

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. Tuesday September 20, 2022 *** **Jefferson High School Library**

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Consent Agenda

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

D. Student Report

E. Staff Report

F. Committee Reports

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

1. Clerk/Business Manager
2. Principal/A.D. – List of Scholarships
3. Superintendent

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

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

1. Policy Second Reading
 - a. 2151F7 – JHS Activities/Athletics Player’s Code of Conduct
 - b. 2151F9 – JHS Activities/Athletics Parent’s Code of Conduct
2. Policy First Reading
 - a. 2335 Health Enhancement
 - b. 3630 Cell Phones, Smart Phones, iPods, and Other Electronic Equipment
3. Personnel
 - a. Substitutes – B. Gerst
 - b. Resignations – C. McCauley
 - c. New Hires – Head and Asst. Speech & Debate, Asst. Boys Basketball,
 - d. Re-hires - Spring Sports Assistants – golf, track, tennis
 - e. Superintendent Evaluation
4. Attendance Agreements – 15 YDI, 45 JHS students to Helena, 0 JHS student to Butte
5. Construction/Renovation update
6. P-Card Use Agreement update approval
7. MOU with Jefferson County Health Department
8. Interdisciplinary Team – member approval

J. Communication and Comments

1. Letters to the Board –

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

- September – At-risk Coordinator prepares plan

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING October 18, 2022, 6:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

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

Jefferson High School Board Members

Buster Bullock, (Boulder area position)
Dani Morris, Vice-Chair (At-Large 1 position)
Justin Willcut (MT City area position)

Jenny Genger, (At-Large 2 position) Lindsey Graham (Basin area position)
Cami Robson, Chair (Clancy area position)
Larry Rasch (At-Large 3 position)

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

Mission Statement

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

Our vision for the future:

Students:

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

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

Teachers:

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

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

Our Administration and Board

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

Our communities:

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

COMMITTEE ASSIGNMENTS:

Negotiations/Personnel – B. Bullock, J. Willcut, J. Genger
Policy/Handbook – D. Morris, J. Genger, L. Graham
Budget/Insurance/Investments – J. Willcut, D. Morris, L. Graham
Building/Grounds/Transportation – C. Robson, B. Bullock, L. Rasch,
Technology – L. Rasch, J. Willcut, C. Robson

MINUTES Jefferson High School Dist. 1 Board of Trustees

August 16, 2022

Regular and Budget Meeting

Board members present: In-person: Cami Robson Jenny Genger Justin Willcut
Lindsey Graham Buster Bullock (Arrived at student report)

Board members remote attendance: Larry Rasch

Board members absent: Dani Morris

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

Staff Present: Aubrie Carey, Christina Day, Jamie Stearns, Josh Armstrong, Melissa Reichert,

Visitors: Travis and Elisa Pierce, Daryl Mikesell, Quinn Schultz, Suzanne Schultz, Tim Tholte, Scott Dietle,

A. Call to order-Chairperson

1. Pledge of Allegiance *The pledge was led by Ms. Robson, chair at 6:30p.m.*

Construction/Renovation update. Tim Tholte and Scott Dietle gave brief updates on the project. Mr. Mikesell suggested consideration of a spot for wrestling because of the number of wrestlers.

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. Consent Agenda

Approval of High School Claims and Accounts and minutes of the previous meeting(s) – action corrections. Ms. Graham moved to approve the minutes with the corrections suggested. Ms. Genger seconded the motion, which passed unanimously.

D. Student Report – Quinn Schultz met with Mr. Michaud and NHS president.

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 – no additions

2. Principal/A.D. – 105 athletes 40, 37, 18, 10, football, volleyball, cross-country, cheerleading. Ms. Robson asked about weighted GPA's. Mr. Moodry said that there is an option for transcripts in the handbook.

3. Superintendent – no additions

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

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

1. Policy Second Reading

a. 4330F1 – Private Individual or Organization, School Facility Use Agreement – to be turned in to Facilities Manager.

b. 4330P2 – Language Regarding Facility Use to be Included in all Handbooks

Mr. Willcut moved to approve the changes recommended. Ms. Genger seconded the motion, which passed unanimously

2. Policy First Reading

a. 2151F7 – JHS Activities/Athletics Player’s Code of Conduct

b. 2151F9 – JHS Activities/Athletics Parent’s Code of Conduct

Mr. Bullock moved to approve the policies recommended on 1st reading. Mr. Willcut seconded the motion, which passed unanimously.

3. Personnel

a. Substitutes – C. Samuels, list of substitutes Mr. Willcut moved to approve the new sub and the list. Ms. Graham seconded the motion, which passed unanimously.

b. Resignations – Emily Harper Bruce Binkowski Mr. Bullock moved to accept the two resignations. Mr. Rasch seconded the motion, which passed unanimously.

c. New Hires – Christina Day – Paraprofessional Mr. Bullock moved to accept the recommendation of Ms. Day. Ms. Graham seconded the motion, which passed unanimously.

Melissa Reichert – cook/library aide Mr. Bullock moved to approve Ms. Reichert. Mr. Willcut seconded the motion, which passed unanimously.

Jamie Sterns – Asst. Cross-Country Mr. Bullock moved to approve Ms. Sterns. Ms. Graham seconded the motion, which passed unanimously.

Elisa McLaughlin – Asst. Vball Mr. Bullock moved to approve Ms. McLaughlin. Ms. Genger seconded the motion, which passed unanimously.

4. Attendance Agreements – YDI , JHS students to Helena, JHS student to Butte Helena to JHS 1

Ms. Genger moved to approve. Mr. Willcut seconded the motion. Mr. Bullock asked Mr. Moodry if we could fit up to 10 more students. Motion passed unanimously.

5. Approval of Bus Routes Mr. Willcut moved to approve the bus routes. Mr. Bullock seconded the motion, which passed unanimously.

6. Construction/Renovation update addressed above.

7. Approval of 22/23 Budgets

General Fund	2,725,525.59
Transportation Fund	412,180.09
Tuition Fund	101,003.84
Retirement Fund	357,678.58
Adult Education Fund	49,574.47
Technology Fund	56,284.37
Flex Fund	32,801.05
Building Reserve	130,474.22
Debt Service	934,133.33

Mr. Willcut moved to approve the 22/23 budgets. Mr. Bullock seconded the motion, which passed unanimously.

J. Communication and Comments

1. Letter of resignation – E. Harper, B. Binkowski

K. Commendations

L. Follow-up/Adjournment – upcoming months

Next meeting – September 20 at regular time.

M. Adjournment - the meeting adjourned at 7:14

Signature of Chair

Signature of Clerk

09/12/22
14:33:30

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 8/22

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Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
23016	47812S	1002 GENERAL DISTRIBUTING	2,174.00					
1		1142252 07/20/22 D.H. welder	2,174.00	10477	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-								
23017	47814S	5364 JOHNSON CONTROLS FIRE PROTECTION	1,672.42					
1		88986715 07/26/22 Fixed broken fire door	1,672.42		201	100-2600	440	
23018	47825S	5588 SHODAIR CHILDREN'S HOSPITAL	2,804.40					
1		SCH0457-1 07/29/22 Treatment facility tuition	2,804.40*		213	100-1000	561	
23019	47822S	2503 SCHOLASTIC MAGAZINES INC.	208.78					
1		M7267842-8 07/20/22 Scholastic Action subscri	208.78*	10418	215	423-1000	650	713
23020	47823S	5198 SCHOOL FIX	84.45					
1		489535A 08/12/22 Rubber tips for stools	84.45	10566	201	100-2600	615	
23021	47824S	2344 SHERWIN WILLIAMS	578.12					
1		0794-9 08/03/22 Exterior paint	122.62		201	100-2600	610	
2		9984-6 08/05/22 Exterior paint	455.50		201	100-2600	610	
23022	47815S	1451 L & P GROCERY	394.56					
1		02-996132 08/22/22 Freshman BBQ	435.94*		215	324-1000	610	148
2		02-996655 08/23/22 BBQ refund	-41.38*		215	324-1000	610	148
23023	47828S	1645 VERIZON WIRELESS	30.02					
1		9912745076 08/05/22 Acct. 442117550	30.02*		201	100-2100	530	
23024	47808S	4967 CENTURY LINK	83.83					
1		304516617 08/04/22 Acct. 88113581	83.83*		228	100-1000	530	
23025	47829S	5589 WERNER PLUBMING & HEATING, INC	1,085.00					
1		11127 08/16/22 Plumbing repairs	1,085.00		201	100-2600	440	
23026	47811S	5590 FRONTLINE AG SOLUTIONS, LLC	209.89					
1		963119 08/16/22 Parts for lawn mower	209.89		201	100-2600	615	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
23027	47818S	1830 MT SCHOOL BOARDS ASSOCIATION	1,650.00					
2		10994 07/12/21 Policy maintenance	1,650.00		201	100-2300	800	
23028	47817S	5362 MONTANA TECH - ADMISSIONS	3,000.00					
1		2022 08/18/22 Quinn Scholarship - B Wolfe	3,000.00*		285	800-3300	870	852
23030	47827S	4743 TRUGREEN	360.00					
1		1197195 08/18/22 Tree/shrub insect control	360.00		201	100-2600	440	
23031	47810S	968 FLINN SCIENTIFIC INC.	379.05					
1		2722750 06/30/22 L.B. acid, beakers, wire,	379.05	10440	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1514-610-								
23032	47821S	2129 PICCOLO'S MUSIC	65.00					
1		188393 08/22/22 Instrument repair	65.00		201	100-1000	440	
23033	47816S	5591 MCCREA, CHRISTOPHER	70.00					
1		Baker 08/26/22 VFB ref fee	70.00*		215	720-3500	330	720
23034	47826S	5592 SIPE, JASON	70.00					
1		Baker 08/26/22 VFB ref fee	70.00*		215	720-3500	330	720
23035	47819S	5372 NET SUPPORT INCORPORATED	1,230.00					
1		548851 08/22/22 Cloud based class mngmt	1,230.00*	10551	228	100-1000	680	
23036	47813S	1377 JOHNSON CONTROLS	5,381.28					
1		45549960 07/14/22 Air units for shops	5,381.28	10253	215	999		785
PO Accounting (Org/Prog/Func/Obj/Proj: -785-4600-725-785								
23037	47820S	4761 PEAK 1 ADMINISTRATION	25.00					
1		117463 08/15/22 COBRA minimum fee	25.00		201	100-1000	260	
23039	47809S	4633 COMMERCIAL ENERGY OF MT INC.	13.23					
1		72462 08/02/22 Acct. 3676	5.02		201	100-2600	411	
2		072461 08/02/22 Acct. 3675	8.21		201	100-2600	411	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
23040	47807S	385 BOULDER MONITOR & JEFFERSON CO.	112.60					
1		4194 07/31/22 Agendas, cook ad, construction	112.60		201	100-2300	540	
23041	-99769E	4786 MC Mastercard	4,115.49					
1		07/05/22 E.E. clay transfers	131.60	10448	201	999		
		CHINACLAYART.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
2		07/05/22 E.E. clay transfers	13.40		201	100-1000	610	
3		07/05/22 E.E. pottery forms	199.03	10449	201	999		
		GR POTTERY FORMS						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
4		2170589 07/05/22 S.M. biohazard bags	148.65	10457	201	999		
		THOMAS SCIENTIFIC						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
5		2170589 07/05/22 S.M. biohazard bags	9.14		201	100-1000	610	
6		07/05/22 D.S. Anatomy textbooks	3,029.40	10502	201	100-1000	640	
		SAVVAS						
7		07/05/22 D.S. textbooks s&h	272.65	10502	201	100-1000	640	
		SAVVAS						
8		22-23 08/04/22 Annual subscription	301.07*	10519	201	100-1000	650	
		HELENA INDEPENDENT RECORD						
9		070358 07/28/22 Postage	10.55*		201	100-2400	532	
23042	-99768E	4786 MC Mastercard	7.98					
1		067179 07/14/22 Utility lock	7.98		201	100-2600	610	
23043	-99767E	4786 MC Mastercard	17,438.83					
1		Credit 07/19/22 Credit for book	-9.89		201	100-1000	640	
2		07/21/22 Modern Huntsman renewal	60.00*		201	100-1000	650	
3		1596241 07/19/22 Replacement book	15.88		201	100-1000	640	
4		7889031 07/19/22 Docking station	249.99	10503	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-680-						
5		7889031 07/19/22 Wall file, project jacket	19.90	10503	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-610-						
6		7889031 07/19/22 Wall file, project jacket	2.44		201	100-2500	610	
7		2725883 07/07/22 S.M. test papers, isopods	387.85	10460	201	999		
		FLINN SCIENTIFIC INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
8		8061008 07/05/22 S.L. railroad board, mark	194.01	10453	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-						

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 8/22

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Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
9	27784580 06/30/22 E.E. art supplies	4,263.41	10447	201	999		
	BLICK ART MATERIALS						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
10	8417844 07/05/22 S.L. railroad board, mark	1.07	10453	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-						
11	8417844 07/05/22 S.L. railroad board, mark	107.37		201	100-1000	610	
12	2401067 07/05/22 S.L. railroad board, mark	11.49		201	100-1000	610	
13	6088204 07/05/22 S.L. railroad board, mark	14.99		201	100-1000	610	
14	9429025 07/05/22 S.L. speaker podium libra	53.58	10455	201	999		
	SCHOOL SPECIALTY						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-660-						
15	3617053 07/05/22 C.L. resistance bands	10.02	10451	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1341-610-						
16	9694649 07/05/22 C.L. resistance bands	45.96	10451	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1341-610-						
17	7746612 07/05/22 C.L. resistance bands	10.02	10451	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1341-610-						
18	0361857 07/05/22 C.L. resistance bands	45.96	10451	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1341-610-						
19	27787580 06/30/22 E.E. art supplies	159.98	10447	201	999		
	BLICK ART MATERIALS						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
20	200059143 07/11/22 S.M. hot plate stirrers	648.26	10462	201	999		
	THE LAB DEPOT						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-660-						
21	200059143 07/11/22 S.M. hot plate stirrers	37.00		201	100-1000	610	
22	9701031 07/11/22 S.M. calculators, pens, p	84.80	10461	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
23	8359438 07/11/22 J.M. stress balls	59.85	10476	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-						
24	8359438 07/11/22 J.M. stress balls	6.00		201	100-2100	610	
25	23333019 07/11/22 M.B. sharpies, markers	18.60	10470	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-						
26	0717818 07/11/22 M.M. TI-84 calculators	314.70	10474	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1442-610-						

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JEFFERSON HIGH SCHOOL
Claim Details
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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
27	5730600 07/11/22 M.M. stats teacher book	73.00	10475	201	999		
	ABEBOOKS.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1442-640-						
28	5730600 07/11/22 M.M. stats teacher book	8.39		201	100-1000	640	
29	140877 07/11/22 Gloves and wipes	201.45	10468	215	999		737
	SCHOOL NURSE SUPPLY CO.						
	PO Accounting (Org/Prog/Func/Obj/Proj: -737-2134-610-737						
30	140877 07/11/22 Nurse supplies	348.70	10468	201	999		
	SCHOOL NURSE SUPPLY CO.						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2134-610-						
31	8241046 07/11/22 C.O. clipboards, glue sti	226.58	10465	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1570-610-						
32	1074624 07/11/22 M.M. TI-84 calculators	185.30	10474	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1442-610-						
33	3000169557 07/11/22 S.M. chair boots, cork bo	115.26	10463	201	999		
	SCHOOL FIX						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-660-						
34	3000169557 07/11/22 S.M. chair boots, cork bo	45.35		201	100-2600	610	
35	7467435 07/11/22 C.O. clipboards, glue sti	317.94	10465	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1570-610-						
36	1194629 07/12/22 L.W. storage, cards, yoga	195.98	10482	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
37	4688239 07/12/22 L.W. storage, cards, yoga	98.50	10482	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
38	40295975 07/12/22 D.S. air conditioner unit	389.00	10486	201	999		
	HOME DEPOT						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
39	40295975 07/12/22 D.S. air conditioner unit	0.99		201	100-2600	610	
40	0470640 07/12/22 W.S. Spanish workbooks	848.50	10485	201	999		
	HMHCO.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1270-640-						
41	2597832 07/12/22 K.V. markers, pencils, pe	82.60	10484	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1241-610-						
42	6985063 07/13/22 Dual monitor stand	59.91*	10499	201	100-2300	660	
	AMAZON.COM						
43	0485021 07/11/22 bandages, saline sol	18.15	10467	215	999		737
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -737-2134-610-737						

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14:33:30

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

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
44	7673006 07/11/22 bandages, saline sol	7.95	10467	215	999		737
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -737-2134-610-737						
45	4483427 07/12/22 M.M. gel pens	29.98	10481	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-610-						
46	4483427 07/12/22 M.M. gel pens	0.24		201	100-1000		610
47	5161057 07/11/22 C.O. clipboards, glue sti	38.90	10465	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1570-610-						
48	9160203 07/11/22 M.B. sharpies, markers	16.30	10470	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-						
49	8382617 07/12/22 L.W. storage, cards, yoga	39.80	10482	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
50	0731417 07/12/22 K.V. markers, pencils, pe	148.01	10484	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1241-610-						
51	3001855 07/11/22 S.M. calculators, pens, p	106.37	10461	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
52	8333821 07/11/22 S.M. calculators, pens, p	15.21	10461	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
53	543729 07/12/22 L.W. stability balls, jum	275.13	10483	201	999		
	GOPHER SPORT						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
54	102923984 07/12/22 E.E. art display case	375.99	10489	201	999		
	DISPLAYS2GO.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-660-						
55	102923984 07/12/22 E.E. art display case	102.53		201	100-1000		660
56	27838235 07/12/22 E.E. art supplies	388.55	10447	201	999		
	BLICK ART MATERIALS						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
57	5709851 07/13/22 L.W. storage, cards, yoga	99.99	10482	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
58	4832207 07/12/22 L.W. storage, cards, yoga	201.26	10482	201	999		
	AMAZON.COM						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
59	1262152375 07/12/22 J.P. Macbook Pro	2,499.00	10491	201	999		
	APPLE INC EDUCATION						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1440-660-						

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
60	0757868 07/05/22 S.L. library book	19.99	10456	201	999		
AMAZON.COM							
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
61	27787580 07/21/22 E.E. art supplies	189.68	10447	201	999		
BLICK ART MATERIALS							
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
62	8017022 07/21/22 N.S. stamp pad	11.55	10507	201	100-1000	610	
NASCO MODESTO							
63	8017022 07/21/22 N.S. stamp pad	6.13		201	100-1000	610	
64	17776540 07/21/22 N.S. calculators	36.87	10509	201	100-1000	610	
WAL-MART							
65	27783081 07/26/22 E.E. art supplies	71.34	10447	201	999		
BLICK ART MATERIALS							
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
66	385263 07/13/22 Superintendent computer	1,749.00	10500	201	999		
DELL							
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-680-							
68	9634627 08/03/22 Sped charger	19.98	10545	201	280-1000	610	
AMAZON.COM							
69	9634627 08/03/22 Sped charger	0.92		201	280-1000	610	
70	5705818 08/03/22 Sped supplies	35.96	10544	201	280-1000	610	
AMAZON.COM							
71	055863 07/05/22 Keyboard and desk calendar	64.98		201	100-2300	610	
72	08/02/22 E.E. art supplies	401.94	10447	201	999		
BLICK ART MATERIALS							
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
73	1074624 07/11/22 M.M. calculators	13.38		201	100-1000	610	
74	08/02/22 E.E. art supplies	443.06		201	100-1000	610	
23044	478305 5021 PACIFIC SOURCE HEALTH PLANS	1,779.83					
2	2222600011 08/15/22 RH INS	527.50*		215	100-1000	260	666
3	2222600011 08/15/22 CM Ins	527.49*		215	100-1000	260	666
4	2222600011 08/15/22 DO Ins	724.84*		215	100-1000	260	666
# of Claims		27	Total:		45,023.76	# of Vendors 24	
Total Electronic Claims		21,562.30					
Total Non-Electronic Claims		23,461.46					

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
23049	47838S	4926 WING, CLYDE	105.20					
1		Three Fork 08/30/22 VB Ref fee	98.00*		215	720-3500	340	720
2		Three Fork 08/30/22 VB Ref mileage	7.20*		215	720-3500	582	720
23050	47837S	5224 PAIGE, RAY	105.20					
1		Three Fork 08/30/22 VB Ref fee	98.00*		215	720-3500	340	720
2		Three Fork 08/30/22 VB Ref mileage	7.20*		215	720-3500	582	720
23051	47835S	5302 GRIMSRUD, JUSTIN	187.70					
1		Three Fork 08/30/22 VB Ref fee	143.00*		215	720-3500	340	720
3		Three Fork 08/30/22 VB Ref mileage	44.70*		215	720-3500	582	720
23052	47836S	5098 HEWITT, KAYLA	150.20					
1		Three Fork 08/30/22 VB Ref fee	143.00*		215	720-3500	340	720
2		Three Fork 08/30/22 VB Ref mileage	7.20*		215	720-3500	582	720
23053	47847S	5077 DAVIS, KYLE	114.70					
1		Bigfork 09/02/22 FB ref fee	70.00*		215	720-3500	330	720
2		Bigfork 09/02/22 FB ref mileage	44.70*		215	720-3500	582	720
23054	47848S	5075 DONNELL, JACK	77.20					
1		Bigfork 09/02/22 FB ref fee	70.00*		215	720-3500	330	720
2		Bigfork 09/02/22 FB ref mileage	7.20*		215	720-3500	582	720
23055	47860S	5490 POWERS, CHRISTOPHER	77.20					
1		Bigfork 09/02/22 FB ref fee	70.00*		215	720-3500	330	720
2		Bigfork 09/02/22 FB ref mileage	7.20*		215	720-3500	582	720
23056	47851S	5141 HARRIS, NOLAN	77.20					
1		Bigfork 09/02/22 FB ref fee	70.00*		215	720-3500	330	720
2		Bigfork 09/02/22 FB ref mileage	7.20*		215	720-3500	582	720
23057	47845S	4967 CENTURY LINK	817.76					
1		304768201 08/12/22 Acct. 89798889	817.76*		228	100-1000	530	
23058	47844S	2152 CENTURY LINK	519.03					
1		Aug2022 08/13/22 406-225-3317 232B	519.03*		201	100-2400	531	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
23059	47864S	4253 T.E.S.T.	6,804.00						
1		10721 08/24/22 Heimann SMART board	6,804.00	10490	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-734-							
23060	47855S	4758 MT CANVAS	1,130.00						
1		48807-IN 08/24/22 Bags for shop dust collec	1,130.00	10512	201	100-2600		615	
23061	47850S	4065 FOLLET SOFTWARE COMPANY	653.73						
1		520534 08/19/22 S.L. library books (32)	653.73	10452	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
23062	47843S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		29056534 08/13/22 Copier charges	730.30		201	100-5200		840	
23063	47857S	4389 NITRO GREEN & CHRISTMAS DECOR	120.00						
1		616499 08/19/22 Pest control	120.00		201	100-2600		440	
23064	47841S	4878 ANNETTE SMITH ELECTRIC INC	6,236.00						
1		1812 08/30/22 Repair dust collector mot	750.00	10513	201	100-2600		440	
2		1812 08/30/22 Outlets, ovens, rewiring	5,486.00		201	100-2600		440	
23065	47840S	5104 ALMENDINGER, ERIC	77.20						
1		Bigfork 09/02/22 FB ref fee	70.00*		215	720-3500		330	720
2		Bigfork 09/02/22 FB ref mileage	7.20*		215	720-3500		582	720
23066	47852S	4674 IMPACT	462.00						
1		20222968 07/29/22 ImPACT software subscription	462.00*		201	720-3500		680	
23067	47853S	3374 J.W.PEPPER & SON, INC.	142.99						
1		364466833 08/25/22 M.B. band and choir music	45.00	10473	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
2		364464741 08/25/22 M.B. band and choir music	97.99	10473	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
23068	47842S	5574 BOULDER ACE HARDWARE	549.73						
1		35 07/06/22 Knives, scraper, fasteners	11.95		201	100-2600		610	
2		44 07/13/22 Paint rollers	24.76		201	100-2600		610	
3		47 07/13/22 Wrench pipes	55.96		201	100-2600		610	
4		49 07/13/22 Caps	1.99		201	100-2600		610	
5		50 07/13/22 Square plug	2.59		201	100-2600		610	
6		51 07/13/22 Cap, PVC	16.98		201	100-2600		610	
7		61 07/20/22 Concrete sealer, paintbrushes,	207.57		201	100-2600		610	

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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	
8		65 07/22/22 Staples, staple gun	28.08		201	100-2600	610		
9		70 07/26/22 Frog tape, blades, film poly	164.93		201	100-2600	610		
10		73 07/27/22 Drill bits	34.92		201	100-2600	610		
23069	47856S	3194 MT DEPT OF LABOR & INDUSTRY	108.00						
1		5581345 08/16/22 Boiler #24295 Cert Fee	36.00		201	100-2600	810		
2		5581347 08/16/22 Boiler #24296 Cert Fee	36.00		201	100-2600	810		
3		5581346 08/16/22 Boiler #24297 Cert Fee	36.00		201	100-2600	810		
23070	47849S	5482 ERICKSON EDUCATIONAL CONSULTING	629.12						
1		Aug2022 08/31/22 Literary consultation	629.12*		215	423-1000	320	713	
23071	47859S	2129 PICCOLO'S MUSIC	1,190.00						
1		188806 08/24/22 Violin	450.00	10575	201	100-1000	660		
2		188806 08/24/22 Cello	740.00	10575	201	100-1000	660		
23072	47863S	5419 STRIVE	3,000.00						
1		0039 08/01/22 Literacy conference regis	3,000.00*	10555	215	423-1000	582	713	
23073	47839S	3766 ACADIA MONTANA	3,946.80						
1		16432082 08/22/22 Altacare	3,946.80*		215	280-1000	330	524	
23074	47853S	3374 J.W.PEPPER & SON, INC.	38.40						
1		364492232 09/01/22 M.B. band and choir music	38.40	10473	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-									
23075	47862S	5417 SCHOOLHOUSE IT INC.	4,179.83						
1		2410 09/01/22 10 MS Office licenses	22.50*		228	100-1000	680		
2		2401 09/01/22 September IT services	4,157.33*		201	100-2580	330		
23076	47849S	5482 ERICKSON EDUCATIONAL CONSULTING	854.12						
1		Aug2022.2 08/31/22 Literacy consultant	854.12*		215	423-1000	320	713	
23077	47861S	5595 REICHERT, MELISSA	15.00						
1		979821 08/10/22 Fingerprint fee	15.00		201	100-2300	800		
23078	47858S	1987 PACIFIC STEEL	793.35						
1		8125703 08/31/22 Steel for welding shop	793.35*	10542	201	390-1641	610		

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
23079	47846S	4827 CITI BUSINESS VISA-Costco	1,943.63						
1		10822 07/22/22 Board chair conf registra	250.00*	10559	201	100-2300	582		
		MCEL - MT CONFERENCE OF ED. LEADERSHIP							
2		10819 07/22/22 Supt MCEL registration	250.00*	10550	201	100-2300	582		
		MCEL - MT CONFERENCE OF ED. LEADERSHIP							
3		10819 07/22/22 Princ MCEL registration	250.00	10550	201	100-2400	582		
		MCEL - MT CONFERENCE OF ED. LEADERSHIP							
4		10819 07/22/22 Bus mgr MCEL registration	250.00	10550	201	100-2500	582		
		MCEL - MT CONFERENCE OF ED. LEADERSHIP							
5		23300051 07/22/22 Logo mugs	304.57	10561	201	100-2300	800		
		4IMPRINT							
6		VP_PPNVLMC 08/09/22 Supt business cards	48.74	10563	201	100-2300	610		
		VISTA PRINT							
7		23353965 08/02/22 Logo lanyards	369.27		201	100-2300	800		
8		72504G 08/09/22 Candy for teachers	91.64		201	100-2300	800		
9		08/19/22 Late fee - July	39.00		201	100-2300	810		
10		08/19/22 Interest charge - July	90.41		201	100-2300	810		
23080	47854S	1451 L & P GROCERY	309.60						
1		02-1000569 09/01/22 Cases of facial tissue	270.00	10579	201	100-2600	610		
2		02-1000569 09/01/22 Cases of facial tissue	39.60		201	100-2600	610		
23081	47875S	1451 L & P GROCERY	168.12						
1		01-1632859 09/06/22 FCS Groceries	87.43	10521	201	390-1710	610		
2		01-1627940 08/30/22 FCS Groceries	58.82	10521	201	390-1710	610		
3		01-1623303 08/24/22 Bleach	21.87		201	100-2600	610		
23082	47871S	385 BOULDER MONITOR & JEFFERSON CO.	5.00						
2		4288 08/31/22 Board agenda	5.00		201	100-2300	540		
23083	47876S	2129 PICCOLO'S MUSIC	72.32						
1		190276 09/02/22 M.B. music books	72.32	10472	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj): -100-1470-610-							
23084	47872S	4633 COMMERCIAL ENERGY OF MT INC.	257.19						
1		NWE072940 09/02/22 Acct. 3675	252.17		201	100-2600	411		
2		NWE072941 09/02/22 Acct. 3676	5.02		201	100-2600	411		

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
23085	47877S	5417 SCHOOLHOUSE IT INC.	49.99						
1		2418 09/06/22 Replace chromebook keyboa	49.99*	10516	228	100-1000	615		
23086	47870S	173 ARCHIE BRAY FOUNDATION	274.65						
1		4262268 08/27/22 E.E. pottery supplies, cl	274.65	10446	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-									
23087	47875S	1451 L & P GROCERY	10.00						
1		01-1633295 09/06/22 Water	10.00*		215	324-1000	610	148	
23088	47868S	4906 TOBIN, MARILYN	202.60						
1		Townsend 09/08/22 Vball ref fee	143.00*		215	720-3500	340	720	
2		Townsend 09/08/22 Vball ref milieage	59.60*		215	720-3500	582	720	
23089	47866S	5096 HUCKEBY, SUSAN	150.20						
1		Townsend 09/08/22 Vball ref fee	143.00*		215	720-3500	340	720	
2		Townsend 09/08/22 Vball ref milieage	7.20*		215	720-3500	582	720	
23090	47865S	5519 HILL-HUFF, KRISTIN	128.20						
1		Townsend 09/08/22 Vball ref fee	121.00*		215	720-3500	340	720	
2		Townsend 09/08/22 Vball ref milieage	7.20*		215	720-3500	582	720	
23091	47867S	5598 SCHULTE, AMY	82.20						
1		Townsend 09/08/22 Vball ref fee	75.00*		215	720-3500	340	720	
2		Townsend 09/08/22 Vball ref milieage	7.20*		215	720-3500	582	720	
23092	47874S	5072 KAMINSKI, CHARMAYNE	187.70						
1		Sweet Gras 09/10/22 VB Ref fee	143.00*		215	720-3500	340	720	
2		Sweet Gras 09/10/22 VB Ref mileage	44.70*		215	720-3500	582	720	
23093	47869S	5223 ALTHOF, PATSY	150.20						
1		Sweet Gras 09/10/22 VB Ref fee	143.00*		215	720-3500	340	720	
2		Sweet Gras 09/10/22 VB Ref mileage	7.20*		215	720-3500	582	720	
23094	47879S	5599 HARLAN, GARY	105.20						
1		Sweet Gras 09/10/22 VB Ref fee	98.00*		215	720-3500	340	720	
2		Sweet Gras 09/10/22 VB Ref mileage	7.20*		215	720-3500	582	720	


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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
23095	47878S	5600 ALDRICH, ALAN	105.20					
1		Sweet Gras 09/10/22 VB Ref fee	98.00*		215	720-3500	340	720
2		Sweet Gras 09/10/22 VB Ref mileage	7.20*		215	720-3500	582	720
		# of Claims 47	Total: 38,093.96	# of Vendors 41				

From the desk of:  *orie*

September 2022

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

When you have received this report, I will have completed the first payroll of the school year. With any luck, it will have gone well.

Tuesday, September 13, I left for Portland for the yearly ASBO (Association of School Business Officials) conference. While there is some benefit to conferences like these, I'm not sure the cost is justified for every year. Since this is my last year as a MASBO officer, I don't feel as obligated to attend in future years. MASBO pays for part of the trip since I'm an officer.

The general fund budget is entered in the accounting system. After I make a couple adjustments, it should be ready for monthly reports. I hope to get one done for this meeting. The next step is to enter each of the other budgeted fund budgets, which won't take long.



September 20, 2022

Principals Report--Mr. Mike Moody

Student Count w/AYA= 307 (290 in-house, 17 AYA)

Academics

Students and teachers focused. Teachers and students are focus on the "why" of academic. Teachers went through training early in the year to help focus student on objectives, instructional design, and writing. We have started "scrub-ins", when teacher observe each other teaching and strengthen collegial relationships. We have start our MAPs testing which will last three weeks. We will use result to drive instruction

Orientation

Our freshman/new student orientation was a success on August 22rd. JHS Seniors showed some amazing leadership in making our new students feel welcome. We continue to make JHS a warm and welcoming place.

Discipline and Attendance

Our attendance percentage was 96.1% as of 9/16/2022, compared to 95.32% the previous year. We have been focused on improving attendance by giving lunch detention to 3 tardies and unexcused absences. We have seen a 31% reduction in unexcused absences. Teacher have been stepping up to host lunch detention and Mr. Michuad has taken on the task of tracking tardies and absences. Though please note that parents and students are showing more responsibility for being at school. It surely has been a community effort.

Homecoming

Homecoming week is this week. Please see the attached schedule for all the activities.

Activities

JHS was awarded the 2021-22 MHSAA Class B Academic Excellence State Championship sponsored by Northwest Energy. This is the 3rd time we have received the award in the last 8 year. Kudos to the whole JHS community for placing our student-athlete education at the top of the priority list.

Fall Activities are going well. Our football (2-1), volleyball (5-1), cross country (both boys team should contend for top 5 finishes at state) and cheerleading (cheered all games) are off winning starts. We currently have 105 student participating. We also have created a eSports team through 21st Century Afterschool program that has 10 students participating.

2022 JHS Homecoming Schedule

Friday--September 16

Decorate Hallways and Paint the "J" ([Click Here for the Bus Schedule](#)) 8:00AM

- Staff that are able to attend would be appreciated and rewarded with lunch provided by Mr. Moodry and Mr. Wilkerson
- We will run a student bus (Montana City Store 7:22 return at 12:00 from JHS) .
- Painting Paws (Student Council w/help)

Monday, September 19th--Adam Sandler Day

- JVFB vs Florence 4:00

Tuesday, September 20th--Red White & Blue

SPECIAL SCHEDULE: ([Click Here](#))

VB @ Three Forks 3:00

Wednesday, September 21st --Country vs. Country Club

SPECIAL SCHEDULE: ([Click Here](#))

Macho Volleyball (CHANGE THE SCHEDULE

Thursday, September 22nd (Panther Pride)

Panther Pride (Wear your purple and gold)

Regular Schedule

Pep Rally during Enrichment (South Gym) 8:59-9:35

4:00 VB vs Columbus (Homecoming) Announce Royalty 6:00 game 7:00

Friday, September 23rd

We will run a bus schedule (Montana City Store 7:22 return at 4:10 from JHS).

8:00AM Float Decorating

9:00AM Run 4 75 (Sign up at the office)

11:30 AM Line up for Parade

12:00 AM Parade

1:30 Powder Puff

5:30PM Booster BBQ

6:45PM Announce Royalty

6:55PM National Anthem/Lineups

7:00PM Kick Off vs. Broadwater

- Halftime (10 minutes)
 - Cheer Performance 5 minutes
 - Drama Performance 3 minutes



MONTANA HIGH SCHOOL ASSOCIATION

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921.

August 29, 2022

Mike Moodry, Principal
Jefferson High School
P.O. Box 838
Boulder, MT 59632

Dear Mike:

This is to inform you that Jefferson High School has achieved a championship in the Academic Excellence Award Program sponsored by NorthWestern Energy. To be named the winner in your school's classification is a truly significant accomplishment.

Your appropriate plaque has been ordered and will be received in the MHSA office. After you have discussed your accomplishment, please feel free to contact me at your convenience to set a date for the presentation of your award.

We appreciate your taking part in the program and congratulations once again for winning the 2021-2022 Class "B" Academic Excellence Award. NorthWestern Energy takes great pride in sponsoring this program, as it certainly is one of the most prestigious awards that the MHSA has ever sponsored.

Sincerely,

Brian Michelotti
Executive Director

BM/kr

Enclosure: News release

c: Josh Peck, NorthWestern Energy

Superintendent's Report

Jefferson City Parking- We continue to look for parking for the Jefferson City students that ride the bus. Tings has agreed to another month, but we need to work around their schedule. I will continue conversations with anyone about different options that may be available.

Driver's Education at YDI- We have been having discussions with YDI at AYA about offering Driver's Education possibly on Fridays. There are many variables, but the discussions are being had.

Southwest Montana Youth Partners Board- I am now on the Southwest Montana Youth Partners Board. We are getting things finished up on the daycare by the elementary school. There are still a few things that need to be done before opening, but things are moving ahead.

October Days- I will be out of the district on October 14th for a medical appointment with my wife and out on October 15th for a trip to Mississippi.

Tennis Courts and ARPA- Still working on quotes for the grant. I'm getting the quotes, but they are not all inclusive of the project.

Crows Nest- I want to thank Mike Moodry and Eric Gustafson for all the help in insulating and sheeting the crows nest Friday, September 9th. Able to make a lot of headway on the project.

**Board Meeting
September 20, 2022
Informational**

New Business

Policy Second Reading

2151F7 JHS Activities/Athletics Player's Code of Conduct- Policy was approved on first reading.
Recommended Motion: Move to approve policy 2151F7- JHS Activities/ Athletics Player's Code of Conduct on second reading.

2151F9 JHS Activities/ Athletics Parent's Code of Conduct- Policy was approved on first reading.
Recommended Motion: Move to approve policy 2151F9- JHS Activities/ Athletics Parent's Code of Conduct on second reading.

Policy First Reading

2335 Health Education- This policy is a draft that was updated by MTSBA. The new draft includes language that permits parents to review sex education materials and exclude their child from those lessons. The policy committee has had the opportunity to review the proposed changes.

Recommended Motion: Move to approve policy 2335- Health Education for first reading.

3630 Cell Phones, Smart Phones, iPods, and Other Electronic Equipment- This policy update is at the request of Mr. Moodry and Mr. Wilkerson. The intent is to have consistency between our policy and handbook. The policy committee has had the opportunity to review the proposed changes.

Recommended Motion: Move to approve policy 2151F9- JHS Activities/Athletics Parent's Code of Conduct for first reading.

Personnel

Substitutes- We have one new application for substitute from B. Gerst.

Recommended Motion: Move to approve B. Gerst as a substitute for 2022-2023 school year.

Resignations- Conner McCauley has submitted his resignation as assistant tennis coach.
Recommended Motion: Move to approve the resignation of Conner McCauley as Assistant Tennis Coach.

New Hires- Listed are the recommended new hires for the 2022-2023 school year.

Speech and Debate

Head: Scott Ferguson

Assistant: Aubrie Carey

Recommended Motion: Move to approve the hire of Scott Ferguson and Aubrie Carey as presented.

Re-hires- Listed are the positions for re-hire for the 2022-2023 season.

Golf

Assistant: Anthony Connole

Track

Assistant: Mike Charlton

Assistant: Cody Ottman

Assistant: Jered Padmos

Tennis

Assistant Coach Resigned. No motion.

Superintendent Evaluation-It is my understanding that this item has been added to every other agenda. The Superintendent evaluation usually takes place at the January Board meeting, but can happen earlier if you like. We will also need to negotiate at some point this year.

Recommended Motion: No motion at this time.

Attendance Agreements- We have no new attendance agreements currently, but may have some by the Board Meeting.

Recommended Motion: None at this time.

Construction/ Renovation Update- This item is available if any updates are available for this project.

Recommended Motion: No motion recommended unless necessary.

MOU with Jefferson County Health Department- You have a copy of the proposed MOU with the Jefferson County Health Department. We will have the help of a county health nurse on a regular basis and as needed in special situations.

Recommended Motion: Move to approve the MOU with Jefferson County Health Department as presented.

Interdisciplinary Team/ Member Approval- The County is putting together an Interdisciplinary Team and they would like JHS to be a part of that team. I've asked that Mr. Michaud, Mr. Moodry and I be on that team. The team will meet on a predetermined schedule to discuss at risk students in our communities. The team will usually consist of school representatives (both JHS and the elementary schools), law enforcement, the County Attorney, DPHHS, and youth probation and parole.

Recommended Motion: Move to approve Mr. Michaud, Mr. Moodry and Mr. Wilkerson as members of the Jefferson County Interdisciplinary Team.

1 **JHS Activities/Athletics Player's Code of Conduct**

2
3 Participation in interscholastic competition is designed to enhance a student's education. The
4 interscholastic program is designed to augment academic achievement and should never interfere
5 with opportunities for academic success. Each student should be treated with the utmost respect,
6 and his or her welfare should be considered in decisions by the coach at all times. Accordingly,
7 the following guidelines for activity participants have been adopted by the JHS Board of
8 Trustees.

9
10 The participant accepts responsibility for his/her behavior on and off the field and/or in and out
11 of an activity or competition. The participant understands that behavior affects teammates,
12 school, and other people either positively or negatively.

13
14 The participant leads courageously and lives with integrity by speaking up against injustice and
15 on behalf of others even when it is hard or unpopular.

16
17 The participant acts with respect toward all people including parents, coaches, teammates,
18 teachers, opponents, and spectators.

19
20 The participant does not make judgments or act according to the race, gender, religion,
21 neighborhood, sexual orientation, or abilities of other individuals.

22
23 The participant acts with empathy and tries to understand what is going on in the hearts and
24 minds of others and what is causing those feelings to be supportive and encouraging.

25
26 The participant always serves as a role model by talking politely and acting courteously toward
27 coaches, teammates, opponents, officials, and spectators.

28
29 The participant gives 100% effort to practices, games, and events and understands that effort
30 demonstrates commitment to the team and respect for coaches and teammates.

31
32 The participant displays good sportsmanship and acknowledges and applauds the efforts of
33 others.

34
35 The participant encourages teammates with positive statements and refrains from boasting to
36 teammates and 'trash-talking' to members of other teams.

37
38 The participant accepts defeat graciously by congratulating opponents on a game or activity well
39 played.

40
41 The participant abides by the policies, rules, and guidelines of the district, school, team, and
42 coaches.

INSTRUCTION

1 I accept responsibility for my behavior on and off the field and/or in and out of an activity or
2 competition. I understand that what I do and say affects my teammates, school, and other people
3 either positively or negatively.
4

5 I lead courageously and live with integrity by speaking up against injustice and on behalf of
6 others even when it is hard or unpopular.

7 I act with respect toward myself and the people and things around me including my parents, my
8 coaches, my teammates, my teachers, my opponents, and the spectators.
9

10 I do not put people in boxes according to their race, gender, religion, neighborhood, sexual
11 orientation or abilities. I judge people by the content of their character.
12

13 I act with empathy. I try to understand what is going on in the hearts and minds of others and
14 what is causing those feelings so that I can be supportive and encouraging. I ask, "How can I
15 help you?"
16

17 I serve as a role model at all times by talking politely and acting courteously toward coaches,
18 teammates, opponents, officials, and spectators. I understand that it is a privilege to represent my
19 family, school and community as a student athlete or activities participant.
20

21 I give 100% effort to practices, games, and events. I understand that effort demonstrates my
22 commitment to the team and my respect for my coaches and teammates.
23

24 I display good sportsmanship. I acknowledge and applaud the efforts of others. I encourage my
25 teammates with positive statements. I refrain from boasting to my teammates and 'trash talking'
26 to members of other teams. I accept defeat graciously by congratulating my opponents on a game
27 or activity well played.
28

29 Because I represent my family, school, and team, I abide by the policies, rules and guidelines of
30 the school, team, and coaches.
31

32 Student Participant/Athlete Signature: _____

33 Sport/Season: _____

34 Date: _____
35

36 Legal Reference:
37

38 Policy History:

39 Adopted on: May 2016

40 Revised on:
41

42 *Revision Note:*

1 **JHS Activities/Athletics Parent's Code of Conduct**

2
3 Participation in interscholastic competition is designed to enhance a student's education. The
4 interscholastic program is designed to augment academic achievement and should never interfere
5 with opportunities for academic success. Each student should be treated with the utmost respect,
6 and his or her welfare should be considered in decisions by the coach at all times. Accordingly,
7 the following guidelines for the parents of activity participants have been adopted by the JHS
8 Board of Trustees.

9
10 The conscientious parent understands and endorses the purpose of our program: to help our
11 students become citizens who will lead, be responsible, and change the world for good.

12
13 The conscientious parent supports the coaches by applauding behaviors in all participants that
14 demonstrate characteristics of integrity, empathy, sacrifice, and responsibility.

15
16 The conscientious parent acknowledges and appreciates every participant's growth towards
17 maturity and efforts toward establishing stronger relationships with teammates, coaches, and
18 themselves.

19
20 The conscientious parent affirms all participants when good character, healthy sportsmanship,
21 and other centered behaviors are displayed, not only affirming performance or a victory.

22
23 The conscientious parent serves as a role model for all participants, talking politely and acting
24 courteously towards coaches, officials, other parents, visiting team parents, and spectators at
25 practices, games, and meetings.

26
27 The conscientious parent models good sportsmanship, acknowledges and applauds the efforts of
28 team members and opponents, and accepts defeat graciously by congratulating the members of
29 the opposing team on a game well played.

30
31 The conscientious parent supports the team regardless of the outcome.

32
33 The conscientious parent encourages all participants with positive statements, even when they
34 make mistakes.

35
36 The conscientious parent refrains from boasting about their child's accomplishments.

37
38 When problems or questions arise, the conscientious parent works to have their child present the
39 problem to the coach to develop self-advocacy and communication skills. After meeting with
40 their coach, if the issue requires more clarity, only then will the conscientious parent contact the
41 coach.

INSTRUCTION

1 ~~Because I am a parent with the power, position, and platform to make a positive difference in the~~
2 ~~lives of all players, I commit to this code of conduct. When failing to live up to these standards, I~~
3 ~~will allow for accountability and take responsibility for my actions.~~

4 ~~I understand and endorse the purpose of our program: to help boys become men and girls~~
5 ~~become women of empathy and integrity who will lead, be responsible, and change the world for~~
6 ~~good.~~

7
8 ~~I support the coaches by applauding behaviors in my child and teammates that demonstrate~~
9 ~~characteristics of integrity, empathy, sacrifice, and responsibility.~~

10
11 ~~I acknowledge and appreciate every player or participant's growth towards maturity and efforts~~
12 ~~toward establishing stronger relationships with teammates, coaches, and themselves.~~

13
14 ~~I affirm my child and teammates when good character, healthy sportsmanship, and other-~~
15 ~~centered behaviors are displayed. I will not only affirm athletic performance or a victory.~~

16
17 ~~I serve as a role model for our players, talking politely and acting courteously towards coaches,~~
18 ~~officials, other parents, visiting team parents, and spectators at practices, games, and meetings.~~

19
20 ~~I model good sportsmanship. Acknowledge and applaud the efforts of team members and~~
21 ~~opponents. Accept defeat graciously by congratulating the members of the opposing team on a~~
22 ~~game well played. Support the team regardless of how much or how little my child plays or what~~
23 ~~the win-loss record is.~~

24
25 ~~I encourage my child and teammates with positive statements, even when they make mistakes.~~
26 ~~At every practice they are growing physically and emotionally. At every practice they are~~
27 ~~learning moral and ethical lessons. At every practice they are developing character.~~

28
29 ~~I refrain from boasting about my child's accomplishments.~~

30
31 ~~When problems or questions arise, I have my child present the problem to the coach. This~~
32 ~~develops self-advocacy. After meeting with their coach, if the issue requires more clarity, I will~~
33 ~~contact the coach.~~

34
35 ~~Because I am a parent with the power, position, and platform to make a positive difference in the~~
36 ~~lives of all players, I commit to this code of conduct. When failing to live up to these standards, I~~
37 ~~will allow for accountability and take responsibility for my actions.~~

38
39 Parent/Guardian Signature: _____

40
41 For Student Name: _____

42
43 Sport/Season: _____

INSTRUCTION

1 Date: _____
2
3

4 Legal Reference:
5

6 Policy History:

7 Adopted on: May 2016

8 Revised on:
9

10 *Revision Note:*

INSTRUCTION

Health Enhancement

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents and guardians may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice in accordance with Policy 3120. The District will notify parents and guardians 48 hours prior to any event, assembly, or introduction of materials for instructional use on the topic of human sexuality. Notification of parent or guardian rights under this policy will be issued on an annual basis.

For purposes of this Policy, “human sexuality education or instruction” means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

AIDS Education and Prevention

The Board believes HIV/AIDS and other STD instruction is most effective when integrated into a comprehensive health education program. Instruction must be appropriate to grade level and development of students and must occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STD’s, before they reach the age when they may adopt behaviors which put them at risk of contracting the disease.

In order for education about HIV and other STD’s to be most effective, the Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction, but who have contact with students, will receive basic information about HIV/AIDS and other STD’s and instruction in use of universal precautions when dealing with body fluids.

In accordance with Board policy, parents will have an opportunity to review the HIV/STD education program, before it is presented to students.

Cross Reference: Policy 3120 – Compulsory Attendance
Policy 2332 – Student and Family Privacy Rights
Policy 2158 – Family Engagement

Legal Reference: §§ 50-16-1001, et seq., MCA AIDS Education and Prevention (AIDS Prevention Act)
§ 20-7-120, MCA Excused Absences from Curriculum Requirements

STUDENTS

Cell Phones, Smart Phones, iPods, and Other Electronic Equipment

Student cell phones, smart phones, iPods, and other electronic devices are permitted to be used during transition periods within the hallway setting.

~~Upon entering the classroom, all devices must be set to silent (no vibration) and placed on the student desk in view of the classroom teacher.~~ At no point during the classroom time is a student permitted to access his/her cell phone unless for use within the confines of the lesson with teacher permission. If the phone is in use during class time, it must be for educational purposes only.

Cell phones, smart phones, iPods, and other electronic devices are prohibited from use in all locker rooms and bathrooms at all times ~~and places~~.

Administration will develop guidance and discipline procedures as necessary for this policy. Such guidance and discipline procedures will be included in the student handbook.

Policy History:

Adopted on: February 2007

Revised on: May 2013

Revision Notes: Policy was substantially revised to allow rather than prohibit cell phone use at school and establish parameters for such use.



PO Box 838 Boulder, MT 59632 Phone: 406-225-3317 Fax: 406-225-3289

September 8, 2022

Dear JHS Policy Committee,

We have come across a conflict between of our cell phone policy (3630) and the handbook. The current policy has not been review since 2013. I believe it is out of date and does not keep up with current technology trends. I would ask the committee to remove first sentence beginning on line 6, to help staff to enforce the procedure and minimize classroom distractions.

Jefferson High School District #1

STUDENTS 3630

1 Cell Phones, Smart Phones, iPods and Other 1 Electronic Equipment

2

3 Student cell phones, smart phones, iPods and other electronic devices are permitted to be used during

4 transition periods within the hallway setting.

5

6 ~~Upon entering the classroom, all devices must be set to silent (no vibration) and placed on the student~~

7 ~~desk in view of the classroom teacher.~~ At no point during the classroom time is a student permitted to

8 access his/her cell phone unless for use within the confines of the lesson with teacher permission. If

9 the phone is in use during class time, it must be for educational purposes only.

10

11 Cell phones, smart phones, iPods and other electronic devices are prohibited from use in all locker

12 rooms and bathrooms at all times and places.

13

14 Administration will develop guidance and discipline procedures as necessary for this policy.

15 Such guidance and discipline procedures will be included in the student handbook.

16

17 Policy History:

18 Adopted on: February 2007

19 Revised on: May 2013

20

21 Revision Notes: Policy was substantially revised to allow rather than prohibit cell phone use at

22 school and establish parameters for such use.

Thanks for your consideration.

Sincerely,

Mr. Mike Moodry, JHS Principal



JEFFERSON HIGH SCHOOL

Substitute Teaching Application

PO Box 838, Boulder MT 59632 Phone:(406)225-3740 Fax:(406)225-3289

Date of Application: 8/17/2022

PERSONAL DATA:

Name: Rebecca Gierst Address: 17 Gold Ave

Phone: (406) 694 6872 Message Phone: () Email: rebecca33gerst@gmail.com

TEACHING PREFERENCES: Please rank three of the following using "1" to indicate your first preference.

High School

- Mathematics
- Family & Consumer Science
- Music
- Art
- Science
- Social Studies
- Business
- Special Education
- English
- Physical Education
- Foreign Language
- Vocational
- Counselor
- Library

Other interests not listed here: i have no issue going where i am needed.

LICENSURE/CERTIFICATION:

Do you hold a Montana Certificate/License? NO Folio Number: N/A Class: Level:

Please list your Endorsements:

Number	Area	College Credits in this area	Number	Area	College Credits in this area

Have you ever held a teaching certificate? NO If yes, where? Currently working on

Have you ever had a teaching certificate revoked? NO If so, in which States:

POST SECONDARY EDUCATION: List most recent first.

Attendance Dates	School/Location	Degree	Credits Earned	G.P.A.
	<u>Montana State Uni Billings</u>	<u>in progress</u>		

May we contact your present employer? yes If not, please explain: _____

Have you ever taught as a substitute teacher? NO Number of Years: _____ Grade Levels: _____

Have you ever taught as a paraprofessional/teachers aide? NO Number of Years: _____ Grade Levels: _____

REFERENCES: Please list three.

Name	Phone	Address	Occupation
Jessica Johnson		18 trooper Dr Boulder MT 59632	DOJ MHP Boulder
PAM Schroeder			Property Manager
Crissy Lord		3615 Wynne Ave Butte MT 59701	DOJ MHP Butte

PREFERENCES:

Are you a Veteran? NO Dates of Service: _____ Please list your military duties: _____

CHILD SAFETY:

Have you, within the past seven years, been released from prison or been convicted of any form of violence, such as assault, rape, child abuse, child molestation, extortion, blackmail, or any offense that involves drugs, embezzlement, fraud, stealing, or robbery? NO If yes, please attach a separate sheet explaining the nature, place and date of the crime.

Do you consent to a fingerprint/background check as required by state and federal laws for employment in a school district? yes

RELEASE OF LIABILITY

I hereby authorize Jefferson High School to inquire as to my record with any or all of my former and/or current employers or references with no liability arising there from. I thereby guarantee the above information is true. I understand misrepresentation or omission of facts called for is cause for dismissal.

Becky H A
Signature

8/17/2022
Date

Aubrie Carey

From: Erik Wilkerson
Sent: Wednesday, September 14, 2022 2:52 PM
To: Aubrie Carey
Subject: Fw: Conner McCauley resignation

We should add this to the agenda if not too late.

e

From: Sarah Layng <sarah.layng@jhs.k12.mt.us>
Sent: Wednesday, September 14, 2022 11:53 AM
To: Erik Wilkerson <erik.wilkerson@jhs.k12.mt.us>; Mike Moodry <mike.moodry@jhs.k12.mt.us>
Subject: FW: Conner McCauley resignation

FYI – assistant tennis coach resignation

Sarah Layng
Activities Director
Yearbook/Librarian
Head Girls' Basketball
Head Track & Field
Jefferson High School
(406) 225-3317
sarah.layng@jhs.k12.mt.us

From: Mantis Tano <greenmantis24@gmail.com>
Sent: Wednesday, September 14, 2022 11:47 AM
To: Sarah Layng <sarah.layng@jhs.k12.mt.us>
Subject: Conner McCauley resignation

Hello Mrs. Layng

My name is Conner McCauley and I was the assistant tennis coach at JHS last season. Unfortunately, due to other employment options I will be unable to return as coach for this coming season.

Thank you all for the opportunity to instruct at your school. It is my hope that I can return and coach again sometime down the road.

-Conner McCauley

Original

Jefferson High School Pro-Card Use Agreement

AGREEMENT made this _____ day of _____, 20_____, between the **BOARD OF TRUSTEES** of Jefferson High School, Boulder, Montana (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "Faculty/Staff Member").

WHEREAS, by this Agreement the Faculty Member has been entrusted with a procurement credit card ("Pro-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Faculty Member agrees to abide by the terms and conditions of the Pro-Card as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Faculty/Staff Member as follows:

1. The Board hereby issues the Faculty/Staff Member Pro-Card # _____ (Last 4 digits of Card #).
2. The Faculty/Staff Member hereby agrees to immediately return the Pro-Card after use unless instructed otherwise.
3. The Faculty/Staff Member shall not use the Pro-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement and without prior authorization in the form of an approved requisition from the District Office.
4. Faculty/Staff Member shall promptly submit receipts and such other reasonable documentation of goods or services purchased as requested by the Business Manager or Superintendent.
5. Faculty/Staff Member shall promptly review monthly Pro-Card transaction statements for accuracy and shall within ten (10) days of receipt of the statement, notify Business Manager of any errors, omissions or discrepancies in the statement.
6. Faculty/Staff Member shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 263-2263. Faculty/Staff Member shall also immediately notify the business manager at (406) 225-3740 of possible loss, theft, or unauthorized use of the Card.
7. Attached herewith and incorporated by reference herein is a Statement of Authority of Pro-Card use as defined by Jefferson High School District #1 Policy 7400, that sets forth the authority and express limits of authority of Faculty Member's use of the Pro-Card.
8. Faculty Member shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Faculty Member.
9. This Agreement may not be modified in any way without the approval of the Board.

Faculty/Staff Member Signature

Date

Faculty/Staff Member Printed Name

Received By, Signature

Date

Received By, Printed Name

Jefferson High School Pro-Card Use Agreement

AGREEMENT made this ____ day of _____, 20____, between the **BOARD OF TRUSTEES** of Jefferson High School, Boulder, Montana (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "Staff Member").

WHEREAS, by this Agreement the Staff Member has been entrusted with a procurement credit card ("Pro-Card" or "P-Card") for sure in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Staff Member agrees to abide by the terms and conditions of the P-Card as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Staff Member hereby agrees to immediately return the P-Card after use unless instructed otherwise.
2. The Staff Member shall not use the P-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement and without prior authorization in the form of an approved requisition from the District Office.
3. The Staff Member shall promptly submit receipts and such other reasonable documentation of goods or services purchased as requested by the Administrative Assistant, Business Manager, or Superintendent.
4. The Administrative Assistant shall promptly review monthly P-Card transaction statements for accuracy and shall within ten (10) days of receipt of the statement, notify the Staff Member and/or Business Manager of any errors, omissions, or discrepancies in the statement. The Staff Member is advised that transactions on the statement can be up to two months old at the time of review.
5. The Staff Member shall immediately notify the Administrative Assistant, Business Manager, and/or Superintendent in the event of a possible loss, theft, or unauthorized use of the P-Card via email or by calling (406) 225-3740.
6. Attached herewith and incorporated by reference herein is a Statement of Authority of P-Card use as defined by Jefferson High School District #1 Policy 7400 that sets forth the authority and express limits of authority of the Staff Member's use of the P-Card.
7. The Staff Member shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Staff Member.
8. This agreement may not be modified in any way without the approval of the Board.

Staff Member Signature

Date

Staff Member Printed Name

Received By, Signature

Date

Received By, Printed Name

MEMORANDUM OF UNDERSTANDING
School Health Services:
Jefferson County Health Department
And
Jefferson High School

PARTIES:

This agreement is entered into between the Jefferson County Health Department (JCHD) whose address and phone number are, 214 South Main Street, Boulder, MT 59632, Phone: (406) 225-4007 and Jefferson High School whose address and phone number are: 312 S Main Boulder MT 59632 Phone: 406-225-3740.

PURPOSE:

The purpose of this MOU is to establish a partnership between the JCHD and Jefferson High School to offer public health nursing services. Focusing on health promotion and disease prevention can provide staff and students with an optimal learning environment. This agreement establishes a framework for the provision of school health services provided by the Jefferson County Health Department.

RESPONSIBILITIES:

1. Jefferson County Health Department agrees to:
 - a. Offer school nursing services to include health education, health screenings, review general health conditions of students and provide referrals for care when appropriate, communicable disease prevention and control, and immunization clinics. Each year JCHD will provide a list of "Essential Nursing/Public Health Services" or "Menu of Services" for the school to select health services specific to meet the needs of the school. This shall be known as "Attachment A".
 - b. Each year JCHD will provide a list of "Immunization Support Services" or "Menu of Services" for the school to select immunization services specific to meet the needs of the school. This shall be known as "Attachment B".
 - c. Provide sample forms to capture appropriate student health information for common childhood illnesses including but not limited to seizures, allergies, asthma, and diabetes.
 - d. Provide recommendations for first aid including treatment, supplies and universal precautions. Because this nursing position has obligations outside of this school district, it is essential that the school be prepared to handle first aid situations independently.

2. Jefferson High School agrees to:
 - a. Provide access to the school building, software programs and student records including health and contact information.
 - b. Provide appropriate, confidential workspace, including a desk, access to a printer and internet access. This includes technical assistance when needed.

- c. Appoint a staff liaison for communication, requesting services and scheduling. Name: Erik Wilkerson
Phone: 406-225-3740 E-mail: erik.wilkerson@jhs.k12.mt.us
 - d. Utilize the "Request Forms" for services not listed on Attachment A. These will be reviewed and approved or denied on a case-by-case basis. They must be received at least 2 weeks in advance and be signed by the school principal or designee.
 - e. Provide orientation to facility, policy book/handbook, school calendar, lunchroom, break room, safety, etc.
 - f. Report absentee rates on a weekly basis to Jefferson County Health Department and report immediately if there is a substantial increase (over 10% of the student population) in absenteeism due to illness.
3. Nursing direction and supervision will be the responsibility of the Jefferson County Health Department Supervisor.
 4. Conditions of employment, scheduling, holidays, and personnel policies of the nurse working in the school will be the responsibility of Jefferson County (The nurse is an employee of the county and not the school.)
 5. On an annual basis JCHD will provide and Jefferson High School will submit a completed checklist of "Essential Nursing/Public Health Services". See *Attachment A*. Jefferson High School may submit a completed checklist of "Immunization Support Services" if they choose to have JCHD provide immunization support on behalf of the school. See *Attachment B*. This shall be available prior to the beginning of a new school year.

PERIOD OF UNDERSTANDING:

This Memorandum of Understanding shall be effective upon signature of all parties involved and shall remain in effect until terminated via receipt of written notice. In a public health emergency JCHD reserves the right to re-direct all available staff to the health department until crisis is over or stabilized.

SIGNATURES:

Signatures below indicate authority to make decision on behalf of your represented agency.

Date _____
Chairman, Jefferson High School Board

Date 9/20/2022 Erik Wilkerson, Sept.
Administrator, Jefferson High School

Date _____
Chairman, Jefferson County Health Board

Date _____
Supervisor, Jefferson County Health Department

Attachment A

School Year 2022-23

SCHOOL NAME: Jefferson High School DATE: _____

This is the updated "Attachment A" to the Memorandum of Understanding between the Jefferson County Health Department and local schools for the school year 2022-23.

Listed below are the "Essential Nursing/Public Health Services" that Jefferson County Health Department has identified through consultation with local school administrators, other public health departments and school nurses in the surrounding counties.

Attachment A will be evaluated on an annual basis to allow for current, up-to-date school nursing services to the schools within Jefferson County. Funding for health department is subject to change which would impact services provided.

Directions: Mark each nursing service requested with an "X".

Health Education for Staff

___ Bloodborne Pathogens Class

Management of common childhood illnesses as needed

- a. Asthma
- b. Allergies/Epi Pens
- c. Diabetes/Glucagon
- d. Seizures

___ ACES Training

___ QPR Training

^{Teen} Youth Mental Health First Aid Training

Health & Wellness Education for Students

___ Hand washing

___ Hygiene, Growth & Development

___ Grade 4

___ Grade 5

___ Grade 6

___ Grade 7

___ Grade 8

___ Sex Education (high school only as requested)

___ SOS Training

Health & Wellness Screening

- Heights/Weights
- Vision Screening
- Hearing Screening
- Coordinate a dental screening (to be determined d/t COVID-19)

Information on Health, Nutrition and Emergency Programs

- Provide health & safety information to staff and students
- Participate in Individual Education Plans and/or 504 Plans, as requested
- Consult on health policies as requested
- Assist in development of appropriate emergency/safety plans

Kindergarten Round Up

- Vision Screening
- Review Health History form and discuss requirements for student needs as requested.

Immunization Clinics

- Provide letters & posters supporting an Adolescent Vaccine Clinic
- Influenza Immunization Clinic for Staff
- COVID-19 Immunization Clinic as needed for Staff

School Representative:

Signature: Eric Wuberson Title: Supt. Date: 9/20/2022

Jefferson County Health Department Representative:

Signature: _____ Title: _____ Date: _____

Attachment B

School Year 2022-23

SCHOOL NAME: Jefferson High School DATE: 9/20/22

This is the updated "Attachment B" to the Memorandum of Understanding between the Jefferson County Health Department and local schools for the school year 2022-23.

Listed below are the "Immunization Support Services" that Jefferson County Health Department may provide on behalf of the school as requested by the school administration.

Attachment B will be evaluated on an annual basis to allow for current immunization services to the schools within Jefferson County.

Directions: Mark each immunization service requested with an "X".

Immunization Records

- Review immunization records for state mandated vaccines
- Fill out "Conditional Attendance Forms" (School will mail to parent/guardian.)
- Health department will allow 14 days for school to follow up with "Conditional Attendance Forms". After that time, student will be excluded per school policy until immunizations are current.
- Review "Religious Exemption Forms" (School will obtain notarized form from parent/guardian)
- Enter immunization records into the state's immunization registry

Kindergarten Round Up

- Immunization screening for state required school vaccines
- Print immunization records from the state registry

School Representative:

Signature: Eric Wuberson Title: Supr. Date: 9/20/2022

Jefferson County Health Department Representative:

Signature: _____ Title: _____ Date: _____

Request Form

School Year 2022-23

SCHOOL NAME: Jefferson High School DATE: 9/20/2022

This "Request Form" is to be used to request services not listed on Attachment A or Attachment B of the Memorandum of Understanding between the Jefferson County Health Department and local schools.

The Request Form will be reviewed and approved or denied on a case-by-case basis. They must be received at least 2 weeks in advance and be signed by the school principal or designee.

Directions: Please document your request for services below. Be specific.

Date service is needed: As needed

Description of needed service:

Mental Health Support

School Representative:

Signature: Erl Wehner Title: Supt Date: 9/20/2022

Jefferson County Health Department Representative:

Signature: _____ Title: _____ Date: _____