

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

**Tuesday, February 21, 2023    6:30 p.m.    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](http://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. Facility Manager
3. Principal/A.D.
4. Superintendent

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

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

1. Friendship Center presentation
2. Policy –
3. Personnel
  - a. Resignation – M. Hanson
  - b. New Hires – Part-time Custodian – Rachael Wilkinson; Asst. Tennis – Zoey Wickens
  - c. Volunteer – Track – Avery Stiles
4. Attendance Agreements – YDI , JHS students to Helena, East Helena to JHS
5. Out-of-state trips - art trip to Oregon, music trip to Utah
6. Consideration of Declaration of Unforeseen Emergency in accordance with Title 20, chapter 9, part 8, MCA.
7. Consideration of resolution regarding reasonable effort to reschedule pupil instruction time affected by school closure due to declared emergency in accordance with Title 20, chapter 9, part 8, MCA.
8. School Resource Officer (SRO) – MOU
9. Shooting Sports club association
10. Call for election.
11. Consideration of the 23/24 calendar
12. Weighted GPA working group assembled.
13. Construction/Renovation update

**J. Communication and Comments**

1. Letters to the Board – M. Hanson

**K. Commendations and Recognition**

**L. Follow-up/Adjournment – upcoming agenda items**

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING March 21, 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)

Cami Robson, Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Lindsey Graham (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 act on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

### **Mission Statement**

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

### **Our vision for the future:**

#### ***Students:***

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

#### ***Teachers:***

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

- 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.*

### **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 Board of Trustees

January 17, 2023

Regular Meeting

Board members present: In-person: Cami Robson Lindsey Graham Jenny Genger (arr. 5:10p)  
Justin Willcut Larry Rasch Dani Morris (arr. 5:08p)

Board members absent: Buster Bullock :

Administrators present: Erik Wilkerson, Superintendent Lorie J Carey, Business Manager  
Mike Moodry, Principal

Staff Present: Jered Padmos, Chriss Wilkinson

Visitors Present: Keith Shultz, Suzanne Shultz, Quinn Shultz, Sarah Johnson, Kaylee Padmos, Rachael Wilkinson

**A. Call to Order** The meeting was called to order by Ms. Robson, chair, at 5:05.

**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. Mr. Schultz and Mrs. Schultz commented with concern about agendas and minutes. Ms. Johnson addressed the board with concern about pay for substitutes and the treatment of those substitutes.

**C. Consent Agenda** Approval of High School Claims and Accounts and minutes of the previous meeting(s) – action Mr. Willcut moved to approve the minutes with a couple changes and the traditional claims... Mr. Willcut seconded the motion, which passed unanimously. Mr. Rasch moved to approve the SMA and MT Dept of Labor and Industry bills. Ms. Lindsey seconded the motion which passed unanimously.

**D. Student Report** – Quinne Shultz gave a report on the activities of the student body.

**E. Staff Report** – The county has a School Resource Office who will work in all the schools in the county. Officer Biesmuth was to come speak but was unable to do so. Mr. Moodry gave this information to the board.

**F. Committee Reports** Policy and Facility will be addressed later in the agenda.

**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 – No questions
2. Facility Manager – No questions
3. Principal/A.D. – Mr. Moodry added that he, Ms. Layng, and Mr. Sturdevant attended the MHSA meeting in Missoula.
4. Superintendent –Harlow's School Bus Service has contacted Mr. Wilkerson to open negotiations for the bus contract.

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

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

1. **Policy** – Committee Recommendations Weighted GPA Ms. Morris The committee met January 13. The recommendation is to leave things as they are this year. They requested that a group be formed to come up with a black and white policy or procedure to address this going forward. Ms. Schultz commented that there is time to address it and it should have been done a year ago. Ms. Genger stated that the policy committee felt that any change made should start with the freshman class. Mr. Schultz and Miss Schultz commented that the board has not addressed the questions the Schultz family put forth.

2. **Personnel**

- a. New Hires – Nurse – K. Padmos, Mr. Wilkerson recommend Ms. Kaylee Padmos as the +part-time nurse. Mr. Rasch moved to accept the recommendation. Mr. Willcut seconded the motion which passed unanimously. Custodial Sub.- R. Wilkinson Mr. Wilkerson recommended Rachael Wilkinson as a custodial substitute. Mr. Rasch moved to accept the recommendation. Ms. Graham seconded the motion, which passed unanimously.
- b. Superintendent Evaluation Moved to the end of the agenda.
3. **Attendance Agreements** – 3 YDI , 11 JHS students to Helena, 1 East Helena to JHS moved to approve the YDI student and the East Helena student. Ms. Graham, Ms. Genger
4. **2023-24 School Calendar** Approval Discussion about the calendar and asked Mr. Moodry to find out some background about it for discussion and possible approval at the February meeting.
5. **Construction/Renovation update** – Mr. Fisher gave a brief review of the start of the bidding process. Mr. Tholte added that February 15 is the bid opening at Dick Anderson Construction. DAC will come to the board with recommendations. They will advertise in Boulder, Helena, and Butte. Plans will be submitted to the plan centers that are state-wide.
6. **Receipt of Boulder Association of Teachers intent to negotiate** Mr. Willcut moved to have the negotiations committee progress Ms. Morris seconded the motion, which passed unanimously.
7. **Receipt of Boulder Association of Classified Employees intent to negotiate** Mr. Rasch moved to have the negotiations committee negotiate with BACE . Ms. Graham seconded the motion, which passed unanimously.
8. **MOU with Boulder Elementary School for 21<sup>st</sup> Century Program** – This funds the after school programs of D&D and Esports. Ms. Graham moved to approve the MOU. Mr. Rasch seconded the motion, which passed unanimously.
9. **ARP ESSER review Safe Return to Schools Plan** Mr. Rasch moved to approve the plan. Mr. Willcut seconded the motion, which passed unanimously.

**Executive session 7:37 – 8:16** Ms. Morris moved to approve 2% raise, same holiday days as certified, and contract extensions through 2025. Mr. Rasch seconded the motion which passed unanimously.

***J. Communication and Comments***

1. Letters – BACE and BAT

***K. Commendations*** Ms. Robson commended the boys' basketball coaches on their attire and representing the school well. Ms. Graham commended Mr. Padmos for his teaching math at YDI.

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

Next meeting – February 21 at regular time.

***M. Adjournment*** - the meeting adjourned at 8:20 p.m.

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Signature of Chair

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Signature of Clerk

02/17/23  
08:28:28

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/23

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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
23512	48229S	4911 SCHMIDT, TIM	241.10					
1		Wrest dual 01/19/23 Referee fee	140.00*		215	720-3500	340	720
2		Wrest dual 01/19/23 Referee mileage	59.60*		215	720-3500	582	720
3		Wrest dual 01/19/23 Exhibitions 2 sets	41.50*		215	720-3500	340	720
23514	48230S	5656 WILLIAMS, AMY	6.19					
1		01-1689414 11/21/22 Battery exercise bike	6.19*		201	720-3500	610	
23515	48247S	4061 MSU-SCIENCE/MATH RESOURCE CENTER	275.00					
1		2023MSO 01/19/23 Science O fees	275.00		201	710-3400	582	
23516	48257S	4565 WILLIAMS, MARY	53.82					
AYA project								
1		01931G 01/13/23 t-shirts for tiedye	53.82*		215	427-1000	610	315
23517	48248S	1828 MT HIGH SCHOOL ASSOCIATION	500.00					
Co-op sports fees.								
1		f 01/15/23 G softball, B tennis	500.00*		201	720-3500	810	
23518	48255S	5417 SCHOOLHOUSE IT INC.	1,117.46					
1		2483 11/01/22 Antenna to YDI	526.48*		215	427-1000	615	315
2		2483 11/01/22 Battery Backup	528.00		228	100-1000	615	
3		2483 11/01/22 parts	62.98		228	100-1000	610	
23520	-99735E	5021 PACIFIC SOURCE HEALTH PLANS	1,779.83					
1		00651 01/16/23 BES prem. RH	527.50		215	675		666
2		00651 01/16/23 BES prem. CM	527.49		215	675		666
3		00651 01/16/23 BES prem. DO	724.84		215	675		666
23522	48250S	5664 REACH HIGHER MONTANA	1,336.85					
TITLE 1 D 2 EXPENSES								
1		11/11/22 Mileage	827.75*		215	427-1000	582	315
2		11/11/22 lodging	509.10*		215	427-1000	582	315
23523	48249S	5663 MUTCHLER, STEVE	62.94					
1		11/01/22 Meal Reimb. 1D2	62.94*		215	427-1000	582	315

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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	
23524 1	48243S	5654 MADSEN, MELISSA 11/01/22 Meal Reimb. 1D2	85.56  85.56*		215	427-1000	582	315	
23525 1	48232S	5649 BOYLES, JOANNE 11/01/22 Meal Reimb. 1D2	57.64  57.64*		215	427-1000	582	315	
23526 1	48244S	5660 MASTERS, TINA 11/01/22 Meal Reimb. 1D2	42.22  42.22*		215	427-1000	582	315	
23527 1	48259S	5657 RICHARDS, HENRY 11/01/22 Meal Reimb. 1D2	52.50  52.50*		215	427-1000	582	315	
23528 1	48256S	5658 TAYLOR, TINA 11/01/22 Meal Reimb. 1D2	52.50  52.50*		215	427-1000	582	315	
23529 1	48258S	5659 CORTEZ, AMANDA 11/01/22 Meal Reimb. 1D2	30.50  30.50*		215	427-1000	582	315	
23530 1	48235S	2152 CENTURY LINK Jan23 01/12/23 Phone with bb	493.82  493.82		201	100-2300	531		
23531 1	48231S	173 ARCHIE BRAY FOUNDATION 04262537 12/02/22 E.E. pottery supplies, cl	438.99  438.99	10446	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-									
23532 1	48234S	5523 CANON FINANCIAL SERVICES, INC. 29848382 01/12/23 copier lease	730.30  730.30		201	100-5200	840		
23533 1	-99734E	4786 MC Mastercard 8214351 11/03/22 Steel for welding	1,165.31  618.92	10596	201	390-1640	610		
PACIFIC STEEL 2		822570 12/12/22 Steel for welding	119.92	10596	201	390-1640	610		
PACIFIC STEEL 4		029668 01/03/23 Blades, bits, sandpaper,	126.74	10527	201	390-1641	610		
HARBOR FREIGHT 5		01/04/23 Woods shop supplies	161.99	10533	201	390-1641	610		
POWER TOWNSEND 6		78125 01/04/02 Workplace safety lumber	137.74	10530	201	390-1641	610		
HELENA HARDWOODS									

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JEFFERSON HIGH SCHOOL  
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\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
23534	-99733E	4786 MC Mastercard	100.76					
1		86088 12/10/22 Bball rooms	1,000.00		201	190		
2		86088 12/10/22 Bball rooms	1,004.08		201	720-3500	582	
3		Act6690 12/10/22 Due from Act Drama	91.38		201	170		
4		Act3503 12/10/22 due from Act 1	1,684.10		201	170		
5		Act4845 12/10/22 Due from Act 2	148.20		201	170		
6		Admin20282 12/10/22 CrFromApple False	-2,528.00		201	100-1000	610	
7		aADMIN20282 12/10/22 CrFromApple False	-1,299.00		201	621		
23535	-99732E	4786 MC Mastercard	82.69					
1		065090 01/02/23 curtain rod	2.48		201	100-2600	615	
2		033413 01/02/23 caulk, board	16.28		201	100-2600	615	
3		092136 12/29/22 tape, board, brads	63.93		201	100-2600	615	
23536	-99731E	4786 MC Mastercard	2,031.01					
1		0917014 12/20/22 Dewalt blowers	256.00	10674	201	100-2600	615	
AMAZON.COM								
2		0917014 12/20/22 Battery Charger	169.99	10674	201	100-2600	615	
AMAZON.COM								
3		017091 01/04/23 Records Postage	38.70*		201	100-2400	532	
4		8467303 07/06/22 S.M. test papers, isopods	199.00	10460	201	999		
FLINN SCIENTIFIC INC.								
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1511-610-						
5		6545044 12/09/22 Class presentation suppli	73.16	10671	201	100-1000	610	
AMAZON.COM								
6		7121023 12/12/22 Life skills work clothes	49.77*	10670	215	474-1000	610	275
AMAZON.COM								
7		0453057 12/12/22 Life skills work clothes	295.14*	10670	215	474-1000	610	275
AMAZON.COM								
8		0109066 12/12/22 Life skills work clothes	153.95*	10670	215	474-1000	610	275
AMAZON.COM								
9		3349033 12/13/22 Signs for scoreboards	27.99	10672	201	720-3500	582	
AMAZON.COM								
10		0499465 12/14/22 Sped store supplies	143.02*	10548	215	474-1000	610	275
WAL-MART								
11		4624232 12/14/22 Sped store supplies	28.27*	10548	215	474-1000	610	275
WAL-MART								
12		0064251 12/14/22 Sped store supplies	25.99*	10548	215	474-1000	610	275
WAL-MART								
13		8534641 12/19/22 Inventory for school stor	26.90*	10673	215	474-1000	610	275
AMAZON.COM								
14		1969062 12/19/22 Inventory for school stor	14.99*	10673	215	474-1000	610	275
AMAZON.COM								

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JEFFERSON HIGH SCHOOL  
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\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
15		4046608 12/19/22 Inventory for school stor	22.53*	10673	215	474-1000	610	275	
AMAZON.COM									
16		1505840 12/20/22 Tools for cleaning bleach	172.49	10674	201	100-2600	615		
AMAZON.COM									
17		6525835 12/20/22 Floor drains	41.79	10675	201	100-2600	615		
AMAZON.COM									
18		9965867 12/19/22 Inventory for school stor	110.23*	10673	215	474-1000	610	275	
AMAZON.COM									
19		9965867 12/19/22 Sped supplies	1.43	10544	201	280-1000	610		
AMAZON.COM									
20		0917014 12/20/22 Tools for cleaning bleach	179.67	10674	201	100-2600	615		
AMAZON.COM									
23537	48252S	4458 RYKAL, HEATHER	955.00						
1		2223-1 01/26/23 Bootcamp hours	315.00*		217	610-1000	330		
2		2223-1 01/26/23 Pickleball hours	640.00*		217	610-1000	330		
23538	48239S	5336 HOOVER, JENN	1,305.00						
1		2223-1 01/26/23 Bootcamp hours	1,305.00*		217	610-1000	330		
23539	48236S	4967 CENTURY LINK	1,755.96						
1		620745443 12/12/22 Acct. 89798889	1,755.96*		228	100-1000	530		
23540	48253S	4911 SCHMIDT, TIM	150.35						
1		Wr Dual 01/28/23 Ref fees	90.75*		215	720-3500	340	720	
2		Wr Dual 01/28/23 Ref travel	59.60*		215	720-3500	582	720	
23541	48240S	4898 KEARNEY, BILL	92.70						
1		34ks 01/27/23 Ref fees	48.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	44.70*		215	720-3500	582	720	
23542	48233S	5151 BRAVO, EFRAIN	55.20						
1		34ks 01/27/23 Ref fees	48.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	7.20*		215	720-3500	582	720	
23543	48242S	5645 KRANTZ, KEN	55.20						
1		34ks 01/27/23 Ref fees	48.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	7.20*		215	720-3500	582	720	

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JEFFERSON HIGH SCHOOL  
Claim Details  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
23544	48241S	5515 KLEMP, DAVID	114.70						
1		34ks 01/27/23 Ref fees	70.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	44.70*		215	720-3500	582	720	
23545	48254S	5666 SCHOENFELD, MARK	92.70						
1		34ks 01/27/23 Ref fees	48.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	44.70*		215	720-3500	582	720	
23546	48245S	4915 MATTESON, BRADLEY	77.20						
1		34ks 01/27/23 Ref fees	70.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	7.20*		215	720-3500	582	720	
23547	48238S	4887 CUNNINGHAM, DUANE	77.20						
1		34ks 01/27/23 Ref fees	70.00*		215	720-3500	340	720	
2		34ks 01/28/23 Ref travel	7.20*		215	720-3500	582	720	
23548	48246S	4798 MICHAUD, JOE	48.65						
1		372704 01/26/23 fuel to grade schools	48.65*		215	324-1000	582	144	
23549	48267S	5270 SMA ARCHITECTS	51,921.50						
1		001336 12/31/22 Plan rev/permit fee	30,748.00*		260	100-4000	330		
2		22-001-8 01/13/23 Design,bidding, etc	21,173.50*		260	100-4000	330		
23551	48262S	4898 KEARNEY, BILL	48.00						
1		34ks 01/27/23 Ref fee	48.00*		215	720-3500	340	720	
23552	48260S	5151 BRAVO, EFRAIN	48.00						
1		34ks 01/27/23 Ref fee	48.00*		215	720-3500	340	720	
23553	48266S	5666 SCHOENFELD, MARK	48.00						
1		34ks 01/27/23 Ref fee	48.00*		215	720-3500	340	720	
23554	48264S	5645 KRANTZ, KEN	48.00						
1		34ks 01/27/23 Ref fee	48.00*		215	720-3500	340	720	
23555	48263S	5515 KLEMP, DAVID	70.00						
1		34ks 01/27/23 Ref fee	70.00*		215	720-3500	340	720	

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JEFFERSON HIGH SCHOOL  
Claim Details  
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\* Over spent expenditure

Claim	Warrant	Vendor #/Name		Amount					
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund Org	Acct./Source/ Prog-Func	Obj	Proj
23556	48265S	4915 MATTESON, BRADLEY		70.00					
1		34ks 01/27/23 Ref fee		70.00*		215	720-3500	340	720
23557	48261S	4887 CUNNINGHAM, DUANE		70.00					
1		34ks 01/27/23 Ref fee		70.00*		215	720-3500	340	720
# of Claims		42	Total:	67,840.35	# of Vendors	29			
		Total Electronic Claims		5,159.60					
		Total Non-Electronic Claims		62,680.75					

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 1/23

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$4,953.28
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$6,358.63
217 ADULT EDUCATION	
101	\$2,260.00
228 TECHNOLOGY FUND	
101	\$2,346.94
260 HIGH SCHOOL BUILDING FUND	
101	\$51,921.50
Total:	\$67,840.35

02/17/23  
08:27:45

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/23

Page: 1 of 5  
Report ID: AP100

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
23558	48269S	4827 CITI BUSINESS VISA-Costco	1,633.50						
1		31444g 01/04/23 Due from Concessions	166.93		201	170			
2		62047g 01/08/23 Due from Concessions	85.94		201	170			
3		3442929 01/16/23 key&cylinder	26.90*	10681	201	720-3500	610		
ABC COMPANIES									
4		3442929 01/16/23 key&cylinder	6.84*		201	720-3500	610		
5		11326 01/13/23 Budget Webinar	150.00*	10682	215	100-2500	582	777	
MASBO									
6		62263767 12/28/22 Due from FCCLA	634.20		201	170			
7		2071956-10 01/06/23 FCS Groceries	367.62*	10522	201	390-1710	610		
Super 1									
8		2071956-10 01/06/23 FCS Groceries	20.29*		201	390-1710	610		
9		EAMJ2319 01/08/23 FCS Groceries	15.38*	10522	201	390-1710	610		
COSTCO									
10		03609g 01/11/23 Due from FCCLA	45.59		201	170			
11		10681g 01/14/23 Due from FCCLA	113.81		201	170			
23559	48281S	5667 SUPER 8 - CUTBANK	824.04						
1		846-327283 01/26/23 WR rooms cascade/cutbank	824.04		201	720-3500	582		
23560	48276S	1823 MT BROOM & BRUSH COMPANY	136.68						
1		264600 01/12/23 ppr twls,wipes,glvs	136.68		201	100-2600	610		
23561	48278S	5341 QUADIENT LEASING USA INC	214.62						
1		n9775005 01/23/23 Postage meter lease	214.62*		201	100-2400	532		
23562	48280S	5417 SCHOOLHOUSE IT INC.	22.50						
1		2566 02/01/23 10 MS Office 365 lic	22.50*		228	100-1000	680		
23563	48268S	385 BOULDER MONITOR & JEFFERSON CO.	5.00						
2		4707 01/11/23 Board agenda	5.00		201	100-2300	540		
23564	48280S	5417 SCHOOLHOUSE IT INC.	4,157.33						
1		2556 02/01/23 IT service	4,157.33		201	100-2580	330		
23565	48284S	5589 WERNER PLUMBING & HEATING, INC	725.50						
1		11325 01/30/23 Flushometer replace	725.50		201	100-2600	440		

02/17/23  
08:27:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/23

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
23566	48282S	5405 THE TRANSFORMATIVE READING TEACHER	5,000.00						
1		2371 01/30/23 Consultative days	5,000.00*		215	423-1000	330	713	
23567	48277S	4761 PEAK 1 ADMINISTRATION	25.00						
1		122987 01/15/23 COBRA minimum fee	25.00		201	100-1000	260		
23568	48275S	1451 L & P GROCERY	27.34						
1		01-1727752 01/16/23 S.M. science supplies	10.18	10458	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-									
2		01-1732766 01/21/23 S.M. science supplies	17.16	10458	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-									
23569	48272S	5482 ERICKSON EDUCATIONAL CONSULTING	400.00						
1		Nov2022 11/30/22 Literary consultation	400.00*		215	423-1000	320	713	
23570	48273S	5639 HASQUET, RON	105.60						
1		Ennis 02/02/23 Ref fee	96.00*		215	720-3500	340	720	
2		Ennis 02/02/23 Ref mileage	9.60*		215	720-3500	582	720	
23571	48271S	5668 DELANEY, MEG	155.60						
1		Ennis 02/02/23 Ref fee	96.00*		215	720-3500	340	720	
2		Ennis 02/02/23 Ref mileage	59.60*		215	720-3500	582	720	
23572	48270S	5146 CUTLER, COREY	199.60						
1		Ennis 02/02/23 Ref fee	140.00*		215	720-3500	340	720	
2		Ennis 02/02/23 Ref mileage	59.60*		215	720-3500	582	720	
23573	48274S	4901 KINZLE, JON	149.60						
1		Ennis 02/02/23 Ref fee	140.00*		215	720-3500	340	720	
2		Ennis 02/02/23 Ref mileage	9.60*		215	720-3500	582	720	
23574	48279S	4922 RYAN, SEAN MICHAEL	149.60						
1		Ennis 02/02/23 Ref fee	140.00*		215	720-3500	340	720	
2		Ennis 02/02/23 Ref mileage	9.60*		215	720-3500	582	720	
23575	48283S	5378 VOELLER, KELSEY	34.06						
1		142913 02/02/23 RootBeer & IceCream	34.06*		215	423-1000	610	713	

02/17/23  
08:27:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/23

Page: 3 of 5  
Report ID: AP100

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
23576	48286S	5436 PADMOS, JERED	50.00						
1		ButteC C 02/07/23 Ref fee	50.00*		215	720-3500	340	720	
23577	48285S	4881 CONNOLE, ANTHONY	50.00						
1		ButteC C 02/07/23 Ref fee	50.00*		215	720-3500	340	720	
23578		631 CRESCENT ELECTRIC SUPPLY CO.	281.36						
1		S511009541 12/28/22 Bulbs	281.36		201	100-2600	615		
23579		5670 LUMEN	25,528.24						
1		628172022 02/01/23 Internet service	25,528.24*		228	100-1000	680		
23580		4572 MADISON VALLEY BANK	1,036.64						
1		1127032 01/17/23 Free checking bus	1,036.64*		201	720-3500	610		
23581		2138 PRICKLY PEAR COOPERATIVE	4,880.24						
1		2623 02/06/23 District Match	4,880.24*		201	280-1000	350		
23582		5270 SMA ARCHITECTS	25,066.00						
1		22-001-7 12/20/22 architecture	25,066.00*		260	100-4000	330		
23583		5200 MOODRY, MIKE	290.38						
1		178352 02/06/23 Chick-fil-A and millage	290.38		201	720-3500	582		
23585		1645 VERIZON WIRELESS	30.02						
1		9924584577 01/28/22 Ipad	30.02*		201	100-2100	530		
23586		4633 COMMERCIAL ENERGY OF MT INC.	2,629.30						
1		NWE075262 02/06/23 Gas	2,629.30		201	100-2600	411		
23587		4633 COMMERCIAL ENERGY OF MT INC.	194.71						
1		NWE075263 02/06/23 Gas	194.71		201	100-2600	411		
23589		3481 MT DOJ CRIMINAL RECORDS	30.00						
1		163238 12/09/22 A.Stiles background	30.00*		201	100-2300	800		

02/17/23  
08:27:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/23

Page: 4 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
23591	-99730E	5671 MPERA	10.00						
1		577101 09/23/22 Late fee	10.00		201	100-2500	810		
23592		1833 MT STATE UNIVERSITY	275.00						
1		2223 01/19/23 Science O Comp fees	275.00		201	710-3400	582		
23594		5200 MOODRY, MIKE	386.00						
1		99229d 02/09/23 AD Wr. room	237.80		201	720-3500	582		
2		02/09/23 AD WR. travel	148.20		201	720-3500	582		
# of Claims		33	Total:	74,703.46	# of Vendors	29			
		Total Electronic Claims	10.00						
		Total Non-Electronic Claims	74,693.46						

02/17/23  
08:27:47

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 2/23

Page: 5 of 5  
Report ID: AP110

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$17,642.66
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$6,444.06
228 TECHNOLOGY FUND	
101	\$25,550.74
260 HIGH SCHOOL BUILDING FUND	
101	\$25,066.00
Total:	\$74,703.46



920 Front Street  
Suite 101  
Helena, MT 59601  
406-442-4933

Jefferson High School District No. 1  
P.O Box 838  
Attn: Superintendent Erik Wilkerson  
Boulder, MT 59632

Invoice number 22-001-7  
Date 12/20/2022  
Project 22-001 JEFFERSON HIGH SCHOOL  
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>SMA - Basic Services</b>					
Schematic Design	77,085.76	100.00	77,085.76	77,085.76	0.00
Design Development	77,085.76	100.00	77,085.76	77,085.76	0.00
Construction Documents	207,167.98	95.00	186,451.18	196,809.58	10,358.40
Bidding	14,453.58	0.00	0.00	0.00	0.00
Construction Administration	81,903.62	0.00	0.00	0.00	0.00
Subtotal	457,696.70	76.68	340,622.70	350,981.10	10,358.40
<b>Consultants</b>					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	95.00	146,953.80	155,117.90	8,164.10
Mechanical/Electrical/Plumbing Bidding	5,731.00	0.00	0.00	0.00	0.00
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	0.00	0.00	0.00	0.00
Structural Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Structural Design Development	14,400.00	100.00	14,400.00	14,400.00	0.00
Structural Construction Documents	44,000.00	95.00	39,600.00	41,800.00	2,200.00
Structural Bidding	1,600.00	0.00	0.00	0.00	0.00
Structural Construction Administration	16,000.00	0.00	0.00	0.00	0.00
Civil Schematic Design	5,800.00	100.00	5,800.00	5,800.00	0.00
Civil Design Development	5,600.00	100.00	5,600.00	5,600.00	0.00
Civil Construction Documents	34,270.00	95.00	30,843.00	32,556.50	1,713.50
Civil Bid Phase Services	3,480.00	0.00	0.00	0.00	0.00
Civil Construction Phase Services	14,250.00	0.00	0.00	0.00	0.00
Civil Project Closeout Services	4,800.00	0.00	0.00	0.00	0.00
Landscape Architect	22,600.00	95.00	20,340.00	21,470.00	1,130.00
Subtotal	497,364.00	75.34	361,505.80	374,713.40	13,207.60



architecture - design

Jefferson High School District No. 1

Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number

22-001-7

Date

12/20/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Additional Services</b>					
Programming/Ed Specs	24,089.70	100.00	24,089.70	24,089.70	0.00
FF&E Design	77,900.00	0.00	0.00	0.00	0.00
Fire Protection Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Fire Protection Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Fire Protection Construction Documents	15,000.00	95.00	13,500.00	14,250.00	750.00
Fire Protection Bidding	1,000.00	0.00	0.00	0.00	0.00
Fire Protection Construction Administration	3,000.00	0.00	0.00	0.00	0.00
Special Systems Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Special Systems Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Special Systems Construction Documents	15,000.00	95.00	13,500.00	14,250.00	750.00
Special Systems Bidding	1,000.00	0.00	0.00	0.00	0.00
Special Systems Construction Administration	3,000.00	0.00	0.00	0.00	0.00
Subtotal	161,989.70	46.05	73,089.70	74,589.70	1,500.00
Total	1,117,050.40	71.64	775,218.20	800,284.20	25,066.00

Invoice total

25,066.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-7	12/20/2022	25,066.00	25,066.00				
	Total	25,066.00	25,066.00	0.00	0.00	0.00	0.00

Approved by:

Klint K. Fisher

Principal

260 100 2600 330

If you have already made payment on outstanding invoices, please disregard this aging summary. Thank you!



920 Front Street  
Suite 101  
Helena, MT 59601  
406-442-4933

Jefferson High School District No. 1  
P.O Box 838  
Attn: Superintendent Erik Wilkerson  
Boulder, MT 59632

Invoice number 22-001-9  
Date 02/14/2023

Project 22-001 JEFFERSON HIGH SCHOOL  
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>SMA - Basic Services</b>					
Schematic Design	77,085.76	100.00	77,085.76	77,085.76	0.00
Design Development	77,085.76	100.00	77,085.76	77,085.76	0.00
Construction Documents	207,167.98	100.00	204,405.48	207,167.98	2,762.50
Bidding	14,453.58	33.00	0.00	4,769.68	4,769.68
Construction Administration	81,903.62	0.00	0.00	0.00	0.00
Subtotal	457,696.70	79.99	358,577.00	366,109.18	7,532.18
<b>Consultants</b>					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	100.00	163,282.00	163,282.00	0.00
Mechanical/Electrical/Plumbing Bidding	5,731.00	33.00	0.00	1,891.23	1,891.23
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	0.00	0.00	0.00	0.00
Structural Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Structural Design Development	14,400.00	100.00	14,400.00	14,400.00	0.00
Structural Construction Documents	44,000.00	100.00	44,000.00	44,000.00	0.00
Structural Bidding	1,600.00	33.00	0.00	528.00	528.00
Structural Construction Administration	16,000.00	0.00	0.00	0.00	0.00
Civil Schematic Design	5,800.00	100.00	5,800.00	5,800.00	0.00
Civil Design Development	5,600.00	100.00	5,600.00	5,600.00	0.00
Civil Construction Documents	34,270.00	100.00	34,270.00	34,270.00	0.00
Civil Bid Phase Services	3,480.00	33.00	0.00	1,148.40	1,148.40
Civil Construction Phase Services	14,250.00	0.00	0.00	0.00	0.00
Civil Project Closeout Services	4,800.00	0.00	0.00	0.00	0.00
Landscape Architect	22,600.00	95.00	21,470.00	21,470.00	0.00
Subtotal	497,364.00	78.49	386,791.00	390,358.63	3,567.63



architecture + design

Jefferson High School District No. 1  
Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-9  
Date 02/14/2023

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Additional Services</b>					
Programming/Ed Specs	24,089.70	100.00	24,089.70	24,089.70	0.00
FF&E Design	77,900.00	0.00	0.00	0.00	0.00
Fire Protection Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Fire Protection Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Fire Protection Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Fire Protection Bidding	1,000.00	33.00	0.00	330.00	330.00
Fire Protection Construction Administration	3,000.00	0.00	0.00	0.00	0.00
Special Systems Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Special Systems Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Special Systems Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Special Systems Bidding	1,000.00	33.00	0.00	330.00	330.00
Special Systems Construction Administration	3,000.00	0.00	0.00	0.00	0.00
Subtotal	161,989.70	47.38	76,089.70	76,749.70	660.00
Total	1,117,050.40	74.59	821,457.70	833,217.51	11,759.81

#### Reimbursables

Reimbursables

	Units	Rate	Billed Amount
Project Expenses			903.70

Invoice total **12,663.51**

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-7	12/20/2022	25,066.00		25,066.00			
22-001-9	02/14/2023	12,663.51	12,663.51				
Total		37,729.51	12,663.51	25,066.00	0.00	0.00	0.00

Approved by:

Klint K. Fisher  
Principal

*If you have already made payment on outstanding invoices, please disregard this aging summary. Thank you!*

# MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION



GREG GIANFORTE  
GOVERNOR

DORE SCHWINDEN  
EXECUTIVE DIRECTOR

STATE OF MONTANA



HELENA (406) 444-3154  
TOLL FREE (877) 275-7372  
FAX (406) 444-5428

100 N PARK, STE 200  
PO BOX 200131  
HELENA MT 59620-0131  
[mpera.mt.gov](http://mpera.mt.gov)

January 25, 2023

JEFFERSON COUNTY HIGH SCHOOL  
ATTN: LORIE CAREY  
PO BOX 838  
BOULDER, MT 59632

Dear Ms. Carey,

Thank you for your cooperation and assistance with the MPERA payroll audit recently conducted of Jefferson County High School. This letter includes the audit's purpose, results, and recommendations (if any).

## Purpose

The goal of the audit was to determine compliance with the Public Employee Retirement Act and any related administrative rules during FY 2022 (July 1, 2021 – June 30, 2022), with a focus on payroll reporting aspects. The audit was conducted in accordance with generally accepted government auditing standards.

Audit work focused on the accuracy of pension contributions for sampled employees, adherence to payroll schedules, a review of payroll adjustments, timely payment of invoices from MPERA, checking if PERS optional election forms were provided to eligible employees, ensuring any employees designated as "working retiree" did not exceed the statutory limits on hours worked in a given calendar year, and verifying basic demographic information of member employees.

## Results and Recommendations

Below is a summary of the work conducted as part of the audit:

1. A roster of current workers was reviewed for retirement system eligibility. All workers on the roster appear to be reported correctly.
2. The payroll schedule was compared to the actual submission dates for payrolls in FY 2022. The payroll schedule and payroll submission dates matched.
3. Pension contribution payments are current. One past due invoice for \$10 was identified. This was a late fee penalty and originally due in October 2022. However, it was learned Jefferson County High School had previously requested the fee to be waived, but the request was not logged by MPERA at the time. The request was officially logged during the audit, and MPERA's management team will decide whether to waive the late fee or not.
4. A review of all FY 2022 payroll reports for sampled employees was conducted. The sample sizes tested included 10 of 10 PERS employees from the June 2022 payroll report to MPERA. No irregularities in payroll reporting for sampled employees were identified.

Jefferson County High School was diligent in responding to audit requests for clarification on payroll hours and contributions. All sampled employees' hours and compensation reported to MPERA for FY 2022 were corroborated by internal employer reports.

5. Previous payroll adjustments made in ERIC were checked for any irregularities or being incomplete. No payroll adjustments in ERIC were atypical or unposted.
6. The June 2022 payroll report classified 2 employees as part-time, non-contributing PERS members. MPERA had records for both employees declining PERS membership via the PERS Optional Membership Election form. None of the forms were missing.
7. The June 2022 payroll report classified 0 employees as Working Retirees. Therefore, no audit test was necessary to determine if any Working Retirees exceeded their maximum allowable working hours or compensation in a calendar year.
8. Demographic information for the same sample of employees from the payroll report review was confirmed in accordance with Governmental Accounting Standards.

## **Conclusion**

Jefferson County High School is in compliance with the State of Montana's statutes and administrative rules for employer reporting to MPERA. Thank you for your assistance in carrying out this audit and helping ensure the accuracy and integrity of MPERA's retirement systems. If you have any questions, please feel free to contact me at (406) 444-9169.

Sincerely,



Kyle Hartse  
Compliance Auditor  
(406) 444-9169  
[kyle.hartse@mt.gov](mailto:kyle.hartse@mt.gov)  
Montana Public Employee Retirement Administration

From the desk of:  *orie*

---

February 23

### **PAYROLL REPORT**

Payroll warrants approved by the superintendent and paid.

### **CURRENT OFFICE ITEMS**

Elections: 1 submission for the Boulder position

March 23 is the deadline for a candidate's name to appear on the ballot.

At the end of this month, Feb 26-28, I will be at a MASBO Board at Chico.

E-rate used to be handled between the in-house tech person and our e-rate specialist. Additional opportunities have arisen in the e-rate field, adding to the workload. The connectivity grant provided for the purchase of many chrome books. The problem is that SAM.gov and the FCC have data about JHS that supposedly doesn't match, so our reimbursement is held up. I've been trying to update everything, but the sites are quite involved. In addition, the sites don't seem to work well or just kick me out. Ugh!

Transportation reporting has changed some and the director is trying to get the data I entered to record correctly. Having 2 routes on the system with the title "Route 2" and 2 routes with the title "Route 3", make it hard to decide which one to use. Sometimes I wonder about how the state's systems result in any viable information.

We recently had an audit with MPERA (Montana Public Employees Retirement Administration). The report is included and you can see that we fared well.



February 21, 2023

Principals Report--Mr. Mike Moodry

Enrollment--275

### **Academics**

Mr. Aaron Yost worked with our teachers on January 20th. Teacher worked with each other on creating school-wide writing curriculum. He will be back in April with the compiled result.

MAP testing has been completed and we are showing some growth in our student. Half of our intervention students have show growth between fall and winter.

Preliminary scheduling has begun for the 2022-223 school year. Initial figures are we will have an increase in enrollment (48 seniors to 88 incoming freshmen). We are able to handle the increase with existing staff yet are hoping to add a science teacher to reduce class sizes.

### **Attendance and Discipline**

Our attendance percentage to 88.7 % this month attributed to flu season. We have had 63 discipline referral this year.

### **Calendar**

There were some question last meeting about the calendar. The rationale for the long Christmas break was normally we would not come back until January 3rd thus in the proposed calendar would only allow one extra day. In this calendar, they believe attendance with only a two day week would be poor. Secondly, if we come back early from Christmas break to add on MLK or Presidents Day, would take away days from an already shortened 1st semester (72 in 1st semester and 76 days in 2nd semester). The proposed calendar was approved by the union.

### **Activities**

Winter activities are winding down.

Speech and Drama finished a banner season with Laci Lemmons (impromptu speaking), Jack Johnson and Quinne Shultz (public forum debate) taking home state championships. Luke Mest (Lincoln Douglas debate) finished 6th and Abby Miller (informative speaking) finished 5th. The brightest lights were on display the first weekend in February in Missoula. The JHS Thespians won some awards at the State Thespian Festival for their production of "10,000 Hours." Jack Johnson won, "outstanding performer award," Madi Hassler won the "outstanding supporting performance", and the group won "outstanding special effects."

Wrestlers finished 4th in the Western division and 4th at State. Led by John Armstrong (state champion), Brady Armstrong (2nd), Dylan Mikesell (4th), Jace Oxarart (6th) and Jayden Sullivan (6th).

Boy's (4th seed) and girl's (2nd Seed) basketball will be in the District Basketball Tournament this weekend in Belgrade. Finishes will be available at the meeting.

JEFFERSON HIGH SCHOOL 2023-2024 SCHOOL CALENDAR

August														Jefferson High School Staff														January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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**Jefferson High School District #1  
Board of Trustees**

**Superintendent's Report**

Date: February 21, 2023

Agenda Item G-4

4a Builder's Risk Insurance- After visiting with Rody Holman from Payne West, we do have Builder's Risk Insurance. With the help of SMA and Dick Anderson we were able to provide the necessary information for the insurance.

4b. Legislative Update- I hope to have the most up-to-date information for the Board Packet.

4c. Department of Energy Grant- We are working on a grant through the Department of Energy to hopefully pay for the replacement of our dust collection system in the shop and the air handling units in the locker rooms. Mrs. Graham was very helpful and we did expand the ask on this grant.

4d. School Lunch Program Change- the elementary school has informed us that they are "parting ways" with Jefferson High Schools lunch program. I did visit with Superintendent Elliot and we hope to set up a meeting to hopefully continue this relationship.

**Board Meeting  
February 21, 2023  
Informational**

**New Business**

**Policy**

**Policy-** The policy committee met on Friday, January 11, 2023.

**Recommended Motion:** Motion based on committee recommendation or board decision.

**Personnel**

**Resignations-** We have a resignation letter from MacKenna Hanson as part-time custodian.

**Recommended Motion:** Move to approve the letter of resignation from MacKenna Hanson as part-time custodian effective January 25, 2023.

**New Hires-** After the prior resignation we have a letter of interest for the position of part-time custodian from Rachel Wilkinson. Zoey Wickins applied for the Assistant Tennis coach position. She was interviewed and recommended for hire.

**Recommended Motion:** Move to approve the hire of Rachel Wilkinson as part-time custodian and Zoey Wickins as Assistant Track Coach.

**Volunteer Approval-** We have a request for Volunteer approval of Avery Stiles as a volunteer track coach. All volunteers must be approved by the board and have an approved background check.

**Recommended Motion:** Move to approve Avery Stiles as a volunteer track coach for the 2023 track season.

**Attendance Agreements-** We will present YDI students for approval, Helena area students attending JHS for approval, and JHS students attending Helena area schools for acknowledgement.

**Recommended Motion:** Move to approve YDI students, approve Helena area students attending JHS, and acknowledge JHS students attending Helena area schools as presented.

**Declaration of Unforeseen Emergency-** Due to extreme weather conditions December 21 and 22, the administration called for two snow days because of safety concerns. Extreme cold temperatures coupled with snow made conditions very dangerous. We are requesting the

Board declare an emergency closure for the two days in accordance with Title 20, chapter 9, part 8 MCA. Although we are allowed one free day for emergency closure, we are required to have a Board declaration if we exceed that one day.

*Recommended Motion:* Move the board of trustees declare an unforeseen emergency within the meaning of that term as set forth in Title 20, Chapter 9, Part 8 MCA, to become immediately effective December 21, 2022, and to continue through December 22, 2022, or until terminated by a vote of the Board of Trustees. The declaration is necessary due to hazardous conditions occurring on December 21 and 22, 2023 resulting lost pupil instruction time.

**Consideration of Resolution regarding reasonable effort to reschedule pupil instruction time affected by school closure-** This is in response to the school closure set forth in the previous motion. This motion recognizes that our district schedules enough extra hours to make up for any snow days we may need.

*Recommended Motion:* Move the board of trustees to adopt a resolution in compliance with Title 20, chapter 9, part 8, MCA. declaring a reasonable effort has been made to make up the pupil-instruction time lost because of the unforeseen emergency declared on December 21 and 22, 2022. This pupil instruction time has been delivered through the previously adopted school calendar resulting completion in excess of 1080 pupil instruction hours. This resolution confirms at least 75% of the pupil-instruction time lost due to the unforeseen emergency have been restored, rescheduled, or provided constituting a reasonable effort to make up the lost time in accordance with Section 20-9-806, MCA. The board of trustees authorizes the administrator to take necessary steps to execute this declaration and inform the public and government agencies of this resolution."

**School Resource Officer MOU-** We will be working on an MOU with the Jefferson County Sheriff's Office for the School Resource Officer we hope to have in place next school year.

*Recommended Motion:* No motion necessary. Item for information only.

**Shooting Sports Club-** I have been approached about a Shoot Sports Club being recognized by the school. This would allow them to use the Jefferson High School name and logo in their team competitions. They may also be interested in lettering through the school. By doing so, they may be eligible for scholarships. Grace Williams will present.

*Recommended Motion:* Move to approve Shooting Sports as a Jefferson High School Club.

**Call for Election-** Each year the district needs a "call for election" if one may be necessary.

*Recommended Motion:* Move to call for election.

**Approval of 2023-2024 Calendar-** The calendar came to the Board last month. The Board asked for some clarifications. Mr. Moodry and I should be able to provide that clarification.

*Recommended Motion:* Move to approve the 2023-2024 school calendar as presented.

**Weighted GPA Working Group-** Discussion of a working group to visit the Weighted GPA issue came forward.

*Recommended Motion:* Motion appropriate to group creation.

**Construction/ Renovation Update-** Dick Anderson Construction employees conducted a walk-through.

*Recommended Motion:* No motion recommended unless necessary.

## TRUSTEE RESOLUTION CALLING FOR AN ELECTION

**BE IT RESOLVED**, the Board of Trustees for School District No. 1, Jefferson County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 2nd day of May, 2023, 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, each for a three-year term and chosen from the following areas:

## Montana City

## Boulder

At-Large 3 (encompasses entire high school district)

Approval of additional levies to operate and maintain the general fund for FY 2023-2024 will also be requested.

If it is later determined that any portion of the election is not required (either trustee or levy), the Board of Trustees authorizes Lorie J Carey, 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 as follows:

**Voting Location and Address: MAIL BALLOT**

## Election Judge

Address

1. Gary Craft, Boulder
2. Marilyn Craft, Boulder
3. Christina Binkowski, Boulder

**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.

Camilla Robson  
Print Name of Board Chair

Signature of Board Chair

Lorie J Carey  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this 21<sup>st</sup> day of February, 2023.

01/25/23

Jefferson High School,

This letter represents my official resignation from my title of janitor/custodian with Jefferson High School. I respectfully announce my last day will be Friday, January 27<sup>th</sup> of 2023.

It was a great pleasure working alongside the individuals I had the opportunity to work with.

Sincerely,

MacKenna Hanson

MacKenna Hanson

February 7, 2023

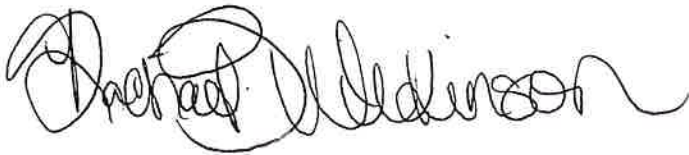
Jefferson High School  
Board of Trustees  
PO Box 838  
Boulder, MT 59632

RE: Half-time position

Please consider this my letter of interest in the part-time custodial position recently vacated. I would be pleased to work at Jefferson High School.

Sincerely,

Rachel Wilkinson

A handwritten signature in black ink, appearing to read "Rachel Wilkinson", with a large, stylized initial "R" and a long, sweeping flourish at the end.