

**AGENDA**  
**REGULAR MEETING OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**  
**\* 6:30 p.m. June 21, 2011 \***

**Jefferson High School Library**

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

**A. Call to order-Chairperson**  
**1. Pledge of Allegiance**

**B. Consent Agenda** Approval of Previous Minutes and High School Claims and Accounts

**C. Announcements and Public Comment.** THE BOARD WELCOMES AND ENCOURAGES PUBLIC COMMENT. ANYONE WISHING TO ADDRESS THE BOARD IS ENCOURAGED TO DO SO WITH THESE STIPULATIONS:

1. The Board may limit the amount of time for comment if they become extensive.
2. If the speaker begins to infringe on the right to privacy of another, the Board may interrupt and end the comments on that issue.
3. Even if the comments are entirely appropriate, the Board will not take any action on them at this meeting. To insure that others who want to address the same issue have the opportunity to do so, the item may be placed on the agenda of a future meeting.

**D. Communication and Comments.**

1. Letters to the Board - Wilverding,  
VanDuynhoven, Eckman  
MT Quality Education Coalition
2. Student Report
3. Staff Presentations

**E. Committee Reports.**

1. Negotiations/Personnel – A. Erickson, P. Lewis, S. Senechal
2. Policy/Handbook – P. Lewis, S. Steketee, L. Bryant
3. Budget/Insurance/Investments – D. Lorenzen, S. Senechal, K. Jackson
4. Building/Grounds/Transportation – K. Jackson, A. Erickson
5. Teaching/Learning – S. Steketee, D. Lorenzen, L. Bryant

**F. Unfinished Business**

1. RIF - Art Position
2. Roof
3. Golf

**G. Reorganization of the Board of Trustees – Action**

1. Board position appointment – MT City Area Representative
2. Committee Appointments

**H. New Business.**

1. Transportation Contracts
2. Spanish 101 – proposed trip
3. Workers' Comp quote
4. Outside websites with JHS information
5. Surplus – 25 Dell GX270 Computer Towers w/keyboards
6. Resignation – Board member
7. Policy 1st reading – Open Gym
8. Personnel
  - a. Substitute Applications
  - b. Sports Evaluations/Recommendations
  - c. Coaching Vacancies
  - d. Administrative Contracts
  - e. Approval of 2011-12 Classified Personnel
  - f. Approval of 2011-12 Certified Personnel

**I. Commendations and Recognition**

**J. Clerk's Report**

1. Budget Management Report
2. Actuarial and MD&A Report

**K. Superintendent's Report**

1. AD Report

**L. Follow-up/Adjournment**

Publicizing correlates as more work is done

**NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. TUESDAY, July 19, 2011 – Jefferson High School**  
BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY OF THE MONTH PRIOR TO THE BOARD MEETING.

**Board Objectives**

Goals submitted by the board members are as follows:

- Foster community spirit.
- Build teacher relationships.
- Increase attendance of board members at teacher meetings.
- Finish meetings before 9:00 p.m.

**School Goals:**

1. Increase math scores
2. Increase reading scores
3. Design and implement a culture of academic excellence at Jefferson High School.

**Seven Correlates of Effective Schools**

1. **Instructional Leadership**  
Administrative Structure  
Best practices
2. **Clear and Focused Mission**  
Plan the Work and Work the Plan  
Recruiting and staff development strategies  
Maximize the potential of each student  
Comprehensive individualized student school and career planning
3. **Safe and Orderly Environment**  
Buildings and Grounds  
Anti-Bullying
4. **Climate of High Expectations**  
High Student Activity participation  
Every student can and will learn if given the resources
5. **Frequent Monitoring of Student Progress**  
Student Performance (in math and in reading)
6. **Positive Community-School Relations**  
District Enrollment  
Serviced Learning
7. **Opportunity to Learn and Student Time on Task**  
Technology (already done)  
Bell-to-bell instruction  
Monitoring attendance

*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.*



MINUTES

Jefferson High School Dist. 1  
Regular Meeting

June 21, 2011  
JHS Library

Board members present:

Stan Senechal  
Lynne Bryant

Kathy Jackson

Sabrina Steketee

Pat Lewis

Administrators present:

James Whealon, Superintendent

Loric Carey, Business Manager

Visitors: Tim Fitzpatrick (MTSBA), Kyle Eckmann, Victoria Foster, Laura Butler, Denise Brunett, Neil Brunett, Rebecca Wacker, Greta Wacker, Mariah Carey, Brandon Kosola, Jan Anderson

CALL BOARD TO ORDER

Ms. Jackson called the meeting to order at 6:35 p.m. The pledge was said.

CONSENT AGENDA

Ms. Lewis moved to approve the minutes from the previous meetings. Ms. Bryant seconded the motion which passed unanimously. Mr. Senechal moved to accept claims and accounts. Ms. Lewis seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

COMMUNICATIONS AND COMMENTS

**Letters to the Board.** A letter from Caylob Wilverding thanking the board for the opportunity to attend JHS for the remainder of his Junior year, was received. Letters in support of the art program from Joan VanDuyhoven and Sarina Eckman were received. MT Quality Education Coalition. Ms. Steketee updated the board on some of the circumstances surrounding the activities of MQEC.

**Student Council Report.** Rebecca Wacker reported on her experience at HOBY, Brandon Kosola shared his experience at Boys' State, and Mariah Carey added her experience at Girls' State.

**Staff Presentation** – Ms. Piccolo submitted a written wrap-up of the Service Learning project. Ms. Foster presented information concerning a Spanish trip to Costa Rica during the month of March. The kids would be in class from 8-12 each morning. Afternoons would have activities planned as well. The students would be required to speak Spanish the entire time. Ms. Foster was asking that the students get excused absences and she be allowed to use professional leave time. Ms. Steketee moved that the students get excused absences and Ms. Foster would be allowed to use professional leave time for the trip. Ms. Bryant seconded the motion which passed unanimously.

UNFINISHED BUSINESS

**RIF.** Mr. Senechal reported that the budget committee had met to see if there was any way possible to save the art program in its entirety for 1 year. The committee recommended that OTO Indian Education money will be used for that purpose. The committee will expect a few slight changes i.e. digital photography and graphic design, as well as changes to the art class names indicating that the classes cover Indian Art skills. Ms. Dawson just returned from Great Falls from a technology workshop so is prepared to make those changes. Ms. Butler thanked the budget committee for making the effort to review the budget. Ms. Steketee thanked Ms. Carey and Mr. Whealon for their efforts as well. Ms. Bryant moved to reinstate the art program to full-time for the 2011-12 year. Ms. Steketee seconded the motion which passed unanimously.

**Roof.** The contractors have moved some of their equipment in and look to be ready to begin soon on the art room. The roof over the weight room and wrestling room s is the next roof on which the school will be receiving bids. The walk-through will be held June 27. The estimate is about \$26,000. The French Drain also needs work. The sidewalks on the north side are all too low. Ms. Jackson asked if pervious concrete would be appropriate for these. The bus driveway also needs improvement. Ms. Jackson will ask Buster Bullock to come review the parking lot for improvements.

**Golf.** Tabled until July.

COMMITTEE REPORTS

**Negotiations/Personnel.** Ms. Lewis stated the committee hadn't met with each of the administrative staff. Mr. Senechal suggested that Mr. Whealon contact each one and bring a recommendation to the committee. Mr. Whealon will contact the committee after he meets with each.

**Policy/Handbook.** Policies are now up-to-date and on the MTSBA website. The only place that these policies will be updated is the MTSBA website with links from JHS website.

**Budget/Insurance/Investments.** Reported above.

**Building/Grounds/Transportation.** Reported above.

**Teaching/Learning.** Didn't meet. A priority list will be developed for 2011-12.

ELECTION CANVASS

**Appointment of New Members.** A letter of interest was received from Kyle Eckmann. Ms. Bryant moved to accept the request of Mr. Eckmann to be a member of the board for the MT City area representative. Mr. Senechal seconded the motion which passed unanimously. Ms. Butler asked what the process was to express concerns about the appointment of any particular board member.

**Committee Appointments.** Ms. Lewis reviewed the policy concerning the formation of committees. Committee members were appointed as follows:

Negotiations/Personnel: P. Lewis, S. Senechal

Policy/Handbook: P. Lewis, S. Steketee, L. Bryant

Budget/Insurance/Investments: S. Senechal, K. Jackson, K. Eckmann

Building/Grounds/Transportation: K. Jackson, K. Eckmann

Teaching/Learning: S. Steketee, L. Bryant

When the Clancy area representative is appointed, further committee assignments will be made.

NEW BUSINESS

**Transportation Contracts.** Mr. Senechal moved to approve the transportation contracts. Ms. Bryant seconded the motion which passed unanimously.

**Spanish 101 proposed trip.** Addressed above.

**Worker's Comp Quote.** Tim Fitzpatrick presented information about Workers' Compensation Renewal. New legislation allowed quotes to be reduced. The quote submitted was about 35% less than the previous year. He also reviewed the benefits offered by the program, those in which JHS participates and those of which JHS currently doesn't take advantage. State Fund doesn't provide many if any of these benefits.

**Outside Websites with JHS Information.** Mr. Lutkehus shared with Mr. Whealon that many outside websites own any data that is submitted on a particular website. Mr. Lutkehus had contacted Ms. Steketee to see who "owned" the data that was placed for reviewing policies. Currently Ms. Steketee uses a site through her business for this work-in-progress. It was kind of an experiment to see if it would be helpful for development of policies. Tabled until July.

**Surplus property. 25 Dell GX270 Computer Towers w/keyboards** Ms. Steketee moved to dispose of the surplus property. Mr. Senechal seconded the motion which passed unanimously.

**Resignation – board member.** Mr. Senechal moved to accept the resignation of Diane Lorenzen. Ms. Lewis seconded the motion which passed unanimously. Years of service plaques will be purchased. (SX7)

**Policy 1<sup>st</sup> reading. Open Gym. Policy 4330.** Form 1 Use Agreement. Form 2 Rules and Regulations. Insurance Requirement form. Supervisor Checklist. Recommendation that handbooks be updated to refer to the policy rather than have each handbook state procedures. Permanent posting for the use of the facilities. Mr. Senechal moved to approve the policy draft as the 1st reading. Ms. Steketee seconded the motion which passed unanimously.

**Personnel. Substitute Applications.** None.

**Sports Evaluations/Recommendations.** Mr. Sturdevant submitted his report for the football interviews and recommendations. The committee of Mr. Whealon, Mr. Sturdevant, Mr. Matt Allen, and Ms. Bryant recommended Mr. Clint Layng as Head Football Coach and Mr. Daryl Mikesel and Mr. Josh Armstrong as assistants. Mr. Senechal moved to accept the recommendation of the football coaches. Ms. Bryant seconded the motion which passed unanimously.

The tennis coaches, Ms. Donna Miller and Ms. Nikki LaRue, have submitted their resignations due to personal reasons.

The volleyball program is in need of a third coach due to the number of participants. Mr. Sturdevant presented a drawing of a proposal to improve the front of the building. Mr. Ramey has expressed interest in working on this project with his construction class. He stated that it would cost about \$10,000 for the materials. Mr. Senechal suggested that the west side be fairly solid to prevent snow from piling up. Members suggested that translucent panels be used in the roof to lighten it up. Mr. Sturdevant asked the board to give him approval to raise the funds to improve the front entrance. It was placed on the agenda for July.

**Coaching vacancies.** Addressed above.

**Administrative Contracts.** Addressed above.

**Approval of 2011-12 Classified Personnel** Mr. Senechal moved to approve Linda Allen, Cathy Carey, Laura Butler, Frank Williams, Don Morgado, Paul Petroff, and Matt Kosola as classified personnel. Ms. Steketee seconded the motion which passed unanimously.



**Approval of 2011-12 Certified Personnel** Mr. Senechal moved to approve Matt Allen, Becky Bruce, Samantha Humphrey, Cathy Carey, David Ramey, Fritz Bieler, Jessie Collins, RaeCille Dawson, Rex Sonsteng, Victoria Foster, Charles Garnaas Michael Hesford, Dave Hohenthal, Mark Kelly, Steve McCauley, Jennifer Nardiello, Linda Piccolo, Dave Ternes, Tanya Getten, and Bob Ekblom as certified personnel. Ms. Steketee seconded the motion which passed unanimously.

COMMENDATIONS AND RECOGNITIONS

Mr. Erickson & Ms. Lorenzen – service on school board.

CLERK'S REPORT

Presented in written form.

SUPERINTENDENT'S REPORT

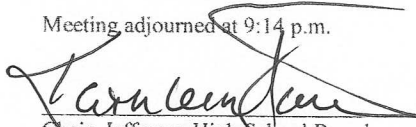
Mr. Whealon had given his "Friday Notes" for his report.

AGENDA ITEMS FOR FOLLOWING MEETING

MQEC membership  
Policy 2<sup>nd</sup> reading. Policy 4330 Open Gym.  
Golf  
Outside Websites with JHS Information  
Improvements of the front entrance

ADJOURNMENT

Meeting adjourned at 9:14 p.m.

  
Chair, Jefferson High School Board

  
Clerk, Jefferson High School Board

Negotiations/Personnel: P. Lewis, S. Senechal  
Policy/Handbook: P. Lewis, S. Steketee, L. Bryant  
Budget/Insurance/Investments: S. Senechal, K. Jackson, K. Eckman  
Building/Grounds/Transportation: K. Jackson, K. Eckman  
Teaching/Learning: S. Steketee, L. Bryant

05/05/11  
11:28:31

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/11

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Report ID: AP100

Over spent expenditure

Line #	Warrant	Vendor #/Name	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount					
13108	4234 WELLS FARGO FINANCIAL LEASING	168.75					
1	6765578090 04/18/11 front office copier	168.75*			201	100-1000	840
13109	4253 T.E.S.T.	50.00					
1	6697 04/26/11 10/11 taglit report	50.00	6880	228	100-1000	682	
13110	3374 J.W.PEPPER & SON, INC.	209.99					
1	3286715 04/27/11 music selections	209.99	6503	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13111	3766 ACADIA HEALTHCARE	2,875.20					
1	4872769 05/02/11 altacare	2,875.20*		215	280-1000	330 524	
13112	4510 CROSSMAN WHITNEY GRIFFIN PC	7,606.63					
1	2011115 04/27/11 art room roof architect	7,606.63*		201	100-2600	440	
13113	1451 L & P GROCERY	0.55					
1	1305020503 05/03/11 teacher appreciation	0.55		201	100-2300	800	
13114	4506 LINDSAY DRILLING	3,200.00					
	60684 04/26/11 Pump repair	3,200.00*	6878	201	100-2600	440	
	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	2,534.86					
	04/01/11 athletic	1,157.52		201	720-3500	582	
2	04/01/11 activity	1,235.43		201	710-3400	582	
3	04/01/11 activity down time	64.00		201	710-3400	582	
4	04/01/11 service learning	77.91*		215	465-1000	582 65	
13116	1645 VERIZON BUSINESS	119.59					
1	9475220 04/25/11 jhs service	119.59		201	100-2400	531	
13117	4135 MT YMCA YOUTH & GOVERNMENT	825.00					
1	04/05/11 registration fees	825.00	6884	201	710-3400	582	
13118	385 BOULDER MONITOR & JEFFERSON CO.	288.00					
1	12190 04/05/11 election ad	96.00*		201	100-2500	540	
2	12190 04/05/11 football coach ad	192.00*		201	720-3500	540	
13119	1608 MASBO	350.00					
1	10098 04/28/11 membership/conference	350.00	6890	201	100-2500	582	
13120	899 EMPIRE OFFICE MACHINES, INC.	205.78					
1	171373-001 04/22/11 activities supplies	12.00	6421	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-610-						
2	171373-001 04/22/11 general supplies	3.75	6427	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	171373-001 04/22/11 utility table	150.85*	6887	228	100-1000	610	



05/05/11  
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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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Over spent expenditure

Line #	Warrant	Vendor #/Name	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
4		171157-001 04/22/11 District Office Supplies	39.18	6674	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2500-610-							
13121		2366 SIMPLEXGRINNELL	293.00					
1		74337281 04/28/11 annual sprinkler maint.	293.00*		201	100-2600	440	
13122		3186 TRI-COUNTY MECHANICAL &	408.00					
1		8834 04/29/11 junction box/conduit	408.00*		201	100-2600	440	
13123		734 DOOR AND HARDWARE UNLIMITED	372.00					
1		22481 03/09/11 Double Acting Hinges (6)	372.00*	6838	201	100-2600	615	
13124		4511 MOLITOR, MARY	80.00					
1		05/03/11 election judge/meal	80.00*		201	100-2500	310	
13125		3832 RIEDER, ALICE	81.53					
1		05/03/11 election judge/mileage/meal	81.53*		201	100-2500	310	
13126		4512 MCCAULEY, MARILYN	95.30					
1		05/03/11 election judge/mileage/meal	95.30*		201	100-2500	310	
		3887 RISING LIGHTNING ENVIRONMENTAL	3,000.00					
		05/02/11 remaining asbestos abatement	3,000.00*	6857	215	100-2600	440	111
13128		1451 L & P GROCERY	2.29					
1		2707730503 05/03/11 teacher appreciation	2.29		201	100-2300	800	
13129		157 ACE HARDWARE	884.32					
1		various 04/01/11 Ref PO# 23220 Maint.	884.32*		201	100-2600	615	
13130		4478 GETTEN, TANYA	1,456.00					
1		05/05/11 tuition for indorsement	1,456.00		215	420-1000	582	66
13131		3069 ALLEY, NANCY	86.50					
1		05/03/11 election judge/milieage/meal	86.50*		201	100-2500	310	
13132		4513 RUX, SAUNDRA	86.50					
1		05/03/11 election judge/mileage	86.50*		201	100-2500	310	
13133		3672 BARRETT, GLORIA	80.00					
1		05/03/11 election judge/meal	80.00*		201	100-2500	310	

05/05/11  
11:28:31

JEFFERSON HIGH SCHOOL  
Claim Approval List  
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Over spent expenditure

Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
13134 1	3497 REILLY, LOIS 05/03/11 election judge/meal	80.00 80.00*		201	100-2500	310	
13135 1	4320 TODD, CAROL 05/03/11 election judge/mileage/meal	82.55 82.55*		201	100-2500	310	
13136 1	1451 L & P GROCERY 1307830505 05/05/11 teacher appreciation	6.58 6.58		201	100-2300	800	
<b>Total:</b>		<b>25,528.92</b>					

25,528.92



05/05/11  
11:28:31

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 5/11

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND 101	\$17,918.96
215 HIGH SCHOOL MISC PROGRAMS FUND 101	\$7,409.11
228 TECHNOLOGY FUND 101	\$200.85
<b>Total:</b>	<b>\$25,528.92</b>

06/03/11  
09:40:52

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/11

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Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
13137	4297 COMDATA	4,004.57					
1	20141164 05/01/11 total route	2,817.34		210	100-2700	624	
2	20141164 05/01/11 athletic	403.52		201	720-3500	582	
3	20141164 05/01/11 activity	430.68*		201	710-3400	582	
4	20141164 05/01/11 custodial	100.77		201	100-2600	624	
5	20141164 05/01/11 drivers ed	139.98*		218	100-1000	624	
6	20141164 05/01/11 service learning	27.16*		215	465-1000	582	65
7	20141164 05/01/11 fcs	85.12*		201	710-3400	582	
13138	4514 PAPER CUT SOFTWARE	470.00					
1	20647 05/10/11 1-500 user license	470.00	6894	228	100-1000	680	
13139	1650 MEADOW GOLD DAIRY	129.75					
1	60207465 04/18/11 milk	60.00		201	910-3100	630	
2	60207337 04/07/11 milk	28.75		201	910-3100	630	
3	60207593 04/28/11 milk	-19.00		201	910-3100	630	
4	60207259 04/04/11 milk	24.00		201	910-3100	630	
5	60207380 04/11/11 milk	24.00		201	910-3100	630	
6	60207425 04/14/11 milk	12.00		201	910-3100	630	
	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
	64381 04/30/11 April 11 Service	141.00*		201	100-2600	431	
13141	1737 NORTHWESTERN ENERGY	9,403.47					
1	940347 05/02/11 April 11 electric	6,094.67		201	100-2600	412	
2	940347 05/02/11 April 11 gas	3,308.80		201	100-2600	411	
13142	3766 ACADIA HEALTHCARE	2,479.86					
1	4888728 05/09/11 altacare	2,479.86*		215	280-1000	330	524
13143	3583 HOME DEPOT CREDIT SERVICES	14.33					
1	04/27/11 connector/conv.kit/Jbox	14.33*		201	100-2600	615	
13144	1250 INDEPENDENT RECORD	234.28					
1	1126000738 05/01/11 ad	140.00	6559	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2220-650-						
2	1126000738 05/01/11 football coach ad	94.28*		201	720-3500	540	
13145	2059 PIZZA HUT-HIGH PLAINS PIZZA INC.	99.99					
1	386 05/07/11 Ref PO# 23225 State Music	99.99*		201	710-3400	582	
13146	4516 JIMMY JOHNS # 1526	92.00					
1	19 05/07/11 Ref PO# 23224 State Music	92.00*		201	710-3400	582	



06/03/11  
09:40:52

JEFFERSON HIGH SCHOOL  
Claim Approval List  
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Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13147		1451 L & P GROCERY	128.23						
1		1409530419 04/19/11 fcs supplies	7.33	6574	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		1266830418 04/18/11 fcs supplies	40.70	6574	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
3		1266200413 04/13/11 fcs supplies	13.63	6574	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
4		1382330411 04/11/11 fcs supplies	66.57	6574	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
13148		2276 SAFEWAY	113.96						
1		1872090 04/03/11 fcs supplies	32.32	6577	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		1872091 04/05/11 fcs supplies	81.64	6577	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
13149		2717 CITY OF BOULDER	1,603.35						
1		05/03/11 May 11 water/sewer	1,603.35		201	100-2600		421	
13150		2793 AMERICAN WELDING & GAS, INC.	101.78						
1		1241292 04/06/11 gas/welding supplies	36.96	6572	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		1248679 04/14/11 gas/welding supplies	64.82	6572	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
13151		1002 GENERAL DISTRIBUTING	157.82						
1		736075 04/27/11 benchvise	157.82	6874	201	390-1000		610	
13152		4322 WANIATA, CAROL	2,525.10						
1		1/13/11-5/ 01/13/11 pianst	2,525.10*		201	710-3400		582	
13153		4404 BOULDER ADMINISTRATION SERVICE	45.00						
1		06/01/11 June 11 admin fees	45.00		201	100-1000		260	
13154		1451 L & P GROCERY	13.10						
1		1271580516 05/16/11 chemistry/science supplie	13.10	6589	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13155		1346 JOSTENS INC	146.00						
1		5101104 05/10/11 diploma/trophy/honor cord	146.00	6483	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-610-							

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13156		1451 L & P GROCERY	10.97						
1		1270240518 05/18/11 chemistry/science supplie	10.97	6589	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13157		1785 MANHATTAN HIGH SCHOOL - FCCLA	90.75						
1		05/14/11 Ref PO# 23230 Dist. Track	90.75		201	720-3500		582	
13158		1079 GAGNON'S DIGITAL IMAGING	243.04						
1		51854 05/17/11 copies	243.04		201	100-1000		440	
13159		1250 INDEPENDENT RECORD	145.00						
1		20160718 05/15/11 roof bid ad	145.00*		215	100-2600		540 111	
13160		4518 SUPERIOR HIGH SCHOOL	49.50						
1		05/18/11 State Tennis Entry Fees	49.50	6903	201	720-3500		582	
13161		3374 J.W.PEPPER & SON, INC.	208.73						
1		03285586 04/11/11 music selections	93.99	6503	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		03284566 03/29/11 music selections	18.00	6503	201	999			
		Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		03284308 03/25/11 music selections	10.00	6503	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		03283554 03/16/11 music selections	86.74	6503	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13162		1987 PACIFIC STEEL	474.48						
1		594519 05/09/11 steel for welding	4.89	6573	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		594506 05/09/11 steel for art room	469.59*	6888	215	100-2600		440 111	
13163		385 BOULDER MONITOR & JEFFERSON CO.	1,084.00						
1		12298 05/05/11 panther press	690.00*	6661	201	100-1000		550	
2		12298 05/05/11 art show ad	32.00*		201	710-3400		540	
3		12298 05/05/11 surplus	72.00*		201	100-2300		540	
4		12298 05/05/11 roof bid ad	290.00*		215	100-2600		540 111	
13164		4281 KOMM, BRIAN & ALISON	441.00						
1		05/23/11 individual contract	441.00		210	100-2700		514	
13165		4274 ZEMLJAK, MIKE & MOLLY	539.00						
1		05/23/11 individual contract	539.00		210	100-2700		514	



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13166		4275 STEWART, SHERIE	669.90						
1		05/23/11 individual contract	669.90		210	100-2700	514		
13167		4276 SAYLER, PATRICIA	441.00						
1		05/23/11 individual contract	441.00		210	100-2700	514		
13168		3817 LAKE, JOHN	245.00						
1		05/23/11 individual contract	245.00		210	100-2700	514		
13169		4277 DOHERTY, KELLIE	12.24						
1		05/23/11 individual contract	12.24		210	100-2700	514		
13170		3439 STALEY, KRISTI	30.80						
1		05/23/11 individual contract	30.80		210	100-2700	514		
13171		4336 STUBBLEFIELD, GAYLE	87.78						
1		05/23/11 individual contract	87.78		210	100-2700	514		
13172		375 MSHWP/BCBS OF MONTANA	2,027.36						
		05/01/11 Ret. Premiums	2,027.36		201	100-1000	260		
13173		4519 PARK CITY FFA	83.40						
1		05/19/11 Ref PO# 23239 Div. Track	83.40		201	720-3500	582		
13174		2366 SIMPLEXGRINNELL	7,044.00						
1		40285420 12/21/10 phone system	7,044.00	6660	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-730-							
13175		3583 HOME DEPOT CREDIT SERVICES	733.65						
1		05/12/11 art room lumber	733.65*	6905	215	100-2600	440	111	
13176		1987 PACIFIC STEEL	37.43						
1		595002 05/18/11 steel for art room	103.73*	6911	215	100-2600	610	111	
2		595002 05/18/11 credit	-66.30*		215	100-2600	610	111	
13177		4478 GETTEN, TANYA	101.44						
1		05/25/11 books for library endorsement	101.44		215	420-1000	582	66	
13178		3766 ACADIA HEALTHCARE	2,407.98						
1		4936858 05/31/11 altacare	2,407.98*		215	280-1000	330	524	
13179		5000 COSTCO	1,345.74						
1		05/26/11 fcs supplies	1,345.52	6576	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		05/26/11 fcs supplies	0.22		201	390-1000	610		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
13180		1346 JOSTENS INC	370.00						
1		5261101 05/26/11 diploma/trophy/honor cord	332.97	6483	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2400-610-							
2		5261101 05/26/11 diploma/trophy/honor cord	37.03		201	100-2400	610		
13181		899 EMPIRE OFFICE MACHINES, INC.	85.74						
1		213783 05/25/11 District Office Supplies	15.00	6674	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2500-610-							
2		171734-001 05/19/11 District Office Supplies	70.74	6674	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2500-610-							
13182		4305 FAIRFIELD INN & SUITES-	321.35						
1		06/03/11 5 nights for ProStart	321.35	6898	215	451-1000	582 61		
13183		2276 SAFEWAY	157.44						
1		1872095 05/22/11 fcs supplies	90.32	6577	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		1872095 05/22/11 fcs supplies	67.12		201	390-1000	610		
		3922 LUTKEHUS, BRETT	75.00						
		06/14/11 tech conference per diem	75.00*		228	100-1000	582		
13185		4201 BRUCE, BECKY	138.00						
1		06/03/11 prostart per diem 6 days	138.00		215	451-1000	582 61		
13186		4515 WRIGHT, MICHAEL	500.00						
1		100 05/10/11 lunch software	500.00*	6896	201	910-3100	610		
13187		4505 CHADWICK NURSERY	150.00						
1		04/26/11 Native Landscape Trees	150.00*	6865	215	465-1000	610 65		
13188		3989 STATE MUSIC FESTIVAL	345.00						
1		06/01/11 state music fees	345.00*	6922	201	710-3400	582		
13189		1645 VERIZON BUSINESS	83.27						
1		9647358 05/25/11 jhs service	83.27		201	100-2400	531		
13190		1451 L & P GROCERY	485.93						
1		1271000502 05/02/11 fcs supplies	66.53	6574	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		1473110502 05/02/11 fcs supplies	24.43	6574	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
3		2269750504 05/04/11 fcs supplies	26.81	6574	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
4		1411390504 05/04/11 fcs supplies	19.23	6574	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
5		1476940509 05/09/11 fcs supplies	17.43	6574	201	999			
	Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							







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13193	1002 GENERAL DISTRIBUTING	2.37				
1	747824 05/31/11 benchvise charge	2.37		201	390-1000	610
13194	2757 U OF MONTANA-Food Service	45.40				
1	1432 05/19/11 Ref PO# 23233 State Tennis	18.95		201	720-3500	582
2	1432 05/20/11 Ref PO# 23235 State Tennis	26.45		201	720-3500	582
13195	2358 SILVER BOW PIZZA	70.70				
1	05/27/11 Ref PO# 23243 State Track	70.70		201	720-3500	582
13196	4526 BURGER KING - BUTTE	48.23				
1	166086 05/28/11 Ref PO # 23254 State Track	48.23		201	720-3500	582
13197	3267 MCDONALD'S - MISSOULA	18.95				
1	05/19/11 Ref PO# 23234 State Tennis	18.95		201	720-3500	582
13198	3845 HUHOT MONGOLIAN GRILL	27.00				
1	340 05/18/11 Ref PO# 23232 State Tennis	27.00		201	720-3500	582
13199	4527 KFC/A&W	69.68				
	05/13/11 Ref PO# 23229 Div. Tennis	69.68		201	720-3500	582
13200	3766 ACADIA HEALTHCARE	3,342.42				
1	4946816 06/06/11 altacare	3,342.42*		215	280-1000	330 524
13201	4528 CHINESE GARDEN	89.70				
1	705219 05/12/11 Ref PO# 23226 Div. Tennis	67.50		201	720-3500	582
2	705219 05/12/11 Ref PO# 23227 Div. Tennis	22.20		201	720-3500	582
13202	1752 MT TRAFFIC EDUCATION ASSOCIATION	170.00				
1	05/25/11 traffic education reg.	170.00*	6869	218	100-1000	582
13203	3683 ENTERPRISE RENT-A-CAR CO.	160.65				
1	9LV2Q0 05/18/11 state tennis van rental	160.65	6901	201	720-3500	582
13204	2708 MT STANDARD	145.00				
1	20248016 05/15/11 roof bid ad	145.00*		215	100-2600	540 111
13205	4510 CROSSMAN WHITNEY GRIFFIN PC	5,861.47				
1	2011141 05/25/11 roof architect	5,861.47*		201	100-2600	440
13206	3308 CDW-GOVERNMENT INC.	135.45				
1	VKP6347 05/17/11 barcode scanner	135.45*	6895	201	910-3100	610

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13207	3374 J.W.PEPPER & SON, INC.	140.83						
1	3287957 05/27/11 music selections	140.83	6503	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13208	3349 AMERICAN PIZZA PARTNERS	114.95						
1	116555 05/18/11 Ref PO# 23240 Div. Track	114.95		201	720-3500		582	
13209	127 APPLEBEE'S BOZEMAN	135.00						
1	05/19/11 Ref PO# 23241 Div. Track	135.00		201	720-3500		582	
13210	4017 TACO BELL-MISSOULA	19.76						
1	05/20/11 Ref PO# 23236 State Tennis	19.76		201	720-3500		582	
13211	4234 WELLS FARGO FINANCIAL LEASING	168.75						
1	6765591173 05/19/11 front office copier	168.75*		201	100-1000		840	
13212	4272 BEST WESTERN - YELLOW STONE	630.24						
1	140 05/19/11 Div. Track Lodging	616.24	6904	201	720-3500		582	
2	140 05/19/11 Div. Track Lodging	14.00		201	720-3500		582	
	613 CAREY, CATHY	8.21						
	16688 04/04/11 belt for sander/pulley	8.21	6875	201	390-1000		610	
13214	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,253.25						
1	05/01/11 athletic	2,828.61		201	720-3500		582	
2	05/01/11 activity	899.94*		201	710-3400		582	
3	05/01/11 service learning	267.12*		215	465-1000		582	65
4	05/01/11 sophomore class	98.58*		201	100-2300		800	
5	05/01/11 8th grade	159.00*		201	100-2300		800	
13215	3665 KAUTZ, PATTY	29.40						
1	05/23/11 individual contract	29.40		210	100-2700		514	
13216	4297 COMDATA	5,449.19						
1	142285 06/01/20 total route	3,706.68		210	100-2700		624	
2	142285 06/01/20 athletic	983.53		201	720-3500		582	
3	142285 06/01/20 activity	312.92*		201	710-3400		582	
4	142285 06/01/20 custodial	56.66		201	100-2600		624	
5	142285 06/01/20 school foods	58.15*		201	910-3100		624	
6	142285 06/01/20 drivers ed	49.54*		218	100-1000		624	
7	142285 06/01/20 service learning	92.88*		215	465-1000		582	65
8	142285 06/01/20 athletic ad	78.19		201	720-3500		582	
9	142285 06/01/20 activity ad	19.97*		201	710-3400		582	
10	142285 06/01/20 8th grade	55.29*		201	100-2300		800	
11	142285 06/01/20 sophomore class	35.38*		201	100-2300		800	

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13217	3698 EVERGREEN IRRIGATION	700.00					
1	06/03/11 Drip System	124.06*	6754	215	465-1000	610	65
2	06/03/11 Drip System	98.36*		215	465-1000	610	65
3	06/03/11 Drip System	477.58*		201	100-1000	660	
13218	3959 AMERICAN EXPRESS	266.58					
1	881134 06/03/11 textiles supplies	275.40	6578	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
2	881134 06/03/11 textiles supplies	7.98		201	390-1000	610	
3	credit	-16.80		201	390-1000	610	
13219	3583 HOME DEPOT CREDIT SERVICES	1,573.55					
1	06/03/11 3/4 birch plywood	449.70*	6923	215	100-2600	615	111
2	06/03/11 2 sinks	1,123.85*	6935	201	100-2600	615	
13220	4524 HELENA HARDWOODS	224.52					
1	35372 06/03/11 1x6 birch 40 board foot	210.00*	6924	215	100-2600	440	111
2	35372 06/03/11 1x6 birch 40 board foot	14.52*		215	100-2600	440	111
13221	3463 BUTTE HIGH SCHOOL	143.25					
	05/27/11 Ref PO# 23242 State Track	72.75		201	720-3500	582	
	05/27/11 Ref PO# 23244 State Track	70.50		201	720-3500	582	
13222	2129 PICCOLO'S MUSIC	560.00					
1	72781 06/03/11 instrument repair	560.00	6513	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-440-						
13223	3374 J.W.PEPPER & SON, INC.	734.29					
1	3288285 06/07/11 music selections	734.29	6503	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13224	1250 INDEPENDENT RECORD	360.72					
1	112-600073 05/20/11 football coaching ad	360.72*		201	720-3500	540	
13225	4185 WORLD BOOK, INC.	349.00					
1	WBE1426924 06/06/11 spec ed people places	349.00*	6917	215	456-1000	610	71
13226	157 ACE HARDWARE	851.87					
1	various 05/01/11 Ref PO# 23246 Maint.	833.89*		201	100-2600	615	
2	39450 05/13/11 twine for track	17.98		201	720-3500	610	
13227	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	64891 05/31/11 May 11 service	141.00*		201	100-2600	431	



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13228	4523 PITTSBURGH CORNING CORP	653.42						
1	803551 06/01/11 Essix glass block	486.00	6766	201	720-3500	610		
2	803551 06/01/11 Essix glass block	167.42		201	720-3500	610		
13229	899 EMPIRE OFFICE MACHINES, INC.	52.58						
1	171830-001 05/31/11 spec ed supplies	52.58*	6912	215	456-1000	610	71	
13230	2273 SADDLEBACK EDUCATIONAL	114.23						
1	0601670-IN 06/01/11 spec ed vocab set	114.23*	6914	215	456-1000	610	71	
13231	4520 FOLLETT EDUCATIONAL SERVICES	14.04						
1	1118037A 06/01/11 Spec Ed english items	14.04*	6916	215	456-1000	610	71	
13232	4522 CERTIPORT	301.44						
1	IQ2B341946 06/01/11 4 MOS Exams with retake	301.44*	6919	215	396-1000	680	62	
13234	2020 PCI EDUCATIONAL PUBLISHING	578.16						
1	812050 06/03/11 Spec Ed writing, science,	578.16*	6913	215	456-1000	610	71	
35	1737 NORTHWESTERN ENERGY	5,865.19						
	1526866 06/01/11 May 11 electric	3,643.09*		201	100-2600	412		
	1526866 06/01/11 May 11 gas	2,222.10		201	100-2600	411		
13236	4521 CLASSROOM PRODUCTS.COM	131.56						
1	23078 06/01/11 Desktop carrels	131.56*	6918	215	456-1000	610	71	
13237	2717 CITY OF BOULDER	1,603.35						
1	06/03/11 June 11 water/sewer	1,603.35		201	100-2600	421		
13238	3862 REMEDIA PUBLICATIONS	57.49						
1	401968 06/01/11 spec ed math set	57.49*	6915	215	456-1000	610	71	
13239	290 BOULDER ELEMENTARY SCHOOL	3,600.00						
1	464636 06/01/11 food	3,600.00*		201	910-3100	630		
13240	3583 HOME DEPOT CREDIT SERVICES	505.20						
1	201851 05/05/11 3/4 in. TG Flooring	505.20*	6893	215	100-2600	615	111	
13241	4404 BOULDER ADMINISTRATION SERVICE	45.00						
1	04/01/11 July admin fees	45.00		201	100-1000	260		
13242	3766 ACADIA HEALTHCARE	6,109.80						
1	4902642 05/16/11 altacare	2,372.04*		215	280-1000	330	524	
2	4914095 05/23/11 altacare	2,947.08*		215	280-1000	330	524	
3	4959595 06/14/11 altacare	790.68*		215	280-1000	330	524	

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13243	2820 WAL-MART	450.00				
1	06/16/11 drama supplies	450.00	6966	201	100-1000	610
13244	4044 CVS	300.00				
1	06/16/11 annual supplies	300.00	6967	201	100-1000	610
13245	3739 JOANNS FABRIC	350.00				
1	06/16/11 drama supplies	350.00	6968	201	100-1000	610
13246	4536 HOME DEPOT	250.00				
1	06/20/11 drama supplies	250.00	6970	201	100-1000	610
13247	1451 L & P GROCERY	6.00				
1	1375210518 05/18/11 fcs supplies	2.85	6574	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
2	1374360518 05/18/11 fcs supplies	3.15	6574	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
13248	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	403.86				
	06/01/11 Athletic	403.86		201	720-3500	582
13249	4256 NEOPOST LEASING	251.10				
1	N2564152 06/11/11 lease payment	251.10		201	100-2400	532
13250	3374 J.W.PEPPER & SON, INC.	440.89				
1	3287665 05/20/11 music selections	304.50	6503	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
2	3287665 05/20/11 music selections	71.44		201	100-1000	610
3	3287968 05/31/11 music selections	45.00		201	100-1000	610
4	3288257 06/07/11 music selections	19.95		201	100-1000	610
13251	4529 LEARNING ZONE EXPRESS	302.03				
1	248316 06/16/11 kits/labels/activity pack	259.65	6952	201	390-1000	610
2	248316 06/16/11 kits/labels/activity pack	42.38		201	390-1000	610
13253	386 BOULDER AUTO DIESEL & WELDING	31.95				
1	16861 06/13/11 small engines supplies	15.98	6570	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
2	16860 06/13/11 small engines supplies	15.97	6570	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					

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Page: 6 of 9  
Report ID: AP100

. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13254	127 APPLEBEE'S BOZEMAN	148.50						
1	05/14/11 Ref PO# 23231 Dist. Track	148.50		201	720-3500	582		
13255	3766 ACADIA HEALTHCARE	143.76						
1	4970001 06/20/11 altacare	143.76*		215	280-1000	330	524	
13257	1461 PEELER, LANCE	91.08						
1	primer/paint	91.08*	7131	201	100-2600	615		
13258	899 EMPIRE OFFICE MACHINES, INC.	80.00						
1	171049-002 06/13/11 office supplies	80.00	6962	201	100-2400	610		
13259	3535 HOLT MCDUGAL	310.20						
1	947209260 06/15/11 spanish 1 books	282.00	6852	201	100-1000	640		
2	947209260 06/15/11 spanish 1 books	28.20		201	100-1000	640		
13260	968 FLINN SCIENTIFIC INC.	1,334.26						
1	1472299 06/15/11 chemistry supplies	1,334.26	6982	201	100-1000	610		
13261	3306 ADA BADMINTON & TENNIS	363.94						
	E6049-11 06/13/11 PE supplies	363.94	6973	201	100-1000	610		
13262	4049 AMAZON.COM	189.95						
1	2054794559 06/09/11 Tripod & Head/Provista	189.95*	6939	201	100-1000	660		
13263	1488 LIBRARY VIDEO COMPANY	416.05						
1	N303143800 06/13/11 health supplies	416.05	6976	201	100-1000	610		
13264	2079 POWER SYSTEMS	115.32						
1	1184048 06/14/11 corbells/versa disc	115.32	6974	201	100-1000	610		
13265	1846 NASCO MODESTO	271.09						
1	465245 06/13/11 towels/spoons/cups/whip	271.09	6953	201	390-1000	610		
13266	4530 ART OF THE WEST	149.00						
1	M-177 06/14/11 books	143.00	6958	201	100-2220	640		
2	M-177 06/14/11 books	6.00		201	100-2220	640		
13267	1846 NASCO MODESTO	89.24						
1	465274 06/13/11 chemistry supplies	89.24	6983	201	100-1000	610		
13268	1846 NASCO MODESTO	421.84						
1	465290 06/13/11 anatomy/health supplies	202.00	6975	201	100-1000	610		
2	465290 06/13/11 anatomy/health supplies	19.84		201	100-1000	610		
3	465736 06/14/11 anatomy/health supplies	200.00	6975	201	100-1000	610		

06/21/11  
14:47:10

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/11

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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	
13269		1181 HAMMOND & STEPHENS CLASSROOM	186.28						
1		2045001475 06/14/11 pass pads/admit book	180.00	6961	201	100-2400	610		
2		2045001475 06/14/11 pass pads/admit book	6.28		201	100-2400	610		
13270		4375 NEOPOST INC	327.85						
1		13482840 06/15/11 labels/ink	250.00	6947	201	100-2400	610		
2		13482840 06/15/11 labels/ink	77.85		201	100-2400	610		
13271		4389 NITRO GREEN & CHRISTMAS DECOR	762.00						
1		287953 06/16/11 fertilizer program	762.00*	6812	201	100-2600	440		
13272		3584 GEYER INSTRUCTIONAL AIDS CO., INC.	88.81						
1		76361 06/15/11 various graph paper	81.95	6963	201	100-1000	610		
2		76361 06/15/11 various graph paper	6.86		201	100-1000	610		
13273		695 DEMCO	92.98						
1		4233957 06/14/11 laminator film/book cover	92.98	6957	201	100-2220	610		
13274		968 FLINN SCIENTIFIC INC.	128.51						
		1472112 06/14/11 various dissection guides	124.48	6986	201	100-1000	610		
		1472112 06/14/11 various dissection guides	4.03		201	100-1000	610		
13275		608 CAROLINA BIOLOGICAL	78.42						
1		47706332 06/15/11 rat/pig dissection guide	70.00	6985	201	100-1000	610		
2		47706332 06/15/11 rat/pig dissection guide	8.42		201	100-1000	610		
13276		608 CAROLINA BIOLOGICAL	282.57						
1		47706307 06/15/11 biology equipment	282.57	6598	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-							
13277		4253 T.E.S.T.	129.00						
1		6825 06/16/11 SMART notebook math tools	129.00	7139	201	100-1000	680		
13278		4065 FOLLET SOFTWARE COMPANY	495.00						
1		956090 06/14/11 spectrum renewal	495.00	6941	201	100-2220	682		
13279		734 DOOR AND HARDWARE UNLIMITED	1,046.00						
1		22915 06/15/11 exit devices/rim cylinder	1,046.00*	6928	201	100-2600	440		
13280		4226 WIESER EDUCATIONAL	271.59						
1		47951 06/14/11 ged prep/study skills/mat	250.00*	6989	201	280-1000	610		
2		47951 06/14/11 ged prep/study skills/mat	21.59*		201	280-1000	610		



06/21/11  
14:47:10

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/11

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	
13281	1451 L & P GROCERY	257.73						
1	2532760620 06/20/11 supplies	9.74	6495	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	2532760620 06/20/11 supplies	37.31	6589	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3	2532760620 06/20/11 fcs supplies	210.68	6574	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
	<b>Total:</b>	<b>57,729.64</b>						
		57,729.64						

06/21/11  
14:47:11

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 6/11

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND 101	\$40,672.70
210 HIGH SCHOOL TRANSPORTATION FUN 101	\$3,736.08
215 HIGH SCHOOL MISC PROGRAMS FUND 101	\$13,101.32
218 HIGH SCHOOL TRAFFIC EDUCATION 101	\$219.54
<b>Total:</b>	<b>\$57,729.64</b>

---

To ALL it may concern... and even those it doesn't.

Thank you for giving me the opportunity to finish my Junior year here at JHS. I greatly appreciate everything, every teacher and administrator has done for me. I had a great time and learning experience. I enjoyed the rest of the year and all my classes.

Thank you for giving me the chance to stay with my class and to be on my way to graduation at the right time.

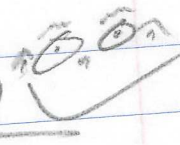
Also without this chance you gave me, I would not have been able to go to any other school, and I would have lost my motivation to succeed. I would have probably just sat around doing nothing, but you made it possible for me to be successful and to move on as I should. I really, Really, REALLY, appreciate everything everyone here at JHS has done for me.

I didn't have enough time to sit and write all my teachers a thank you, but I will be sure to thank them for everything. If there was anybody I missed please let them know how grateful, and appreciative I am.

Sincerely,

Caylob Wilverding

Caylob Wilverding

THANKS 

class 2012

16 Quartz Ave

Basin, MT 59631

May 20, 2011

To the Jefferson High School Board of Trustees

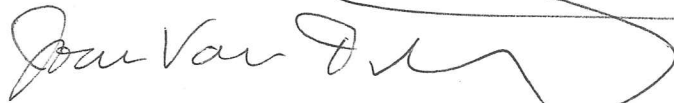
Boulder, MT 59631

Dear Trustees,

I would like to express how important the art program at Jefferson High is. I implore you to find the resources to continue this program fulltime.

I feel art is a part of a complete education and to compromise the program will not benefit students at Jefferson High School. Art is important in allowing children/people to take from the world and express what they can't in words. Seeing, creating and experiencing our and others art, gives a chance to better understand life. Art is communication.

I wish you all the best,



Joan Van Duynhoven



po 1454  
mt 59501  
31.1943  
sar.eckdesign@gmail.com  
sareck.com

sareck  
design

Jefferson High School Board of Trustees  
312 S. Main St  
Boulder Montana 59632

May 19, 2011

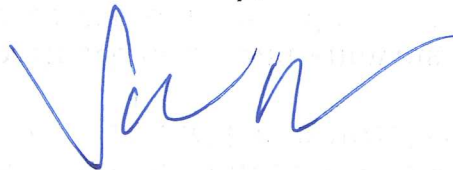
Dear Jefferson High School Board of Trustees,

I am writing in regards to the article in the Boulder Monitor announcing the proposed cuts to the art department at Jefferson High School. I am strongly in support of keeping the art program and the tenure of art teacher RaeCille Dawson fully funded.

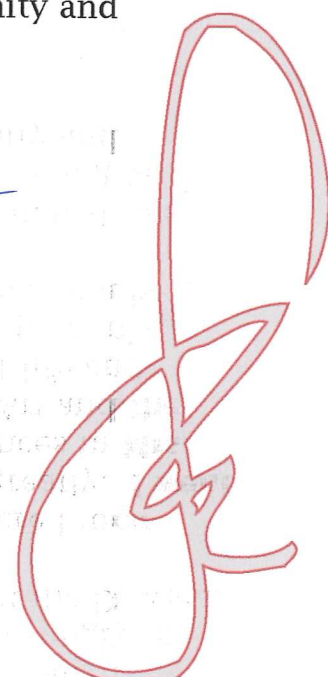
I graduated from Jefferson High School in 2001. In my time there I took most of the art classes that were offered and benefitted from them greatly. I went on to pursue a career in Graphic Design and believe that my experiences in Mrs. Dawson's classes helped me greatly in pursuing this career choice. Art and the creativity it inspires and instills in people is a very important part of life and development. An education that includes art curriculum improves a person's overall knowledge and understanding of the world, which in turn leads to a better society as a whole.

Being alumni of JHS and having experience in art and knowing how it has positively influenced my life, I strongly urge you to reconsider the funding of the art program at Jefferson High School. For the benefit of the community and beyond, *it is imperative that the art program be fully funded.*

Sincerely,



Sarina L. Eckman





945 Sunny Vista Road  
Helena, MT 59602  
(406) 594-2955  
[www.mqec.org](http://www.mqec.org)  
[marklambrecht@mt.net](mailto:marklambrecht@mt.net)

May 18, 2011

James Whealon  
Superintendent  
Jefferson Co. High School  
PO Box 838  
Boulder, MT 59632

Dear James:

The Montana Quality Education Coalition (MQEC) is collecting dues for the 2012 Fiscal Year, which begins September 1, 2011. As you know, MQEC represents a diverse group of K-12 public school districts, including AA, A, B, C and independent elementary schools and education organizations such as the Montana School Boards Association, School Administrators of Montana, the Montana Rural Education Association and the Indian Impact Schools of Montana. MQEC is unique among education organizations because it represents school districts of all sizes, trustees, administrators, teachers and parents.

Our charge is to help develop a permanent, reliable, predictable funding system for Montana's K-12 public schools. As Montana's public schools plan for an immediate future of reduced budgets because of decreased state funding resulting from the 2011 Montana Legislative Session, it's more important than ever to work together to bring about the changes schools require in 2013.

MQEC emerged from the 2011 Session as a respected voice advocating the interests of K-12 public schools and remains uniquely positioned to represent administrators, trustees, teachers, parents, businesses and others involved in school funding. MQEC also remains the organization that would represent school districts should additional action be required to compel the State of Montana to adequately fund its public schools.

MQEC continues to build grassroots support for school funding by holding public meetings throughout the state. MQEC's Executive Director—Mark Lambrecht—held over two dozen public meetings from Libby to Plevna last year and is making plans for more this spring and fall. Public meetings have greatly helped MQEC understand the unique concerns of Montana's communities with regard to school funding and other issues.

MQEC needs your membership and support to ensure your interests are addressed at the 2013 Montana Legislative Session. Please join MQEC in its mission to take action on behalf of Montana's students and the communities in which they live.

An invoice for 2012 dues is attached to this letter. The dues structure for membership was developed according to FY2009 total current spending per OPI data and was approved by MQEC's Board of Directors. Dues range from \$125 to \$4,000 and support a base budget of around \$145,000 for the organization. Please remit payment as soon as possible or respond to Mark Lambrecht at 945 Sunny Vista Road, Helena, MT 59602 if your district is not able to take immediate action on this request.



**MONTANA  
QUALITY EDUCATION  
COALITION**

945 Sunny Vista Road  
Helena, MT 59602  
(406) 594-2955  
[www.mqec.org](http://www.mqec.org)  
[marklambrecht@mt.net](mailto:marklambrecht@mt.net)

May 18, 2011

INVOICE

RE: MQEC Membership

James Whealon  
Superintendent  
Jefferson Co. High School  
PO Box 838  
Boulder, MT 59632

Dear James:

Please remit the following funds for membership in the Montana Quality Education Coalition for FY 2012.

\$750	MQEC Annual Membership
<b>\$750</b>	<b>Total</b>

Please make check payable to MQEC and send to the following address:

Mark Lambrecht  
Executive Director  
MQEC  
945 Sunny Vista Road  
Helena, MT 59602



## June 2011 Service Learning Wrap-up

We had another successful year of Service Learning opportunities for our JHS students. I worked one new teacher, Mr. Biehler, and four others who had done Service Learning in the previous school year.

This is a list of the offerings we presented to Mt. City, Boulder and Clancy schools.

October: Mr. Biehler's Mt. History students studied the lives and contributions of famous and less famous Montanans. I costumed them in period clothing. They presented their biographies to area 5<sup>th</sup> graders and had the students try to guess their identities. It was really fun and well received. This was Mr. Biehler's first attempt at Service Learning and he was amazed at how much he enjoyed it and how it enhanced the student learning experience.

October: My beginning drama students worked with representatives of the DUI Task Force and the Jefferson County Change Project to study the effects of alcohol and various illegal and legal drugs on teenagers. They presented this information to 6-8<sup>th</sup> grades.

November: I took students dressed in their costumes for "The Snow Queen." They spoke to the 2 and 3<sup>rd</sup> graders about the story of the play and what their character did in the show. They discussed acting and costuming. We gave out coloring pages for the play and invited them to a matinee of the show.

December: Area 2 and 3<sup>rd</sup> graders come to JHS for the "Snow Queen" matinee. This matinee is always a big hit for the students and our actors. They signed autographs, took photos with their kids and gave backstage tours.

January: Our Culinary Arts students under the direction of Mrs. Bruce presented nutritional information to 4-6<sup>th</sup> grades on how to build a healthy teenage body. They presented recipes using whole grains and vegetables and directions for making quick and easy nutritional snacks and lunches. The kids loved everything, especially the spinach roll ups!

February: The Child Development classes under Mrs. Bruce told their flannel board stories to kindergartners through second graders.

March: Our Physics class under Mrs. Nardiello taught the basic elements of speed, loft and propulsion to every single student except the kindergartners in the Mt. City School! The kids worked from 8:28-2:20 and were exhausted by the time they returned to JHS.

May: This was our big wrap-up. Mr. McCauley and Mrs. Grant from the Boulder Grade School combined to provide a half day workshop centering on our Native Walkway. He set up five stations where students instructed native plant identification, noxious weed identification, how



to identify animal pelts and footprints and skulls. The Dept of Fish Wildlife and Parks provided two huge cases of furs and animal paw prints to work with. Mrs. Grant brought her 5<sup>th</sup> graders over and they performed part of their Lewis and Clark play and former teacher Sam Sampson also manned a station! Finally, each school planted a tree in our park.

During the year we lost federal funding of the third year of our 3-year grant. That puts us \$5,000 short in completing our project. I have written a Key grant for \$5,000, a request for funding from Booster Club and for a Heide Family grant to make up the shortfall.

During the school year 105 students took part in Service Learning projects. We awarded Service learning credits to the following students. They are listed on their transcripts as elective credits.

Amber Barnes: ½

Mariah Carey 2 ½

Shelby Connole ½

Emily Flathers ½

Kerri Huso ½

Kendra Jackson 2 ½

Laci Lake ½

Kat Martini ½

Scott Mundaniohl 2

Tim Mundaniohl 2

Nathan Rausenbaum ½

Carley Rocha ½

Emily Schroeck 1

Rob Smartnick ½

Dominic Spado 2 ½

Dylan Sorheim 1

Kyle St. George 2

Abby Wing 3

Ashley Wood 1

We have had a great deal of positive publicity this year including articles in The Monitor, Courier and Independent Record. OPI awarded Service Learning Educator of the Year to Steve McCauley.

I am very happy with the direction this program is taking and the forward thinking our board and administration are taking in awarding graduation credit. Steve Connole and Stephanie Thennis at Mt City School have been enthusiastic and welcoming. Their teachers are already asking to be included next year. Clancy School is less positive and a more difficult school to schedule programs with. I will continue to work with Mr. Dunkle to include more teachers and classes at his school.

Finally, I want to thank and commend the following teachers for taking the time and effort to make Service Learning possible for their students: Mrs. Bruce, Mrs. Nardiello, Mrs. Humphrey, Mr. Biehler, and Mr. McCauley. I will continue to offer this opportunity to our staff and mentor them through the process. I truly believe this is the best way for students to learn, process and retain knowledge. Thank you for giving me this opportunity.





**Kyleejo Floerchinger, left, prepares to launch a small marshmallow** off her popsicle stick catapult as Dianna Walth watches as hers soars across the Montana C School gym Tuesday. The experiment in physics was part of a service learning exchange with students from Jefferson High School in Boulder. *Eliza Wiley Independent Record*

# JHS students learn by serving

## Mentors | Program offers course credit for service projects

By **ALANA LISTOE**  
*Independent Record*

School trustees in Boulder are among the first in the state to approve school credit for service learning.

"It's a really big deal for us," said Linda Piccolo, the service learning coordinator at Jefferson High. "It's all curriculum driven and it looks great on transcripts. It reinforces what (students) have learned in the classroom."

Earlier this year the Jefferson High School District Board of Trustees approved offering a half-credit for those students who complete 45 hours of service projects, and well over half the 180 students are already participating.

"I'm such a believer in serving learning — it's the best way to teach," Piccolo said. "It's so exciting because you see your



**Montana City students watch cars race down a track** as part of a physics lesson from Jefferson High School students Tuesday. *Eliza Wiley Independent Record*

students is fantastic.

"It definitely leaves an impression because kids like to learn from kids," Connole said.

Students worked in different stations in the gym. They participated in foot races to determine how fast they ran, while other students made catapults out of popsicle sticks, a spoon and a marshmallow.

Eight-year-old Kylie Marks

had a long distance and different shoes," Thomson said.

While credit is offered, that's not why JHS senior Laci Lake is participating.

"I think we learn while we are helping," Lake said.

Jennifer Nardiello, JHS teacher, says Lake nailed it.

"You can learn something, but you don't really, truly understand something until you

admitted.

The races were a hit, and students learned that friction played more of a role in the lighter cars because they have less inertia, Rosenbaum said.

The service learning project came easier for Kristian Rasch, JHS junior, because she has three little brothers.

Rasch enjoys working with the younger students and said that if she gets school credit that's just an added bonus.

JHS' service learning project go beyond the classroom too.

Last year, JHS received a \$15,000, three-year grant from the Office of Public Instruction which is funding the creation of a Lewis and Clark Nature Walk located just behind the school's football field.

"Lewis and Clark came within 75 miles of Boulder so we designed a nature garden planned with indigenous plants that would have been there during that time," Piccolo said.

The nature walk is not quite finished and Piccolo says it wouldn't have come together



5th graders perform J&C play



Notions Week Identity cards





Who left these prints?



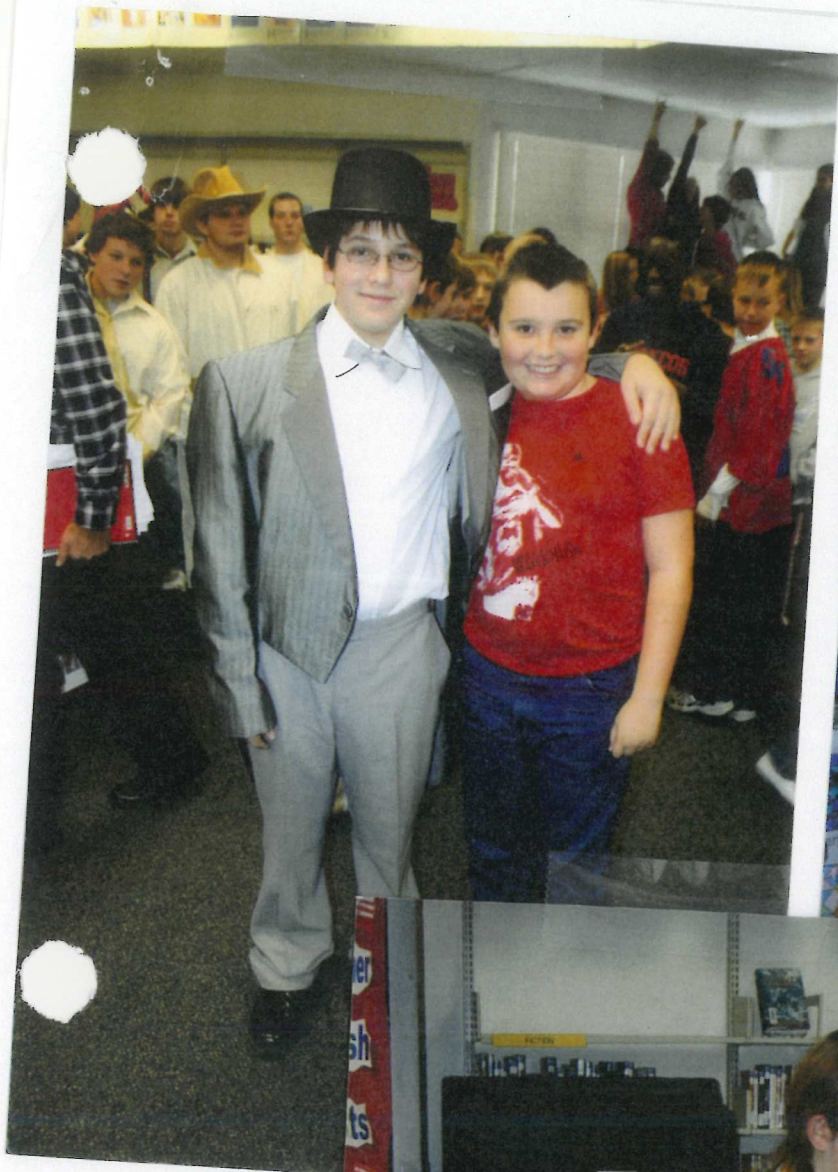
Native tree circa 1805



Planting the Mt. City tree







## JHS JUNE 2011 BOARD MEETING

### Unfinished Business

1. RIF Art position. The budget committee met to discuss the possibility of funding the art program for the 11/12 school year. Their recommendation will be presented at the meeting.
2. Roof. Mr. Whealon and Mr. Erickson will have information for an update
3. Golf. The golf committee will have information available.



To: Jefferson High School Board of Trustees (via email)  
From: Kyle Eckmann (5 Lava Mountain Ct, Montana City, MT 59634)  
Date: May 18, 2011  
RE: Vacant Montana City Board Position

Please consider me for the vacant Montana City position with the Jefferson High School Board of Trustees for the 2011-2012 School Year.

I currently have three boys attending the Montana City School. My oldest son, now a 7<sup>th</sup> grader, will likely be attending Jefferson High School in a couple of years. When I first learned from Tony Kloker, Montana City Superintendent, that there would be an open position on the Board for the Montana City representative, it was too late to get my name on the ballot.

I am interested in serving on the Board because I believe in giving back to the community where my kids will likely attend high school. Since I don't live in Boulder, I view involvement in the Board as a way to get to know the school administration and staff at Jefferson High. In addition, I hope to use the skills I've developed through my education and work experiences to help the Board achieve the direction it has outlined for the high school.

My formal education includes a B.S. in Accounting from Moorhead State University in Moorhead, MN and an M.B.A. from the University of Montana. My work experience includes John Deere (5 years) and the Federal Reserve Bank (8 years) and I now own my own businesses with about 70 employees. For the past 10 years I have been the Great Clips (hair salon) franchisee in west-central Montana with six locations in Helena, Butte, Bozeman and Great Falls. I also own three Snap Fitness (24 hour health club) franchises located in Montana City, Belgrade and Bozeman.

I have extensive experience in financial planning, monitoring and budgeting as well as a number of years of experience serving as a member of the Cathedral Parish Finance Council and the Board of Directors for Good Samaritan Ministries and Thrift Store.

I very much appreciate you considering me for this position.

*Kyle Eckmann*

## JHS JUNE 2011 BOARD MEETING

### NEW BUSINESS

1. **Transportation contracts.** These are the individual contracts we have with parents whose students live further than 3 miles from the nearest bus stop. The majority seem to come from the Elk Park area.
2. **Spanish 101 proposed trip.** Ms. Foster should be at the meeting to present a proposal for her Spanish 101 class concerning a trip outside of the country.
3. **Workers' Comp quote.** Western States had asked for some information so that they could submit a proposal to the state to be providers of WC. MTSBA, our current providers, caught wind of the fact that we had shared information and were concerned that we were shopping around for WC. I assured them that we had merely provided information and weren't actively seeking the information. However, it is always reasonable to look into alternatives. While we haven't heard back from Western States, MTSBA wished to present their information at the board meeting.
4. **Outside websites with JHS Information.** This item is placed on the agenda at the request of the Chair.
5. **Surplus equipment.** Mr. Lutkehus submitted 25 Dell Computer Towers w/keyboards for surplus.
6. **Resignation of Board member.** The letter is included.
7. **Policy 1<sup>st</sup> Reading. Open gym.** The committee may have information concerning this item. The Chair also requested this.
8. **Personnel subs.** Presently non.  
**Personnel Sports Evaluations/recommendations.** Mr. Sturdevant may have information concerning this item.  
**Personnel coaching vacancies.** Mr. Sturdevant and the committee will have recommendations concerning the Football vacancies.  
**Personnel Administrative Contracts.** As of Friday, 9:30 a.m., no information has been received from the committee concerning this item. Perhaps we'll have some by the meeting.  
**Personnel Classified Personnel.** A list is included.  
**Personnel Certified Personnel.** A list is included.



# MSGIA

WORKERS COMPENSATION RISK RETENTION PROGRAM

PO Box 7029 \* Helena, Montana 59604 \* Tel 877-667-7392 \* Fax 406-457-4505 \* www.mtsba.org

May 26, 2011

Lorie Carey  
Jefferson County HS District #1  
PO Box 838  
Boulder, MT 59632

RE: MSGIA Workers' Compensation Renewal

Dear Lorie:

Thank you for your continued support of the Montana Schools Group Insurance Authority, Workers' Compensation Risk Retention Program (MSGIA WCRRP). Congratulations! Your school district is accompanied by 400 other elementary and high school districts that have unified together to allow school districts to lower the cost of their workers' compensation coverage.

Because of its 20+ years in the business, conservative management style, and no-profit basis, the MSGIA provides a safe haven for school boards, administrative teams, and their covered employees. You do not need to question whether or not the MSGIA will be able to weather the storm in the turbulent insurance markets. We have been and will continue to be the leader in the industry for self funded school district workers' compensation insurance!

The Montana School Boards Association (**MTSBA**) and the Montana Association of School Business Officials (**MASBO**) **both exclusively endorse the MSGIA's workers' compensation program.** The MSGIA also holds the national recognition for self funding excellence for pool management, governance, and financial performance from AGRIP (the Association of Governmental Risk Pools). Schools in Montana know their membership in the MSGIA is a successful partnership for all involved.

It is my pleasure to present the renewal pricing for your district for the coming 2011-12 school year with coverage from July 1, 2011 to June 30, 2012.

Estimated Renewal Premium	\$12,160
MSGIA Renewal Premium Credits	(\$ 956)
<b>Final Est. Renewal Premium</b>	<b>\$11,204</b>

***The premium credits will be distributed in the third quarter of FY12 and will be available on the third quarter (Jan – March 2012) payroll report for members who are active at that time.***

These renewal terms are based upon the payroll estimates either provided by your district or as estimated by our administrative team. Because our program has the district pay based on its actual payroll, if your revised estimated payroll is different (either higher or lower) then your premium will follow your actual payroll levels.

JHS JUNE 2011 BOARD MEETING

Reorganization of the Board

1. Board Appointment. A letter of interest was received and is included.
2. Committee Appointments. These were tabled from the last meeting to allow the inclusion of the new board member. The committee assignments for 10/11 follow:

Negotiations/Personnel

A. Erickson  
P. Lewis  
S. Senechal

Policy/Handbook

P. Lewis  
S. Steketee  
L. Bryant

Budget/Insurance/Investments

D. Lorenzen  
S. Senechal  
K. Jackson

Building/Grounds/Transportation

K. Jackson  
A. Erickson

Teaching/Learning

S. Steketee  
D. Lorenzen  
L. Bryant





May 26, 2011

Page 2 of 2

The MSGIA provides consistent competitive pricing ever year and currently is performing extremely well. Member longevity will continue to be rewarded strongly into future years. Our members benefit from the strong performance of the pool overall.

We provide services in addition to workers' compensation coverage itself to help keep your staff safe and productive in the school district. Below is a summary of the key risk management services and program benefits offered to our members:

- Significant opportunity for future premium credits based on a district's participation in the program (these credits are applied to future WC bills to lower the cost for our members). With the renewal for the next full school year through June 30 2012, the MSGIA has returned over \$9 million dollars back to its members.
- Long term rate stability for our members providing less volatile rate adjustments from one year to the next.
- Wellness and Safety Newsletter - Six issues during the school year of a wellness and safety newsletter for every district employee we insure will be provided.
- Free 3 year asbestos re-inspections for members (this item alone is usually worth over \$1,500 annually).
- School specific customized risk management services provided at the district to meet your specific loss needs. We are a member service organization that does whatever we need to do to meet our members' needs.
- The MSGIA also offers our members free access to our Pre Employment Physical program. This allows a district to utilize the services of a licensed Physical Therapist in the MSGIA network to evaluate a final job candidate's ability to complete the essential elements of heavy duty job positions (custodial and food service). Using this program within a district as part of the hiring process increases the likelihood of a long term hire and a good match to the needs of the position.
- Risk Management videos, CDs, and on-line training modules free to members for safety training.
- Frequent Safety Equipment Grants for member districts. In the past we have provided step ladders, hand trucks, desk movers, ice melt, and this current winter Yak Trax (light traction devices for para-professionals use while out with children on the playgrounds).
- Dedicated risk manager and claim adjuster for all the district's workers' compensation needs.
- Significant opportunity to participate in the management of your insurance program through our member managed board of directors

Your previous decision to unify with Montana Schools through supporting a self funded option for workers' compensation coverage is the basis for our program's success. Thank you for your continued support of a program that has only school district's best interest at heart.

Be Well and Be Safe. If you have questions or need assistance, please contact me at 1-877-667-7392.

Sincerely,



Shawn F. Bubb, CPA/CIA  
MSGIA Director of Insurance Services

# MSGIA

WORKERS COMPENSATION RISK RETENTION PROGRAM

PO Box 7029 \* Helena, Montana 59604 \* Tel 877-667-7392 \* Fax 406-457-4505 \* www.mtsba.org

May 26, 2011

Re: Renewal of Membership in MSGIA Self Funded Workers' Compensation Program for Policy Year 2011 – 2012

Dear Lorie:

As you know, the time for renewal of your school district's workers' compensation coverage with the MSGIA for the policy year July 1, 2011 – June 30, 2012 is fast approaching. As part of the renewal process this year, we are asking participating school districts to make a commitment to remain participants in the workers' compensation program for the entire policy period. We are asking your district to make this commitment for several reasons.

First, the continued strength of your program depends upon stability of the group of participating school districts. This ensures that we can continue to provide coverage at affordable, stable and predictable rates -- rates which are set by the members for the members.

Second, this stability also provides assurance that we can continue to provide to each member district loss control and risk management services tailored specifically for school districts – services which benefit each member and which are not available from other sources as part of the rates, and not as an add-on or surcharge.

Third, we pay for the annual cost of reinsurance for our pooled program upfront based on the renewals we receive for our members prior to the first day of the policy period, July 1<sup>st</sup>. Because this excess premium is non-refundable, we rely upon the continued participation of the member districts throughout the policy period. Members in our program pay their premiums based on actual payroll which is completed each quarter by your business managers as part of the regular quarterly accounting work.

For these reasons, we are asking that you countersign this letter and commit to remaining a member of the Workers' Compensation Program for the 2011-2012 policy year.

Please feel free to call me with any questions. I look forward to working with all members in the coming year.

Sincerely,



Shawn Bubb  
MTSBA Director of Insurance Services



**Renewal of Membership in MSGIA Self Funded Workers' Compensation Program for Policy Year 2011 – 2012**

The Jefferson County HS District #1 hereby commits to its participation in the MSGIA Workers' Compensation Program (the "Program") for policy year 2011 – 2012 (the "Policy Year") and agrees that it may terminate its participation in the Program only upon sixty (60) days' notice before the end of the Policy Year and waives any right it otherwise may have under the Workers' Compensation Program Agreement to terminate its participation in the Program during the Policy Year. **Please Fax this request to bind coverage for your renewal in the program to the MSGIA at fax number: 406.457.4505 by June 28, 2011.**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

# MSGIA

WORKERS COMPENSATION RISK RETENTION PROGRAM

PO Box 7029 \* Helena, Montana 59604 \* Tel 877-667-7392 \* Fax 406-457-4505 \* www.mtsba.org

## MONTANA SCHOOLS GROUP INSURANCE AUTHORITY WORKERS' COMPENSATION, OCCUPATIONAL DISEASE AND EMPLOYER'S LIABILITY INSURANCE POLICY

### Coverage Declarations

Member#0006659

1. **INSURED:** Jefferson County HS District #1  
PO Box 838  
Boulder, MT 59632

2. **COVERAGE PERIOD:** July 1, 2011 through June 30, 2012

3. **CLASSIFICATIONS**

**EST. PAYROLL\***

8868 - College or School: Professional and Clerical	\$1,097,855
9101 - College or School: All Other Employees and Driver	\$104,494

4. **PART I – Workers' Compensation and Occupational Disease Insurance**

Workers' Compensation	Statutory
Occupational Disease	Statutory

**PART II – Employer's Liability Insurance**

Bodily injury by accident – each accident	\$1,500,000
Bodily injury by disease – each employee	\$1,500,000
Employer's aggregate limit of liability	\$1,500,000

5. **OPTIONAL COVERAGES**

Volunteer Coverage	Yes
--------------------	-----

6. **ESTIMATED ANNUAL PREMIUM** **\$12,160**

\* Employee earnings (payroll) – Premium shall be computed on the total gross remuneration (earnings or payroll) paid or payable by the insured for services of employees covered by this plan. The books and records relative to remuneration earned by employees are subject to audit and adjustment.



# MSGIA

WORKERS COMPENSATION RISK RETENTION PROGRAM

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## MSGIA WCRRP RENEWAL NOTICE

FISCAL YEAR 2012  
JULY 1, 2011 – JUNE 30, 2012

Jefferson County HS District #1

### A. PREMIUM RATES

Classification Code 8868	\$0.55/ \$100 of payroll
Classification Code 9101	\$6.78 / \$100 of payroll

### B. EXPERIENCE MODIFICATION FACTOR

0.97

### C. PREMIUM VOLUME DISCOUNT FACTOR

Based upon your total adjusted premium with the WCRRP for the previous calendar year (January 1, 2010 through December 31, 2010), the premium volume discount factor for each quarter of fiscal year 2012 is  
0.064

### D. VOLUNTEER COVERAGE RATE

The volunteer coverage rate for Fiscal Year 2012 is .021 multiplied by the final premium each quarter. If you have elected the School to Work endorsement your volunteer rate is .028.

These factors will be included on your FY12 quarterly payroll reports. Expect your FY12 1<sup>st</sup> quarter premium payroll report on or about September 1, 2011.

# TOP SAFETY™

Safety Around the Clock

MSGIA  
WORKERS COMPENSATION RISK RETENTION PROGRAM  
SCHOOL LEADERS SELF INSURANCE POOL

JUNE 2011

## • National Safety Month

### PPE Options for Workplace Hazards



Many workplace safety procedures require donning personal protective equipment (PPE). Here is a list of workplace hazards and the PPE options available to help protect you:

**Eye Hazards:** chemical splashes, dust, metal projectiles, bodily fluids and radiation

**Options:** safety glasses, goggles, face shields and visors

**Head Hazards:** falling or flying objects, head bumps and hair entanglement

**Options:** helmets, hardhats

**Breathing Hazards:** harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors, and oxygen-deficient atmospheres

**Options:** NIOSH-approved disposable respirators or half- or full-face respirators

**Hearing Hazards:** loud noise exposure

**Options:** proper-fitting earmuffs or earplugs

**Hand and Body Hazards:** temperature extremes, chemical splashes, burns, contaminated dust, cuts, abrasions, punctures, impact, blood-borne pathogens and electric shock

**Options:** fire-retardant wear and specialized protective clothing including aprons or overalls, gloves and mitts

(continued on next page)

## »» Get Back Jack

Hydraulic, mechanical ratchet jacks and mechanical screw jacks — all of them can pose hazards. For example, jacks can collapse if placed on uneven surfaces or if lifting loads beyond their capacity. Sometimes, the load can slip off the jack and cause injury if the jack is set up improperly. The following basic rules apply to all types of hand and power-operated jacks:

»» **INSPECT** the jack before use — do NOT use it if you see excessive pawl wear, hydraulic fluid leakage, chipped, cracked or worn rack teeth, worn housing plunges or worn threads.

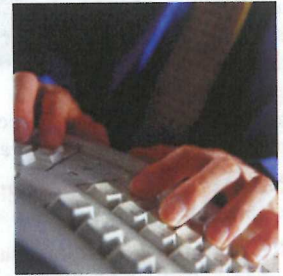
»» **CHECK** the load label to make sure the load you want to lift falls within the manufacturer's rated load capacity for the jack.

»» **PLACE** the jack on a firm, level foundation.

»» **FOLLOW** the manufacturer's instructions for maintenance. For example, keep a jack lubricated properly.

## OFFICE ERGONOMIC CHECKLIST

Proper ergonomic office setup is important to prevent injuries over the long term. *Use the following checklist to see if your work area is ergonomically correct:*



- ☞ Monitor is positioned directly in front of you and at least 12 to 18 inches away from you.
- ☞ Top of the monitor screen is at or slightly below eye level, adjusted as needed if reading glasses are worn.
- ☞ Your feet rest flat on the floor when seated.
- ☞ Chair has adjustable armrests and back rest and your seat height is adjustable between 16 and 20.5 inches.
- ☞ Lumbar (lower back) support is provided while seated (use a lumbar pillow or rolled-up towel for additional support).
- ☞ Seat has cushioning and is rounded with a "waterfall" front for comfort.
- ☞ Mouse is positioned to allow your forearm and wrist to be held in a neutral position.
- ☞ Forearms, wrists and hands are straight and in line (forearm at about 90 degrees to the upper arm) when typing.

## SAFETY CORNER

### Seatbelt Status



**Good news:** The Centers for Disease Control (CDC) recently reported that seatbelt use is up to 85 percent in the U.S. According to CDC Director Thomas R. Frieden, MD, MPH, just buckling your seatbelt will cut in half the chance of being seriously injured or killed in a crash.

**Bad news:** That means that one in seven adults still don't wear this necessary safety device.

**Important news:** In addition to wearing a seatbelt, refrain from talking or texting on your cell phone while driving.



May 23, 2011

Jim Whealon, Superintendent  
Jefferson High School

*and*


Kathy Jackson, Chairman  
Jefferson High School Board

Dear Jim, Kathy and the JHS School Board,

Please accept my resignation from the Jefferson High School Board, effective at the end of the June 2011 board meeting. I will be leaving the board because I am moving out of the JHS district.

I've enjoyed my four years on the JHS School Board, and will continue to do what I can to support JHS. Good luck to you all!

Sincerely,

  
Diane R. Lorenzen

# JHS POLICY COMMITTEE OPEN GYM

May 2011

See  
School  
MSDA  
JSS

new pds  
new process  
(several LAs  
& then set up  
our site  
& only link  
to MSDA site

Also also  
New MSDA  
10/11?

## PROJECT

Review policies, procedures and documents regarding facility use and open gym. Recommend changes to clarify board intent.

### Attachments:

- New Language for Policy 4330, Community Relations, Community Use of School Facilities
- School Facility Use Agreement draft 4330F1
- School Facility Use Rules and Regulations draft 4330F2
- Insurance Requirements for Facility Use Application
- School Facility Use Approved Supervisor Training List 4330F3
- Language for Handbooks regarding facility use
- Language for informational sign at school entrance and south gym entrance regarding facility use

(The above  
need  
sign in  
to  
We can't  
be public  
to

## NEXT STEPS

- Review and revise drafts by providing for discussion to administration, staff, school board and the public via posting online.
- Determine if funds exist for security cameras and stage gate to finish making the south gym secure
- Incorporate approved drafts, get sign posted, facilities agreements and info available, schedule posted.
- Print and have available online and in the office the Facility User Agreement, Facility Use Rules and Regulations, Insurance Requirements and full Policy 4330 on a single 11x17 landscape sheet so all four pages are there on one sheet folded in half like a booklet.

Site stats

65 call  
total of 257 ~~total~~ pds received in May  
i-p. addresses



**Additional language for Policy 4330, Community Relations, Community Use of School Facilities**

The District recognizes the importance and value of the school facilities to the public and is committed to providing public access to district facilities to the greatest extent possible while still

- providing primary facility availability for school activities
- being mindful of district budget and expense limitations
- providing adequate safeguards for the care and maintenance of the facilities and persons using the facilities.

Other than the regular conduct of school district teaching, athletics and activities for students, the types of use that can be approved in District facilities and their requirements include but are not limited to:

	Current district students only	Open to anyone	Must be 16 or older	Requires paid district employee supervisor	Requires approved supervisor	Covered by District insurance	Might require private insurance	Requires facilities agreement	Student Coaching can occur	Might require rental fee
Student Open Gym	X		X		X					
Community Open Gym		X	X		X					
MHSA Open Gym	X		X		X					
Adult Education activity		X		X	X					
Private individual				X		X	X			X
Private organization				X		X	X			X

Student Open Gym and Adult Education activities are scheduled and coordinated through the regular instructional and activities/athletics program.

Community Open Gym is scheduled and coordinated through the office of the Activities Director as part of planning for all school activities. As a school-sponsored event, Community Open Gym must be supervised by a supervisor paid by the district. Due to this expense, the availability of Community Open Gym will be limited. The District goal is to provide at least one two-and-a-half hour Community Open Gym on a regular basis per month or more as facility availability and budget permit. DRAFT NOTE: THIS IS CURRENTLY DEPENDENT ON SECURING THE SOUTH GYM BY INSTALLING COLOR SURVEILLANCE CAMERAS, UPGRADING THE DOOR SECURITY TO NOTIFY POLICE OR STAFF WHEN DOORS ARE PROPPED OPEN AND INSTALLING A BARRIER TO THE STAGE.

Private individual and private organization use of district facilities is coordinated through the office of the Activities Director. A facilities agreement is required (Form 4330F1). Private general liability insurance may be required. Rental fees, deposits and cleaning fees may be required. On-site supervision provided by an approved supervisor for the setup, event and clean-up may be required. Organizations or individuals found to have violated this policy or its associated Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or revocation decision may be made to the Board but the Board decision is final.

Each spring, the Activities Director will publish the dates during the upcoming summer and school year for which the school south gym may be available for non-school use and will coordinate the schedule and use of the gym throughout the year and maintain an updated schedule. Availability of other District facilities and grounds will be determined by the Activities Director upon request. The Activities Director will maintain a list of individuals approved to act as event facility supervisors.

The current facility schedule will be posted by the Activities Director at the front entrance to the school and at the entrance to the south gym at all times.

A permanent sign will be displayed at the entrance to the school and at the entrance to the south gym with information on how to arrange for facility use and the most important rules and regulations for facility use.

**JEFFERSON HIGH SCHOOL DISTRICT #1**

312 S Main St ~ PO Box 838 ~ Boulder, MT 59632 ~ (406)225-3317 ~ fax (406)225-3289 ~ www.jhs.k12.mt.us

**SCHOOL FACILITY USE AGREEMENT**

**District Policy Form 4330F1**

Name of Organization or Individual ("User")		Facility Requested	
Address		Date and Hours of Use	
Phone		Purpose of Use	
Email Address		Anticipate # of Participants	
Attendance or Admission Fees Charged		Dollar Amount of Attendance or Admission Fees	
Does User have liability insurance for this event		Liability Insurance Carrier and Policy Number, Agent Name and Phone Number	

The organization or individual signing this agreement (hereinafter referred to as "User") assumes responsibility for seeing that the terms of this agreement and the rules and regulations as specified on the accompanying "Rules and Regulations" sheet are followed.

User agrees to pay the District \$\_\_\_\_\_ as rent for the facility and as payment for special services, if any, plus the amount of \$\_\_\_\_\_ as a cleaning deposit. This shall be due ten days in advance of the event. All costs for damage to the building or its contents resulting from this use of the facility will be reimbursed to the district by User at the actual cost of repair or replacement within 10 days of User being presented with a request for reimbursement by the District. User agrees to additionally pay the District for custodial services needed to return the facility to its regular condition. The charge for these custodial services is \$30 per labor hour with a one-hour minimum. Should the User vacate the facility already cleaned and in its regular condition, the cleaning deposit in any will be refunded.

User agrees to provide adequate adult supervision of the facility and event attendees to insure proper use and care of the facilities including at least one District-approved supervisor whose name must be confirmed to the school prior to the event. The list of approved supervisors is available from the Activities Director. User and/or supervisor shall ensure that only the portion of the District facility specified above in "Facility Requested" shall be used unless permission is given by a school official. Supervisor will be in attendance during the entire event including setup and cleanup.

User required to provide separate liability insurance:    Yes        No  
 If "yes," refer to "Insurance Requirements for Facility Use" document and attach required information to this application.  
 If "No," initial to acknowledge that User understands and accepts all risk and liability for damage or injury to the facility and its contents, any property of any kind, and/or any person resulting from User's or attendees use of the facility and that the District will not be liable and District liability insurance will not apply. \_\_\_\_\_ (initial)

User guarantees that they shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any and all liability, expenses, costs (including attorneys' fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the Users' use of the District facility. User agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

Additional requirements if any: \_\_\_\_\_  
 Additional needs (AV equipment, kitchen, microphones): \_\_\_\_\_

The District reserves the right to cancel this agreement if at any time it is determined by the District that the facilities are needed for school purposes.

Accepted by: \_\_\_\_\_ Approved by: \_\_\_\_\_

User

(date)

JHS Administrator

(date)



**JEFFERSON HIGH SCHOOL DISTRICT #1**

312 S Main St ~ PO Box 838 ~ Boulder, MT 59632 ~ (406)225-3317 ~ fax (406)225-3289 ~ www.jhs.k12.mt.us

**SCHOOL FACILITY USE AGREEMENT RULES AND REGULATIONS**

**District Policy Form 4330F2**

The organization or individual (the "User") signing this assumes responsibility for seeing that these rules and regulations are followed during the course of their use of a school facility:

- 1) Rental Fees are \$200 for each main area rented. Fees may be waived for private non-profit groups or individuals that do not charge attendance or admission fees.
- 2) The use of the school premises may be denied when in the opinion of the Superintendent or the Board of Trustees the use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or if the activity is deemed to be improper to hold in a school.
- 3) In case of loss or damage to school property or any person, in connection with the User's use of the facility, the organization or individual signing the "School Facility Use Agreement" shall be fully responsible and liable.
- 4) The District reserves the right to require a certificate of insurance from the User. If a certificate is required, said certificate requirements are specified on the "Insurance Requirements for Facility Use" document.
- 5) No alcoholic beverages, tobacco, nicotine products or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, members, guests or attendees.
- 6) No profanity or other disrespectful or disruptive language or gestures may be used, no quarrelling, fighting or gambling is permitted.
- 7) No illegal games of chance or lotteries will be permitted.
- 8) No handguns, knife blades or weapons or any kind may be brought to or used in a District facility.
- 9) No alteration of the premises or changes in the use of such premises or movement of fixtures or furniture shall be made without specific written consent of the District.
- 10) Adequate supervision must be provided by the User to ensure proper care and use of District facilities including the use of a District-approved event supervisor if required in the Facility Use Agreement for this event. The User and/or Supervisor must remain in attendance during the event including setup and cleanup. If the superintendent finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of use of the facility at User expense.
- 11) Doors will not be propped open.
- 12) No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought on to the premises or used in any way while occupying any portion of any District property unless permission is given in advance by a school official.
- 13) Wax or other preparations ordinarily used on dance floors is not to be used on gymnasium floors.
- 14) User must give written notice to the District of any accident resulting in bodily injury or damage to property of the School or others occurring on the premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.
- 15) Persons or groups not following these rules must be made to immediately leave the facility by the event Supervisor.
- 16) Organizations or individuals found to have violated the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or revocation decision may be made to the Board but the Board decision is final.
- 17) User(s) are to observe the following additional conditions:

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ed:

Approved by:

\_\_\_\_\_  
User (date)

\_\_\_\_\_  
JHS Administrator (date)

## JEFFERSON HIGH SCHOOL DISTRICT #1

212 S Main St ~ PO Box 838 ~ Boulder, MT 59632 ~ (406)225-3317 ~ fax (406)225-3289 ~ www.jhs.k12.mt.us

### **INSURANCE REQUIREMENTS FOR FACILITY USE APPLICATION/PERMIT**

The District may, in the sole discretion of the Superintendent or the Board of Trustees, require a User of District facilities to provide proof of insurance coverage for the event. In determining whether to require such insurance, the Superintendent or Board will consider such factors as whether the event is being held for commercial purposes and/or if there is a probability of damage or injury to school property and any other factors having to do with the facility and its contents or individuals using the facility.

When required by the District, the User of the facility shall provide the School District with a certificate of insurance. Said certificate shall name the School District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the use of the facility. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident. The policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall also contain information regarding the coverage for worker's compensation or self insured status as per Montana insurance guidelines. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the School District written notice at least 10 days before the effective date of the cancellation or non-renewal.

**JEFFERSON HIGH SCHOOL DISTRICT #1**

312 S Main St ~ PO Box 838 ~ Boulder, MT 59632 ~ (406)225-3317 ~ fax (406)225-3289 ~ www.jhs.k12.mt.us

**SCHOOL FACILITY USE APPROVED SUPERVISOR TRAINING LIST**

**District Policy Form 4330F3**

Name:	
Address:	
Phone and Email:	

**JHS Facilities Approved for:**

- All JHS buildings and grounds
- South Gym
- North Gym and Cafeteria
- Classroom wing
- Grounds

**Training Areas**

**Security**

- Access Codes/Keys
- Doors
- Alarms
- Gates, Barriers
- Fire escape and response plan
- Exits
- MSDS/Hazmat
- Emergency procedures and contact information
- Appropriate methods for dealing with individuals or groups that break rules

**Facility Use Agreement and Rules and Regulations**

**Maintenance**

- Supplies and Equipment location and use
- Heating/Cooling
- Lighting

**Special Equipment**

- Location and use
- Approval for use requirements
- Setup and take down

By initialing below, Supervisor indicates that they understand and agree that when they are the designated Supervisor for an event they must remain on duty and present in the facility for the entire event including any setup or cleanup prior to or after the event.

\_\_\_\_\_ Supervisor initials

Facility Use Supervisor training provided on \_\_\_\_\_ by \_\_\_\_\_.

Approved by:

\_\_\_\_\_  
JHS Administrator (date)



## **RECOMMENDED LANGUAGE FOR ALL HANDBOOKS:**

Recommend that existing language regarding Open Gym, Facility Use, Weight Room use in all Handbooks (Coaches, Student, Student Activity) be replaced with:

### **District Facility Use**

Use of all District facilities, including the school building, gyms, weight room, playing fields and gym is coordinated through the office of the Activities Director. District policy requires that all use of District facilities be pre-approved by the Activities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits and separate insurance. Contact the Activities Director to find out when any Open Gym's are scheduled or to arrange for use of any District facility by calling the main school number 225-3317.

## LANGUAGE FOR INFORMATIONAL SIGN AT ENTRANCE TO SCHOOL AND ENTRANCE TO SOUTH GYM

Welcome to Jefferson High School.

Use of District facilities and grounds by the public for non-school purposes is encouraged but must be pre-arranged through the office of the Activities Director. You may contact the Activities Director by calling the main school number at 225-3317.

### Ground Rules for District Facility Use

- Use of the facility must be pre-approved by the Activities Director.
- Use of District facilities must be supervised by an approved District facility supervisor.
  
- Only the portion of the facility and/or equipment that has been approved for use may be used.
- Only those persons or group who have been approved may use the facility.
- Care and respect for District property must be observed.
  
- No profanity or other disrespectful or disruptive language or gestures may be used.
- No alcohol, tobacco, nicotine products or any illegal substance may be used or brought to a District facility.
- No handguns, knife blades or weapons of any kind may be brought to or used in a District facility.
- No door may be left propped open during facility use.
- Facilities must be left in good and clean condition.
  
- The school reserves the right to cancel approval for use of the facility on short notice if needs for school use arise.
  
- Persons or groups not following these rules or those rules contained in the Facility Agreement will be made to immediately leave the facility.
- Organizations or individuals found to have violated these Ground Rules, the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely .
- ANY DAMAGE OR INJURY TO THE FACILITY, EQUIPMENT OR PERSONS IS THE SOLE RESPONSIBILITY OF THE USER AS AGREED IN THE FACILITY USE AGREEMENT.

## JHS 2011-12 PERSONNEL

### CLASSIFIED PERSONNEL

Linda	Allen	\$	16.00	School Secretary
Cathy	Carey	\$	14.50	Paraprofessional
Laura	Butler	\$	12.81	Paraprofessional
Frank	Williams	\$	13.04	Paraprofessional
Don	Morgado	\$	11.49	Custodian
Paul	Petroff	\$	11.49	Custodian
Matthew	Kosola	\$	15.30	Custodian

### CERTIFIED PERSONNEL

Matt	Allen	\$	53,902.00	Vocational Tech Ed
Becky	Bruce	\$	28,054.00	Family Consumer Science
Samantha	Humphrey	\$	19,132.00	Business
Cathy	Carey	\$	8,306.45	Digital Academy
Dave	Ramey	\$	14,667.29	Woods/construction
Fritz	Bieler	\$	47,418.00	Social Studies/Goft
Jessie	Collins	\$	31,208.00	Math
RaeCille	Dawson	\$	45,164.00	Art
Rex	Sonsteng	\$	45,304.00	Math
Victoria	Foster	\$	51,902.00	Spanish/English
Charles	Garnaas	\$	34,775.00	Music .67
Michael	Hesford	\$	42,968.00	English/Film/Drama
Dave	Hohenthal	\$	47,418.00	Social Studies
Mark	Kelly	\$	6,953.00	Journalism
Steve	McCauley	\$	47,673.00	Science
Jennifer	Nardiello	\$	28,995.00	Science
Linda	Piccolo	\$	51,902.00	English/Drama
Dave	Ternes	\$	51,902.00	PE/Anatomy
Tanya	Getten	\$	18,427.00	Library
Tanya	Getten	\$	18,427.00	Counselor
Bob	Ekblom	\$	51,902.00	Special Ed
Samantha	Humphrey	\$	19,132.00	Special Ed



From the desk of:



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June 2011

### **Day-to-Day**

The MD&A might be ready by the board meeting but I'm not quite sure. I just received the info from the auditor so am working diligently to get that done.

### **Contracts**

Classified and Certified contracts should be nearly ready by Tuesday as long as we have the CBA's finished and signed. Obviously I'm waiting for the decision on the art position. As yet, I don't have any information from the negotiations committee for the administrative personnel – Mr. Whealon, Mr. Lutkehus, Mr. Peeler, Mr. Sturdevant, Ms. Rykal, or Ms. Carey (me).

### **Yearend**

We will have information available at the meeting concerning the wrap-up of the 10/12 budget.

According to HB 329 it is possible to transfer "excess" funds from the general fund to any other budgeted fund if certain criteria are met. Mr. Whealon and I worked through the spreadsheet provided by OPI but discovered that the absolute most we could transfer would be less than \$10,000. To accomplish this we would have to severely under-spend this current year's budget. I'm not quite sure which districts this bill was intended to help but it certainly wasn't ours.



lorie carey &lt;lorie.carey@jhs.k12.mt.us&gt;

## Fwd: Friday Notes:

jim whealon &lt;jim.whealon@jhs.k12.mt.us&gt;

Fri, Jun 17, 2011 at 10:42 AM

To: Lorie Carey &lt;lorie.carey@jhs.k12.mt.us&gt;

----- Forwarded message -----

From: jim whealon &lt;jim.whealon@jhs.k12.mt.us&gt;

Date: Fri, Jun 17, 2011 at 10:41 AM

Subject: Friday Notes:

To: Alan Erickson <aerickson@m-m.net>, Diane Lorenzen <lorenzen@jeffbb.net>, Kathy Jackson <Katjack\_5@msn.com>, Lynne Bryant <Lynlab3@yahoo.com>, Pat Lewis <lewis@radonmine.com>, Sabrina Steketee <sabrina@gopantherz.com>, Stan Senechal <ssenechal@simplexgrinnell.com>

Now that the rain has slowed down we had our football fields sprayed. This is the first of three applications.

We will have a contractor's walk through for replacing the weight room roof on June 27th at 11:00 am. Alan Erickson said he would try to attend.

The annual discipline report to the Office of Public Instruction has been submitted. We had no reportable suspensions this past school year.

Each year the city fills its swimming pool from our in house water system and they are in the process of doing that now.

The science students have been working hard on the new walking trail. The drip system for the new trees is about in.

The drum line and music department received a grant for about \$6,000.00 for new drums from Sabrina's company. Mr. Garnaas is quite excited!

The football field sprinkler system and water to the stadium has been fixed. Lance will start the system today.

The classrooms have been repainted and the floor waxing is well on its way. This year we did not get students to help with the summer cleanup because the federal summer youth employment money was cut from the federal budget. However, the staff is getting the work done even without the extra help.

We will be putting in a camera system this summer. At graduation someone supper glued some of our locks and light switches. We have had several minor vandalism issues this spring.

Summer school got started on the 14th. We have a full class at this time. We will start the summer school at AYA on the 20th with three teachers. Summer school accounts for about 1/4th of our AYA count.

We are not flying the flag this summer. State law only requires it be flown during regular school hours. We will be purchasing a new flag because they only last for about one year. Lori has repaired the one we got last year once already.

We picked up 17 more desks from Whitehall. We will need a few more desks in some of the classrooms next year. We do not plan to operate the modular classrooms next year which should cut our energy costs some.

We will be doing some fence repairs and adding some fencing around the football fields this summer. This should help reduce the number of people who walk around the ticket booth and do not pay. Some times we

do not take in enough to cover the referees.

--  
Jim Whealon  
Superintendent/Principal  
Jefferson High School

--  
Jim Whealon  
Superintendent/Principal  
Jefferson High School

\*\*\* This Email was sent by a staff member at Jefferson High School.



21 June 2011

Report to JHS School Board

First I want to thank Jim Whealon, Matt Allen and Lynne Bryant for serving with me on the selection committee to interview football coaching applications. We had seven apply for the head coaching position and two apply for assistant coach positions. This was a much bigger job than was anticipated as the number of applicants and the quality and experience of those who applied made it very difficult to pick from. The committee spent over eleven hours interviewing and coming up with our recommendations for the board.

The above committee recommends Clint Layng for the head coach and Daryl Mikesel as one of the assistants. We left one assistant job open until the head coach was selected so he and Daryl Mikesel could have a choice in selecting the third coach. After conferring with the two and again with the selection committee Josh Armstrong was selected as the second assistant.

As stated earlier the quality of applicants was great and we hope those who were not selected will be willing to help out in the program.

We would also like to take this time to thank Ron Smartnick for his years of coaching football at JHS. We are glad he is still on the wrestling staff and involved with JHS. Ron is an excellent organizer and cares about the JHS students. One only has to look at the football storage areas to see how everything is kept in order. He also spent countless hours on the construction of the Booster Stadium and donated many hours of his time and his finances to make this building and the football program one of the best in Montana. It is hoped he will continue to watch over the weight room as he has done for many years, and help out with the football program. JHS owes Ron a big thank you for all he has helped out with at JHS.

A little about the selected coaches, Clint Layng was all-conference and all-state his last two years in high school. His team played in two state championships and won one. He went on to play four years of football at Eastern Oregon University, starting his last two years and team captain his senior year. He also played basketball and baseball earning all-state in both in high school. He has been the assistant football coach at Sheridan High School the past eight years, the head basketball coach the last seven years and the head track coach for the junior high the last two years. He was selected to coach in the treasure State eight man all-star football game in 2010 and coached the western C all-star basketball team in the senior classic 2006-2009. He also played two years of semi-pro football.

Clint is married to Sarah [ Norden ] Layng and they have three young daughters. Sarah is the head girls basketball coach at Sheridan and an assistant track coach as well. Clint and Sarah are both teachers and they want to make their home in the Boulder area and raise their children here. It will take several months or up to a year for them to get everything arranged to move from Sheridan and until then they will continue to teach and coach in Sheridan. Clint teaches P.E. and health K-10 and weight training 9-12 and is also a drivers education instructor.

Daryl Mikesel is a teacher, coach and the AD in Clancy. He graduated from White Sulphur Springs high School where he played all sports. In football he was selected "back of the year" and selected to play in the treasure state all-star game. While attending MSU Bozeman he completed classes dealing with

football fundamentals, strategy and a coaching option. At Clancy he has held coaching positions in track, basketball and academic teams as well as being the AD the last two years.

Josh Armstrong is a graduate of JHS. He played football and wrestled at JHS, playing varsity three years and earning several conference and divisional accolades. He was selected team captain by the players and most valuable player by the coaches his senior year. He was the head wrestling coach for the Boulder little guy team and has coached small fry soccer and t- ball.

This committee would like the JHS Board to approve the above football coaches.

On the tennis side Coaches Donna Miller and Nikki LaRue are both facing changes in their lives. Coach Miller has had a change in her work schedule and will now have to work afternoons and evenings. The company she works for received a grant that enables them to work more closely with problem children, Coach Miller has been appointed to teach these kids and has had to resign. Coach LaRue has decided to further her education and will be taking courses next year. Her time will be limited and she feels she will not have the time to continue as a JHS tennis coach, she has resigned.

The volleyball program is in need of a second assistant coach. Two coaches are not enough to fully teach and coach the amount of kids that are playing.

Therefore we need to advertise for the tennis coaches and the assistant volleyball coach.

I will give my report on the track and field coaches at the next board meeting.

We had a professional speaker and motivator come to Boulder two weeks ago, He is very good and those who attended were certainly impressed. Not all of our coaches were able to attend as some had prior commitments but we had seven there as well as seven grade school coaches. I was hoping some of the board would have come to listen to this presentation, but none did. His presentations cover the role of coaches, parents and players just to name a few. He has written seven books and travels the Western USA speaking to school personal.

Dan Sturdevant AD