

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

\* 6:30 p.m. Tuesday, September 19, 2017 \*      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 - brief review**

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

1. Clerk/Business Manager
  - a. ASBO training
2. Principal/A.D.
3. Superintendent
  - a. At-risk Coordinator Plan

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

1. Transportation Survey review/approve
2. Sports and activities program surveys.

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

1. Board Reorganization
  - a. Committee Assignments
2. Personnel – Action
  - a. Substitute applications – R Johnson
  - b. Coaching positions – recommendations
  - c. Superintendent evaluation - possible closed session
  - d. Classified personnel – Policy maintenance employee
3. Approval of Attendance Agreements – AYA/Elk Park/North end
4. 1<sup>st</sup> Reading Policies
  - a. 7400 – Credit/Procurement Card Use – concerning additional credit limit
  - b. 5331 – Insurance Benefits for Employees – anniversary dates of health insurance policy
5. Surplus List
6. Board Self-Evaluation

**I. Communication and Comments**

1. Letters to the Board –

**J. Commendations and Recognition**

**K. Consent Agenda**

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

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

1. Chair/Superintendent article for paper
2. October – Annual objectives, instructional plan and evaluation, at-risk plan, count day
3. December – Superintendent administrative in-service program.

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: October 17, 2017 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 generally 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**

Sabrina Stekete, chair (Boulder area position)  
Travis Pierce vice-chair (At-Large 2 position)  
Larry Rasch (At-Large 3 position)

Pat Lewis, (At-Large 1 position)  
Terry Street (Clancy area position)

Stacy Hale (Basin area position)  
Denise Brunett (MT City area position)

### **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, second draft:**

#### **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 other options because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time here;
- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

#### **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's 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.

**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. The Board would like to remind everyone in attendance that 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 general public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not take action on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

From the desk of:

 *orie*

---

September 2017

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Payroll warrants from 40203-40251 and direct deposits from -89108 to -89066 were approved by the superintendent and paid in August/September.

### DISTRICT OFFICE PROCEDURES

No new procedures created this month except some ideas for helping organize myself and other clerks for the TFS report.

### MASBO REGION 4

I attended a veteran's workshop conducted by MASBO. Got a few more ideas and some info about school funding history, fraud prevention, consensus meeting practices, and FMLA. I think the meeting practices presented by Steve from Bozeman would be interesting to try. They would probably be good for negotiations.

AUDIT Our audit will occur the week of October 2-6 or may be the first of the following week. I was able to drop off some of the information to the auditor when I was in Billings last weekend. This will hopefully reduce the amount of time they have to be in the office here. That's always a good thing. I'm not feeling too confident about it this year. It seems that I'm often scrambling to get things done regardless of amount of time I spend on each item. I plan to look into some organizational information that may help me some.

### BUDGET

The budget booklets that I've compiled previously will also be done this year. I hope to have them for you at the next board meeting.

I will be attending the national ASBO convention in Denver Sept 21-25. I've been told these conventions are fabulous. I certainly hope so if I have to fly to get there!

## Principal's Report 9/19/2017

- MAPs testing was completed 9/11-9/14. Data from these tests will guide instruction and intervention throughout the year.
- Beginning Monday 9/18 JHS will begin the first day of each week with a Panther Start, staff and students will greet each other and have a short school meeting in the North Gymnasium. This will serve to promote a positive school culture and climate and build relationships amongst the Panther Family at JHS.
- Monday 9/18 had each student at JHS participate in the annual Bus Safety presentation from Harlow's Bus Service. Students learn about emergency procedures on the bus.
- Tuesday 9/19 Wayne Callander, a nation response to intervention expert visited JHS to work with us on implementation of the Intervention Reading and Math Intervention we are beginning.
- Mid-term of the first quarter is Wednesday 9/20.
- September 25-29 is Homecoming Week at JHS, a schedule of events is included.
- September 25 is the College Fair at Montana Tech in Butte, Junior and Senior students will have the opportunity to attend and learn of opportunities for post-secondary education.
- Tuesday 10/3 JHS will host the "Buckle up Blue for Lauren" presentation. Lauren's Father will present information to JHS about his daughter who died from injuries suffered in a car wreck.
- Monday 10/9 will have an ASVAB Interpretation presentation, to allow students to understand the results of the ASVAB test they took on 9/12.
- Tuesday 10/10 is FAFSA Night at JHS. Senior students and their Parents are invited and encouraged to come to JHS and complete the FAFSA form in preparation for their post High School plans.

## AD's Report

- Fall sports are off to a roaring start with many successes already.
- Homecoming Week is 9/25-9/29, the schedule of events is included.
- JHS will host the Panther Invitational: Smackdown in Big Rock Volleyball Tournament Saturday 10/7.

# Homecoming schedule 2017

Friday 9/22/2017

Paint Paws 8:00-10

Saturday 9/23/2017

Seniors Paint the "J" 10:00-12:30

Monday

Regular Schedule

Tuesday

1<sup>st</sup> Per. 8:00-8:53  
2<sup>nd</sup> Per. 8:56-9:49  
Ann. 9:52-10:00  
3<sup>rd</sup> Per. 10:00-10:53  
4<sup>th</sup> Per. 10:56-11:46  
Lunch 11:46-12:16  
5<sup>th</sup> Per. 12:19-1:12  
6<sup>th</sup> Per. 1:15-2:08  
7<sup>th</sup> Per. 2:11-3:04  
Macho Volleyball 3:10-4:06

Wednesday

1<sup>st</sup> Per. 8:00-8:53  
2<sup>nd</sup> Per. 8:56-9:49  
Ann. 9:52-10:00  
3<sup>rd</sup> Per. 10:00-10:53  
4<sup>th</sup> Per. 10:56-11:46  
Lunch 11:46-12:16  
5<sup>th</sup> Per. 12:19-1:12  
6<sup>th</sup> Per. 1:15-2:08  
7<sup>th</sup> Per. 2:11-3:04  
Powder Puff FB 3:10-4:06

Thursday

1<sup>st</sup> Per. 8:00-8:56  
2<sup>nd</sup> Per. 8:59-9:54  
Ann. 9:57-10:05  
3<sup>rd</sup> Per. 10:05-11:01  
4<sup>th</sup> Per. 11:04-12:00  
Lunch 12:00-12:30  
5<sup>th</sup> Per. 12:33-1:29  
6<sup>th</sup> Per. 1:32-2:28  
7<sup>th</sup> Per. 2:31-3:27  
Pep Assem. 3:30-4:06

Friday 9/29/2017

8:00-1:30 Float work by class or club

10:00-11:00 Run 4 75

1:35 Line up for Parade

1:45 Parade

2:30-5:00 Carnival

5:00-6:00 BBQ

7:00 Football Game

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

**Superintendent's Report**

Date: September 19, 2017

Agenda Item: E-3

**3a-At Risk Coordinator Plan**

The At Risk Plan has been in place for the past 4 years and continues to provide support for students at risk. The plan will be incorporated with Montana Behavioral Institute (MBI) and Olweus Bullying Prevention work taking place at JHS and shared with Altacare professionals working with the District. I have included Olweus information regarding committee membership and tasks associated with implementation.

**3b-Enrollment**

The enrollment for Jefferson High School has another significant increase for the 2017-18 school year. The current unofficial enrollment is 272 students. Last year the student population was 235. The final numbers will change before the first OPI count in October as YDI continues to have fluctuations in client population.

Jefferson High School District #1 will again complete the paperwork to amend the budget due to unexpected student population increases. 10% is the trigger mechanism for this to occur and the growth is currently at 15%. After the October count date, we will start the paperwork for amending the budget.

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

I have included the information for the October MCEL conference in Billings. This is a Professional Development opportunity for the administration and school board. The information gives a synopsis of all the sessions that can be attended. There is a lot of great information and I would encourage you to attend if possible.

**3d-Academic Preparation**

A plan has been under development to provide student assistance for ACT prep and areas of math deficiencies. First, students identified through academic performance and MAPPS testing have been assigned to 8<sup>th</sup> period classes to use EdReady as a resource to increase understanding in areas of math in which they have deficiencies. Students progress will be tracked as they progress.

ACT prep has begun in with help sessions occurring in the library during 8<sup>th</sup> period. These sessions are open to all students. The current schedule has Mrs. Williams with Science on Mondays, and Mr. Norbeck with Math on Wednesdays and Thursdays. I am working with Ms. Bergtoll to incorporate

Tuesdays for English. I am currently looking for online ACT prep materials that will be purchased with the next round of vocational rehab funds. I will post updates on the ACT prep progress.

## **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 development 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 (Time to Learn, EdReady)
- Increased individualized instruction
- Coordination with elementary schools regarding past practices used (MAPPS)
- Continued summer school program for credit recovery (Acellus)
- Coordination with outside agencies
- Learning Center development for enrichment activities

## **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, Graduation Matters, 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)**

The Signs of Suicide program has been implemented and instruction occurs during the 1<sup>st</sup> semester of each school year. This 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.

### **GRADUATION MATTERS**

The 2017-18 school year will include the 4<sup>th</sup> year of Graduation Matters, a community wide effort to encourage and provide support for all students to graduate. Although Graduation Matters has been dropped by OPI, 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 8<sup>th</sup> 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.

## Bullying Prevention Coordinating Committee Membership and Related Tasks

Number of Members	Which Member(s)	Specific Tasks
All	All members	<ul style="list-style-type: none"> <li>• Attend a two-day <i>OBPP</i> training.</li> <li>• Attend all BPC meetings.</li> <li>• Help to train all staff in <i>OBPP</i>.</li> <li>• Make sure all program components are implemented with fidelity.</li> <li>• Communicate information from meetings to constituent groups at school.</li> <li>• Make sure everyone feels supported in their bullying prevention efforts.</li> </ul>
1	Program coordinator	<ul style="list-style-type: none"> <li>• Coordinate trainings and ordering of materials.</li> <li>• Chair BPC meetings.</li> <li>• Consult the certified Olweus trainer on an ongoing basis.</li> <li>• Coordinate the administration of the Olweus Bullying Questionnaire.</li> <li>• Oversee communications with staff, students, and parents.</li> <li>• Oversee the planning of the kick-off event.</li> <li>• Coordinate staff discussion groups.</li> </ul>
1	School administrator or principal	<ul style="list-style-type: none"> <li>• Provide administrative support.</li> <li>• Facilitate discussions with district administrators and the school board.</li> <li>• Help secure funding for the program materials and training.</li> <li>• Champion the program and stress its importance with educators, other staff, parents, students, and the public.</li> </ul>
1-2 per grade level	Classroom teachers	<ul style="list-style-type: none"> <li>• Serve as a program liaison with other teachers in their grade.</li> <li>• Work with administrators to integrate the program into daily schedules and routines.</li> <li>• Decide how to integrate the program with academic themes and lessons.</li> <li>• Be a resource to other teachers, particularly with class meetings.</li> </ul>

Number of Members	Which Member(s)	Specific Tasks
1–2+	School counselors or school-based mental health professionals	<ul style="list-style-type: none"> <li>• Serve as a program liaison with other counselors and other school-based mental health professionals.</li> <li>• Work with administrators to establish a process for follow-up interventions with students involved in bullying.</li> <li>• Provide referral information to parents of involved students, if needed.</li> <li>• Mentor/support teachers (as appropriate) in holding class meetings.</li> </ul>
1–2	Representatives of the non-teaching staff (such as playground monitors, bus drivers, lunchroom staff, office support staff)	<ul style="list-style-type: none"> <li>• Serve as a program liaison to other members of the non-teaching staff.</li> <li>• Reinforce <i>OBPP</i> rules, principles, and policies.</li> <li>• Determine how to apply the program to their area.</li> </ul>
1–2	Parents	<ul style="list-style-type: none"> <li>• Help to promote the program to parents.</li> <li>• Help with parent and schoolwide events.</li> <li>• Provide a parent perspective.</li> </ul>
1–2	Community representatives	<ul style="list-style-type: none"> <li>• Provide financial, material, or “people” support.</li> <li>• Help determine how to integrate the program into the community.</li> <li>• Help with fund-raising, if needed.</li> <li>• Give a community perspective.</li> </ul>
1–2	Other school personnel (such as a nurse, school resource officer)	<ul style="list-style-type: none"> <li>• Reinforce <i>OBPP</i> rules, principles, and policies.</li> <li>• Determine how to apply the program to their area.</li> </ul>
Optional: 1–2	Students (if in middle school or higher)	<ul style="list-style-type: none"> <li>• Provide input into the development of the school’s plan to prevent and address bullying.</li> <li>• Help promote the program to students.</li> <li>• Provide a student perspective.</li> </ul>



"Leadership for Transforming Education, Empowering Montana Students!"

Wednesday, October 18, 2017																
1:00 - 5:00 PM	Pre-Conference				DoubleTree	Skybridge #4	1:00 - 3:00 pm Sessions				Recap of the 2017 Legislative Session (Funding, Flexibility, Facilities.)				3:00 - 5:00 pm Sessions	School Law (Analysis, Issues, Best Practices.)
3:00 - 5:00 PM	MSGIA Board Meeting				DoubleTree	Skybridge #1										
Thursday, October 19, 2017																
	Northern Hotel					Double Tree									BW Clocktower	
Tracks	MASBO	MREA	MTSBA	SAM	Grand Ballroom	MISC	MISC	MISC	MREA	MASBO	MTSBA	MISC	Leaders Professional Learning Group	MISC		
Meeting Rooms	Hart Albin West	Hart Albin East	Babcock West	Babcock East	Grand Ballroom	2nd Floor Skybridge 1	2nd Floor Skybridge 2	2nd Floor Skybridge 3	2nd Floor Skybridge 4	3rd Floor Conference Room 1	3rd Floor Conference Room 5	20th Floor Petroleum Club	20th Floor Petroleum Club	Garden Terrace		
7:30 - 8:30 AM	MEET & GREET WITH EXHIBITORS - NORTHERN HOTEL					MEET & GREET WITH EXHIBITORS - NORTHERN HOTEL										
8:30 - 9:30 AM	PRESENTATION OF FLAG & AWARDS CEREMONY - ALBERTA BAIR THEATER															
9:30 - 10:30 AM	GENERAL SESSION - JON LANDIS - ALBERTA BAIR THEATER															
10:45 - 11:35 AM	Reserves: Building Your Budget Castle in Quicksand	How to Save Your School Thousands\$5	Governing for Student Success	The Montana Information Security Project	Buzz Session Café - Exhibit Hall - Northern Hotel	Historic Trauma Through Cultural Awareness	Montana Early Warning System	Blooming Thirds	2017 Rural Teacher of the Year	Small Schools Jam Session	Strategies for School Districts to Engage their Communities		Face-to-Face Event	K20 Data Analysis		
11:45 AM - 1:00 PM	LUNCH ON YOUR OWN					LUNCH ON YOUR OWN										
1:00 - 1:50 PM	Investing in Your School District's Infrastructure (2-hour Session)	2016 Rural Teacher of the Year	Bargaining for Student Success	ERate Support for School Districts Across the State	These sessions will highlight the Pre-Conference covering funding, flexibility and facilities	What's Effective? School Board Practices that Work!		School Course Classifications in Montana: Applying Common Standards		MASBO Procurement Card Program Tips & Tricks	Effective and Transparent Governance Utilizing the Open Meeting Laws	ACT Core or More: The Power of Course Patterns	Lessons Learned During the 1st 100 Days			
2:05 - 2:55 PM		Rural Education Programming at MSU	Evaluating for Student Success	Contemporary Issues in Montana Education		10:50 - 11:15 am - Session 1 1:10 - 1:35 pm - Session 2 2:15 - 2:40 pm - Session 3	Montana-EPAS for Principals	MESA Present and Future Issues		MCS Follow-Up Session: Questions & Answers	Transfers Between Funds	Responsible Social Media Use by School Board Trustees and School District Employees	Improving Student Learning, Behavior and Attendance Through Offering Breakfast After the Bell	Discussion Sessions	Montana Career Pathways	
3:00 - 4:00 Break	Break with Exhibitors - Northern Hotel - 3:30 pm Exhibitor Drawings					Break with Exhibitors - Northern Hotel - 3:30 pm Exhibitor Drawings										
4:00 - 5:00 PM	MASBO Membership Meeting - MTSBA Regional Trustee Meetings - SAM Business Meeting (See room assignments below)															
5:00 - 7:00 PM	Alumni Receptions					Miscellaneous Meetings										
7:00 - 9:30 PM	MREA & MCS Reception - Everyone Welcome - DoubleTree Petroleum Club - 20th Floor															

Time	Event	Hotel	Room
12:00 - 1:00 PM	SAM Board Meeting	DoubleTree	Skybridge #2
4:00 - 5:00 PM	MASBO Membership Meeting	Northern	Hart Albin - West
4:00 - 5:00 PM	SAM Business Meeting	BW Clocktower	Garden Terrace

MTSBA Regional Trustee Meetings:									
Region	Hotel	Room	Region	Hotel	Room	Region	Hotel	Room	* = Election
1*	Northern	Hart Albin - East	5	Northern	Zoot Suite #3	9	Northern	Enterprise Board Room	
2	DoubleTree	Skybridge #1	6	Northern	Zoot Suite #4	10	DoubleTree	Conference Room #2	
3*	Northern	Babcock - West	7*	DoubleTree	Skybridge #2	11*	DoubleTree	Skybridge #4	
4*	Northern	Babcock - East	8	DoubleTree	Skybridge #3				

Friday, October 20, 2017																
Tracks	Northern Hotel						Double Tree								BW Clocktower	
	MASBO	MREA	MISC	SAM	MISC		MISC	MISC	MISC	MREA	MASBO	MISC	MISC	Leaders Professional Learning Group	MISC	
Meeting Rooms	Hart Albin West	Hart Albin East	Babcock West	Babcock East	Ballroom North	Ballroom South	2nd Floor Skybridge 1	2nd Floor Skybridge 2	2nd Floor Skybridge 3	2nd Floor Skybridge 4	3rd Floor Conference Room 1	3rd Floor Conference Room 5	20th Floor Petroleum Club	20th Floor Petroleum Club	Garden Terrace	
7:30 - 8:30 AM							MTSUP/WCRPP Membership Meeting and Breakfast									
8:30 - 10:30 AM								MTSBA Annual Business Meeting (Trustees) - MTSBA Board Meeting Immediately following								
8:45 - 9:35 AM Clinic Session IV	Transfers Between Funds	Why Rural Matters		Impact of Personalized Learning	ESSA Update			Get the MOST out of Advanced Placement in your School	How to use a Trait-Based Approach to Improve Writing Schoolwide				Suicide Prevention in Primary Grades: PAK Good Behavior Game	Educator Performance Appraisal System Collegial Learning Network (EPAS CLN)	Empowering Montana Students to Resist the Latest Tobacco Innovation: Electronic Cigarettes	
9:50 - 10:40 AM Clinic Session V	School Bus Standards: Maximum Driving Time	Small School Leader Roundtable	Student Centered Assessment Practices	27+ Ideas to Empower Students			Empowering Montana Schools and Students Through Partnerships with Job Corps		Creating a Paperless Board Meeting Using Google		MASBO Certification Testing (2-hours)		Infrastructure Improvements Financed Through Energy Savings	Discussion Sessions	Content Through Movement 150 Minutes a Week	
10:55 - 11:45 AM Clinic Session VI	Energy Performance Contracting		Montana EPAS: Respect to Empower	Supporting Teachers in the National Board Certification Process			Children and Poverty: Empowering all Montana Students to Succeed	Collaborating with the Children's Mental Health System	Digital Safety and Security Measurement Instrument			The Collaborative Classroom: Cultivating Community		Discussion Sessions		
12:00 PM - 1:30 PM	GENERAL SESSION - KARL MECKLENBURG - ALBERTA BAIR THEATER															

NOTE: This schedule is subject to change - 9-6-17

4  
5 Credit/Procurement Card Use  
6

7 The Board permit the use of District credit/procurement cards by certain school officials and  
8 Board members to pay for actual and necessary expenses incurred in the performance of work-  
9 related duties for the District. A list of those individuals who will be issued a district credit card  
10 will be maintained in the business office and reported to the Board each year at its meeting in  
11 July. All credit cards will be pre-approved by the Board and will be in the name of the District.  
12

13 The District shall establish a credit line not to exceed Five Thousand Dollars (\$5,000) for  
14 each card issued and an aggregate credit limit of Ten Thousand Dollars (\$10,000) for all cards  
15 issued to the District.  
16

17 Credit/procurement cards may only be used for legitimate District business expenditures.  
18 The use of credit/procurement cards is not intended to circumvent the District's policy on  
19 purchasing.  
20

21 Users must use proper care of these credit/procurement cards and take all reasonable  
22 precautions against damage, loss, or theft. Any damage, loss, or theft must be reported  
23 immediately to the business office and to the appropriate financial institution. Failure to take  
24 proper care of credit cards or to report damage, loss, or theft may subject the employee to  
25 financial liability.  
26

27 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in  
28 nature, or violate the intent of this policy may result in credit card revocation and discipline of the  
29 employee.  
30

31 Users must submit detailed documentation, including itemized receipts for  
32 commodities, services, travel, and/or other actual and necessary expenses which have been  
33 incurred in connection with school-related business for which the credit/procurement card has  
34 been used.  
35

36 The Superintendent shall establish regulations governing the issuance and use of  
37 credit/procurement cards. Each cardholder shall be apprised of the procedures governing the use of  
38 the credit/procurement card, and a copy of this policy and accompanying regulations shall be  
39 given to each cardholder.  
40

41 The District Clerk shall monitor the use of each credit/procurement card every month and  
42 report any serious problems and/or discrepancies directly to the Superintendent and the Board.  
43

44 Cross Reference:           7320 Purchasing  
45                               7335 Personal Reimbursements  
46                               7336 Travel Allowances and Expenses

47 Legal Reference:

48 Policy History:

49 Adopted on:           February 2007  
50 Revised on:           August 16, 2011

51 § 2-7-503, MCA  
52

Financial reports and audits of local government entities



**Jefferson High School District #1**

**PERSONNEL**

5331

Insurance Benefits for Employees

Newly hired employees are eligible for insurance benefits offered by the District for the particular bargaining unit to which an employee belongs.

A medical examination at the expense of the employee may be required, if the employee elects to join the District health insurance program after initially refusing coverage during the “open season” (\*July). An eligible employee wishing to discontinue or change health insurance coverage must initiate the action by contacting the personnel office and completing appropriate forms.

Anniversary dates of the health insurance policy for the District shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

Legal Reference:      § 2-18-702, MCA      Group insurance for public employees and officers  
                                 § 2-18-703, MCA      Contributions

Policy History:

Adopted on: February 2007

Revised on:

MINUTES

Jefferson High School Dist. 1  
Regular Meeting

August 15, 2017  
JHS Board Meeting

Board members present:

**Larry Rasch**      **Pat Lewis**      **Sabrina Steketee**      **Terry Street**

Board members absent:

Travis Pierce      Stacy Hale      Denise Brunett

Administrators present:

Tim Norbeck, Superintendent      Lorie Carey, Business Manager      Greg Liedle, Principal

Visitors: Nancy Bailey, Laura Butler

CALL TO ORDER	Ms. Steketee called the meeting to order at 6:30. The pledge was said.
PUBLIC COMMENT	None.
STUDENT PRESENTATION	None.
STAFF REPORT	<b>None.</b>
COMMITTEE REPORTS	<b>Budget committee</b> – Mr. Street gave a brief report.
ADMINISTRATIVE REPORTS	<b>Clerk report.</b> Presented in written form. <b>Principal report.</b> Presented in written form. <b>Superintendent report.</b> Presented in written form.
H. 2. E.	<b>Certified Personnel – math part-time.</b> Mr. Norbeck recommended Nancy Bailey for the math part-time position. Mr. Rasch moved to accept the recommendation. Ms. Lewis seconded the motion, which passed unanimously by the 4 present. Ms. Bailey briefly introduced herself.
UNFINISHED BUSINESS	<b>Transportation Survey review/approve.</b> Deferred to Sept./Oct.. <b>Sports and activities program surveys.</b> Deferred to Sept.
NEW BUSINESS	<b>Personnel Substitutes:</b> The business manager presented the names of the substitutes for 17/18 – S. Johnson, M. Spreadbury, F. Niemeir, B. Binkowski, M. Hecht, A. Flanagan, T. Carlson. Mr. Rasch moved to approve the 17/18 list. Mr. Street seconded the motion, which passed unanimously. <b>Coaching Evaluations.</b> Having determined that the employee’s right to privacy exceeded the public’s right to know the meeting was closed. Closed meeting 6:56. At 7:01 the meeting resumed. <b>Coaching positions.</b> Mr. Liedle recommended Sarah Layng, Erica Morris, with respective assistant coaches for track and tennis positions. Josh Wiggin and Karsen Klass were recommended for Assistant Football and Assistant Cross Country. Mr. Rasch moved to accept the recommendation. Ms. Lewis seconded the motion, which passed unanimously. <b>Superintendent evaluation.</b> Having determined that the employee’s right to privacy exceeded the public’s right to know the meeting was closed. 7:03 closed meeting. At 7:36 meeting resumed. <b>Certified Personnel – math part-time.</b> Addressed above. <b>Classified Personnel – para position.</b> Mr. Liedle recommended Sarah Johnson for the para-professional position. Ms. Lewis moved to approve the recommendation. Mr. Street seconded the motion. Ms. Butler, representing the learning center department, expressed concern over the recommendation. Ms. Lewis and Mr. Street rescinded their motion and second. Ms. Steketee will meet with Mr. Norbeck and Mr. Liedle to work out this issue. <b>Attendance Agreements.</b> None. The Business Manager reported that the tuition data had been entered and the amount to be added to the General Fund budget was slightly higher than the original estimate.

**Staff breakfast for 1<sup>st</sup> day of school.** Ms. Steketee will coordinate with Mr. Norbeck to do this for the staff.

**Surplus list.** Mr. Rasch moved to approve the surplus list – several musical instruments and various tables, chairs and storage items. Ms. Lewis seconded the motion, which passes unanimously by the 4 present.

**Board Self-Evaluation.** Deferred.

**Approval of 17/18 Budgets.** Mr. Rasch moved to approve the following budgets:

General Fund – \$2,142,423.72

Transportation - \$245,689.74

Tuition - \$49,462.02

Retirement - \$239,555.34

Adult Education - \$29,000.50

Technology - \$42,817.10

Flexibility - \$37,016.71

Building Reserve - \$36,800

Ms. Lewis seconded the motion which passed unanimously.

CONSENT AGENDA

**Consent agenda.** Mr. Rasch moved to approve the consent agenda. Ms. Lewis seconded the motion, which passed unanimously.

LETTERS

**Letters.** None.

COMMENDATIONS

**Commendations.** Ms. Steketee to all who helped with the bleacher job. Mr. Liedle commended Mr. Michaud for his dedication to Olweus. Mr. Street commended the custodial staff for their hard work.

ADJOURNMENT

**Follow-up/Adjournment.** 8:04 p.m.

---

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

MINUTES

Jefferson High School Dist. 1  
Special Meeting

September 11, 2017  
JHS District Office/Electronic

Board members present: Sabrina Stekettee - Chair, Stacy Hale, Denise Brunett, Patricia Lewis  
**All board members participated by telephone conference.**

Administrators present: Tim Norbeck, Superintendent                      Lorie Carey, Business Manager  
Greg Liedle, Principal  
**Administration participated from the District Office by telephone conference.**

Visitors: None.

---

CALL BOARD TO ORDER                      Ms. Stekettee called the meeting to order at 9:05 a.m.

PUBLIC COMMENT                              None.

NEW BUSINESS                              **Personnel. Paraprofessional position.** Ms. Stekettee reviewed the process conducted – increased advertising to include Helena and Butte, interview committee, etc. Mr. Norbeck was able to discuss with the former applicant to explain why she wasn't considered in this second round. He also gave a short synopsis of the recommended candidate, Michael Thilges. Ms. Brunett asked if the reposting was what gave the district a direct benefit. Ms. Stekettee thought that most likely. Ms. Brunett moved to accept the recommendation of Mr. Michael Thilges as the para. Ms. Lewis seconded the motion which passed unanimously by the 4 by a roll call vote.

**Custodian.** Mr. Norbeck recommended Mr. Kip Stone as the new custodian. Ms. Brunett moved to accept the recommendation. Ms. Hale seconded the motion, which passed unanimously by the 4 by a roll call vote.

ADJOURNMENT                                      The meeting adjourned at 9:15 a.m.

---

Chair, Jefferson High School Board                      Clerk, Jefferson High School Board

09/15/17  
17:08:20

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 8/17

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
18253	43936S	781 EAGLE GLASS	16,000.00					
1		173107 07/31/17 Entrance by district offi	16,000.00	9330	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
18254	43949S	4582 REDROCK SPORTING GOODS	6,750.00					
1		20055 07/18/17 backboards	3,950.00	9348	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
2		20055 07/18/17 backboards	50.00*		201	720-3500	660	
3		20056 07/18/17 Outdoor basketball system	2,750.00	9342	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
18255	43922S	899 360* OFFICE SOLUTIONS	123.69					
1		144482-0 07/27/17 Binders	123.69*		201	100-1000	321	
18256	43941S	4734 JOURNEYED.COM INC	2,500.00					
1		10187939 07/26/17 Adobe cloud	2,500.00*	9355	228	100-1000	680	
18257	43950S	5018 ROBBINS COMPANY	3,000.00					
1		9511021 07/28/17 Window sill repair	3,000.00	9344	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
18258	43946S	1846 NASCO MODESTO	17.95					
1		517924 07/21/17 Kitchen Towel	17.95*		201	390-1710	610	
18260	43953S	4743 TRUGREEN	863.00					
1		197332 07/29/17 Lawn Treatment	863.00*		201	100-2600	440	
18261	43929S	3308 CDW-GOVERNMENT INC.	2,643.66					
1		JNV6156 07/21/17 Plotter	2,643.66	9347	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-						
18262	43939S	157 HARDWARE HANK	575.00					
1		95801 07/28/17 18 cu ft Maytag freezer	575.00	9341	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-660-						
18264	43935S	5042 DR. KEN STUKER	150.00					
1		17-74 08/02/17 OPEB Liability	150.00		201	100-2500	330	
18265	43956S	4639 WEX BANK	267.53					
1		50709273 07/31/17 Admin Fuel	85.75		201	100-2300	582	
2		50709273 07/21/17 Custodial Fuel	181.78*		201	100-2600	624	

09/15/17  
17:08:20

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 8/17

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
18266	43922S	899 360* OFFICE SOLUTIONS	22.20					
1		144684-0 07/27/17 Envelope Moistener	22.20	9320	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
18268	43928S	394 BURDICKS LOCKSMITH	125.00					
1		6022A 07/10/17 Locksmith	125.00	9331	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
18269	43933S	3035 CROWN TROPHY OF HELENA	30.00					
1		15107 08/16/17 Engrave knife and leatherman	30.00		201	100-2300		800
18270	43930S	4827 CITI BUSINESS VISA-Costco	17.07					
1		35110G 08/16/17 Pretzels	17.07		201	100-2300		800
18272	43955S	1645 VERIZON WIRELESS	70.04					
1		9790452867 08/05/17 July Bill	40.02*		201	100-2100		531
2		9790452867 08/05/17 August Bill	30.02*		201	100-2100		531
18273	43931S	2717 CITY OF BOULDER	1,312.00					
1		08/03/17 Water	546.56*		201	100-2600		421
2		08/03/17 Sewer	765.44*		201	100-2600		421
18276	43926S	3571 B & H PHOTO	5,335.00					
1		129760122 08/09/17 PRO TOOLS 12.7 SOFTWARE	2,490.00	9307	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-680-						
2		129767433 08/09/17 projector & chromebooks	2,845.00*	9358	228	100-1000		660
18278	43940S	4672 ITC INFORMATION TECHNOLOGY CORE	10,168.00					
1		HDW-128065 08/07/17 Memory upgrade	10,168.00	9349	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-						
18280	43938S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00					
1		380 07/31/17 8 yd 2x weekly	155.00*		201	100-2600		431
18282	43937S	792 ECKROTH MUSIC	122.00					
1		M2768456 08/02/17 Repairs	122.00*		201	100-1470		610
18284	43923S	4538 ALLTEMP HEATING AND COOLING, INC.	207.50					
1		5865 06/13/17 replace bad pump	207.50*		201	100-2600		440
18285	43951S	4370 STURDEVANT, DANIEL	65.00					
1		08/03/17 MCA registration	65.00*		201	720-3500		582

09/15/17  
17:08:20

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 8/17

Page: 3 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
18286	43932S	4633 COMMERCIAL ENERGY OF MT INC.	8.47						
1		NWE043234 08/01/17 Gas on NWE system	7.59*		201	100-2600		411	
2		NWE043235 08/01/17 Gas on NWE system	0.88*		201	100-2600		411	
18287	43930S	4827 CITI BUSINESS VISA-Costco	3,159.00						
1		D940Q 07/28/17 Tricycle	3,159.00	9359	215	999		249	
		RIFTON EQUIPMENT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -361-1000-660-249							
18288	43931S	2717 CITY OF BOULDER	97.97						
1		08/03/17 Water fir Tennis Courts	34.16*		201	100-2600		421	
2		08/03/17 Sewer for Tennis Courts	47.84*		201	100-2600		421	
3		08/03/17 Water for Outdoor	15.97*		201	100-2600		421	
18289	43930S	4827 CITI BUSINESS VISA-Costco	199.00						
1		314401 08/17/17 regular ed supplies	199.00	9366	201	999			
		CITI VISA- BUSINESS-Costco							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
18290	43945S	4786 MC Mastercard	1,355.52						
1		Mthel20740 08/11/17 Drill set	129.99*		201	100-2600		615	
2		3022989 06/28/17 SEWING SUPPLIES	361.86	9293	201	999			
		NANCY'S NOTIONS							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		JRN1#72269 07/29/17 Drama supplies	58.21*		215	100-1142		610	22
4		2027996 07/30/17 Drama supplies	91.17*		215	100-1142		610	22
5		07/25/17 Marionettes	48.74*		215	100-1142		660	22
6		07/25/17 marionettes	665.55*		201	100-1141		660	
18291	43930S	4827 CITI BUSINESS VISA-Costco	75.00						
1		6693 08/16/17 Chip and Dip Plate	75.00		201	100-2300		800	
18292	43934S	1055 DAILEY, GREG	150.00						
1		5793-16 08/15/17 Piano Tunings	150.00		201	100-1470		440	
18293	43945S	4786 MC Mastercard	398.50						
1		8797036 07/21/17 headphones/panel	38.73*		228	100-1000		610	
2		2224251 07/05/17 rep.screen/keyboard	111.48	9322	228	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-615-							
4		8797036 07/21/17 headphones, panel,	227.00*	9354	228	100-1000		610	
		AMAZON.COM							
5		180505 07/10/17 cable ties, clamp	21.29*		228	100-1000		610	

09/15/17  
17:08:20

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 8/17

Page: 4 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
18294	43954S	5045 TRUZZOLINO TAMALES	247.60					
1		128276 08/22/17 Prof dev meal	247.60		201	100-2300	800	
18295	43957S	5046 WORLD MUSEUM OF MINING	348.00					
1		000060 08/22/17 Prof dev tour	348.00*		201	100-2300	321	
18296	43927S	3866 BLICK ART MATERIALS	14.38					
1		8042808 08/12/17 scissors, glaze, erasers	14.38	9261	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
18298	43944S	5014 MAHUGH FIRE SUPPRESSION	3,672.00					
1		73911 hood fire suppression	3,500.00	9329	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
2		73911 hood fire suppression	172.00*		201	100-2600	615	
18300	43947S	1737 NORTHWESTERN ENERGY	2,395.15					
1		08/01/17 gas	89.77*		201	100-2600	411	
2		08/01/17 electric	2,011.32*		201	100-2600	412	
3		08/01/17 gas tax	289.39*		201	100-2600	411	
4		08/01/17 electric tax	4.67*		201	100-2600	412	
18301	43943S	4629 LAYNG, CLINT	65.00					
1		553 coaches clinic	65.00*		201	720-3500	582	
18302	43942S	4700 KLASS, KARSON	65.00					
1		24 coaches clinic	65.00*		201	720-3500	582	
18303	43948S	5021 PACIFIC SOURCE HEALTH PLANS	1,079.69					
1		1722600015 08/25/17 Insurance - Hohenthal	694.44*		201	100-1000	260	
2		1722600015 08/25/17 Insurance - Hohenthal resp	385.25		289	675		
18304	43952S	4854 SUNLIFE FINANCIAL	114.51					
1		Sept17 08/21/17 Dental, vision - Hohenthal res	114.51		289	676		
18306	43924S	5048 AMERICAN FIDELITY ASSURANCE (FLEX)	83.33					
1		08/13/17 Sandoval reimb	83.33		289	675		
18307	43925S	5049 AMERICAN FIDELITY ASSURANCE (INS)	74.60					
1		Sept 2017 08/25/17 Sandoval ins reimb	74.60		289	675		
		<b># of Claims</b>	<b>42</b>					
		<b>Total:</b>	<b>64,122.36</b>					

64,122.36



09/15/17  
17:08:20

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 8/17

Page: 5 of 5  
Report ID: AP110

---

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND 101	\$54,364.05
215 HIGH SCHOOL MISC PROGRAMS FUND 101	\$3,357.12
228 TECHNOLOGY FUND 101	\$5,743.50
289 RETIREE/COBRA INSURANCE FUND 101	\$657.69
<b>Total:</b>	<b>\$64,122.36</b>

09/15/17  
17:08:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/17

Page: 1 of 9  
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	
18308	43965S	734 DOOR AND HARDWARE UNLIMITED	30.00						
1		033498 08/24/17 Padlock for large shop do	30.00*	9371	201	100-2600	615		
18309	43982S	5053 STOREY JR, DARREL MAYNARD	84.47						
1		08/28/17 Football Ref	84.47*		215	720-3500	340	720	
18310	43981S	5052 RYAN, WILLIAM PATRICK	44.48						
1		08/28/17 Football Ref	44.48*		215	720-3500	340	720	
18311	43974S	4901 KINZLE, JON	44.48						
1		08/28/17 Football Ref	44.48*		215	720-3500	340	720	
18312	43978S	4929 O'BRIEN, JOHN	44.48						
1		08/28/17 Football Ref	44.48*		215	720-3500	340	720	
18313	43958S	4049 AMAZON.COM	69.99						
1		1605815 08/30/17 headphones	69.99	9237	215	999		244	
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244							
18314	43963S	4827 CITI BUSINESS VISA-Costco	507.43						
1		304257 08/30/17 PE items for fitness- gopher	507.43	9235	215	999		244	
		GOPHER SPORT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244							
18317	43979S	3537 PALOS SPORTS	2,141.99						
1		265142-02 08/15/17 PE supplies	2,141.99	9303	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-							
18318	43963S	4827 CITI BUSINESS VISA-Costco	191.15						
1		3492622 08/24/17 READING supplies	191.15*	9373	215	474-1000	640	244	
		RAINBOW RESOURCE CENTER							
18319	43984S	4837 TURNITIN, LLC	1,685.00						
1		in11130087 08/24/17 plagerism software	1,685.00	9290	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
18320	43960S	385 BOULDER MONITOR & JEFFERSON CO.	101.40						
1		00021954 08/29/17 budget ad	5.00*		201	100-2500	540		
2		00021954 08/29/17 sports meeting ad	5.00*		201	720-3500	540		
3		00021954 08/29/17 policy position ad	25.40*		201	100-2300	540		
4		00021954 08/29/17 Custodian ad	27.80*		201	100-2300	540		
5		00021954 08/29/17 Para ad	38.20*		201	100-2300	540		

09/15/17  
17:08:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/17

Page: 2 of 9  
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	
18321	43963S	4827 CITI BUSINESS VISA-Costco	108.82						
1		49131g 08/16/17 storage items	28.94*		201	100-2600	610		
2		49131g 08/16/17 welcome back stuff	55.53		201	100-2300	800		
3		35309g 08/02/17 labels/tape	24.35		201	100-2500	610		
18322	43964S	4935 CITI VISA- BUSINESS-Costco	169.00						
1		144649 06/23/17 shipping for reading items	169.00*		215	474-1000	610	244	
18323	43964S	4935 CITI VISA- BUSINESS-Costco	801.87						
1		288579502 07/18/17 lodging	180.00	9209	215	999		236	
2		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-582-236 288579502 07/18/17 ASBO lodging	621.87*		215	100-2500	582	777	
18324	43968S	5055 FEDERAL LICENSING, INC.	119.00						
1		ORDER FORM 09/01/17 FCC rules regulations	119.00*		201	100-2300	610		
18325	43983S	764 TERNES, DAVE	65.00						
1		278 08/01/17 Coaching clinic	65.00*		201	720-3500	582		
18326	43959S	4878 ANNETTE SMITH ELECTRIC INC	4,868.00						
1		708 08/26/17 Wiring for new bleachers	2,980.00	9249	201	999		910	
2		PO Accounting (Org/Prog/Func/Obj/Proj: -100-4600-725-910 708 08/26/17 wiring for bleachers	480.00*		201	100-2600	440		
3		710 08/26/17 projector,bleachers,kitchen	1,208.00*		201	100-2600	440		
4		709 08/26/17 moved fire alarm for bleachers	200.00*		201	100-2600	440		
18327	43972S	4674 IMPACT	435.00						
1		20172576 07/29/17 1 year subscription	435.00*		201	720-3500	810		
18328	43962S	2152 CENTURY LINK	151.56						
1		August 08/13/17 Phone use	151.56*		201	100-2400	531		
18329	43975S	1451 L & P GROCERY	12.75						
1		01-359596 08/29/17 FCS groceries	12.75*	9382	201	390-1710	610		
18331	43973S	3653 JOE'S PIZZA	115.75						
1		343420 08/29/17 pizza for staff for open	115.75*	9380	201	100-2400	610		
18332	43961S	4738 BOULDER RIVER PIZZA	73.10						
1		41620 08/29/17 subs for staff for open h	73.10*	9381	201	100-2400	610		
18333	43975S	1451 L & P GROCERY	235.98						
1		02-242373 08/29/17 freshmen orientation	235.98*		201	100-2400	610		

09/15/17  
17:08:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/17

Page: 3 of 9  
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	
18334	43975S	1451 L & P GROCERY	27.26						
1		01-353793 08/22/17 teacher orientation	27.26		201	100-2300	800		
18335	43977S	1650 MEADOW GOLD GREAT FALLS	172.15						
1		40018111 08/21/17 Milk	86.16*		201	910-3100	630		
2		60203838 08/24/17 milk	64.00*		201	910-3100	630		
3		432299 08/31/17 milk	72.62*		201	910-3100	630		
4		60202959 05/25/17 milk credit	-50.63*		201	910-3100	630		
18336	43966S	781 EAGLE GLASS	100.00						
1		170812 08/12/17 Tempered glass	100.00*	9379	201	100-2600	615		
18337	43971S	4524 HELENA HARDWOODS	180.34						
1		54390 06/13/17 woods for summer class	180.34*		215	427-1000	610	250	
18338	43976S	4498 LERUM AUTO	20.00						
1		08/18/17 Tire repair toyota	20.00*		201	100-2600	440		
18339	43967S	3698 EVERGREEN IRRIGATION	2,600.00						
1		08/31/17 sprinkler system by pool	2,600.00	9334	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
18340	43964S	4935 CITI VISA- BUSINESS-Costco	75.00						
1		89333333 07/21/17 reservation cancellation	75.00		201	100-2500	582		
18341	43969S	157 HARDWARE HANK	29.98						
1		96403 08/25/17 Biology Supplies	29.98	9294	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
18342	43979S	3537 PALOS SPORTS	445.17						
1		265142.01 08/21/17 PE supplies	445.17	9303	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-							
18343	43980S	4557 ROCKLER WOODWORKING AND HARDWARE	192.41						
1		4671382 08/25/17 sawstop dado brake	178.00	9255	215	999		236	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-236							
2		4671382 08/25/17 shipping	14.41	9255	215	999		236	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-236							
18344	43970S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	704.86						
		Current 16,499.05 - 15,794.19 overpayment ljc							
1		Sept 17 09/01/17 Route less overpayment	704.86*		210	100-2700	513		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
18345	43964S	4935 CITI VISA- BUSINESS-Costco	471.33						
1		112 08/11/17 FCS groceries	471.33	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
18346	43963S	4827 CITI BUSINESS VISA-Costco	102.98						
1		08/11/17 years of service gifts	102.98		201	100-2300		800	
18347	43969S	157 HARDWARE HANK	540.78						
1		94837 06/09/17 particulate respirator	25.19*		201	100-2600		615	
2		94662 06/02/17 paint supplies	77.41*		201	100-2600		610	
3		94921 06/14/17 ear plugws	4.90*		201	100-2600		610	
4		94937 06/14/17 duct tape	19.96*		201	100-2600		610	
5		94983 06/16/17 paint sheet	11.99*		201	100-2600		610	
6		95103 06/22/17 sprayer etc.	22.46*		201	100-2600		615	
7		95273 06/30/17 bulbs	21.98*		201	100-2600		615	
8		95027 06/19/17 returned sheet bought glue	-3.01*		201	100-2600		610	
9		95380 07/07/17 spray paint	5.99*		201	100-2600		610	
10		95379 07/07/17 spray paint return	-5.99*		201	100-2600		610	
11		95378 07/07/17 sea foam spary paint	17.98*		201	100-2600		610	
12		95515 07/13/17 trimmer,battery,oil	39.43*		201	100-2600		610	
13		95588 07/17/17 caution tape	5.49*		201	100-2600		610	
14		95689 07/21/17 kneepads	33.98*		201	100-2600		615	
15		96029 08/08/17 bondo filler	11.99*		201	100-2600		610	
16		96099 08/11/17 floor paint	77.98*		201	100-2600		610	
17		96100 08/11/17 paint shield	6.99*		201	100-2600		615	
18		96149 08/14/17 o rings	2.78*		201	100-2600		610	
19		96127 08/14/17 paint supplies	36.96*		201	100-2600		610	
20		96172 08/15/17 screws	5.37*		201	100-2600		610	
21		96228 08/17/17 rug doctor	21.99*		201	100-2600		610	
22		96278 08/18/17 carpet cleaner	43.98*		201	100-2600		610	
23		96435 08/28/17 fence post driver	29.99*		201	100-2600		615	
24		96493 08/31/17 rope	24.99*		201	100-2600		610	
18348	44016S	4557 ROCKLER WOODWORKING AND HARDWARE	74.58						
1		4688588 09/06/17 sawstop blade brake	69.00	9255	215	999		236	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-236							
2		4688588 09/06/17 sawstop blade brake	5.58*		201	390-1641		615	
18349	43986S	4326 ACELLUS LEARNING SERVICES	3,000.00						
1		54371 09/07/17 acellus course license	3,000.00*		215	427-1000		681 250	
18350	44018S	2366 SIMPLEXGRINNELL	484.47						
1		79656255 09/01/17 maintenance agreement	484.47*		201	100-2600		440	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
18353	44001S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00					
1		465 09/01/17 garbage	155.00*		201	100-2600	431	
18354	44006S	3374 J.W.PEPPER & SON, INC.	45.00					
1		03534131 09/06/17 music selections	45.00*	9372	201	100-1470	610	
18355	43990S	394 BURDICKS LOCKSMITH	584.00					
1		6106A 08/08/17 control box installation	584.00	9331	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
18356	43989S	321 BRUCO, INC	572.34					
1		363911 09/06/17 repairs	143.00*		201	100-2600	440	
2		363905 09/06/17 maint. parts	429.34*		201	100-2600	615	
18360	44017S	4914 SCHMAUS, BRIAN G	95.37					
1		09/01/17 Football Ref	95.37*		215	720-3500	340	720
18361	44011S	5057 NOEM, WAYNE ALAN	66.48					
1		09/01/17 Football Ref	66.48*		215	720-3500	340	720
18362	44010S	5058 MERRICK, JOSEPH	66.48					
1		09/01/17 Football Ref	66.48*		215	720-3500	340	720
18364	44020S	5059 WILKE, RANDOLPH	66.48					
1		09/01/17 Football Ref	66.48*		215	720-3500	340	720
18365	44002S	5060 HAUER, DERRICK	66.48					
1		09/01/17 Football Ref	66.48*		215	720-3500	340	720
18366	43994S	4935 CITI VISA- BUSINESS-Costco	148.05					
1		55521g 09/12/17 FCS groceries	42.13	9301	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2		59336g 09/08/17 FCS groceries	105.92	9301	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
18367	43992S	5011 CAPITAL TRAILER AND EQUIPMENT	5,600.00					
1		8129 09/06/17 Snow plow / installed	5,600.00	9314	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-730-						
18368	44007S	1451 L & P GROCERY	101.86					
1		02-252193 09/12/17 lab groceries	9.98	9289	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-						
2		01-369870 09/13/17 FCS groceries	91.88*	9382	201	390-1710	610	

09/15/17  
17:08:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/17

Page: 6 of 9  
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
18369	43993S	4967 CENTURY LINK	1,478.06					
1		1419043625 09/03/17 Internet bandwidth	1,478.06*		228	100-1000	530	
18371	44003S	4329 HUBLEY, JOHN	600.00					
1		1008 09/11/17 E-rate consulting	600.00*		201	100-1000	321	
18372	44005S	4672 ITC INFORMATION TECHNOLOGY CORE	2,377.10					
1		HDW-126505 03/20/17 licenses	2,377.10*		228	100-1000	681	
18373	43988S	4538 ALLTEMP HEATING AND COOLING, INC.	255.00					
1		6135 09/08/17 boiler maintenance	255.00*		201	100-2600	440	
18374	43985S	899 360* OFFICE SOLUTIONS	2,483.74					
1		150625-0 09/07/17 chairs	1,341.00	9360	215	999		249
2		PO Accounting (Org/Prog/Func/Obj/Proj: -361-1000-660-249						
1		150625-0 09/07/17 chairs	1,142.74	9360	215	999		244
2		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244						
18375	44006S	3374 J.W.PEPPER & SON, INC.	343.70					
1		03532348 08/25/17 music selections	343.70*	9372	201	100-1470	610	
18376	44013S	5015 PRIMEX INC.	7,985.81					
1		us 64386 06/30/17 Bell system upgrade	7,985.81	9337	201	999		
2		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-730-						
18377	43995S	2717 CITY OF BOULDER	1,409.97					
1		August 17 09/06/17 Water	546.56*		201	100-2600	421	
2		August 17 09/06/17 Sewer	765.44*		201	100-2600	421	
3		August 17 09/06/17 water tennis	34.16*		201	100-2600	421	
4		August 17 09/06/17 sewer tennis	47.84*		201	100-2600	421	
5		August 17 09/06/17 water outdoor classroom	15.97*		201	100-2600	421	
18378	44019S	5016 WATCHMINDER	309.00					
1		8952 08/31/17 5 Watch minders and charg	300.00	9338	201	999		
2		PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610-						
1		8952 08/31/17 shipping	9.00*		201	280-1000	660	
18379	44008S	4498 LERUM AUTO	69.70					
1		09/06/17 Suburban maintenance	69.70*		201	100-2600	440	
18380	43996S	4633 COMMERCIAL ENERGY OF MT INC.	183.96					
1		NWE043872 09/05/17 gas	0.88*		201	100-2600	411	
2		NWE043871 09/05/17 gas	183.08*		201	100-2600	411	

09/15/17  
17:08:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/17

Page: 7 of 9  
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	
18381	43985S	899 360* OFFICE SOLUTIONS	947.54						
1		137200-1 07/06/17 markers,push pins	9.90	9285	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-							
2		137200-2 07/04/17 markers,push pins	9.75	9285	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-							
3		137289-0 06/30/17 poster board, markers	25.00	9321	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1571-610-							
4		137289-0 06/30/17 front office supplies	56.00	9320	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		137441-2 07/06/17 front office supplies	20.34	9320	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		137441-1 07/04/17 front office supplies	167.22	9320	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		137441-0 06/30/17 front office supplies	504.70	9320	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		137455-0 06/30/17 Biology supplies	154.63	9319	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
18382	44004S	1250 INDEPENDENT RECORD	392.70						
1		20699223 08/27/17 para ad	392.70*		201	100-2300		540	
18383	44000S	1002 GENERAL DISTRIBUTING	304.50						
1		567108 08/30/17 grinding wheels, blades,	104.50	9267	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
2		567170 08/30/17 gasses	200.00	9271	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
18384	43997S	631 CRESCENT ELECTRIC SUPPLY CO.	198.42						
1		s503981431 08/23/17 flourescent bulbs	198.42*	9369	201	100-2600		610	
18385	43998S	859 EPES SOFTWARE, INC.	126.00						
1		11422 08/30/17 Activities accounting program	126.00*		201	100-2400		681	
18388	43999S	5061 FOLEY, MIKE	144.47						
1		08/31/17 VBALL Ref	144.47*		215	720-3500		340 720	
18389	44015S	5063 RIES, JOHN	140.88						
1		08/31/17 VBALL Ref	140.88*		215	720-3500		340 720	
18390	43991S	5062 BURGMAN, DALE	116.88						
1		08/31/17 VBALL Ref	116.88*		215	720-3500		340 720	



09/15/17  
17:08:46

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/17

Page: 8 of 9  
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	
18391	44014S	4582 REDROCK SPORTING GOODS	1,289.95						
1		20292 09/01/17 volleyball ladder&pole co	1,239.95*	9367	215	720-3500	660	111	
2		20292 09/01/17 volleyball ladder&pole co	50.00*		201	720-3500	660		
18392	43987S	4836 ALAMO PRISM COMMUNICATIONS LLC	1,214.00						
1		10246 02/06/17 phone system license	1,214.00	9179	228	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
18393	44012S	1737 NORTHWESTERN ENERGY	3,707.92						
1		09/05/17 electric	2,921.01*		201	100-2600	412		
2		09/05/17 natural gas	270.75*		201	100-2600	411		
3		09/05/17 electric tax	442.31*		201	100-2600	412		
4		09/05/17 gas tax	73.85*		201	100-2600	411		
18394	44009S	1650 MEADOW GOLD GREAT FALLS	150.16						
1		433942 09/14/17 milk	86.16*		201	910-3100	630		
2		433033 09/07/17 milk	64.00*		201	910-3100	630		
18395	44006S	3374 J.W.PEPPER & SON, INC.	531.00						
1		03532192 08/24/17 music selections	531.00*	9372	201	100-1470	610		
		<b># of Claims</b> 76	<b>Total:</b> 55,650.01						
			55,650.01						

09/15/17  
17:08:47

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 9/17

Page: 9 of 9  
Report ID: AP110

---

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$39,989.68
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$704.86
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$9,886.31
228 TECHNOLOGY FUND	
101	\$5,069.16
<b>Total:</b>	<b>\$55,650.01</b>