

AGENDA for the *REGULAR MEETING*
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. Tuesday July 19, 2022 *** **Jefferson High School Library**

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Consent Agenda

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

D. Student Report

E. Staff Report

F. Committee Reports

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

1. Clerk/Business Manager
2. Principal/A.D.
3. Superintendent

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

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

1. Policy Second Reading
 - a. 3305 Use of Restraint, Seclusion, and Aversive Techniques for Students
 - b. 3312 Activity Participation Code of conduct (students)
 - c. 4330 Community Relations, Community Use of School Facilities
 - d. 4330F2 School Facility Use Agreement Rules and Regulations
 - e. 4330P3 Language for Informational Sign at Entrance to School and Entrance to South Gym
2. Policy First Reading
 - a. 2151F7 – JHS Activities/Athletics Player’s Code of Conduct
 - b. 2151F9 – JHS Activities/Athletics Parent’s Code of Conduct
 - c. 4330F1 – Private Individual or Organization, School Facility Use Agreement
 - d. 4330P2 – Language Regarding Facility Use to be Included in all Handbooks
3. Personnel
 - a. Substitutes –
 - b. Resignations – Anne Jolliff
 - c. Approval of English Teacher – S. Ferguson
 - d. Approval of Contract for Literacy Coach – Eric Gustafson
 - e. Contract details for Principal, Business Manager, Administrative Assistant, Facilities Manager, Literacy Coach, and AD
4. Attendance Agreements – 2 YDI , 11 JHS students to Helena, 1 JHS student to Butte
5. Budget Meeting requirements
6. Establish Substitute Rate of Pay
7. Approval of Tuition Rates
8. Receipt of List of Credit Cards
9. Approval of YBGR for CSCT
10. Surplus Equipment
11. MTSBA voting authorization

12. Transportation
 - a. Bus safety arm – new legislation
 - b. County Transportation meeting for Superintendents, Clerks, and the County Superintendent of Schools
13. Food Services MOU
14. 22/23 Activity Admissions and Season Passes
15. 22/23 Student Activity Fees
16. Construction/Renovation update

J. Communication and Comments

1. Letters to the Board – A. Jolliff

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

August –

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING August 16, 2022, 6:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

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

Jefferson High School Board Members

Buster Bullock, (Boulder area position)

Dani Morris, Vice-Chair (At-Large 1 position)

Justin Willcut (MT City area position)

Jenny Genger, (At-Large 2 position) Lindsey Graham (Basin area position)

Cami Robson, Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

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

Mission Statement

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

Our vision for the future:

Students:

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

- 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.

COMMITTEE ASSIGNMENTS:

Negotiations/Personnel – B. Bullock, J. Willcut, J. Genger

Policy/Handbook – D. Morris, J. Genger, L. Graham

Budget/Insurance/Investments – J. Willcut, D. Morris, L. Graham

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

Technology – L. Rasch, J. Willcut, C. Robson

MINUTES Jefferson High School Dist. 1

June 21, 2022

Regular Board Meeting

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

Board members absent: none

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

Staff Present:

Visitors:

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Student Report

D. Staff Report Report on Pronghorn project with outdoor literacy was given.

E. Committee Reports Policy and negotiations met.

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

1. Clerk/Business Manager
2. Principal/A.D.
3. Superintendent

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

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

1. Policy First Reading
 - a. 3305 Use of Restraint, Seclusion, and Aversive Techniques for Students – recommended to adopt and train staff.
 - b. 3312 Activity Participation Code of conduct (students) recommended with changes
 - c. 4330 Community Relations, Community Use of School Facilities board discussion
 - d. 4330F2 School Facility Use Agreement Rules and Regulations Recommended \$200 for each major area, \$100 cleaning deposit, \$30/hr. custodial fee. The forms will be submitted to the facilities manager.
 - e. 4330P3 Language for Informational Sign at Entrance to School and Entrance to South Gym
 - f. , 4313, 4315, and 4332 Parent Code of Conduct. (no changes recommended)
 - g. Scholarships – no policy pertaining to this item.
2. Policy Second Reading
 - a. 2151F8 – Coach’s Code of Conduct Ms. Morris moved to approve the coach’s code of conduct. Ms. Genger seconded the motion, which passed unanimously.
3. Personnel
 - a. Substitutes – none
 - b. Superintendent search recommendation
 - c. Resignations –
 - d. Staff employment recommendations

Administrative Consideration of Resolution for Relative of Trustee hires. Mr. Norbeck recommended Ms. Aubrie Carey as administrative assistant. Mr. Rasch moved to accept recommendation. Mr. Willcut seconded the motion, which passed with all board members voting yes, except Mr. Bullock who abstained. Mr. Norbeck recommended Ms. L Carey as Business Manager and board clerk. Mr. Willcut moved to accept recommendation. Mr. Rasch seconded the motion, which passed with all board members voting yes, except Mr. Bullock who abstained.

School nurse position Mr. Norbeck recommended sharing the position with Boulder Elementary providing the schools get a grant for it. Mr. Bullock moved to accept the recommendation. Mr. Rasch seconded the motion, which passed unanimously.

Activities Director position - possible executive session. Mr. Norbeck recommended Ms. Layng as the new AD.

Spring Coach Program evaluations

Spring Coach rehire

- i. Sarah Layng recommended for track. Mr. Rasch moved to accept the recommendation. Mr. Willcut seconded the motion, which passed unanimously.
- ii. Anna DeMars recommended for golf. Mr. Bullock moved to accept the recommendation. Mr. Rasch seconded the motion, which passed unanimously.
- iii. Elisa McLaughlin recommended for tennis. Mr. Rasch moved to accept the recommendation. Mr. Willcut seconded the motion, which passed unanimously.

Assistant Volleyball - Ms. Strozewski recommended. Mr. Rasch moved to accept the recommendation. Mr. Willcut seconded the motion which passed unanimously.

4. Attendance Agreements – 2 YDI, 12 JHS student to Helena, 1 JHS student to Butte Mr. Rasch moved to approve the Attendance agreements for YDI and acknowledge the others. Mr. Willcut seconded the motion, which passed unanimously, except Mr. Bullock had stepped out.

5. Transportation

a. Bus safety arm – new legislation. Referred to committee.

b. Individual Transportation Contracts approval - Mr. Bullock moved to approve the transportation contracts for the upcoming year. Mr. Rasch seconded the motion, which passed unanimously

6. Heard Scholarship Applications discussion and recommendation – The applications were reviewed. Each board member selected their top 2 girls and top two boys. The tally resulted in the following: girls – Bailey Toney and Ellen McLean and boys – Braden Morris and Leo Anderson. Ms. Graham moved to offer the scholarships to those 4 students. Mr. Willcut seconded the motion, which passed with Mr. Rasch abstaining. In January of each year, the board will set forth the procedure for this scholarship.

7. Activity fees generation proposal Mr. Rasch moved to approve the fees as proposed. Ms. Morris seconded the motion, which passed unanimously.

8. Sports Co-op update – East Helena will submit the proposal to MHSA.

9. Mental Health Contractor CSCT OPI has a draft agreement started with some agencies or facilities.

10. Food Services An MOU will be drafted. Mr. Norbeck and Ms. L. Carey met with BES to discuss the program.

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

a. Community Events

I. Communication and Comments

1. Letters to the Board –

J. Commendations and Recognition Ms. Robson thanked Mr. Norbeck for his 9 years of service to JHS and the community.

K. Consent Agenda

1. Approval of Previous Minutes and High School Claims and Accounts – Mr. Bullock moved to approve the claims and accounts. Mr. Willcut seconded the motion, which passed unanimously.

L. Follow-up/Adjournment – upcoming agenda items

July – Contract details for Mr. Moodry, Mr. Sturdevant, Ms. L. Carey, Ms. A. Carey, and Ms. Layng

07/15/22
16:45:37

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/22

Page: 1 of 5
Report ID: AP100

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
22908	47711S	1377 JOHNSON CONTROLS	33,249.05						
1		45395253 05/18/22 Air units for shops	33,249.05*	10253	215	785-4600	725	785	
22909	47714S	1823 MT BROOM & BRUSH COMPANY	147.70						
1		1560242 06/20/22 Dust mop heads	147.70*	10397	201	100-2600	610		
22910	47730S	612 HOME DEPOT PRO INSTITUTIONAL	856.88						
1		689017317 06/03/22 Floor finish	856.88*	10428	201	100-2600	610		
22911	47728S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		28743666 06/12/22 Acct. 140595 copier charges	730.30*		201	100-2400	440		
22912	47732S	5364 JOHNSON CONTROLS FIRE PROTECTION	376.70						
1		88856063 06/09/22 Fire alarm inspection	376.70*		201	100-2600	440		
22913	47729S	4967 CENTURY LINK	79.57						
1		296735802 06/04/22 Acct. 88113581	79.57*		228	100-1000	530		
22914	47727S	321 BRUCO, INC	131.07						
1		409644 06/10/22 Kaivac repair	21.33	10090	215	999		765	
PO Accounting		(Org/Prog/Func/Obj/Proj: -765-2600-440-765							
2		409644 06/10/22 Part for Kaivac	109.74	10434	201	100-2600	615		
22915	47735S	1645 VERIZON WIRELESS	30.02						
1		9908109933 06/05/22 Acct. 442117550	30.02		201	100-2100	530		
22916	47733S	1830 MT SCHOOL BOARDS ASSOCIATION	1,695.78						
1		10594 05/31/22 Legal services - construction	451.00*		201	100-2300	330		
2		10456 05/31/22 Legal services - personnel	1,244.78*		201	100-2300	330		
22917	47732S	5364 JOHNSON CONTROLS FIRE PROTECTION	225.00						
1		22924537 05/26/22 Inspect sprinkler system	225.00*		201	100-2600	440		
22918	47731S	1304 JEFFERSON COUNTY SOLID WASTE	20.00						
1		23878 06/20/22 Dump fee	20.00		201	100-2600	431		

Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	FO #	Fund Org	Prog-Func	Obj	Proj	
22919	47734S	5270 SMA ARCHITECTS	305,052.46						
1		22-001-1 05/17/22 Expansion/remodel work	159,291.46*		260	100-4000	700		
2		22-001-2 06/21/22 Expansion/remodel work	145,761.00*		260	100-4000	700		
22920	-99783E	4786 MC Mastercard	4,013.99						
		Act Drama, Dist Act 1, Dist Act 2							
1		ActDrama 06/05/22 Due from activities	3,024.73		201	170			
2		DistAct1 06/05/22 Due from activities	138.87		201	170			
3		DistAct2 06/05/22 Due from activities	850.39		201	170			
22921	-99782E	4786 MC Mastercard	10.39						
		Cheer Band							
1		033022 05/06/22 Band meals	10.39*		201	710-3400	582		
22922	-99781E	4786 MC Mastercard	609.29						
		XC Wrestling Golf							
1		039996 05/09/22 Golf meals	106.32*		201	720-3500	582		
2		247351 05/09/22 Golf green fees	400.00*		201	720-3500	582		
3		019422 05/10/22 Golf meals	102.97*		201	720-3500	582		
22923	-99780E	4786 MC Mastercard	3,131.42						
		Dist Admin 2							
1		05/07/22 BPA travel refund	-54.49*		215	392-1170	582	318	
2		CSxFE 05/23/22 Conference registration	2,875.00*		215	423-1000	582	713	
3		041010 05/04/22 Due from activities	38.25		201	170			
4		032698 05/05/22 Due from activities	145.83		201	170			
5		041010 05/06/22 Due from activities	30.85		201	170			
6		029235 05/05/22 Due from activities	16.54		201	170			
7		6792943 05/07/22 Due from activities	21.09		201	170			
8		190 05/07/22 Due from activities	58.35		201	170			
22924	-99779E	4786 MC Mastercard	2,302.45						
		Dist Admin 1							
1		06/01/22 Conference parking	22.00*		215	423-1000	582	713	
2		242490 05/11/22 22-23 membership	240.00*	10423	215	100-2500	810	777	
		ASBO INTERNATIONAL							
3		1538604 05/10/22 Bouncy balls	28.79	10422	201	100-1440	610		
		AMAZON.COM							
4		660296 05/12/22 Crows nest supplies	913.83		201	100-2600	615		
5		496136053 05/13/22 Professional development	945.33*		215	423-1000	321	713	
6		070401 06/01/22 Conference meals	22.50*		215	423-1000	582	713	
7		063532 05/31/22 Conference meals	70.00*		215	423-1000	582	713	

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
8	9sHu 06/01/22 Conference meals	30.00*		215	423-1000	582	713	
9	67676280 06/02/22 Conference parking	30.00*		215	423-1000	582	713	
22925 -99778E 4786 MC Mastercard		1,122.01						
Vball Gbball Tennis								
1	42689561 05/19/22 Tennis lodging	288.25*		201	720-3500	582		
2	26223841 05/19/22 Tennis lodging	288.25*		201	720-3500	582		
3	10 05/12/22 Tennis meal	58.93*		201	720-3500	582		
4	079218 05/12/22 Tennis meals	131.90*		201	720-3500	582		
5	7 05/13/22 Tennis meals	88.16*		201	720-3500	582		
6	043353 05/12/22 Tennis meals	65.99*		201	720-3500	582		
7	008137 05/13/22 Tennis meals	55.50*		201	720-3500	582		
8	065208 05/18/22 Tennis meals	61.03*		201	720-3500	582		
9	007469 05/18/22 Tennis meals	84.00*		201	720-3500	582		
22926 -99777E 4786 MC Mastercard		1,447.80						
Act FCS								
1	3005312 05/08/22 BPA nationals hotel	723.90*		215	392-1170	582	318	
2	3005312 05/08/22 BPA nationals hotel	723.90*		215	451-1170	582	316	
22927 -99776E 4786 MC Mastercard		3,683.43						
Dist Athletic								
1	05/05/22 Conference airfare	2,476.20*		215	423-1000	582	713	
2	05/05/22 Conference airfare	167.16*		215	423-1000	582	713	
3	05/05/22 Conference airfare	120.00*		215	423-1000	582	713	
4	099797 05/16/22 Golf green fees	360.00*		201	720-3500	582		
5	000788 05/17/22 Golf meals	78.23*		201	720-3500	582		
6	021196 05/16/22 Golf meals	101.84*		201	720-3500	582		
7	248229 05/18/22 Golf meals	380.00*		201	720-3500	582		
22928 -99775E 4786 MC Mastercard		5,659.15						
Football Bbball Track								
1	05/28/22 Track lodging	3,258.40*		201	720-3500	582		
2	40045 05/13/22 Track meals	360.25*		201	720-3500	582		
3	030315 05/19/22 Track meals	174.55*		201	720-3500	582		
4	18125 05/19/22 Track meals	349.99*		201	720-3500	582		
5	092011 05/26/22 Track meals	59.90*		201	720-3500	582		
6	016561 05/26/22 Track meals	288.00*		201	720-3500	582		
7	044775 05/27/22 Track meals	401.89*		201	720-3500	582		
8	091536 05/27/22 Track meals	41.13*		201	720-3500	582		
9	015609 05/28/22 Track meals	35.94*		201	720-3500	582		
10	013336 05/28/22 Track meals	351.00*		201	720-3500	582		
11	18034 05/20/22 Track meals	338.10*		201	720-3500	582		

07/15/22
16:45:38

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/22

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Report ID: AP100

Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
22929	47740S	4639 WEX BANK	11,340.60					
1		81284463 05/31/22 Golf in coach	406.45*		215	720-3500	582	139
2		81284463 05/31/22 Tennis in coach	59.77*		215	720-3500	582	139
3		81284463 05/31/22 Track in coach	1,314.97*		215	720-3500	582	139
4		81284463 05/31/22 Golf	80.69*		215	720-3500	582	139
5		81284463 05/31/22 tennis	59.77*		215	720-3500	582	139
6		81284463 05/31/22 Track	67.24*		215	720-3500	582	139
7		81284463 05/31/22 Math	56.04*		201	100-1000	582	
8		81284463 05/31/22 Outdoor Lit	56.04*		201	100-1000	582	
9		81284463 05/31/22 Custodial	50.44		201	100-2600	624	
10		81284463 05/31/22 Tennis	70.67*		215	720-3500	582	139
11		81284463 05/31/22 Golf	214.24*		215	720-3500	582	139
12		81284463 05/31/22 Drivers Ed	122.83*		218	100-1000	624	
13		81284463 05/31/22 Route Fuel	6,250.28		210	100-2700	624	
14		81284463 05/31/22 Due from BES route fuel	1,866.96		201	180		
15		81284463 05/31/22 Due from BES activities	664.21		201	180		
22930	47737S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	30,980.78					
1		4515 05/31/22 Route contract	25,850.62*		210	100-2700	513	
2		4515 05/31/22 golf	336.00*		215	720-3500	582	139
3		4515 05/31/22 golf downtime	763.60*		215	720-3500	582	139
4		4515 05/31/22 golf services	183.75*		215	720-3500	582	139
5		4515 05/31/22 tennis	42.00*		215	720-3500	582	139
6		4515 05/31/22 tennis downtime	230.00*		215	720-3500	582	139
7		4515 05/31/22 tennis services	36.75*		215	720-3500	582	139
8		4515 05/31/22 track	546.00*		215	720-3500	582	139
9		4515 05/31/22 track downtime	979.80*		215	720-3500	582	139
10		4515 05/31/22 track services	257.25*		215	720-3500	582	139
11		4515 05/31/22 golf	207.36*		215	720-3500	582	139
12		4515 05/31/22 golf downtime	72.55*		215	720-3500	582	139
13		4515 05/31/22 tennis	153.60*		215	720-3500	582	139
14		4515 05/31/22 tennis downtime	72.55*		215	720-3500	582	139
15		4515 05/31/22 track	172.80*		215	720-3500	582	139
16		4515 05/31/22 track downtime	72.55*		215	720-3500	582	139
17		4515 05/31/22 math	144.00*		201	100-1000	582	
18		4515 05/31/22 math downtime	72.55*		201	100-1000	582	
19		4515 05/31/22 Outdoor Lit	144.00*		201	100-1000	582	
20		4515 05/31/22 Outdoor Lit downtime	72.55*		201	100-1000	582	
21		4515 05/31/22 PPE	570.50*		215	720-3500	582	139

07/15/22
16:45:38

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 6/22

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Report ID: AP100

... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct./Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
22931	47739S	5419 STRIVE	3,750.00					
1		J051722 05/17/22 Consultant days	3,750.00*		215	423-1000	330	713
22932	47736S	4827 CITI BUSINESS VISA-Costco	764.04					
1		06/17/22 MASBO conf. lodging	314.04		215	100-2500	582	777
2		7764253 05/26/22 Staff gift cards	450.00*		201	100-2300	800	
22933	47738S	5375 MCMAHON, MARY ANNE	117.08					
1		06/03/22 Dual credit summit lodging	117.08*		215	100-1000	582	19
22945	-99774E	5573 TEACHERS RETIREMENT	64.52					
1		06/30/22 Interest on IRS cont. for CC	64.52*		201	100-1000	800	
22947	-99773E	5573 TEACHERS RETIREMENT	189.43					
		MW late payment of salary.						
1		letter 06/06/22 Interest on late pay	189.43*		201	100-1000	800	
		# of Claims 28	Total: 411,780.91	# of Vendors 16				
		Total Electronic Claims	22,233.88					
		Total Non-Electronic Claims	389,547.03					

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
22935	47745S	5364 JOHNSON CONTROLS FIRE PROTECTION	762.00						
1		22964378 06/07/22 Annual alarm/sprinkler inspe	762.00*		201	100-2600	440		
22936	47741S	2152 CENTURY LINK	507.24						
1		June2022 06/13/22 406-225-3317 232B	507.24*		201	100-2400	531		
22937	47746S	2607 MCGRAW-HILL SCHOOL EDUCATION	3,195.03						
1		1231259720 06/15/22 Inspire Biology books	3,094.58	10430	215	999		713	
PO Accounting (Org/Prog/Func/Obj/Proj: -423-1000-640-713									
2		1231259720 06/15/22 Inspire Biology books	100.45*		215	423-1000	640	713	
22938	47748S	4639 WEX BANK	2,757.62						
1		82215027 07/30/22 Due from BES	2,183.82		201	190			
2		82215027 07/30/22 Custodial fuel	229.51*		201	100-2600	624		
3		82215027 07/30/22 dual credit summit	46.74*		201	100-1000	321		
4		82215027 07/30/22 athletic fuel	297.55*		201	720-3500	582		
22939	47747S	2144 SAFEGUARD BUSINESS SYSTEMS	582.79						
1		35004803 06/10/22 Claims warrants	582.79	10431	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-									
22941	47742S	2717 CITY OF BOULDER	1,409.97						
1		July2022 07/01/22 Water	546.56*		201	100-2600	421		
2		July2022 07/01/22 Sewer	765.44*		201	100-2600	421		
3		July2022 07/01/22 Outdoor water	15.97*		201	100-2600	421		
4		July2022 07/01/22 Tennis water	34.16*		201	100-2600	421		
5		July2022 07/01/22 Tennis sewer	47.84*		201	100-2600	421		
22942	47743S	1086 GIULIO DISPOSAL SERVICES, INC.	159.00						
1		2457 06/30/22 Disposal services	159.00*		201	100-2600	431		
22943	47744S	157 HARDWARE HANK	107.96						
1		124816 06/06/22 Padlock	15.99*		201	100-2600	610		
2		124996 06/15/22 Weed spray	49.99*		201	100-2600	610		
3		125174 06/24/22 Batteries	41.98*		201	100-2600	610		


07/15/22
16:46:43

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 7/22

Page: 2 of 2
Report ID: AP100

Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
22948		4389 NITRO GREEN & CHRISTMAS DECOR	120.00					
1		609152 06/06/22 Pest control	120.00*		201	100-2600	440	
22949		1608 MASBO	150.00					
1		10717 06/24/22 MASBO membership dues	150.00*		215	100-2500	810	777
22950		5557 CTL CORPORATION	18,270.00					
1		315193-IN 06/28/22 Chromebooks	18,270.00	10427	215	999		739
PO Accounting (Org/Prog/Func/Obj/Proj): -739-1000-660-739								
22951		2851 MT SCHOOLS PROPERTY & LIABILITY	55,503.00					
1		22-23 06/24/22 PK1036822insurance renewal	55,503.00*		201	100-2300	520	
22952		5417 SCHOOLHOUSE IT INC.	4,157.33					
1		2347 07/01/22 July 2022 IT services	4,157.33*		228	100-1000	330	
22953		5437 OFFICE OF PUBLIC INSTRUCTION -	1,754.81					
1		CSCImss2 06/30/22 May CSCT	1,722.90*		215	280-1000	330	524
2		CSCImss2 06/30/22 June CSCT	31.91*		215	280-1000	330	524
22954		5417 SCHOOLHOUSE IT INC.	22.50					
1		2356 07/01/22 Office 365 licenses	22.50*		228	100-1000	680	
22955		5574 BOULDER ACE HARDWARE	321.92					
1		19 06/23/22 Maintenance supplies	41.99*		201	100-2600	610	
2		20 06/23/22 Wall paint	279.93*		201	100-2600	610	
22956		385 BOULDER MONITOR & JEFFERSON CO.	5.00					
2		4121 06/30/22 Board agenda	5.00*		201	100-2300	540	
		# of Claims	17	Total:	89,786.17	# of Vendors	16	

From the desk of:  *Lorie*

July 2022

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

We made the paper again, this time for our activity fund financial position and the effect successfully competitive athletics and activities have on the district general fund.

The activity fund is a non-budgeted special revenue fund. What is available to spend is limited to the cash in the account. The revenue sources for the account include admission fees, club fundraising, donations, and similar sources. In recent years, this fund has experienced the effects of rising costs but little increased revenue.

The money received from MHSA from events held around the state (a share of the profits to help with travel expenses) is deposited in the District Miscellaneous Fund to help defray the costs of travel to and from those contests. This year, the increased number of contests and distances traveled resulted in a greater need in activity travel. The state contests accounted for about \$45,000 of the over-expended line for athletic travel. The remaining few thousand dollars over were from the increased number of other post-season travel and increased numbers in some of the sports. Thankfully the money in the Miscellaneous Fund was able to cover some of the costs as well.

If we continue to be conservative in our budgets each year, this should rarely be a problem. However, we need to be very aware of the number of students we expect each year, options in staffing, and every other decision that impacts the financial well-being of our school.

Mr. Wilkerson and I haven't had time yet to discuss the upcoming budget(s). We plan to do so after this board meeting.



July 19 , 2022

Principals Report--Mr. Mike Moodry

Projected 22-23 Enrollment: 292

Academic

We have had to shift our schedule around to accommodate the changes in the English department.

SAM Summer Institute

I will be attending the School Administrators of Montana Summer Institute in Helena on July 25-27. The theme is, "Did you know: Telling your story of innovation."

Literacy Conference

We have 7 staff members attending the Literacy Conference from August 3-5 in Helena.

Activities

Summer open gyms have been in full swing since June 1. Attendance has been well received.

Youth camps are being conducted. Open coaching ends July 31.

Coaches will be attending the Montana Coaches Association Clinic July 27-29 in Great Falls.

2022-23 Activity Fees

	Price	
<u>Single Game</u>	Single Event	Multiple Events
Student/Senior	\$5.00	\$7.00
Adult	\$7.00	\$10.00
<u>Season Passes</u>		
Elementary	\$25.00	
High School Student	\$35.00 Per Sport Season (Max \$140 family)	
Adult	\$50.00	
Senior (over 65)	FREE for all Jefferson County residents \$50 for non-Jefferson County residents	
*Family of 4 Sliding Scale		
No High School Students	\$140.00	
1 High school student	\$90.00 (Per Sport Season Applies)	
2 High school students	\$55.00 (Per Sport Season Applies)	
*Family of 4 includes parents and K-12 students living in the household. Additional K-12 students living at home may be added per the scale.		

Board Meeting- July 19, 2022

Information

- A. Call to Order
 - B. Announcements and Public Comment
 - C. Student Report
 - D. Staff Report
 - E. Committee Reports
 - F. Administrative Reports
1. Clerk, Business Manager
 2. Principal/ AD
 3. Superintendent
- G. Unfinished Business
 - H. New Business

Policies- Per policy committee

Personnel

Substitutes- There are no new substitute applications at this time.

Recommended Motion: None at this time

Resignations- Anne Jolliff has submitted her resignation.

Recommended Motion: Move to approve the resignation of Anne Jolliff as submitted.

Approval of English Teacher- The district received one application for the position of English teacher. Mr. Wilkerson, Mr. Mr. Moodry, and Ms. Voeller conducted the interview. The interview committee recommends the hire of Mr. Scott Ferguson.

Recommended Motion: Move to approve the hire of Scott Ferguson for the 2022-2023 school year.

Approval of Contract for Literacy Coach- The District hired Eric Gustafson as the literacy coach last year. We would like to recommend the rehire of Eric in the same capacity. We are recommending we give Eric the same increase percentage as the other certified staff. Just a reminder that Mr. Gustafson is paid through the literacy grant.

Recommended Motion: Move to approve the hire of Mr. Eric Gustafson for the 2022-2023 school year.

Contract Details for Principal, Business Manager, Administrative Assistant, Facilities Manager, and AD- All listed positions have been rehired for the next school year. Negotiations have been conducted and need to be approved.

Recommended Motion: Move to approve the negotiations as presented.

Attendance Agreements- YDI, JHS student to Helena, and JHS student to Butte.

Recommended Motion: Move to acknowledge the attendance agreements as presented.

Budget Meeting Requirements- The District must set and post the Budget Meeting and it needs to take place in August. The Board will be approving the budget for the 2023 fiscal year.

Recommended Motion: Move to set the 2023 fiscal year budget meeting for August 16, 2022 during the regular Board meeting.

Establish Substitute Rate of Pay- Each year the Board needs to establish the rate of pay for substitutes. The current rate is \$11.00/hour for non-certified substitutes and \$12.00/hour for certified substitutes.

Recommended Motion: Move to approve the substitute pay rate as presented.

Approval of Tuition Rates- At this time the district does not charge tuition for students who reside out-of-district. I would recommend we continue this practice.

Recommended Motion: Move to approve not charging tuition for out-of-district students.

Receipt of List of Credit Cards- Mrs. Carey will provide a list of credit cards for your viewing

Recommended Motion: Informational

Approval of YBGR for CSCT- After using Altacare, Mr. Norbeck reached out to YBGR for CSCT services. I've received a contract from YBGR for their services. Mrs. Carey and I have reviewed this contract and feel it is acceptable.

Recommended Motion: Move to approve the contract with YBGR for CSCT services for the 2022-2023 school year.

Surplus Equipment- We have way too much surplus equipment and would like to hold a "surplus sale" in August to get rid of this stuff. With surplus equipment we are required to hold a sale to get people an opportunity to purchase the items before we can dispose of them. We will have an attached list of items to be sold for your approval. Any item not sold will be disposed of.

Recommended Motion: Move to approve the surplus property resolution to sell or dispose of abandoned, obsolete or undesirable property.

Transportation- We have a transportation meeting on Wednesday, July 20, 2022. We will discuss routes and possibly the new legislation requiring safety arms. We will need to have this discussion with Harlows.

Recommended Motion: Informational unless a motion is necessary.

Food Services MOU- Mrs. Carey and I met with Jeff Elliot and the elementary clerk to discuss this MOU. I will have more information at the Board meeting.

Recommended Motion: Move to approve the Hot Lunch MOU with Boulder Elementary as presented.

Construction/ Renovation Update- We will have more information provided by SMA and Dick Anderson Construction.

Recommended Motion: Informational unless a motion is necessary.



Budget Timeline

FY 2023

Current Law	Description	MCA Statute(s)
June 30	Close of the fiscal year.	<u>§20-1-301</u>
Between July 1 and August 10	District clerk publishes one notice of date, time, and place of budget meeting.	<u>§20-9-115</u>
By 3rd Friday in July	OPI allocates annual statutory appropriation for technology fund.	<u>§20-9-534(2)</u>
By July 20	County treasurer provides bond, endowment fund and cash balances information for school trustees' financial summary (TFS) and cash balances for county school funds supported by countywide levies.	<u>§20-9-121(1),(2),(3)</u> <u>§20-9-604(4)</u>
By 1st Monday in August	Department of Revenue delivers taxable valuation information to county superintendent.	<u>§20-9-122</u>
Not later than August 15	Trustees report annual financial activities of each fund maintained by the district to the county superintendent.	<u>§20-9-213(6)</u>
Not later than August 15	Annual fiscal reports for joint school districts must be submitted to the county superintendent of each county in which part of the joint district is situated.	<u>§20-9-213(6)</u>
August 15 (OPI form FP-8a due date)	Located and non-located counties exchange information between August 10 and August 15 in order to determine what percentage of the joint district their county supports.	<u>§20-9-151</u>
Before the 2nd Monday in August	County superintendent computes revenue available to finance the transportation budget.	<u>§20-10-144</u>
On or before August 20	Trustees meet to consider all budget information and any attachments required by law.	<u>§20-9-131(1)</u>
Not later than August 25, and before the computation of the general fund net levy requirement by the county superintendent	Trustees adopt final budget. Trustees of a joint district shall adopt a budget according to school budgeting laws and send a copy to the county superintendent of each county in which a part of the joint district is located.	<u>§20-9-131(2)</u> <u>§20-9-151(1)</u>

Current Law	Description	MCA Statute(s)
Within 3 days after final approval	Upon final approval, trustees deliver adopted budget, including amounts to be raised by tax levies, to the county superintendent.	<u>§20-9-131(3)</u>
On or before August 25 (OPI form FP-8b due date)	County superintendent in located county prepares and signs a joint statement of the required levies for joint districts (OPI form FP-8) and submits to county superintendent in non-located county.	<u>§20-9-151(2)</u>
By the later of 1st Tuesday in September or within 30 calendar days after receiving certified taxable values.	<p>County superintendent reports levy requirements to the county commissioners</p> <ol style="list-style-type: none"> 1. General Fund 2. Bus Depreciation Fund 3. Debt Service Fund 4. Building Reserve Fund 5. Non-Operating Fund 6. Technology Fund 7. Adult Education Fund 8. Transportation Fund 9. County Retirement Fund (county-wide levy) 10. County Transportation Fund (county-wide levy) 11. Levies for Joint Districts 	<ol style="list-style-type: none"> 1. <u>§20-9-141(3)</u> 2. <u>§20-10-147(2)</u> 3. <u>§20-9-439(2)</u> 4. <u>§20-9-503(1)</u> 5. <u>§20-9-506(3)</u> 6. <u>§20-9-533(4)</u> 7. <u>§20-7-705(5)</u> 8. <u>§20-10-144(5)</u> 9. <u>§20-9-501(5)(b)</u> 10. <u>§20-10-146(3)</u> 11. <u>§20-9-151(3)</u>
By the later of 1st Tuesday in September or within 30 calendar days after receiving certified taxable values.	County superintendent places the final adopted school budgets before the county commissioners.	<u>§20-9-142</u>
By the later of the 1st Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values	County commissioners shall fix tax levies.	<u>§20-9-152</u>
By the later of the 1st Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values	County commissioners of each county in which a part of a joint district is located shall fix and levy taxes on that portion of the joint district located in each board's county.	<u>§20-9-152(1)</u>

Current Law	Description	MCA Statute(s)
By the later of the 1st Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values	County commissioners levy community college mills.	§20-15-313
On or before September 15	County superintendent submits annual reports to OPI: (1) final budget for each district; (2) revenue amounts and levy requirement for county transportation and county retirement funds; (3) financial activities of each district of the county (TFS); and (4) other, as requested by OPI.	§20-3-209 §20-9-134(1)
On or before September 15	After final budget is adopted by trustees, the county superintendent completes all remaining portions of the budget forms and sends final budget to OPI.	§20-9-501(11) §20-10-146(4)
On or before September 15	County superintendent submits a report of the revenue amounts used to establish the levy requirements for county school funds supporting elementary and high school transportation and retirement obligations to OPI. (OPI form FP-10).	§20-3-205(1)(l)
By the 2nd Monday in September or within 30 calendar days after receiving certified taxable values.	County clerk and recorder reports mill levies to Dept. of Revenue	§15-10-305(1)
By the 2nd Monday in October	Department of Revenue completes the computation of taxes, fees, and assessments to be levied against the property and notifies the county clerk and recorder and county treasurer.	§15-10-305(2)
Within 10 days after receipt of the property tax record	County treasurer sends each taxpayer a written notice of taxes and assessments due for the current year. - One-half of all taxes levied and assessed is due on November 30 or within 30 days after the notice is postmarked. - One-half of the taxes levied and assessed is due on May 31	§15-16-101

Montana Code Annotated (MCA) outlines the deadlines specified in this timeline, and each reference to statute is hyperlinked in the table below. Per the General Provisions in [§1-1-307, MCA](#), whenever a deadline (act) is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

CREDIT CARD LIST 2022/23

Citi Visa – 2

- 1 –business manager for staff orders
- 1 –FCS teacher for groceries during school year

WEX fuel cards

- 3 – held in district office for staff vehicle fuel
- 11 – issued to Harlow’s bus service for bus travel use

MasterCard Procurement card - 13

- 1 – custodian
- 1 – held in district office for staff orders
- 7 – held in district office for checkout
- 3 – held in the front office for activity needs
- 1 – technology held in district office for technology needs

AUTHORIZED USERS

All staff members have access to p-cards from the district office through the checkout procedure. That procedure follows policy 7400.

MASTERCARD P-CARDS

<u>CARD NAME</u>	<u>ISSUED TO:</u>
VBB, GBB, TENNIS	
FTBL, BBB, TRACK	
FCS	
MAINT	CUSTODIAL SUPERVISOR
CHEER/BAND	
ATHLETICS	
DRAMA	ACTIVITIES OFFICE (in district office during summer)
ACTIVITY 1	ACTIVITIES OFFICE (in district office during summer)
ACTIVITY 2	ACTIVITIES OFFICE (in district office during summer)
ADMIN 1	
ADMIN 2	
TECH	
XC, WRESTLING, GOLF	

JEFFERSON HIGH SCHOOL
22/23 July/August SURPLUS LIST

Retired Kiln

Various shop tools

- routers

- sanders

- skill saws

- big drill presses

- handsaws

- miter hand saws

- speed scroll saw

Used books

Washer and dryer (newer, replaced because of space)

Electric drum set

Sewing machines

Various educational items no longer in use

Miscellaneous furniture items.

Food Service Agreement between Boulder Elementary and
Jefferson High School Elementary
2022-2023 School Year

This agreement is made this _____ day of _____ by and between the governing authorities of _____ hereinafter referred to as the **School District** and _____ hereinafter referred to as the **Vendor**.

Now, therefore, in consideration of the covenants and agreements hereinafter expressed, it is mutually covenanted and agreed by and between the parties hereto as follows:

1. The Vendor will provide the School District with the meals indicated below, Monday through Friday on days when the School District's schools are in session.

_____ Breakfast

_____ Lunch

2. All meals/snacks will be planned and prepared according to the relevant USDA child Nutrition Program regulations (i.e. lunches and afterschool snacks per 7 CFR Part 210; and breakfasts per 7 CFR Part 220). All meals/snacks will meet the requirements as specified in the aforementioned regulations.
3. The School District agrees to adhere to the procurement standards set forth in Section 210.21 of the NSLP regulations, OMB Circular 7 CFR 200.317-22.326.
4. The Vendor will conform to the rules and regulations of the School District's Program Agreement with the Office of Public Instruction and will comply with all applicable federal and state regulations.
5. The School District will comply with the Buy American provision and purchase, to the maximum extent practicable, domestic commodities or products according to 7 CFR 210.21(d).
6. The number of meals served for claims and billing purposes will be based on the signed Delivery Records.
7. The School District will account for the number of student and adult meals served according to procedures approved by the Office of Public Instruction.
8. The Vendor will deliver unitized meals with adequate servings to meet the requirements for the number of meals ordered.
9. Milk is provided by the vendor and included in meal cost. _____ **YES** _____ **NO**

10. No Payment will be made for meals that are spoiled or unwholesome at the time of deliver, do not meet the Child Nutrition Program requirement or do not otherwise meet the requirements of this contract.
11. The Vendor will be provided a monthly menu calendar. Menus written by the SFA must be reviewed and changes made as necessary to ensure NSLP meal patterns are met.
12. The Vendor will use the Food Based menu planning system for meals prepared for the School District.
13. The School District will telephone an accurate lunch order to the Vendor's office by _____AM each day.
14. The School District will transport the meals from the preparation site to the delivery site. Meals will be ready for pick up from the vendor by _____AM. The meals will be transported in containers that maintain safe temperatures and prevent contamination.
15. The School District will provide the transport containers. The containers will be cleaned and sanitized by the School District. The meals will be transported in containers that maintain safe temperatures and prevent contamination.
16. The School District will furnish the serving trays, silverware, serving utensils, etc. These items will be sanitized by the Vendor.
17. Employees of the School District will serve meals, and will maintain safe and proper food temperature. Servers will be responsible for setting up the serving line, serving meals, cleaning up the serving line, and cleaning up the kitchen of the School District. The Vendor will provide portioning instructions to the School District's servers.
18. The Vendor will maintain applicable health certification and food safety training for its employees; a food service license for any facility in which meals are prepared; and any other state, county or city health licenses as required for the duration of the contract.
19. The School District will maintain a current Montana food service license and any other state, county, or city health licenses as required for the duration of the contract.
20. The Vendor will assist the School District in developing and updating the School District's Food Safety/HACCP plan.
21. The Vendor will maintain food production records indicating food produced, portion size, quantity prepared, and recipe number of product description. Information for nutrient analysis,

including standardized recipes, nutrition fact labels, and Child Nutrition (CN) labels must be on file with the vendor.

22. The Vendor will make all related records available, for a period of three years from the date of the final payment under the contract, for inspection and audit by representatives of the Office of Public Instruction, USDA and the U.S General Accounting Office at any reasonable time and place. If audit findings have not been resolved, the records will be retained beyond the three year period as long as required for resolution of issues raised by the audit.
23. The School District may monitor the Vendor's food service operation through periodic on-site visits.
24. The School District will retain signature authority on its Office of Public Instruction Program Agreement. The Business Manager of the vendor will be the authorized person for the Free and Reduced Price School Meal Applications, and will also submit claims for reimbursement and oversee the non-profit Food Service Fund.
25. In accordance with federal regulations and FNS Instruction 783-2, the Vendor will make substitutions in reimbursable meals as specified by a recognized medical authority for individual participating children who are unable, because of a disability or other special dietary need, to consume specified foods. The School District will notify the Vendor of any such special dietary needs.
26. With the exception of payment obligations for prior performance under this agreement, neither the Vendor nor the School District will be liable for the failure to perform their respective obligations under this agreement when such failure is caused by fire, explosion, water, acts of God, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, governmental rules or regulations, or like causes that are beyond the reasonable control of such party.
27. This contract is for the duration on one school year beginning _____ and ending _____.
28. This contract may be terminated by either party for cause or by mutual agreement between parties.
29. The School District may terminate this contract for breach/neglect as determined by the School District when considering such items as failure to maintain and enforce required standards of sanitation, failure to provide periodic information / statements or failure to maintain quality of service at the level satisfactory to the Contractor.
30. District Clerk from Vendor will calculate the percentage of meals served and divide the percentage of meals served to the school district by the sum, of all revenues minus all

expenditures occurred during the fiscal year, and provide that amount in an invoice to the school district in June for payment.

Signatures

In witness whereof, the parties hereto have executed this agreement as of the date and year first written above.

School District

Authorized Representative's Signature

Date

Vendor:

Authorized Representative's Signature

Date

Anne Jolliff
10 Hilltop Dr
Clancy, MT 59634
(406) 599-1646
jolliffanne@gmail.com

June 21, 2022

JHS Administration
312 Main St
Boulder, MT 59632

Dear Mr. Norbeck and Mr. Moodry,

I am writing to notify you that I am resigning from my position as an English Language Arts teacher and Speech and Debate Coach at Jefferson High School for the Natrona County School District effective immediately.

I sincerely appreciate all the opportunities JHS has given me and the professional guidance and support from the staff that has aided in my continuous growth. These past three years have taught me many things, and I will be forever grateful. Although I will miss this position, colleagues, administration, and students, my new position allows me the flexibility that my family needs. With several family members' current health situation and our children's young age, we feel like this is a necessary move.

I wish you and the school all the best. If I can be of any assistance in the future, I would be happy to help.

Sincerely,

Anne Jolliff

A handwritten signature in black ink, appearing to read "Anne Jolliff", written over a light blue horizontal line. The signature is fluid and cursive, with a large loop at the end.