are available for assistance.
- Students who expect to be absent for more than three days are advised to request homework assignments from the teacher by calling the Main Office. Please allow 24 hours for the teacher to be contacted and the work collected so that the instruction

PROPOSED

schedule will not be interrupted. It is the parent/student responsibility to arrange for the work to be picked up.

- A student with a school approved activity-related absence is expected to see his/her teacher at least two-days prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. While teachers will provide the student with necessary assignments, teacher assistance in completing these assignments is not mandatory.

Following these guidelines will assure proper credit. However, make-up privileges will not be granted in cases when the absence remains unexcused.

Grade Tracker

	1st 18-19			1st 19-20			2nd 19-20		
	D	D-	F	D	D-	F	D	D-	F
Class of 2023				12	15	17	5	5	17
Class of 2022	6	2	6	13	12	20	4	7	13
Class of 2021	18	19	36	8	13	25	11	4	27
Class of 2020	20	9	25	4	5	11	5	4	2
Class of 2019	8	6	20						
TOTAL Marks	52	36	87	37	45	73	25	20	59
			175			155			104
Percent Change	D	D-	F						
Class of 2023	58.33%	66.67%	0.00%						
Class of 2022	33.33%	-250.00%	-116.67%						
Class of 2021	38.89%	78.95%	25.00%						
Class of 2020	75.00%	55.56%	92.00%						
	28.85%	-25.00%	16.09%						
Total Marks since Q1 2018			40.57%						

Date	Badge #	Campus dates/times		Total hrs	Student Contacts				total contacts
		time in	time out		Mentoring	Educational	Counseling	Law Enforcement	
1/1/2020									0
1/2/2020									0
1/3/2020									0
1/4/2020									0
1/5/2020									0
1/6/2020									0
1/7/2020	BPD	745	845	1	6	1			7
1/8/2020	BC3	1500	1600	1	1				1
1/9/2020	BC1/BC3	1240	1345	1	4		1		5
1/10/2020									
1/11/2020									0
1/12/2020									0
1/13/2020	N/A								0
1/14/2020	BC1	1500	1645	1.75	6				6
1/15/2020	BC-3	1500	1630	1.5	2			3	5
1/16/2020	BC-3	1500	1630	1.5	5	1			6
1/17/2020									0
1/18/2020									0
1/19/2020									0
1/20/2020	N/A								0
1/21/2020	BC-2	1230	1330	1			4		4
1/22/2020	N/A								0
1/23/2020	BC-3	1500	1615	1.25	4				4
1/24/2020									0
1/25/2020									0
1/26/2020									0
1/27/2020	BC-2	1400	1500	1	8				8
1/28/2020	BC-2	1200	1300	1	5	5			10
1/29/2020	BC-3	1400	1630	2.5	7	12		1	20
1/30/2020	bc-3	1345	1530	1.75	5	17			22
1/31/2020									0
Totals				16.25	53	36	5	4	98
					-45.92%	-63.27%	94.90%	-95.92%	

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

Superintendent's Report

Date: February 18, 2020

Agenda Item: E-3

3a-Count Day Policy 3121P

The February count was 284, with an average of 287 with the 2019 fall count. This is an increase of 16 students from the 2019-20 school year. This is the fifth consecutive year of student enrollment increase at JHS.

3b-Curriculum Changes

The initial forecasting for students and classes next year will be completed next week. The difficulty in forecasting revolves around the incoming freshman class. The initial numbers have the possibility of 80 students if all who register actually attend JHS. Historically, some north end students register in both school districts and choose school attendance just prior to the beginning of the school year.

Class offerings and curriculum expansion are driven by student interests. Although I have not received official notice, there are a couple of anticipated changes with teaching staff related to part-time employment and resignations. Once I receive notification, I will provide an update.

Recommendation:

Support curriculum expansion

3c-Montana Literacy Grant Update

JHS is currently in the 2nd year of the 3 year Literacy Grant. The district is eligible for an extension of this grant and the process for renewal is underway. The first grant was written in conjunction with Boulder Elementary, but under the suggestion of OPI, JHS has been encouraged to write the grant independently. The plan is to contract with Rochelle Hesford who helped write the initial grant. Since this is a competitive grant, a great amount of time and detail is needed to be a successful grantee. Rochelle has written a number of grants that have been awarded to school districts.

3d-National Superintendent Conference Update

I recently attended the National Superintendent Conference in San Diego. It was attended by over 3,600 superintendents from across the United States and over 20 from Montana. Below are some of the sessions I attended and a brief synopsis of the material presented.

- Superintendent Stress: Its significance, suggestions, and solutions. The session provided data on the greatest superintendent stressors, how to manage stress, and recommendations for addressing stress. Learn what you can control and not control, time requirements, and

understanding board expectations were explored.

- Social-Emotional learning for all students-Aligning resources benefits all. The heart of this session revolved around meeting the social and emotional needs of all students and how their district has greatly benefited with improved student achievement.
- CTE: Expanding options for all students and creating pathways for success. This session focused on recognizing the value of career and technical education. The key component is creating programs that are rigorous and aligned with postsecondary education and career pathways. Research presented the success rate of college students who had a concentration of CTE courses in high school. Data also showed a 6% dropout rate of students enrolled in a quality CTE program.
- Every student belongs: Personalizing student supports in the Ogden School District. I enjoyed this workshop since it parallels some of the programs implemented at JHS. The key to their program is to personalize student supports with a mission to improve academic outcomes. The first step is building a common system and language to use when evaluating students progress, behavior, attendance, and social-emotional learning. The second step is to make sure students have a solid relationship with at least one adult at school, improving their sense of belonging. The third step is to intervene early and proactively change the student's outcomes.
- Student voice: From invisible to invaluable. This session shared insights on how to incorporate student voice in four areas: (1)governance, service and character education; (2) technology instruction; (3) design and communication; and (4)equity and evaluation. The presentation provided an interactive session on how to incorporate student voice into your leadership. As stated during the session, schools were not built for adults, we built them for students and the main emphasis should always be "What's best for the kids". I purchased the presenters book and look forward to implementing some of their programs.

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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 distribute any excess senior class funds and monies, whether in whole or in part, to the “Angel Fund”, the following year’s class fund, and/or the activity fund funds will be distributed at the end of the school year if the senior class to which it belongs did not designate where the funds should be distributed by the final day of the school year.~~

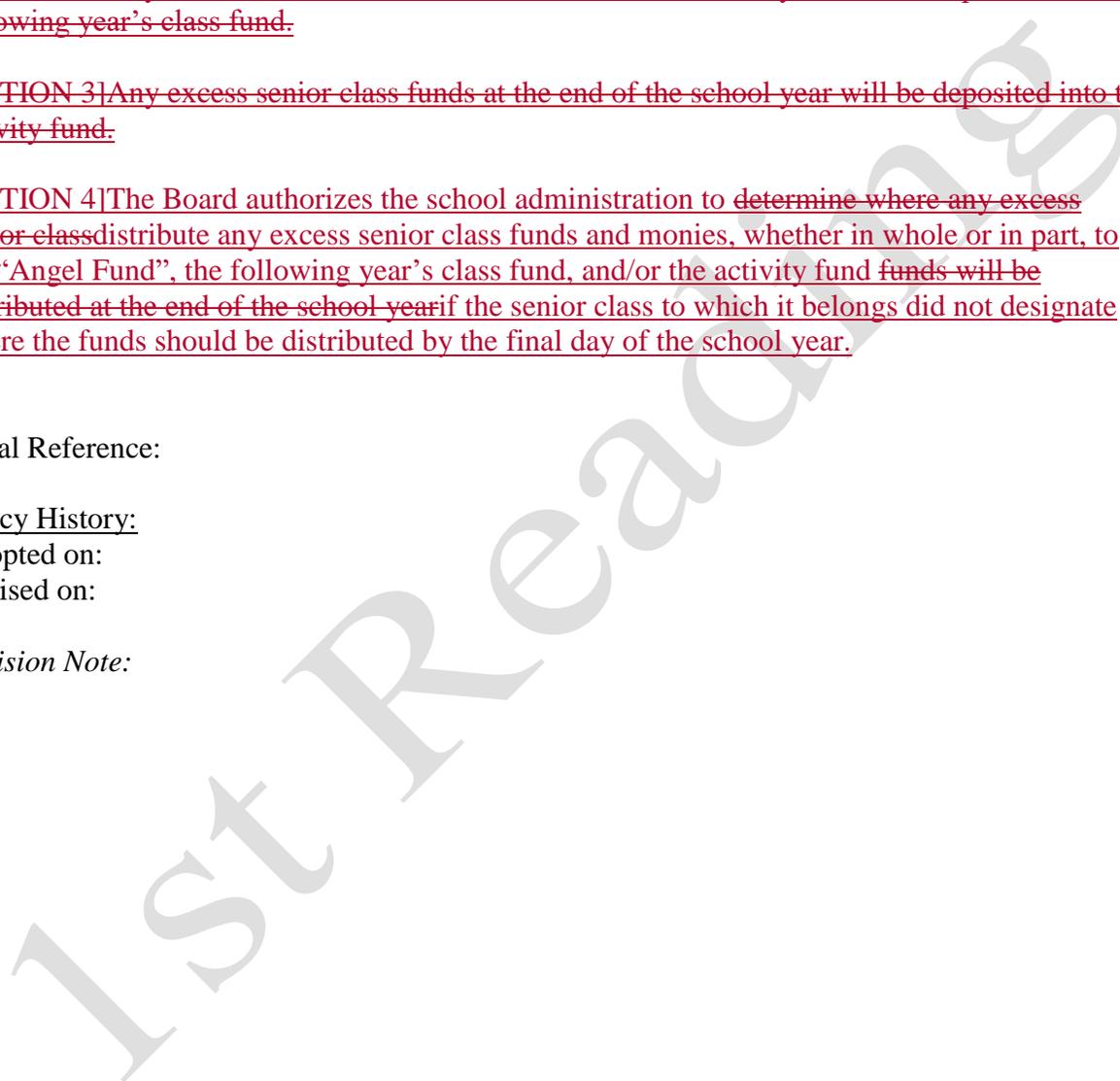
Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:



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.

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>
	20-9-311(4)(a)(b)(d), MCA	Calculation of average number belonging (ANB) – 3-year averaging
	20-3-324, MCA	Powers and duties
	10.55.906 ARM	High School Credit

Policy History:

Adopted on: August 2018

Revised on:

Revision Note:

1 Annual Organization Meeting

2
3 After issuance of election certificates to newly elected trustees in May, and no later than
4 ~~twenty-five~~^{fifteen} (25~~15~~) days after the election, the Board shall elect from among its
5 members a Chairperson and a Vice Chairperson to serve until the next annual organizational
6 meeting. If a Board member is unable to continue to serve as an officer, a replacement shall
7 be elected at the earliest opportunity to serve the remainder of the term. In the absence of both
8 the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*,
9 who shall perform the functions of the Chairperson during the latter's absence. The Clerk
10 shall act as Board secretary.

11
12 The normal order of business shall be modified for the annual organizational meeting by
13 considering the following matters after the approval of the minutes of the previous meeting:

- 14
15 1. Welcome and introduction of newly elected Board members by the current
16 Chairperson
17
18 2. Swearing in of newly elected trustees
19
20 3. Call for nominations for Chairperson to serve during the ensuing year
21
22 4. Election of a Chairperson
23
24 5. Assumption of office by the new Chairperson
25
26 6. Call for nominations for Vice Chairperson to serve during the ensuing year
27
28 7. Election of a Vice Chairperson
29
30 8. Appointment of a Clerk
31

32
33 Legal References: § 20-3-321, MCA Organization and officers
34 § 20-3-322(a), MCA Meetings and quorum
35 § 1-5-416(1)(b), MCA Powers and duties of Notary Public
36

37 Policy History:

38 Adopted on: February 2007

39 Reviewed on:

40 Revised on: November 15, 2011

41 January 2016

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

44 *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

1441

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

Policy History:

Adopted on: February 2007

Revised on:

THE BOARD OF TRUSTEES

1 Uniform Complaint Procedure

2
3 The Board establishes this Uniform Complaint Procedure as a means to address complaints
4 arising within the District. This Uniform Complaint Procedure is intended to be used for all
5 complaints except those involving challenges to educational material and those governed by a
6 specific process in state or federal law that supersedes this process or collective bargaining
7 agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance
8 with the terms of the applicable agreement.
9

10 The District requests all individuals to use this complaint procedure, when the individual
11 believes the Board or its employees or agents have violated the individual’s rights under state or
12 federal law or Board policy. Complaints against a building administrator shall be filed with the
13 Superintendent. Complaints against the Superintendent or District administrator shall be filed
14 with the Board.
15

16 The District will endeavor to respond to and resolve complaints without resorting to this formal
17 complaint procedure and, when a complaint is filed, to address the complaint promptly and
18 equitably. The right of a person to prompt and equitable resolution of a complaint filed
19 hereunder will not be impaired by a person’s pursuit of other remedies. Use of this complaint
20 procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure
21 does not extend any filing deadline related to pursuit of other remedies.
22

23 Deadlines requiring District action in this procedure may be extended for reasons related but not
24 limited to the District’s retention of legal counsel and District investigatory procedures.
25

26 Level 1: Informal

27
28 An individual with a complaint is first encouraged to discuss it with the appropriate employee or
29 building administrator, with the objective of resolving the matter promptly and informally. An
30 exception is that a complaint of sexual harassment should be discussed directly with an
31 administrator not involved in the alleged harassment.
32

33 Level 2: Building Administrator

34
35 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
36 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the
37 event or incident giving rise to the complaint, including any school personnel involved; and (3)
38 the remedy or resolution requested. This written complaint must be filed within thirty (30)
39 calendar days of the event or incident or from the date an individual could reasonably become
40 aware of such event or incident. The applicability of the deadline is subject to review by the
41 Superintendent to ensure the intent of this uniform complaint procedure is honored.
42

THE BOARD OF TRUSTEES

1700

Page 2 of 3

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 higher an independent*
17 *investigator if needed.*

2nd Reading

TRUSTEE RESOLUTION CALLING FOR AN ELECTION

(Regular School Election, One Voting Location)

BE IT RESOLVED, the Board of Trustees for School District No. 7, Jefferson County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 5th day of May, 2020, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

Mail Ballot Poll Election

The purpose of the election is to elect three (3) trustees for three-year terms – a Montana City Area representative, a Boulder area representative, and an at-large representative.

Approval of additional levies to operate and maintain the general fund for FY 2020/2021 will also be requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Lorie Carey/Bonnie Ramey, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

Voting Location and Address: MAIL

Election Judge	Address
1. ,	
2. ,	
3. ,	

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

JEFFERSON HIGH SCHOOL 2020-2021 SCHOOL CALENDAR

Opt. 3

Jefferson High School Staff	
<p>Mr. Tim Norbeck Superintendent</p> <p>Mr. Mike Moody Principal</p> <p>Mr. Dan Sturdevant AD</p> <p>Mrs. Lorie Carey Business Manager/Clerk</p> <p>Mr. Alan Smith Technology Director</p> <p>Mrs. Jane Erickson Literacy Coordinator</p> <p>Mrs. Linda Allen School Secretary</p> <p>Mr. Joe Michaud School Counselor</p> <p>Mr. Mike Robbins Vocational Education</p> <p>Mrs. Ester Kirsch Paraprofessional</p> <p>Mrs. Nancy Bailey Math</p> <p>Mrs. Dawn Smartnick Business, Comp, Accounting</p> <p>Mr. Fritz Beller Social Studies</p> <p>Mrs. Cassidy Parsons Family Consumer Sciences</p> <p>Mrs. Cathy Carey Math</p> <p>Mrs. Mary Drynan Special Education</p> <p>Mrs. Kelsey Voeller English</p> <p>Mr. Matthew Bowman Music/Band</p> <p>Mr. Dave Heimann Vocational Education</p> <p>Mr. Mike Hesford English</p> <p>Mr. Cody Ottman Social Studies</p> <p>Mr. Brittani Carey Journalism</p> <p>Mr. Clint Layng PE/Health, Dr.Ed</p> <p>Mr. Steve McCauley Science</p> <p>Ms. Emma Ehret Art</p> <p>Mrs. Nicole Strozewski Math</p> <p>Mr. Dave Ternes PE/Health, Anatomy</p> <p>Ms. Sarah Layng Library</p> <p>Mrs. Mary Williams Science</p> <p>Mrs. Katie Watts Paraprofessional</p> <p>Mrs. Lynnsey Williams Paraprofessional</p> <p>Mrs. Lisa Fjeldseth Paraprofessional</p> <p>Mr. Kyle Lyon Maintenance</p> <p>Mr. David Miller Maintenance</p> <p>Mr. Keven Burton Maintenance</p> <p>Mrs. Paraprofessionals!</p>	<p>Semester 1: Days: 75 Hours: 547.5</p> <p>Semester 2: Days: 73 Hours: 539.5</p> <p>Year Total: Days: 148 Hours: 1087</p>

August						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 fall Sports Begin
24 Freshman Orientation(12)
25 First Day of School(12)
21 Teacher PIR Day
5 days of Instructions

September						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 No School Labor Day
Homecoming week
Teacher PIR Day
24 midterm Grade Check
16&30 Late Arrival(9:00am)
17 Days of Instruction

October						
S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-7 Fall MAP Testing
7&21 Late Arrival(9:00am)
15 No School MEA
29 End of First Quarter
16 Days of Instruction

November						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6? Parent teacher night2-7
25-26 No School Thanksgiving
Winter Sports Begin
15 Days of Instruction

December						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Midterm Grade Check
23 2:00 Dismissal
24 No School Winter Break
14 Days of Instruction

January						
S	M	T	W	TH	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Semester Finals
14 Semester Ends
15 Teacher PIR Day
18 no School MLK
15 Days of Instruction

February						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

18 Midterm Grade Check
15 No School, President Day
10&24 Late Arrival(9:00am)
15 Days of Instruction

March						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 End of Third Quarter
10&24 Late Arrival(9:00am)
19 Days of Instruction

April						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 2:00 Dismissal
5 Spring Break
22 Midterm Grade Check
14&28 Late Arrival(9:00am)
16 Days of Instruction

May/June						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-5 Spring MAP Testing
23 Graduation
27 last day
28 Teacher PIR
16 Days of Instruction

Dec. 18, 2019

Jefferson High School Board

This letter is long overdue and I feel this issue must be addressed. Twice already this current school year and for several years running, the general public has not been informed of a scheduled musical performance at JHS.

WHY??

I can't even find words to express my anger when I read reviews in the local paper of concerts that have already taken place. Can you imagine the uproar if sporting events were kept secret?

Not being a parent or grandparent should not prevent people from knowing what takes place at JHS. and PLEASE; do not add fuel to the fire by telling me to "go on-line". Senior Citizens still read newspapers, know how to pay taxes and vote without the aid of a computer.

Disappointed music supporter,

Sandra B. Rex

cc: ~~Supt.~~ Norbert



December 20, 2019

Sabrina Steketee, Chairperson
Jefferson H S 1
Jefferson County
PO Box 838
Boulder MT 59632

Dear Chairperson Steketee:

The petition requesting permission to adopt a budget amendment in the general fund in the amount of **\$190,262.31** under the provisions of §20-9-161(1) for fiscal year 2019-20 is hereby approved in accordance with §20-9-163, MCA. Based on the information submitted, the budget amendment expenditures will be financed using additional state assistance of **\$34,709.10** and general fund reserve of **\$155,553.21**.

Approval of the petition enables the district to proceed with the budget amendment. The proclamation of intent is the "resolution" that will finally be adopted **after** it is posted in every building of the district and published one time in a newspaper that will give notice to the largest number of people of the district. The proclamation should also be delivered to the County Superintendent and the Clerk of the County Commissioners. The publication, posting, and delivery of the proclamation shall be done at least one week before the adoption date specified in the proclamation. At the next special or regular board meeting, the trustees must meet to consider public input, if any, and move to adopt, modify, or table the proclamation.

The resolution must state the following:

1. the time and place of proclamation of the need for a budget amendment;
2. the **facts** constituting the need for a budget amendment;
3. the budgeted **fund(s)** affected by the amendment;
4. the estimated **amount** of money required to finance the budget amendment;
5. the anticipated source(s) of **financing**;
6. the **time and place** the board will meet for the purpose of considering and adopting the budget amendment;
7. the **line item details** for the proposed expenditures.

After adopting the resolution, please send a copy of the resolution, which is **signed and dated by the chairperson and district clerk**, to your County Superintendent and the Office of Public Instruction.

If you have any questions, please call me at 444-4401 or email nmerala@mt.gov.

Sincerely,

A handwritten signature in cursive script that reads "Nica Merala".

Nica Merala
OPI Fiscal Officer

cc: Tim Norbeck, District Superintendent
Lorie Carey, District Clerk
Anika McCauley, Jefferson Co. Superintendent

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,

~ ~ ~ ~ ~

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.

Survey Question #1: The following were questions that Board members would like the answers to in order to work toward making decisions on the future of JHS;

What is the current true capacity of the buildings?

Should we look at sports offerings and gather information from other districts of similar size?

Is there a ‘magic’ number for enrollment for funding purposes?

How can the district continue to get information to our communities, aside from the Monitor?

Could SMA give us threshold suggestions and what is the cost to do so?

Question #2: had no additional comments or discussion

Question #3:

We would like to look at an auditorium; what are the current acoustics at the stage area?

The Board needs to get real numbers to start involving taxpayers in our discussions.

The Board was informed that an enrollment of 345 students for two years is required before moving to Class A status and the Class C threshold is 125 students. Current JHS enrollment is 290+.

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

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

Ms. Robson moved to approve a-e as presented. Ms. Russ seconded the motion, which passed unanimously.

Ms. Robson recommended that the board accept Option 4 of Policy 7262 to authorize the school administration to determine where any excess senior class funds will be distributed at the end of the school year to the Angel fund, the following year's class, or the activity fund. Ms. A Carey will amend the language to present in February for first reading.

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

Ms. Robson moved to accept the above policies with the removal of the “F” from 1512 and the exception of 3600F2, which was a numerical oversight from MTSBA numbers. Mr. Harris seconded the motion, which passed unanimously.

6. *Call for volunteers for JHS* - Mr. Norbeck will address the next BTAC meeting about volunteerism and will also be going to the Chamber of Commerce to do so as well.

7. *SMA demographic study questions 4-6* A discussion of the last 3 questions commenced. #4. Building Interior and Exterior – many items have been addressed and several more are currently “in the works”. #5. Students’ influences to attend school out-of-district. Promotion of the school should be in the forefront. Suggestions for that promotion were given – website, drawing for family activity pass, posting of staff accomplishments and student dual-credit offerings. #6. Population growth and the need to expand. Availability of land should be researched. SMA needs to give the board “taskable” direction, Facilities committee will meet February 4 at 4:00. Staff will be invited to join the committee on the walk-through.

LETTERS

Negotiations letter from Boulder Area Teachers was received.

COMMENDATIONS Ms. Herak – wrestling, Mr. Norbeck – Ms. Jolliff and the speech team, Mr. Blodgett’s efforts to help with a journalism class for the second semester, Ms. Brunett – Mandy McMasters for pack the house, drum line, nice staff holiday gathering

CONSENT AGENDA

Ms. Robson moved to approve the claims and accounts. Mr. Harris seconded the motion, which passed unanimously. Minutes from November will be modified for approval in February.

FOLLOWUP/ADJOURNMENT

Discussion: facilities committee recommendations

Policies 2nd reading

Mr. Norbeck’s evaluation will occur in February. Former and current chairs will compile data. Mr. Norbeck wants a high percentage of staff to respond.

The meeting adjourned at 8:43 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/20

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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
20666	45897S	5269 EMS LINQ INC	2,783.00					
1		36218 04/29/19 training and set up of website	995.00		201	100-2400	330	
2		36620 07/02/19 Website hosting fee	1,788.00*		228	100-1000	680	
20667	45899S	157 HARDWARE HANK	130.81					
1		111573 12/11/19 biology, science o suppli	35.97	9647	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
2		111456 12/05/19 supplies	61.43		201	100-2600	615	
3		111612 12/12/19 supplies	33.41		201	100-2600	615	
20668	45901S	4498 LERUM AUTO	20.00					
1		01/07/20 drivers ed car repair	20.00*		218	100-1000	440	
20670	45894S	290 BOULDER ELEMENTARY SCHOOL	1,810.20					
1		01/20/20 December meals and monthly pay	1,810.20		201	910-3100	630	
20671	45890S	3766 ACADIA MONTANA	2,584.85					
1		3470071 01/20/20 Altacare	2,584.85*		215	280-1000	330	524
20672	45907S	5131 SUKUT, KADEN	147.80					
1		01/24/20 Basketball Ref	96.00*		215	720-3500	330	720
2		01/24/20 Basketball Ref Mileage	51.80*		215	720-3500	582	720
20673	45893S	5319 Bingham, Kevin	104.88					
1		01/24/20 Basketball Ref	96.00*		215	720-3500	330	720
2		01/24/20 Basketball Ref Mileage	8.88*		215	720-3500	582	720
20674	45900S	4903 JORGENSON, SHANE	111.80					
1		01/24/20 Basketball Ref	60.00*		215	720-3500	330	720
2		01/24/20 Basketball Ref Mileage	51.80*		215	720-3500	582	720
20675	45892S	5252 ARNSTON, AARON	68.88					
1		01/24/20 Basketball Ref	60.00*		215	720-3500	330	720
2		01/24/20 Basketball Ref Mileage	8.88*		215	720-3500	582	720
20676	45902S	4929 O'BRIEN, JOHN	68.88					
1		01/24/20 Basketball Ref	60.00*		215	720-3500	330	720
2		01/24/20 Basketball Ref Mileage	8.88*		215	720-3500	330	720
20677	45905S	5143 PEOPLES, DONALD R JR	111.80					
1		01/24/20 Basketball Ref	60.00*		215	720-3500	330	720
2		01/24/20 Basketball Ref Mileage	51.80*		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
20678 45895S	4939 BOYER, REBECCA CRANSHAW	68.88				
1	01/24/20 Basketball Ref	60.00*		215	720-3500	330 720
2	01/24/20 Basketball Ref Mileage	8.88*		215	720-3500	330 720
20679 45903S	5256 OLIVERSON, DAVE	68.88				
1	01/24/20 Basketball Ref	60.00*		215	720-3500	330 720
2	01/24/20 Basketball Ref Mileage	8.88*		215	720-3500	330 720
20680 45906S	4911 SCHMIDT, TIM	192.92				
1	01/23/20 Wrestling Ref	130.00*		215	720-3500	330 720
2	01/23/20 Wrestling Ref Mileage	62.92*		215	720-3500	582 720
20681 45896S	4912 CARVER, KENNETH A.	158.88				
1	01/23/20 Wrestling Ref	130.00*		215	720-3500	330 720
2	01/23/20 Wrestling Ref Mileage	28.88*		215	720-3500	582 720
20682 -99965E	4637 Mastercard	455.64				
1	015023 12/06/19 Plywood	114.98		201	100-2600	615
2	121119 12/11/19 Fastenal Company	5.14		201	100-2600	610
3	21964 12/21/19 Speech Meet Lodging	102.65		201	710-3400	582
4	21963 12/21/19 Speech Meet Lodging	102.65		201	710-3400	582
5	21965 12/21/19 Speech Meet Lodging	102.65		201	710-3400	582
6	071273 12/28/19 Light bulbs	27.57		201	100-2600	610
20683 -99964E	4786 MC Mastercard	979.49				
1	3950604 12/17/19 HP 8440 BATTERIES	264.45	9760	228	100-1000	610
	AMAZON.COM					
2	6365806 12/17/19 HP 3115M BATTERIES	299.85	9760	228	100-1000	610
	AMAZON.COM					
3	3950604 12/17/19 DELL 6430 BATTERIES	269.00	9760	228	100-1000	610
	AMAZON.COM					
4	3950604 12/17/19 USB C PORT REPLICATOR	55.99	9760	228	100-1000	610
	AMAZON.COM					
5	8409861 12/17/19 HITACHI CP-WX3530WN PROJE	90.20	9760	228	100-1000	610
	AMAZON.COM					
20684 -99963E	4637 Mastercard	897.40				
1	4238ACK964 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
2	4238ACK962 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
3	4238ACK970 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
4	4238ACK966 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
5	4238ACK968 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
6	4238ACK972 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
7	4238ACK974 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
8	4238ACK978 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
9	4238ACK980 12/20/19 Wrestling Lodging	89.74		201	720-3500	582
10	4238ACK976 12/20/19 Wrestling Lodging	89.74		201	720-3500	582

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20685	-99962E	4786 MC Mastercard	1,287.59				
1		0359413 12/04/19 Mighty vibe spotify music	639.92*	9754	215	474-1000	660 275
		AMAZON.COM					
2		18027120 12/18/19 Panther Apparel	307.67*		215	474-1000	610 244
3		01-936995 12/19/19 iTunes gift Cards	50.00*		215	474-1000	610 244
4		0163409 12/19/19 Mighty vibe spotify music	290.00*	9754	215	474-1000	660 275
		AMAZON.COM					
20686	-99961E	4637 Mastercard	2,350.44				
1		01/05/20 Due from Activities	2,350.44		201	180	
20687	45891S	4878 ANNETTE SMITH ELECTRIC INC	352.00				
1		1325 01/20/20 Grinder switch, outlets	352.00*		201	100-2600	440
20688	45898S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	182.19				
1		01/16/20 Retiree dental vision foster	60.96		289	675	
2		01/16/20 Retiree dental vision hohentha	121.23		289	675	
20689	45904S	5021 PACIFIC SOURCE HEALTH PLANS	525.82				
1		2001400027 01/15/20 Ret ins premium hohenthal	525.82		289	675	
20690	45928S	5315 SCHULTZ, WENDY	22.64				
1		01-960333 01/24/20 L&P Party Supplies	22.64*		201	100-1270	610
20691	45925S	1987 PACIFIC STEEL	84.00				
1		7103198 01/24/20 20' Square Tube - due from BE	84.00		201	180	
20692	45929S	4800 U.S. BANK TRUST-SPA Lockbox CM9695	4,011.54				
1		02/15/20 Interest payment	132.27		228	100-5200	850
2		02/15/20 Principal reduction	3,879.27*		228	100-5200	840
20693	45924S	1662 MERIT MECHANICAL SERVICES INC.	61.37				
1		19-145 01/16/20 24 Gauge Bronze & Labor	61.37*		201	100-2600	440
20694	45917S	612 HOME DEPOT PRO INSTITUTIONAL	171.20				
1		529901233 01/09/20 Fire Ext. signs	171.20	9767	201	100-2600	615
20695	45909S	3766 ACADIA MONTANA	3,192.06				
1		3480108 01/27/20 Altacare	3,192.06*		215	280-1000	330 524
20696	45922S	1608 MASBO	90.00				
1		7696 01/28/20 Spring Workshop Registrat	90.00	9781	201	100-2500	582

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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
20697 45922S	1608 MASBO	160.00					
1	7701 01/28/20 Budget Workshop Registrat	80.00	9781	201	100-2500		582
2	7701 01/28/20 Budget Workshop Reg. Norbeck	80.00		201	100-2300		582
20698 45912S	626 COLUMBUS HIGH SCHOOL	20.00					
1	01/25/20 Speech and Drama Entry	20.00		201	710-3400		582
20699 45919S	5325 JOLIFF, ANNE	32.70					
1	Various 01/24/20 Speech and Debate Meals	32.70		201	710-3400		582
20700 45910S	2152 CENTURY LINK	444.31					
1	011320 01/13/20 Schools-Public Jan	444.31		201	100-2400		531
20701 45918S	1377 JOHNSON CONTROLS	510.00					
1	56499103 01/23/20 Fire alarm maintenance	510.00*		201	100-2600		440
20702 45917S	612 HOME DEPOT PRO INSTITUTIONAL	59.92					
1	531552792 01/20/20 Fire Ext. signs	59.92	9767	201	100-2600		615
20703 45915S	1002 GENERAL DISTRIBUTING	37.36					
1	00834667 01/15/20 9ft Cord Set	37.36	9703	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
20704 45914S	4449 EARTHWALK	350.00					
1	INV2020009 01/17/20 Digital AC-Smart Switch S	350.00*	9774	215	474-1000	680	244
20705 45911S	4827 CITI BUSINESS VISA-Costco	712.19					
1	47502g 01/12/20 FCS Groceries	28.87	9473	201	999		
	CITI VISA- BUSINESS-Costco						
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	08878g 01/12/20 JHS Days groceries	104.88		201	100-2100		610
3	99228g 01/12/20 Due from JHS Activities	24.86		201	180		
4	417010607 01/09/20 class 5 registration	250.00		201	100-1000		321
5	6473013 01/08/20 stool	79.00	9628	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
6	0791456 01/10/20 Headset for virtual anato	599.99*	9773	215	100-1000	660	778
	AMAZON.COM						
7	1815447 12/30/19 Scanner/metal detector	151.59	9628	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
8	0268222 01/14/20 Book safe	12.99	9628	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
9	credit 01/21/20 Rockler saw	-539.99*		215	451-1641	660	279

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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
	*** Cancelled in 2/20 ***					
20706	4919 SAMPSON, JARED BRANDON	133.80				
	changed refereee					
1	Choteau bb 01/02/20 Ref fee	96.00*		215	720-3500	330 720
2	Choteau bb 01/02/20 Ref Mileage	37.80*		215	720-3500	582 720
	*** Cancelled in 2/20 ***					
20707	5126 KESSEL, SYDNEY	102.58				
	Changed refereee					
1	Choteau bb 01/02/20 Ref fee	96.00*		215	720-3500	330 720
2	Choteau bb 01/02/20 Ref mileage	6.58*		215	720-3500	582 720
20708 45913S	4887 CUNNINGHAM, DUANE	157.80				
1	Choteau 01/02/20 Ref Fee	120.00*		215	720-3500	330 720
2	Choteau 01/02/20 Ref Mileage	37.80*		215	720-3500	582 720
20709 45927S	4914 SCHMAUS, BRIAN G	126.48				
1	Choteau bb 01/02/20 Ref Fee	120.00*		215	720-3500	330 720
2	Choteau bb 01/02/20 Ref Mileage	6.48*		215	720-3500	582 720
20710 45916S	5141 HARRIS, NOLAN	126.48				
1	Choteat bb 01/02/20 Ref Fee	120.00*		215	720-3500	330 720
2	Choteau bb 01/02/20 Ref Mileage	6.48*		215	720-3500	582 720
20711 45923S	1650 MEADOW GOLD GREAT FALLS	221.91				
1	536218 01/23/20 Milk	221.91		201	910-3100	630
20712 45908S	11 A & M FIRE AND SAFETY	64.00				
1	233920 01/17/20 extinguisher service	64.00*		201	100-2600	440
	*** Cancelled in 2/20 ***					
20713	1451 L & P GROCERY	21.74				
1	02-586293 12/18/19 FCS groceries	16.36	9659	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
2	01-966355 01/30/20 FCS groceries	5.38	9659	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-					
	# of Claims	47				
	Total:	26,377.11				
	Total Electronic Claims	5,970.56				
	Total Non-Electronic Claims	20,406.55				

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20714	45930S	3766 ACADIA MONTANA	4,163.53					
1		3506519 02/03/20 Altacare	3,660.44*		215	280-1000	330	524
2		3445598 01/06/20 Altacare	503.09*		215	280-1000	330	524
20715	45950S	5327 MOUNTAIN GOOD RESTAURANT	47.60					
1		49700 02/05/20 Para Breakfast	47.60*		201	100-2400	610	
20716	45934S	385 BOULDER MONITOR & JEFFERSON CO.	10.00					
1		1915 01/31/20 Board/Facilities Co. Agendas	10.00*		201	100-2500	540	
20717	45947S	4283 LYONS, BONNIE	430.00					
1		39267 02/05/20 Individual Contract	430.00		210	100-2700	514	
20718	45944S	4282 KONDA, STACEY	945.00					
1		46824 02/05/20 Individual Contract	945.00		210	100-2700	514	
20719	45959S	3388 THREE BROTHERS PLUMBING & HEATING	518.95					
1		475296 01/23/20 Acid resistant "P" trap	376.45		201	100-2600	610	
2		475296 01/23/20 Labor costs	142.50*		201	100-2600	440	
20720	45931S	4878 ANNETTE SMITH ELECTRIC INC	369.00					
1		1340 01/20/20 Wood shop outlets, cooler, mot	369.00*		201	100-2600	440	
20721	45956S	4919 SAMPSON, JARED BRANDON	85.80					
1		Choteau 02/10/20 Ref fee	48.00*		215	720-3500	330	720
2		Choteau 02/10/20 Ref travel	37.80*		215	720-3500	582	720
20723	45937S	5127 ENGLISH, KEVIN	85.80					
1		choteau 02/10/20 ref fee	48.00*		215	720-3500	330	720
2		choteau 02/10/20 ref mileage	37.80*		215	720-3500	582	720
20726	45954S	5132 OGOLIN, KEITH	147.80					
1		sweetgrass 02/08/20 ref fee	96.00*		215	720-3500	330	720
2		sweetgrass 02/08/20 ref mileage	51.80*		215	720-3500	582	720
20727	45957S	4908 SHEA, DARA LIANNE	104.88					
1		sweetgrass 02/08/20 ref fee	96.00*		215	720-3500	330	720
2		sweetgrass 02/08/20 ref mileage	8.88*		215	720-3500	582	720
20728	45953S	4929 O'BRIEN, JOHN	116.88					
1		sweetgrass 02/08/20 ref fee	108.00*		215	720-3500	330	720
2		sweetgrass 02/08/20 ref mileage	8.88*		215	720-3500	582	720

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
20729	45941S	4943 HOCKING, JACK	159.80						
1		sweetgrass 02/08/20 ref fee	108.00*		215	720-3500	330	720	
2		sweetgrass 02/08/20 ref mileage	51.80*		215	720-3500	582	720	
20730	45942S	4903 JORGENSON, SHANE	111.80						
1		sweetgrass 02/08/20 ref fee	60.00*		215	720-3500	330	720	
2		sweetgrass 02/08/20 ref mileage	51.80*		215	720-3500	582	720	
20733	45943S	4901 KINZLE, JON	68.88						
1		sweetgrass 02/08/20 Basketball Ref	60.00*		215	720-3500	330	720	
2		sweetgrass 02/08/20 Basketball Ref Mileage	8.88*		215	720-3500	582	720	
20734	45955S	5256 OLIVERSON, DAVE	111.80						
1		sweetgrass 02/08/20 Basketball Ref	60.00*		215	720-3500	330	720	
2		sweetgrass 02/08/20 Basketball Ref Mileage	51.80*		215	720-3500	582	720	
20735	45946S	5210 LAPPIN, JOHN	68.88						
1		sweetgrass 02/08/20 Basketball Ref	60.00*		215	720-3500	330	720	
2		sweetgrass 02/08/20 Basketball Ref Mileage	8.88*		215	720-3500	582	720	
20736	45951S	3481 MT DOJ CRIMINAL RECORDS	60.00						
1		136215 01/16/20 Background Schreiber	30.00	9775	201	100-2300	800		
2		136626 01/27/20 Background DeMars	30.00	9776	201	100-2300	800		
20737	45936S	4633 COMMERCIAL ENERGY OF MT INC.	1,207.85						
1		NWE057955 02/04/20 Gas	97.73		201	100-2600	411		
2		NWE057954 02/04/20 Gas	1,110.12		201	100-2600	411		
20738	45939S	157 HARDWARE HANK	105.20						
1		111866 01/02/20 Outlet plugs	2.99		201	100-2600	610		
2		112215 01/24/20 Gorilla tape, teflon tape, val	22.77		201	100-2600	610		
3		112247 01/27/20 Extension cord, grounding	59.97		201	100-2600	610		
4		112279 01/29/20 Fusion gloss	14.98		201	100-2600	610		
5		112319 01/31/20 Cleanser bar	4.49		201	100-2600	610		
20739	45960S	4639 WEX BANK	7,294.73						
1		63622404 01/31/20 Friday school bus	29.59*		215	423-1000	582	711	
2		63622404 01/31/20 MT City band to JHS	44.15		201	720-3500	582		
3		63622404 01/31/20 BBB fuel	512.99		201	720-3500	582		
4		63622404 01/31/20 gBB fuel	506.43		201	720-3500	582		
5		63622404 01/31/20 Wrestling fuel	490.91		201	720-3500	582		
6		63622404 01/31/20 AD, Princ Athletic fuel	102.71		201	720-3500	582		
7		63622404 01/31/20 speech/drama fuel	54.42		201	710-3400	582		
8		63622404 01/31/20 Drama fuel	46.48		201	710-3400	582		
9		63622404 01/31/20 Superintendent fuel	25.08		201	100-2300	582		
10		63622404 01/31/20 Drivers Ed fuel	44.79*		218	100-1000	624		
11		63622404 01/31/20 Route fuel	4,110.91		210	100-2700	624		

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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
12		63622404 01/31/20 Due from BES	1,326.27		201	180		
20740	45949S	1662 MERIT MECHANICAL SERVICES INC.	51.13					
1		19-146 01/28/20 Pump shaft covers	51.13*		201	100-2600	440	
20741	45935S	321 BRUCO, INC	50.43					
1		387759 01/29/20 55gal Trash Bags	50.43		201	100-2600	610	
20742	45940S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	32,617.17					
1		10582 01/31/20 Friday School	186.16*		215	423-1000	582	711
2		10582 01/31/20 MT City band to JHS	180.79		201	720-3500	582	
3		10582 01/31/20 MT City band to JHS Downtime	67.60		201	720-3500	582	
4		10582 01/31/20 BBB	2,100.56		201	720-3500	582	
5		10582 01/31/20 BBB downtime	439.41		201	720-3500	582	
6		10582 01/31/20 GBB	2,073.71		201	720-3500	582	
7		10582 01/31/20 GBB downtime	439.40		201	720-3500	582	
8		10582 01/31/20 Wrestling	3,261.38		201	720-3500	582	
9		10582 01/31/20 Wrestling downtime	806.00		201	720-3500	582	
10		10582 01/31/20 Route contract	23,062.16		210	100-2700	513	
20743	45938S	5191 FISHER'S TECHNOLOGY	563.90					
1		772203 01/27/20 Copier charges	563.90		201	100-2400	440	
20744	45952S	1828 MT HIGH SCHOOL ASSOCIATION	180.00					
1		2020 01/21/20 Annual meeting 3 attendees	180.00		201	720-3500	582	
20745	45948S	1650 MEADOW GOLD GREAT FALLS	221.91					
1		537019 01/30/20 Milk	221.91		201	910-3100	630	
20746	45948S	1650 MEADOW GOLD GREAT FALLS	221.91					
1		537852 02/06/20 Milk	221.91		201	910-3100	630	
20747	45945S	1451 L & P GROCERY	2.34					
1		01-949791 01/08/20 Biology supplies	2.34	9645	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
20748	45933S	290 BOULDER ELEMENTARY SCHOOL	2,268.40					
1		Jan 2020 02/07/20 January meals	2,268.40		201	910-3100	630	
20749	45961S	4885 REHER, DAVID	54.48					
1		choteau 02/10/20 Basketball Ref	48.00*		215	720-3500	330	720
2		CHOTEAU 02/10/20 Basketball Ref Mileage	6.48*		215	720-3500	582	720

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JEFFERSON HIGH SCHOOL
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Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
20750	45971S	1451 L & P GROCERY	37.49					
1		02-608880 02/10/20 JHS Days	37.49		201	100-2100	610	
20751	45976S	4754 NORRIS, MELISSA	571.50					
1		Jan11-Feb1 02/10/20 Accompanist 31.75 @ \$18/hr	571.50		201	710-3400	330	
20752	45965S	3639 CASCADE PUBLIC SCHOOL	193.00					
1		23348 02/10/20 Wrestling Divisional Breakfast	72.00		201	720-3500	582	
2		23349 02/10/20 Wrestling Divisional Lunches	121.00		201	720-3500	582	
20753	45962S	3766 ACADIA MONTANA	3,087.94					
1		3519239 02/10/20 Altacare	3,087.94*		215	280-1000	330	524
20754	45970S	4898 KEARNEY, BILL	54.48					
1		choteau 02/10/20 Ref fee	48.00*		215	720-3500	330	720
2		choteau 02/10/20 Ref mileage	6.48*		215	720-3500	582	720
20755	45966S	2717 CITY OF BOULDER	2,905.00					
1		2020-10 02/11/20 SRO Services	2,905.00*		261	190-2600	330	
20756	45981S	4888 SHAW, SHANE JOEL	85.80					
1		twnsnd.bzm 02/13/20 Referee fee	48.00*		215	720-3500	330	720
2		twnsnd.bzm 02/13/20 Referee mileage	37.80*		215	720-3500	582	720
20757	45978S	5329 ROMERO, CHRIS	54.48					
1		twnsnd/bzm 02/13/20 Referee fee	48.00*		215	720-3500	330	720
2		twnsnd/bzm 02/13/20 Referee mileage	6.48*		215	720-3500	582	720
20758	45979S	5330 RYKAL, DALTON	54.48					
1		twnsnd.bzm 02/13/20 Referee fee	48.00*		215	720-3500	330	720
2		twnsnd.bzm 02/13/20 Referee mileage	6.48*		215	720-3500	582	720
20760	45980S	4919 SAMPSON, JARED BRANDON	54.48					
1		twnsnd.bzm 02/13/20 Referee fee	48.00*		215	720-3500	330	720
2		twnsnd.bzm 02/13/20 Referee mileage	6.48*		215	720-3500	582	720
20761	45967S	4887 CUNNINGHAM, DUANE	157.80					
1		twnsnd/bzm 02/13/20 Referee fee	120.00*		215	720-3500	330	720
2		twnsnd/bzm 02/13/20 Referee mileage	37.80*		215	720-3500	582	720
20762	45975S	4932 NICKEL, JON	126.48					
1		twnsnd/bzm 02/13/20 Referee fee	120.00*		215	720-3500	330	720
2		twnsnd/bzm 02/13/20 Referee mileage	6.48*		215	720-3500	582	720

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
20763	45982S	4896 WIEDEMAN, A. F.	126.48						
1		twnsnd/bzm 02/13/20 Referee mileage	6.48*		215	720-3500	582	720	
2		twnsnd/bzm 02/13/20 Referee fee	120.00*		215	720-3500	330	720	
20764	45970S	4898 KEARNEY, BILL	147.80						
1		townsend 02/15/20 Referee fee	96.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	51.80*		215	720-3500	330	720	
20765	45980S	4919 SAMPSON, JARED BRANDON	104.88						
1		townsend 02/15/20 Referee fee	96.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	8.88*		215	720-3500	582	720	
20766	45972S	5253 LAWS, TANNER	147.80						
1		townsend 02/15/20 Referee fee	96.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	51.80*		215	720-3500	582	720	
20767	45964S	5319 Bingham, Kevin	104.88						
1		townsend 02/15/20 Referee fee	96.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	8.88*		215	720-3500	582	720	
20768	45969S	4903 JORGENSON, SHANE	171.80						
1		townsend 02/15/20 Referee fee	120.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	51.80*		215	720-3500	582	720	
20769	45963S	5252 ARNSTON, AARON	128.88						
1		townsend 02/15/20 Referee fee	120.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	8.88*		215	720-3500	582	720	
20770	45977S	4929 O'BRIEN, JOHN	128.88						
1		townsend 02/15/20 Referee fee	120.00*		215	720-3500	330	720	
2		townsend 02/15/20 Referee mileage	8.88*		215	720-3500	582	720	
20771	45973S	4498 LERUM AUTO	69.00						
1		suburban 02/11/20 Oil change	69.00*		201	100-2600	440		
20772	45968S	968 FLINN SCIENTIFIC INC.	175.40						
1		2453723 02/11/20 Latex gloves	95.35	9624	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
2		2453542 02/11/20 Isopods	80.05	9624	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
20773	45971S	1451 L & P GROCERY	14.75						
1		02-609547 02/11/20 Biology supplies	14.75	9645	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							

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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
20774	45971S	1451 L & P GROCERY	159.62					
1		02-577682 11/26/19 FCS groceries	159.62		201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-						
20775	45971S	1451 L & P GROCERY	5.38					
2		01-966355 01/30/20 FCS groceries	5.38		201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-						
20776	45974S	1650 MEADOW GOLD GREAT FALLS	221.91					
1		538633 02/13/20 Milk	221.91		201	910-3100	630	
		# of Claims 57	Total: 61,536.24					
			61,536.24					

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J002 HOURS (HS COACH STIP)	0.00		12,541.84
J006 HOURS (HS ACTIVITY STP)	0.00		5,587.42
J013 HOURS (HS TEACHER SUB)	164.75		1,924.75
J050 HOURS (INS OPT %)	0.00		5,917.52
J067 HOURS (CUST STIPEND)	0.00		200.00
J068 HOURS (LITERACY G STIP)	0.00		300.00
J069 HOURS (21ST CENT JHS)	8.50		136.00
LV2 HOURS (PROFESSIONAL LEAVE)	30.00		1,032.76
LV4 HOURS (ATHLETIC LEAVE)	16.00		655.16
LV5 HOURS (Bereavement Leave)	28.00		1,154.41
OVER HOURS (Overtime)	1.29		40.38
PERS HOURS (Personal Time Used)	14.00		541.10
REG HOURS (Regular Time)	5,632.14		136,479.87
SICK HOURS (Sick Time)	228.20		4,743.02
VACA HOURS (Vacation Time Used)	31.00		844.99
GROSS PAY	172,099.22	0.00	
NET PAY	121,697.39	0.00	
NET PAY (CHECKS)	29,038.46		
NET PAY (DIRECT DEPOSIT)	92,658.93		
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	9,183.07	0.00	
HSA BANK OF THE	0.00	161.10	
HSA CONT FBVB	500.00	2,223.59	
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	3,473.88	14,281.16	
LIFE GUARDIAN	0.00	105.40	
MEDICARE	2,401.93	2,401.93	
MFT DUES	640.14	0.00	
P.E.R.S.	1,889.12	2,008.69	
SIT	6,879.00	0.00	
SOCIAL SECURITY	10,270.47	10,270.47	
TRS	11,317.18	12,594.65	
TRS BUYBACK1	328.70	0.00	

UNEMPL. INSUR.	0.00	223.73
VISION GUARDIAN	140.77	27.78
WORKERS' COMP	0.00	1,319.79
1ST COMMUNITY	1,371.17	0.00
BANK OF AMERICA	840.74	0.00
BILLINGS FCU	1,179.03	0.00
CHASE KY	1,837.56	0.00
F B V B	22,578.24	0.00
FIRST INTERSTAT	3,302.17	0.00
GREEN DOT BANK	1,952.99	0.00
HELENA CCU	2,718.79	0.00
HORIZON CU	5,405.74	0.00
MT CITY BANK	351.55	0.00
ROCKY MTN CU	8,080.07	0.00
SECU WASHINGTON	500.00	0.00
TRICO	4,303.14	0.00
VALLEY B HELENA	14,411.21	0.00
W FARGO	10,935.96	0.00
W FARGO BUTTE	4,527.57	0.00
W FARGO CA	2,210.40	0.00
W FARGO HELENA	6,152.60	0.00
FIT/SIT BASE	152,117.43	0.00
MEDICARE BASE	165,652.43	0.00
PERS BASE	23,912.95	0.00
SOC SEC BASE	165,652.43	0.00
TRS BASE	138,860.84	0.00
UN BASE	172,099.22	0.00
WC BASE	167,960.82	0.00

Total 47,618.10
Total Payroll Expense (Gross Pay + Employer Contributions): 219,717.32

Check Summary

Payroll Checks Prev. Out.	\$75,534.60
Payroll Checks Issued	\$55,969.66
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$131,504.26
Electronic Checks	\$162,204.14

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	20540.94	20540.94		614
Medicare	4803.86	4803.86		614
P.E.R.S.	3897.81	3897.81		615
Unempl. Insur.	223.73	202.06	425.79	612
Workers' Comp	1319.79	1223.57	2543.36	611
FIT	9183.07	9183.07		613
SIT	6879.00	6879.00		610
CSED	576.00	576.00		673
BACE DUES	93.20	93.20		672
MFT DUES	640.14	640.14		671
TRS	23911.83	23911.83		616

TRS BUYBACK1	328.70		328.70	616
HSA CONT FBVB	2723.59		2723.59	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 MTN 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	17755.04		17755.04	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.	98019.93	1425.63	96476.41	2969.15

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