

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

**\* 6:00 p.m. Tuesday, October 19, 2021 \*      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 back of the agenda and in the brochure at the entrance to the meeting about speaking to the board during this time.

**C. Student Report**

**D. Staff Report**

**E. Committee Reports**

**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.
  - a. Count Day
  - b. Scholarships available to students at JHS
  - c. Clubs at JHS
3. Superintendent
  - a. At-Risk Plan
  - b. Bond Update
  - c. MCEL
  - d. Safety Procedure Manual
  - e. DPHHS Grant

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

1. Narrative Writing Club

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

1. Policies – First Reading
  - a. Policy 1135 – School Board Advocacy
  - b. Policy 1210 – Officers and Qualifications
  - c. Policy 1420 – School Board Meeting Procedure
  - d. Policy 2050 – Student Instruction
  - e. Policy 2140 – Guidance and Counseling
  - f. Policy 2167 – Correspondence Courses
  - g. Policy 2168 – Distance Learning
  - h. Policy 2221P – School Closure Procedures
  - i. Policy 2240 – Summer School
  - j. Policy 3121 – Enrollment and Attendance
  - k. Policy 3222 – Distribution and Posting Materials
  - l. Policy 3231 – Search and Seizure
  - m. Policy 3235 -Video Surveillance
  - n. Policy 4330P and 4330F – Community Use of Facilities
  - o. Policy 5140 – Classified Employment and Assignment
  - p. Policy 5223 – Personal Conduct
  - q. Policy 5314 – Substitutes
  - r. Policy 7251 – Disposal of Property
2. Personnel – Action
  - a. Substitute applications – S Knudsen
  - b. Superintendent Evaluation – Possible Executive Session (Sept., Nov., Jan., March, May, July)
3. Approval of Attendance Agreements – AYA/Elk Park/North end
4. Annual Objectives for District – Board formulates
5. Board’s Instructional Plan and Evaluation
6. Board review/approval of At-Risk Plan
7. COVID Update – 1900 Policies discussion
8. Building Committee Update (Bond and Brochure)

**I. Communication and Comments**

1. Letters to the Board

**J. Commendations and Recognition**

1. Monthly article for paper

**K. Consent Agenda**

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

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

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING** November 16, 2021 6:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

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

### **Jefferson High School Board Members**

Buster Bullock, (Boulder area position)

Kyrie Russ, Vice-Chair (At-Large 2 position)

Justin Willcut (MT City area position)

Dani Morris, (At-Large 1 position)

Cami Robson, Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Bryher Herak (Basin area position)

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

#### **Teachers:**

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

#### **Our Administration and Board**

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

#### **Our communities:**

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

here;

- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

- Are committed to continuing education and the use of best practices;
- Look at our District as a long-term career commitment; and
- Feel confident about the Board's decisions and plans.

### **COMMITTEE ASSIGNMENTS:**

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

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

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

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

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

From the desk of:  *orie*

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October, 2021

**GENERAL REPORT ITEMS**

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

MASBO REGION 4

The national conference for ASBO is in Milwaukee this year October 12-16. I will have been there and back when the board meeting commences.

CURRENT OFFICE ITEMS

Allegra has begun the printing of ballots. As much conversation as the owner and I have had, the ballots should be sent without a hitch. I do have to get several different locked boxes ready for each precinct/area. This will allow us to know to what extent each precinct/area supported this bond issue. I have always kept that data for any levy we've run and I think it can be valuable.

No financial tidbit this month. I'm getting ready for the national conference and also giving you another month off from this item. 😊

# MINUTES Jefferson High School Dist. 1

September 21, 2021

Regular Board Meeting

Board members present: In-person: Cami Robson Kyrie Russ  
Bryher Herak Dani Morris Buster Bullock  
Board members present: Larry Rasch Justin Willcut  
Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager  
Mike Moodry, Principal

Staff Present:

Visitors: Mandy McMaster, Gina Davis, Jenny Genger, Desiree VanBlaricom

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**A. Call to order-Chairperson**

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

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

**C. Student Report** – *Ellen McLean, Student Council president, gave a brief report on student activities.*

**D. Staff Report** – *none.*

**E. Committee Reports** Transportation met. A bus broke down when the kids were in Cut Bank. The committee will have MTSBA review our contract with Harlows'. Mr. Norbeck drove the football team to Polson in a Tucker Transportation coach. The committee is looking into options.

**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 – The clerk added that she has been working with Allegra Printing to make certain that our ballot mailing goes smoothly.
2. Principal/A.D. – Mr. Moodry answered a few questions.
3. Superintendent – Mr. Norbeck added some to his report.

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

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

1. **Policies** – none to address.
2. **Personnel** – Action
  - a. Substitute applications
  - b. Superintendent Evaluation – Possible Executive Session (Sept., Nov., Jan., March, May, July) 7:14 – 7:23
  - c. Cheer position – Mr. Moodry recommended Elizabeth Pierce Ms. Herak moved to approve the recommendation. Ms. Russ seconded the motion, which passed unanimously.
3. **Approval of Attendance Agreements** – AYA/Elk Park/North end 1 AYA student – Ms. Morris moved to approve the 3 from AYA. Ms. Russ seconded the motion, which passed unanimously. 53 Helena acknowledgements
4. **Request for Petty Cash Fund for Special Education teaching opportunities** – Ms. Drynan and Ms. Kirsch presented information to prepare students for independent living and working. Ms. Herak moved to approve a petty cash fund for special education. Ms. Russ seconded the motion, which passed unanimously.
5. **Request for approval of Narrative Writing Club** – Mr. Moodry had a request from a student to start the club. There is a sponsor willing to help with it and expects no reimbursement for that. Ms. Robson asked if the student and sponsor could present to the board. Tabled to October meeting – Old Business

6. **COVID Update – 1900 Policies discussion** School is doing well concerning this. Every other Tuesday, superintendents, nurses, health officials meet electronically to review the COVID happenings in the county. JHS is managing from day to day. JHS only knows active cases in the school if the parents inform Mr. Moodry or Mr. Norbeck. They keep a record of only the number of active cases on each given day. They don't keep a running tally.

7. **Building Committee Update** Ms. Robson stated that she and Mr. Norbeck will be attending some meetings to give the information concerning the requested bond levy.

***I. Communication and Comments***

***J. Commendations***

***K. Consent Agenda***

1. Approval of High School Claims and Accounts and minutes of the previous two meetings – action Ms. Herak moved to approve the claims and minutes. Ms. Russ seconded the motion, which passed unanimously.

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

1. Narrative writing group
2. List of clubs
3. Scholarships available to JHS
4. Next meeting October 19 at 6:00 p.m..

***M. Adjournment*** - the meeting adjourned at 8:02 p.m.

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Signature of Chair

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Signature of Clerk

10/08/21  
10:44:29

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/21

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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 |
| 22109 47051S                                           | 4967 CENTURY LINK                         | 83.27       |               |          |           |          |
| 1                                                      | 242566542 09/04/21 Acct. 88113581         | 83.27*      |               | 228      | 100-1000  | 530      |
| 22110 47065S                                           | 1910 MT SCHOOL EQUIP                      | 2,100.00    |               |          |           |          |
| 1                                                      | 23378A 09/13/21 Bleacher service          | 2,100.00*   |               | 201      | 100-2600  | 440      |
| 22111 47074S                                           | 1645 VERIZON WIRELESS                     | 90.06       |               |          |           |          |
| Paying for iPad only. Jetpacks were cancelled in June. |                                           |             |               |          |           |          |
| 1                                                      | 9883422460 07/05/21 Acct. 442117550       | 30.02*      |               | 201      | 100-2100  | 530      |
| 2                                                      | 9885591506 08/05/21 Acct. 442117550       | 30.02*      |               | 201      | 100-2100  | 530      |
| 3                                                      | 9887762835 09/05/21 Acct. 442117550       | 30.02*      |               | 201      | 100-2100  | 530      |
| 22112 47052S                                           | 2717 CITY OF BOULDER                      | 1,409.97    |               |          |           |          |
| 1                                                      | Sept2021 09/01/21 Outdoor water           | 15.97*      |               | 201      | 100-2600  | 421      |
| 2                                                      | Sept2021 09/01/21 Tennis water            | 34.16*      |               | 201      | 100-2600  | 421      |
| 3                                                      | Sept2021 09/01/21 Tennis sewer            | 47.84*      |               | 201      | 100-2600  | 421      |
| 4                                                      | Sept2021 09/01/21 Water                   | 546.56*     |               | 201      | 100-2600  | 421      |
| 5                                                      | Sept2021 09/01/21 Sewer                   | 765.44*     |               | 201      | 100-2600  | 421      |
| 22113 47057S                                           | 1088 GOODHEART-WILLCOX PUBLISHING         | 1,279.08    |               |          |           |          |
| 1                                                      | 1808405 09/02/21 Modern Welding textbooks | 1,209.78*   | 10246         | 215      | 423-1000  | 640 713  |
| 2                                                      | 1808405 09/02/21 Shipping                 | 69.30*      | 10246         | 215      | 423-1000  | 640 713  |
| 22114 47053S                                           | 5408 DECKER EQUIPMENT                     | 204.81      |               |          |           |          |
| 1                                                      | 398415A 09/03/21 Door bumpers             | 45.90*      | 10224         | 201      | 100-2600  | 615      |
| 2                                                      | 398415A 09/03/21 Wall bumpers             | 13.00*      | 10224         | 201      | 100-2600  | 615      |
| 3                                                      | 398415A 09/03/21 Corner guards            | 125.10*     | 10224         | 201      | 100-2600  | 615      |
| 4                                                      | 398415A 09/03/21 Shipping                 | 20.81*      |               | 201      | 100-2600  | 615      |
| 22115 47058S                                           | 157 HARDWARE HANK                         | 171.90      |               |          |           |          |
| 1                                                      | 120702 08/05/21 Gloves                    | 33.98*      |               | 201      | 100-2600  | 610      |
| 2                                                      | 120705 08/05/21 Push broom, padlock       | 38.97*      |               | 201      | 100-2600  | 610      |
| 3                                                      | 120729 08/05/21 Wasp and hornet killer    | 8.99*       |               | 201      | 100-2600  | 610      |
| 4                                                      | 120734 08/06/21 Oil                       | 11.98*      |               | 201      | 100-2600  | 610      |
| 5                                                      | 120767 08/09/21 Floor dry                 | 3.99*       |               | 201      | 100-2600  | 610      |
| 6                                                      | 120854 08/12/21 Shelf brackets            | 19.47*      |               | 201      | 100-2600  | 610      |
| 7                                                      | 120968 08/20/21 S.M. science supplies     | 7.98*       | 10229         | 201      | 100-1511  | 610      |
| 8                                                      | 120978 08/20/21 S.M. science supplies     | 9.99*       | 10229         | 201      | 100-1511  | 610      |
| 9                                                      | 120982 08/20/21 Maintenance supplies      | 11.49*      |               | 201      | 100-2600  | 610      |
| 10                                                     | 120987 08/21/21 S.M. science supplies     | 6.49*       | 10229         | 201      | 100-1511  | 610      |
| 11                                                     | 121097 08/27/21 Masonry line reel         | 18.98*      |               | 201      | 100-2600  | 610      |
| 12                                                     | 121154 08/31/21 Chemistry supplies        | 11.99       | 10173         | 201      | 999       |          |

PO Accounting (Org/Prog/Func/Obj/Proj): -100-1512-610-

10/08/21  
10:44:29

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/21

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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 |
| 13                                                     |         | Credit 06/24/21 Credit                  | -12.40*     |       | 201      | 100-2600     | 610 |      |
| 22116                                                  | 47059S  | 5403 KALEVA LAW OFFICE                  | 687.50      |       |          |              |     |      |
| 1                                                      |         | 4389 08/20/21 MK IEP legal services     | 687.50*     |       | 201      | 100-2300     | 330 |      |
| 22117                                                  | 47056S  | 1086 GIULIO DISPOSAL SERVICES, INC.     | 155.00      |       |          |              |     |      |
| 1                                                      |         | Aug2021 08/31/21 Disposal services      | 155.00*     |       | 201      | 100-2600     | 431 |      |
| 22118                                                  | 47067S  | 4678 NORBECK, TIM                       | 80.00       |       |          |              |     |      |
| 1                                                      |         | 964825 09/15/21 Key fob                 | 80.00*      |       | 201      | 100-2600     | 615 |      |
| 22119                                                  | 47064S  | 4452 MT FLAG AND POLE CO.               | 68.00       |       |          |              |     |      |
| 1                                                      |         | 20211121 09/14/21 USA flags             | 68.00*      | 10257 | 201      | 100-2600     | 610 |      |
| 22120                                                  | 47071S  | 5405 THE TRANSFORMATIVE READING TEACHER | 2,500.00    |       |          |              |     |      |
| 1                                                      |         | 2244 09/16/21 Consultative days         | 2,500.00*   |       | 215      | 423-1000     | 330 | 713  |
| 22121                                                  | 47068S  | 4761 PEAK 1 ADMINISTRATION              | 25.00       |       |          |              |     |      |
| 1                                                      |         | 104629 09/15/21 COBRA minimum fee       | 25.00*      |       | 201      | 100-1000     | 260 |      |
| 22122                                                  | 47066S  | 5481 NATIONAL COUNCIL FOR MENTAL        | 2,013.75    |       |          |              |     |      |
| 1                                                      |         | 39109-L5N2 09/14/21 MHFA manuals        | 2,000.00    | 10254 | 215      | 100-1000     | 640 | 84   |
| 2                                                      |         | 39109-L5N2 09/14/21 MHFA manuals        | 13.75*      | 10254 | 201      | 100-2220     | 640 |      |
| 22123                                                  | 47063S  | 5472 MT DIGITAL ACADEMY                 | 598.00      |       |          |              |     |      |
| 1                                                      |         | 7 09/16/21 MTDA classes/tuition         | 598.00*     | 10215 | 215      | 775-1000     | 560 | 775  |
| 22124                                                  | 47050S  | 4878 ANNETTE SMITH ELECTRIC INC         | 1,029.00    |       |          |              |     |      |
| 1                                                      |         | 1679 09/20/21 Fixed emergency lights    | 1,029.00*   |       | 201      | 100-2600     | 440 |      |
| 22125                                                  | 47049S  | 899 360* OFFICE SOLUTIONS               | 7.28        |       |          |              |     |      |
| 1                                                      |         | 1070729-3 09/17/21 A.J. class supplies  | 7.28        | 10136 | 201      | 999          |     |      |
| PO Accounting (Org/Prog/Func/Obj/Proj): -100-1243-610- |         |                                         |             |       |          |              |     |      |
| 22126                                                  | 47069S  | 1609 SAM/MASS                           | 250.00      |       |          |              |     |      |
| 1                                                      |         | 7544 07/22/21 Leadership Summit MM      | 250.00*     |       | 201      | 100-2400     | 582 |      |

10/08/21  
10:44:29

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/21

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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 |
| 22127                                                 | 47060S  | 1451 L & P GROCERY                             | 17.99       |       |          |              |     |      |
| 1                                                     |         | 02-851450 09/10/21 Batteries for lab equipment | 17.99*      |       | 201      | 100-1511     | 610 |      |
| 22128                                                 | 47075S  | 5002 WESTERN SPORTS FLOORS                     | 18,349.68   |       |          |              |     |      |
| 1                                                     |         | 928 07/21/21 floor refinish North              | 17,754.00   | 10199 | 201      | 999          |     |      |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440- |         |                                                |             |       |          |              |     |      |
| 2                                                     |         | 928 07/21/21 floor refinish North              | 655.68*     |       | 201      | 100-2600     | 440 |      |
| 3                                                     |         | 73027574 07/14/21 Extra paint from 3rd party   | -60.00*     |       | 201      | 100-2600     | 440 |      |
| 22129                                                 | 47072S  | 3243 TUCKER TRANSPORTATION                     | 2,575.00    |       |          |              |     |      |
| 1                                                     |         | 257566 09/17/21 FB coach bus to Big Fork       | 2,575.00*   |       | 201      | 720-3500     | 582 |      |
| 22130                                                 | 47062S  | 1823 MT BROOM & BRUSH COMPANY                  | 31.63       |       |          |              |     |      |
| 1                                                     |         | 1509127 08/23/21 Freshmen BBQ                  | 31.63*      |       | 215      | 324-1000     | 610 | 148  |
| 22131                                                 | 47055S  | 1002 GENERAL DISTRIBUTING                      | 947.00      |       |          |              |     |      |
| 1                                                     |         | 1034902 09/01/21 Welding gasses, tank leas     | 368.00*     | 10146 | 201      | 390-1640     | 610 |      |
| 2                                                     |         | 1034902 09/01/21 Welding consumables           | 279.00*     | 10150 | 201      | 390-1640     | 610 |      |
| 3                                                     |         | 1035177 09/01/21 Welding gasses, tank leas     | 300.00*     | 10146 | 201      | 390-1640     | 610 |      |
| 22132                                                 | 47073S  | 5412 UINTA ACADEMY                             | 25,315.00   |       |          |              |     |      |
| 1                                                     |         | 15 09/21/21 September MK tuition               | 12,450.00*  |       | 213      | 280-1000     | 562 |      |
| 2                                                     |         | 16 09/21/21 October MK tuition                 | 12,865.00*  |       | 213      | 280-1000     | 562 |      |
| 22133                                                 | 47061S  | 4572 MADISON VALLEY BANK                       | 200.00      |       |          |              |     |      |
| 1                                                     |         | 09/22/21 Pre-ETS cash                          | 200.00*     |       | 215      | 474-1000     | 610 | 275  |
| 22134                                                 | 47082S  | 5202 DUNBAR, JUSTIN                            | 118.32      |       |          |              |     |      |
| 1                                                     |         | FBColumbus 09/24/21 Ref game fee               | 68.00*      |       | 215      | 720-3500     | 330 | 720  |
| 2                                                     |         | FBColumbus 09/24/21 Ref travel                 | 50.32*      |       | 215      | 720-3500     | 582 | 720  |
| 22135                                                 | 47085S  | 4929 O'BRIEN, JOHN                             | 76.88       |       |          |              |     |      |
| 1                                                     |         | FBColumbus 09/24/21 Ref game fee               | 68.00*      |       | 215      | 720-3500     | 330 | 720  |
| 2                                                     |         | FBColumbus 09/24/21 Ref travel                 | 8.88*       |       | 215      | 720-3500     | 582 | 720  |
| 22136                                                 | 47084S  | 5069 MCLAUGHLIN, SCOTT                         | 76.88       |       |          |              |     |      |
| 1                                                     |         | FBColumbus 09/24/21 Ref game fee               | 68.00*      |       | 215      | 720-3500     | 330 | 720  |
| 2                                                     |         | FBColumbus 09/24/21 Ref travel                 | 8.88*       |       | 215      | 720-3500     | 582 | 720  |



10/08/21  
10:44:29

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/21

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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 |
| 22137 47083S                                          | 5484 McCARTHY, SHANE                      | 76.88       |              |          |           |          |
| 1                                                     | FBColumbus 09/24/21 Ref game fee          | 68.00*      |              | 215      | 720-3500  | 330 720  |
| 2                                                     | FBColumbus 09/24/21 Ref travel            | 8.88*       |              | 215      | 720-3500  | 582 720  |
| 22138 47081S                                          | 5135 CAPRARA, KEATON                      | 76.88       |              |          |           |          |
| 1                                                     | FBColumbus 09/24/21 Ref game fee          | 68.00*      |              | 215      | 720-3500  | 330 720  |
| 2                                                     | FBColumbus 09/24/21 Ref travel            | 8.88*       |              | 215      | 720-3500  | 582 720  |
| 22140 -99851E                                         | 4786 MC Mastercard                        | 797.42      |              |          |           |          |
| Dist Act 1                                            |                                           |             |              |          |           |          |
| 1                                                     | DistAct1 09/05/21 Due from activities     | 797.42      |              | 201      | 170       |          |
| 22141 -99850E                                         | 4786 MC Mastercard                        | 559.44      |              |          |           |          |
| Act FCS                                               |                                           |             |              |          |           |          |
| 1                                                     | 874311 08/31/21 Practice and project lumb | 559.44*     | 10156        | 201      | 390-1641  | 610      |
| HELENA HARDWOODS                                      |                                           |             |              |          |           |          |
| 22142 -99849E                                         | 4786 MC Mastercard                        | 57.79       |              |          |           |          |
| Dist Maintenance                                      |                                           |             |              |          |           |          |
| 1                                                     | 049180 08/07/21 Weed killer               | 49.99*      |              | 201      | 100-2600  | 610      |
| 2                                                     | 002518 08/25/21 Fasteners                 | 7.80*       |              | 201      | 100-2600  | 610      |
| 22143 -99848E                                         | 4786 MC Mastercard                        | 701.08      |              |          |           |          |
| Dist Athletic                                         |                                           |             |              |          |           |          |
| 1                                                     | 63032 08/24/21 Motorcoach repairs         | 623.15*     |              | 201      | 100-2600  | 440      |
| 2                                                     | 071830 08/29/21 MT flag, US flag, poles   | 37.97*      | 10245        | 201      | 720-3500  | 610      |
| MT FLAG AND POLE CO.                                  |                                           |             |              |          |           |          |
| 3                                                     | 06651 08/29/21 MT flag, US flag, poles    | 39.96*      | 10245        | 201      | 720-3500  | 610      |
| MT FLAG AND POLE CO.                                  |                                           |             |              |          |           |          |
| 22144 -99847E                                         | 4786 MC Mastercard                        | 5,494.64    |              |          |           |          |
| Dist. Admin 2                                         |                                           |             |              |          |           |          |
| 1                                                     | 08/23/21 Software subscription            | 149.99      | 10176        | 201      | 999       |          |
| PEARDECK.COM                                          |                                           |             |              |          |           |          |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-680- |                                           |             |              |          |           |          |
| 2                                                     | 08/27/21 Art supplies                     | 4,235.39*   | 10182        | 201      | 100-1140  | 610      |
| DICK BLICK                                            |                                           |             |              |          |           |          |
| 3                                                     | W870602693 08/25/21 Apple cables          | 98.95*      |              | 228      | 100-1000  | 610      |
| 4                                                     | 09/02/21 Art supplies                     | 54.94*      | 10182        | 201      | 100-1140  | 610      |
| DICK BLICK                                            |                                           |             |              |          |           |          |
| 5                                                     | 082209 09/02/21 Teacher PIR lunch         | 39.00*      |              | 201      | 100-2300  | 610      |
| 6                                                     | 057946 09/02/21 Teacher PIR lunch         | 92.37*      |              | 201      | 100-2300  | 610      |

10/08/21  
10:44:29

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/21

Page: 5 of 7  
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 |
| 7                                                     | 08/26/21 Protools software                 | 299.00      | 10120        | 201      | 999       |          |
| AVIDI                                                 |                                            |             |              |          |           |          |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-680- |                                            |             |              |          |           |          |
| 8                                                     | 102056017 09/01/21 SSA renewal             | 525.00*     |              | 201      | 390-1640  | 680      |
| 22146 -99846E 4786 MC Mastercard 8,615.40             |                                            |             |              |          |           |          |
| Dist. Admin 1                                         |                                            |             |              |          |           |          |
| 1                                                     | 2007141245 08/06/21 Dell docking station   | 157.59*     | 10218        | 215      | 427-1000  | 660 306  |
| DELL.COM                                              |                                            |             |              |          |           |          |
| 2                                                     | 484390519 08/09/21 Summer class            | 2,459.49*   | 10221        | 215      | 423-1000  | 321 713  |
| MT STATE UNIVERSITY STUDENT ACCOUNTS                  |                                            |             |              |          |           |          |
| 3                                                     | 3236224 07/21/21 Art class supplies        | 24.94       | 10181        | 201      | 999       |          |
| AMAZON.COM                                            |                                            |             |              |          |           |          |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610- |                                            |             |              |          |           |          |
| 4                                                     | 3236224 07/21/21 Art class supplies        | 1.80*       |              | 201      | 100-1140  | 610      |
| 5                                                     | 0848641 08/11/21 School nurse supplies     | 738.99*     | 10184        | 215      | 775-1000  | 610 775  |
| SCHOOL NURSE SUPPLY CO.                               |                                            |             |              |          |           |          |
| 6                                                     | 6287 08/13/21 DeltaMath plus licenses      | 135.00*     | 10180        | 201      | 100-1000  | 680      |
| DELTAMATH SOLUTIONS LLC                               |                                            |             |              |          |           |          |
| 7                                                     | 6287 08/13/21 DeltaMath plus licenses      | 150.00*     |              | 201      | 100-1000  | 680      |
| 8                                                     | 08/14/21 Art supplies                      | 16.31*      | 10182        | 201      | 100-1140  | 610      |
| DICK BLICK                                            |                                            |             |              |          |           |          |
| 9                                                     | 041934 08/17/21 Literacy training          | 137.28*     |              | 215      | 423-1000  | 582 713  |
| 10                                                    | 1334468892 08/17/21 Literacy training      | 66.75*      |              | 215      | 423-1000  | 582 713  |
| 11                                                    | 08/19/21 Art supplies                      | 113.65*     | 10182        | 201      | 100-1140  | 610      |
| DICK BLICK                                            |                                            |             |              |          |           |          |
| 12                                                    | 390357 08/19/21 Hot plate stirrer          | 593.64*     | 10227        | 201      | 100-1511  | 660      |
| THE LAB DEPOT                                         |                                            |             |              |          |           |          |
| 13                                                    | 390357 08/19/21 Hot plate stirrer          | 36.00*      |              | 201      | 100-1511  | 660      |
| 14                                                    | 0237835 08/18/21 Whaley 3-line grade book  | 35.90*      | 10226        | 201      | 100-1511  | 610      |
| AMAZON.COM                                            |                                            |             |              |          |           |          |
| 15                                                    | 11607304 08/18/21 Time lapse camera        | 124.99*     | 10228        | 201      | 100-1511  | 660      |
| MOULTRIE                                              |                                            |             |              |          |           |          |
| 16                                                    | 11607304 08/18/21 Time lapse camera        | 5.00*       |              | 201      | 100-1511  | 660      |
| 17                                                    | 3952239 08/19/21 Stephen King books        | 295.80*     | 10233        | 215      | 423-1000  | 640 713  |
| AMAZON.COM                                            |                                            |             |              |          |           |          |
| 18                                                    | 1309050 08/19/21 Cell phone holder         | 21.95*      | 10231        | 201      | 100-1571  | 610      |
| AMAZON.COM                                            |                                            |             |              |          |           |          |
| 19                                                    | 4605062 08/20/21 VGA to USB adapters       | 419.10*     | 10234        | 228      | 100-1000  | 660      |
| AMAZON.COM                                            |                                            |             |              |          |           |          |
| 20                                                    | 3553039 08/23/21 A.J. class books          | 552.80*     | 10239        | 215      | 423-1000  | 640 713  |
| AMAZON.COM                                            |                                            |             |              |          |           |          |
| 21                                                    | 8360232 08/24/21 Magruders American Gov. b | 473.94*     | 10240        | 201      | 100-1000  | 640      |
| AMAZON.COM                                            |                                            |             |              |          |           |          |

10/08/21  
10:44:30

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/21

Page: 6 of 7  
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 |
| 22<br>AMAZON.COM | 7569845 08/26/21 Photography course books | 472.05*     | 10242        | 201      | 100-1000  | 640      |
| 23               | 7569845 08/26/21 Photography course books | 1.35*       |              | 201      | 100-1000  | 640      |
| 24<br>AMAZON.COM | 9510658 09/01/21 Epson projector          | 599.00*     | 10249        | 215      | 423-1000  | 660 713  |
| 25<br>AMAZON.COM | 3045019 08/19/21 Cell phone holders       | 79.80*      | 10232        | 201      | 100-2400  | 610      |
| 26<br>AMAZON.COM | 8383472 08/11/21 Government textbooks     | 902.28*     | 10220        | 201      | 100-1000  | 640      |

# of Claims 36 Total: 76,840.53

Total Electronic Claims 16,225.77

Total Non-Electronic Claims 60,614.76

10/08/21  
10:44:31

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 9/21

Page: 7 of 7  
Report ID: AP110

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| Fund/Account                       | Amount             |
|------------------------------------|--------------------|
| 201 HIGH SCHOOL GENERAL FUND       |                    |
| 101                                | \$38,881.96        |
| 213 HIGH SCHOOL TUITION FUND       |                    |
| 101                                | \$25,315.00        |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |                    |
| 101                                | \$12,042.25        |
| 228 TECHNOLOGY FUND                |                    |
| 101                                | \$601.32           |
| <b>Total:</b>                      | <b>\$76,840.53</b> |

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October 19, 2021

Principals Report--Mr. Mike Moody

### **Academics**

Return to in-person schooling has improved our failure rate. Mid-term grades showed a 50% drop in the number of failing grades compared to last year at this time (6.75% to 3.03%) . We continue to offer multiple opportunities for students to achieve academically with Enrichment, After-School Study Skills, and Panther Study Table on Fridays. Fall maps tests have been completed and further data will be available at the Board meeting.

Teachers continue to work on professional development with writing through the curriculum as the main focus. Most will attend the MFPE Teacher Conference in Great Falls on October 20-21. Seniors attended the College Fair in Helena on September 27. CTE students attended a CTE Fair at Highlands College on October 7. Students are participating in College Application Week and FAFSA Night during this month.

### **Discipline and Attendance**

Our attendance percentage was 95% as of 10/15/2021 as compared to 93% in the 2020-21 school year during the same time period. We continue to send attendance letters. To date we have sent 20-4 day letters, 14-6 day letters, and 3-8 day letters.

We have had 14 discipline events thus far this year compared to 10 during the same time period last year.

### **Activities**

Fall sports are winding down and gearing up for the postseason. The cheer team continues to improve with 18 athletes. The cross country team will have State in Missoula on Saturday October 23. The volleyball team is (9-1) with one remaining match versus Manhattan on October 21. The football team is 4-2 with two remaining games with Townsend and Manhattan NHS participated in Highway Clean-up on October 15 and continued a Tutoring Program during Enrichment. They are planning a Veterans Day Ceremony for November 8.

### **Covid Update**

We continue to minimal cases in the school with students and parents making the choice to stay at home if sick.

### **Breakfast Program**

Mrs. Parson's/Pro Start breakfast program continues to serve 90-100 breakfasts per day during the Enrichment period.

|                                  |                                                            |                                                                                    |
|----------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>DUI Taskforce</b>             |                                                            | <b>Must be an active member in the DUI Taskforce at JHS</b>                        |
| <b>Wyman Hewitt</b>              |                                                            | <b>1 page essay "What JHS means to Me"</b>                                         |
| <b>Heard Scholarship</b>         |                                                            |                                                                                    |
| <b>Ms. P Carroll Scholarship</b> | <b>1 Senior enrolled at Carroll College</b>                | <b>Submit proof of enrollment to Mr. Michaud by February 1</b>                     |
| <b>Golden Sunlight Mine</b>      |                                                            | <b>1 page letter regarding interests, future aspirations and extra-curriculars</b> |
| <b>Janice M Cooper</b>           |                                                            | <b>1 page essay "What JHS means to Me"</b>                                         |
| <b>Boulder Kiwanas</b>           |                                                            | <b>See Mr. Michaud for details</b>                                                 |
| <b>Ronald Fuller</b>             |                                                            | <b>See Mr. Michaud for details</b>                                                 |
| <b>Mike and Peggy Quinn</b>      | <b>Art-Agriculture-Rodeo-Drama Students Qualify.</b>       | <b>Must submit a 1 page essay how they plan to use the funds</b>                   |
| <b>Bell Award</b>                | <b>For anyone in Band for their 4 years in High School</b> |                                                                                    |
| <b>Reach Higher MT</b>           |                                                            |                                                                                    |
| <b>Mariah's Challenge</b>        |                                                            |                                                                                    |

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

**Superintendent's Report**

Date: October 19, 2021

Agenda Item: E-3

**3a-At Risk Coordinator Plan**

The At Risk Plan has been in place for the past 7 years and continues to provide support for students at risk. The plan will be incorporated with Montana Behavioral Institute (MBI), the Literacy Grant, Peer to Peer Mental Health training, and igraduate work taking place at JHS. There is no current CSCT Team at JHS. Altacare previously served the needs of students at the high school but has not been able to replace the Behavioral Therapist. Current needs are being addressed by the Counseling Office and the Nursing Department.

**3b-Bond Update**

The ballots were mailed out last. The brochure should be finalized and sent out by Oct 20-21<sup>st</sup>. Daily information or blasts occur with all the school social media and the virtual tour being produced by Mrs. Smartnick's marketing class should be ready by Oct 20<sup>th</sup>. Articles have appeared in the Boulder Monitor and Helena Independent Record and will be appearing in the Montana Standard. The MTN News was here last Wednesday and will broadcasting a report on the bond.

**3c-Montana Council of Educational Leadership (MCEL)**

I will be attending the virtual MCEL Conference this coming Thursday and Friday. Many of the sessions will be discussing the work responding to the effect on education and students over the past 18 months.. I will be sharing this information with staff as it pertains to them. The workshops are also recorded so I can go back and reference materials presented. There are also some training opportunities for staff.

**3d-Safety Procedure Manual**

Enclosed is the updated Safety Procedure Manual required by all schools in Montana. These updates will continually be monitored for accuracy.

**Recommendation**

Approve updated Safety Plan

**3e-DPHHS Grant**

Clara Rauch-Davis, the school nurse, applied for a grant through DPHHS to assist in the health area of the District and the students and staff. Though her hard work, the District was awarded a \$40,000 grant. Funds will be used to offset the costs associated with the nursing program obligations, as well as addressing the needs of students and staff. A big thanks goes out to Clara for pursuing and obtaining

the grant for the District.

### **3f-Student Employees**

The District has been advertising for months for a 3<sup>rd</sup> custodian. I am currently exploring and soliciting the option of hiring student help part-time to assist after school. I will be reaching out to MTSBA and the District's insurance carrier to check on the requirements.



## **PROGRAM STRATEGY**

The intent of this program is to provide assistance to all students at JHS who are at risk. The first key component involves identifying students. Academic and attendance concerns will be identified through the collaboration of administration, faculty, staff, and parents.

All students will be provided appropriate services that include identifying, monitoring, and guidance to assist students with academic performance, career opportunities, and social development. The end goal is improved academic progress, study skills, behavior, and interpersonal relationships. It is important for families to recognize the services that are provided and access them to support the needs of their students.

The program will be coordinated by the Administration team composed of faculty, staff, school counselor, administration, and co-op specialists when needed. The team will meet on a regular basis to identify students in need of support and develop an action plan to coordinate proper services needed for success.

## **IDENTIFY STUDENTS WITH NEEDS**

Currently, JHS has between 10-15% of students who fall behind because of a variety of factors that include social, emotional, psychological, and leading to poor academic performance. JHS is committed to providing an appropriate educational plan for all students and provide support for the development of a positive self image and success academically. Program in place as well as additional means will be used to provide an effective program for students. These include:

- Additional assistance programs available during the school day (Intervention Specialist, Time to Learn, EdReady, IXL, Friday Opportunity, Literacy Grant components)
- Increased individualized instruction
- Coordination with elementary schools regarding past practices used (MAPS, Star)
- Continued summer school program for credit recovery (Acellus)
- Coordination with outside agencies
- Learning Center development for enrichment activities
- After school 21<sup>st</sup> Century program

## **IDENTIFICATION FACTORS**

Student placement and program development will be determined based on greatest need and will be assisted by the Administration team. Referrals and placement will be determined based on needs associated with the following criteria:

- Lack of academic success
- Attendance issues
- Discipline referrals
- Poor daily work
- Risk for dropout
- Apathy towards school
- Low academic achievement
- Change in family status and/or stressors
- Homeless

- Mental health issues
- Involvement with the courts
- Bullying and harassment
- Pregnancy

## **PLAN OBJECTIVES**

The intent of the plan is to provide a program of study to meet the individualized needs of all students to promote academic success. Academic structure and integrity will be maintained and JHS will provide flexibility to create programs beneficial for individualized needs. These objectives include:

- Regular attendance
- Positive self-esteem
- Positive social skills
- Respect for staff
- Appropriate behavioral skills
- Improved self-discipline
- Improved coping skills
- Effective communication skills
- Increased participation in school related activities
- Improved healthy lifestyle
- Increased awareness of career opportunities

## **SUPPORT PROGRAM**

The use of testing policies currently available will be used to determine academic growth as well as guidelines for career opportunities. Identified students will be tracked through present course obligations and requirements and plans will be articulated to provide the most adequate educational plan.

Proper levels of communication will be formulated between the school, students, and families providing relevant information, support, and resources. JHS will maintain accurate data files of individualized programs and construct a comprehensive listing of services available.

## **PROGRAM EVALUATION**

The following components will be used by the administration for program review:

- Annual dropout rates (GEMS)
- Annual graduation rates (GEMS)
- Discipline referrals for identified students
- Annual attendance rates (School Master)
- Annual survey information (under development)
- Academic achievement scores (MAPPS, ACT, SAT, ASVAB)
- Annual school activities participation rates
- Administration team observations
- Exit survey for graduates/dropouts (under development)

## **ROLES AND RESPONSIBILITIES**

- Evaluate students and programs
- Monitor progress
- Coordinate student identification
- Provide In-service and training
- Meet needs of each student
- Serve as a resource for teachers
- Encourage parental involvement (JHS Open Houses, igraduate, CSIP)
- Provide assessment strategies
- Collaborate with staff (Professional Development, late arrivals)
- Coordinate with other agencies (MBI, Jefferson County Health, Altacare, Intermountain Health)
- Mentor students (JHS mentorship program, Peer Mediation)
- Communicate with staff
- Monitor students attendance and behavior (Attendance coach, MBI platform)
- Provide study skills to students (Time to Learn)
- Maintain records
- Select adequate referrals for guidance

## **SIGNS OF SUICIDE (SOS)/Peer to Peer Mental Health First Aid**

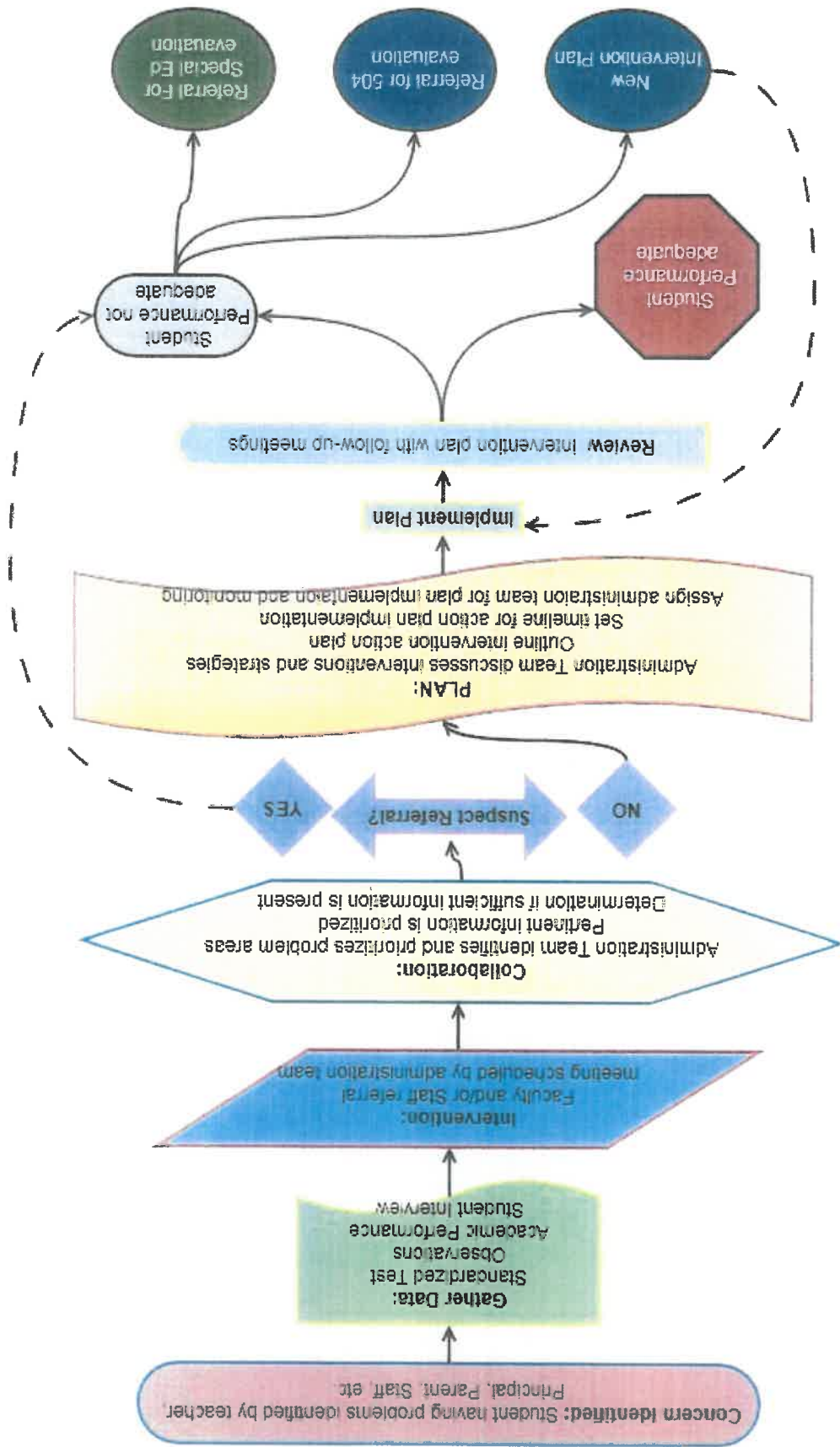
The Signs of Suicide program has been implemented and instruction occurs during the 1<sup>st</sup> semester of each school year. Peer to Peer Mental Health First Aid training will occur for all new students. These student and staff driven initiative has become a component of the curriculum and is used by all students. The program uses sequential components to provide adolescents skills in coping as well as identifying key signs associated with students harming themselves. The program also provides training regarding interacting skills that helps and encourages adolescents to seek out and communicate with adults if a crisis occurs.

## **Igraduate**

The 2021-22 school year will include the 3<sup>rd</sup> year of the new igraduate program, a community wide effort to encourage and provide support for all students to graduate. The JHS community will work together to provide assistance to develop strategies on keeping students in school.

Reach Higher Montana will continue to provide assistance and guidance with FAFSA completions. They are also going to provide student assistance during enrichment period. These two components are vital in helping both students and families overcome the hurdles of completing these requirements. Assistance will help alleviate stress and improve the efficiency of completion.

# Program for Success of At Risk Students





# SAFETY PROCEDURE MANUAL

Revised 9/5/2021

## COMMUNICATION PROCEDURE FOR PERSON IN CHARGE

**Fire.....225-4075**  
**Ambulance.....225-3196**  
**Sheriff.....225-4075**  
**Boulder Police.....225-3694**  
**Poison Control.....1-800-525-5042**

Inform dispatcher specifically where your command post is (the location where the Person in Charge or his/her designee can be found at all times). Remain there until help arrives.

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration, with instructions to relay progress reports as soon as possible.

|                                                                                   |             |             |               |
|-----------------------------------------------------------------------------------|-------------|-------------|---------------|
| <b>Immediately Report Crisis to:</b>                                              | <b>Home</b> | <b>Cell</b> | <b>Office</b> |
| THE OFFICE OF SUPERINTENDENT <small>(If no answer, one of the principals)</small> | N/A         | 498-4539    | 225-3740      |
| CHAIRPERSON OF THE SCHOOL BOARD                                                   |             |             |               |
| RED CROSS (IF NECESSARY) WILL CONTACT                                             |             |             |               |
| <b>ADMINISTRATIVE CHAIN OF COMMAND</b>                                            |             |             |               |
| <b>High School Emergencies</b>                                                    |             |             |               |
| Tim Norbeck                                                                       | N/A         | 498-4539    | 225-3740      |

### MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television, newspapers, and social media).

We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**.

PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE: After calling emergency series and following safety procedures for your building, it is imperative that employees **IMMEDIATELY** relay factual information regarding any emergency or disaster to the Superintendent's office. (This phone will **ALWAYS** be answered.) The Superintendent's office will notify other school district people determined necessary to respond to the emergency.

Superintendent, or their appointed designees will handle the release information. Please refer **ALL** media to them.

### BUILDING CHAIN OF COMMAND (Person in Charge)

|                | Home | Cell     | Office   |
|----------------|------|----------|----------|
| Tim Norbeck    |      | 498-4539 | 225-3740 |
| Mike Moodry    |      | 490-1816 | 225-3317 |
| Dan Sturdevant |      | 439-9297 | 225-3317 |

## **FIRE DRILL PROCEDURES**

1. At the sound of the fire alarm, all students must exit the building in a prompt, safe, and orderly fashion.
2. The first pupils outside must move away from the building so they do not block the exit from those following.
3. Teachers are responsible to see that students move away from the building, take roll call, and cross the street when necessary to clear the area.
4. The principal of the building will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision. It shall be posted on the wall in every classroom.

## **POLICY STATEMENT OF THE SUPERINTENDENT**

School authorities have both a moral obligation and a legal responsibility to provide for protection of public property and life, health and property to students, faculty and staff emergencies.

A comprehensive, concise and specific plan has been developed and coordinated to cover emergencies and will consist of a plan for the high school in Boulder, Montana.

Plans will include checklists and lines of succession and emergency assignments clearly designated. Consideration must also be given to security and preservation of essential records and sensitive areas such as boiler room and electrical panels.

See tab "Emergency Numbers-Communication Procedure" for the name of the Person in Charge to succeed me in the event of my absence or incapacitation.

This Crisis Procedure must be previewed and updated annually prior to the commencement of school in August. Any changes will be provided to the principal and must be reflected in all procedure manuals immediately.

Tim Norbeck, Superintendent

## **STATEMENT OF CIVIL DEFENSE DIRECTOR'S RESPONSIBILITY**

The Jefferson County Office of Disaster and Emergency Services (Civil Defense) will assist school officials in disaster awareness. Their responsibilities include:

1. Collection, analysis and dissemination of information concerning potential disasters.
2. Establishment of a warning system to assure that school officials receive immediate word of any situation that may cause a threat to the schools or their students.
3. Coordination of fire, sheriff, and other support for the schools, both in disaster planning and in the event of an actual disaster.
4. Assistance in the training of school personnel who may require special training as a result of their disaster response assignment.
5. Assistance in dealing with state or federal officials during the recovery phase.

**EMERGENCY MEMO**  
**JEFFERSON HIGH SCHOOL – BOULDER, MONTANA**

TO: All parents and/or Guardians of Jefferson High School  
FROM: Tim Norbeck, Superintendent of Schools  
RE: Emergency Procedures for Jefferson High School

Jefferson High School District #1 has just updated the Crisis Procedure manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience for all of us. The responsibilities are shared by school, staff and parents.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE OR A SUDDEN LOSS OF UTILITIES IN BAD WEATHER) STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATE SITE, OR ANOTHER SAFE SITE TO BE ANNOUNCED AT THE TIME.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. TURN ON YOUR RADIO. We will keep the media accurately informed of any emergency.

KBLL-AM/FM, 99.5 Helena

2. PLEASE DO NOT COME TO THE SCHOOL. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:

a. If, for any reason "school" must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.

b. Stay tuned to the radio stations for updated, accurate reports and information provided by the school district administration concerning when and where to pick up your child.



References unique to your building: see final tab.

**CHAIN OF COMMAND (people in charge)**

|                | Home | Cell     | Office   |
|----------------|------|----------|----------|
| Tim Norbeck    |      | 498-4539 | 225-3740 |
| Mike Moodry    |      | 490-1816 | 225-3317 |
| Dan Sturdevant |      | 439-9297 | 225-3317 |

## TEACHER CHECKLIST

### IF INDOORS:

1. If advised by Person in Charge, stay in your room.
  - a. Immediately take roll count of students.
2. Take protective action if building is threatened.
  - a. Keep children away from windows and outside walls.
  - b. Take shelter under desks, tables and heavy furniture.
  - c. Move away from light fixtures and other suspended objects.
  - d. Shut off or disconnect any electrical or gas operated appliances.
  - e. Be alert to any developing threats such as broken water pipes or electrical wires.
  - f. Communicate roll count of students and situation to the Person in Charge.
  - g. Be prepared to evacuate if advised to do so.
  - h. If advised to evacuate, follow the fire drill plan.
  - i. EARTHQUAKE ONLY—Leave doors to room open to prevent jamming.
  - j. NUCLEAR WARNING—Move to inner core of building to the lowest level openings to the outside. Remember, SHIELDING IS REQUIRED.
  - k. PLANE CRASH—Be prepared to evacuate if advised to do so, following fire plans with possible modifications.

### IF OUTDOORS:

1. EARTHQUAKE (can happen without warning)
  - a. Move away from building to open space.
  - b. Avoid overhead wires and utility poles.
  - c. Lie flat, face down. Wait for earth to stop moving. The rolling motion of the earth is frightening, but not dangerous.
  - d. Keep students assembled and take roll count of students. Be prepared to provide this information to the Person in Charge.
  - e. Do not light fires or touch any fallen wires.
  - f. Do not enter building until authorized to do so.

## SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER

1. When advised by Person in Charge, evacuate building.
2. Proceed to alternate site for your school.
3. If repairs cannot be made to the school to allow classes to resume, parents can pick up their children at the appropriate alternative site.

school district administration and will be broadcast on radio and television. The parents of students who are to walk or be bused home will be notified by phone. Parents of high school students driving their own vehicles will also be called.

KBLL-AM/FM 99.5 Helena  
KTVH-TV12 Helena

## **SEVERE STORM/OTHER WEATHER-RELATED EMERGENCIES**

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.
2. Tune to the Boulder, Helena, and Butte radio stations for early morning reports.

|                      |                        |
|----------------------|------------------------|
| KDGZ-FM 98.3 Boulder | KBOW-AM 550 Butte      |
| KOPR-FM 94.1 Butte   | KBLL-AM/FM 99.5 Helena |
3. Other school district personnel not employed at elementary or secondary schools will be advised by the same radio report whether or not they are to report for work.
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by the WEATHER ALERT WARNING radio. The Superintendent will determine the action to be taken and advise the principals. The news media will be informed by the school administrators of the procedures being followed. Bus Drivers will call parents of all students on their bus routes. In town students' parents will be advised to pick them up at school.

## **EARTHQUAKES**

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school staff and students should be guided by the following:

### **IF INSIDE:**

1. Don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in this manner:
  - a. Use triangle of safety.
  - b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desk or furniture, get against wall or inside doorway and crouch.

### **IF OUTSIDE:**

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to Person in Charge as soon as safe.
4. Do not attempt to enter building until authorized to do so.

occur.

2. **TORNADO WARNING**—means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type structure is not available, take these precautions:

1. Stay away from windows.
2. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor available.
3. Avoid auditoriums, gyms or any room with a wide free span roof.
4. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

## **FLOODS**

In general, there will be advance warning of an impending flood.

**The following guidelines will be used:**

1. Notify the principal or PERSON IN CHARGE.
2. Notify necessary emergency services.
3. Notify the Superintendent's office of the probable flood situation.

**The teachers will attend to the welfare of their students:**

1. Prepare to evacuate to alternate sites, if informed to do so.
2. Coordinate efforts for transportation of students.
3. If time allows secure individual classroom area.
  - a. Put all books, materials and equipment on shelving.
  - b. Empty file cabinets.
  - c. Empty desks (students take book with them).

**The principal or their designee will:**

- e. Determine the caller's knowledge of the facility.
- f. **DON'T HANG UP THE PHONE!** (Use another phone to call authorities.)
- 3. The person receiving the call will immediately alert the sheriff at 911.
- 4. The principal will confirm notification of the sheriff.
- 5. The principal will decide whether to evacuate the school immediately.
- 6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. You will be looking for something that doesn't belong.
- 7. If what appears to be a bomb is found, **DO NOT TOUCH IT.** The sheriff's department will take charge.
- 8. If the caller indicates a time the bomb is due to explode, and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.
- 9. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to your school's alternate location (see alternate location tab).
- 10. Check absentee list for possible clues to who might have phoned in the bomb scare.
- 11. Attendance will be taken when the students are assembled away from school. Give roll count to Person in Charge.
- 12. Alert office of Superintendent of Schools.

**IF BOMB THREAT CALL IS RECEIVED AT HIGH SCHOOL OR ELEMENTARY MAIN OFFICE:**

- 1. Use threat Call Checklists: **DO NOT DISCONNECT INCOMING CALL LINES.**
- 2. Immediately call the sheriff's department at 911
- 3. Call the school involved.
- 4. Alert Office of Superintendent of Schools.

**BOMB THREAT—THREAT CALL CHECKLIST**

**DON'T HANG UP THE PHONE**

*(use another phone to call sheriff)*

Record the exact words used by caller.

**ASK**

- Is it a time bomb?
- How will you set off the bomb?
- What time is it set for?
- Where is it?
- What does it look like?
- Why are you doing this?
- Who are you?
- Who do you want to hurt?

**VOICE ON THE PHONE CHECKLIST:**

- |                                      |                                            |                                 |
|--------------------------------------|--------------------------------------------|---------------------------------|
| <input type="checkbox"/> Man         | <input type="checkbox"/> Woman             | <input type="checkbox"/> Child  |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Speech Impediment | <input type="checkbox"/> Accent |

- b. locker rooms
  - c. areas of the school infrequently used
3. Provide phone number of counselors for further assistance.
  4. A district committee, made up of counselors, administrators, and other personnel with pertinent expertise, will meet to formulate follow-up procedures regarding the tragedy.

# NOTES

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