

AGENDA
REGULAR MEETING OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. August 16, 2011 ***

Jefferson High School Library

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

A. Call to order-Chairperson

1. Pledge of Allegiance

B. Reorganization of Trustees

1. Swearing in of Clancy area representative
2. Appointment of Clancy representative to committees

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

D. 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.

E. Communication and Comments.

1. Letters to the Board - Karen Davidson
2. Student Report
3. Staff Presentations

F. Committee Reports.

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

G. Unfinished Business

1. Golf
2. MQEC Membership
3. Outside Websites with JHS information

H. New Business.

1. Approval of 2011-12 Budget
2. Policy Amendment – 4330P1 Open Gym
3. Substitute Pay – Teachers (certified & non-certified) & Classified
4. Tuition Rates
5. Sound System – North Gym
6. 1st Reading P-Card Policy with possible waiving of 2nd reading
7. 1st Reading New Policies
8. Personnel
 - a. Substitute Applications
 - b. Teaching Vacancy/Recommendation – Physical Science
 - c. Sports Evaluations/Recommendations
 - d. Coaching Vacancies – Head & Asst. Tennis, Asst. Boys' BBall, Asst. Volleyball

I. Commendations and Recognition

1. Football Camp – Josh Morris
2. Staff Recognition

J. Clerk's Report

1. Budget

K. Superintendent's Report

1. AD Report

L. Follow-up/Adjournment

NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. September 20, 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.

RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Board of Trustees of Jefferson High School District #1 has authority to purchase goods and services in an amount not to exceed \$50,000 without competitive bids; and

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of the school district; and

WHEREAS, it is the desire of the Board of Trustees to enable each authorized individual staff member to procure authorized supplies for school purposes to facilitate creative pedagogical processes; and

WHEREAS, the board of Trustees recognize that the Procurement Card is neither a substitute for public bidding nor the district's existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Montana (Illinois) Association of School Business Officials has negotiated with the Bank of Montreal, a Canadian-chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts and colleges in the State of Montana (Illinois), a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

WHEREAS, the Montana (Illinois) Association of School Business Officials recognize the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsor and endorse the Corporate MasterCard Program for its members; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Jefferson High School District #1 as follows:

- ONE: The Chairperson and Clerk of the Board of Trustees are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by its legal counsel and this Board.
- TWO: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.
- THREE: As a condition precedent to issuance of a Procurement Card, the business manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.
- FOUR: As a condition precedent to receiving the Procurement Card, the business manager shall establish in writing, purchasing parameters in accordance with law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary procurement card limits for each individual recipient of the Procurement Card. Individuals shall submit a list of school goods and services to be

annually purchased with the cards, which shall be approved in writing by the Business Manager or designee.

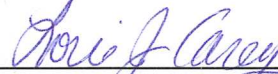
FIVE: As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement of indemnity, which is included in the p-Card Faculty/Staff Agreement.

SIX: The Board of Trustees hereby expressly authorizes the Superintendent and/or Business Manager to execute the p-Card Use Agreement on its behalf.

SEVEN: Upon receipt and use of Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Business Manager.

Unanimously approved this 16th day of August, 2011.

Chairperson: 
Kathleen Jackson

Clerk: 
Lorie J. Carey

CERTIFICATE OF TRUSTEE APPOINTMENT

THIS IS TO CERTIFY, that on the 16th day of August 2011,
Timothy Lloyd was appointed to fill the
office of trustee for the Jefferson High School District, until the next
regular school election of said district, in accordance with 20-3-309, MCA.

Kathleen Jackson
Print Board Chair's Name

Kathleen Jackson
Board Chair Signature

Lorie J. Carey
Print District Clerk's Name

Lorie J. Carey
District Clerk Signature

Jefferson High School District No. 1
Jefferson County, State of Montana
DATED this 16th day of August, 20 11

Please file the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Appointment. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with 20-3-324, MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Timothy A. Lloyd
Print newly appointed Trustee's Name

Timothy A. Lloyd
Signature of newly appointed Trustee

Subscribed and sworn to before me this 16 day of Aug, 20 11

Garry A. Pace
Print County Superintendent's Name

Garry A. Pace
Signature of County Superintendent

Note: Give the certificate of appointment and the oath of office to the elected trustee and to the county superintendent.

07/21/11
07:24:41

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 7/11

. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
13330	1737 NORTHWESTERN ENERGY	3,593.36						
1	359336 07/01/11 June 11 electric	2,496.60*		201	100-2600	412		
2	359336 07/01/11 June 11 gas	1,096.76*		201	100-2600	411		
13331	4297 COMDATA	872.14						
1	2014348 07/01/11 Route	491.85*		210	100-2700	624		
2	2014348 07/01/11 custodial	72.09*		201	100-2600	624		
3	2014348 07/01/11 drivers ed	237.70*		218	100-1000	624		
4	2014348 07/01/11 jhs ad	70.50*		228	100-1000	582		
13332	3548 NICO ELECTRONIC SYSTEMS, INC.	345.00						
1	71045 07/01/11 annual fire alarm fee	345.00*		201	100-2600	440		
13333	4370 STURDEVANT, DANIEL	55.33						
1	06/05/11 gas for mower	55.33*		201	720-3500	610		
13334	4404 BOULDER ADMINISTRATION SERVICE	125.00						
1	10056 06/20/11 flex documents	125.00*		201	100-1000	260		
13335	4539 ROBERT BROOKE & ASSOCIATION	103.72						
	377712 07/11/11 locker parts	98.88*	7176	201	100-2600	615		
	377712 07/11/11 locker parts	4.84*		201	100-2600	615		
13336	4196 DEEP SURPLUS	508.50						
1	94005 07/08/11 cable and plugs	508.50	7165	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13337	899 EMPIRE OFFICE MACHINES, INC.	415.61						
1	172423-01 07/13/11 District Office Supplies	7.31	6674	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
2	172423-01 07/13/11 district office supplies	19.64	7143	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
3	172134-02 06/21/11 district office supplies	30.58	7143	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
4	172368-001 07/07/11 spec ed supplies	5.16	7174	215	999		71	
	PO Accounting (Org/Prog/Func/Obj/Proj: -456-1000-610- 71							
5	172368-001 07/07/11 spec ed supplies	45.98	7174	215	999		68	
	PO Accounting (Org/Prog/Func/Obj/Proj: -752-1000-610- 68							
6	172368-001 07/07/11 supplies	4.20	7174	215	999		327	
	PO Accounting (Org/Prog/Func/Obj/Proj: -329-1000-610-327							
7	172368-001 07/07/11 supplies	3.38	7174	215	999		66	
	PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610- 66							
8	172368-001 07/07/11 district office supplies	0.36	7143	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
9	214314 06/20/11 stop watches	136.50	6988	215	999		573	
	PO Accounting (Org/Prog/Func/Obj/Proj: -456-1000-610-573							
10	172134-01 06/20/11 stop watches	0.01	6988	215	999		573	
	PO Accounting (Org/Prog/Func/Obj/Proj: -456-1000-610-573							

07/21/11
07:24:41

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. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
11	172134-01 06/20/11 spec ed supplies	9.80	6912	215	999	71
	PO Accounting (Org/Prog/Func/Obj/Proj: -456-1000-610- 71					
12	172134-001 06/20/11 district office supplies	152.69	7143	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-					
13339	1304 JEFFERSON COUNTY SOLID WASTE	45.00				
1	11493 07/11/11 concrete disposal	45.00*		201	100-2600	431
13340	3728 Yellowstone County Youth Services	780.00				
1	06/28/11 Trautwein tuition	780.00*		213	100-1000	563
13341	3484 SCHOLASTIC CLASSROOM MAGAZINE	158.22				
1	M4576705 07/07/01 scholastic choices	100.00	6946	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-650-					
2	M4576705 07/07/01 scholastic choices	58.22*		201	390-1000	650
13342	15 A-1 RENTALS	1,216.00				
1	07/11/11 boom lift rental	1,216.00*		201	100-2600	615
13343	3959 AMERICAN EXPRESS	159.99				
	B85031/4 07/08/11 16 ft green gate	159.99	7168	201	999	
	Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-					
13344	3583 HOME DEPOT CREDIT SERVICES	1,982.31				
1	4973343 06/10/11 drywall/lock/lumber	917.98	6943	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-					
2	8973389 06/16/11 lumber for art room	982.33	7132	215	999	111
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-111					
3	8973389 06/16/11 lumber for art room	82.00*		201	100-2600	615
13345	3135 USABLE LIFE	2.40				
1	07/01/11 Matt Ret. Prem	2.40*		201	100-1000	260
13346	1828 MT HIGH SCHOOL ASSOCIATION	3,915.00				
1	07/01/11 membership/insurance	3,915.00*		201	720-3500	810
13347	4404 BOULDER ADMINISTRATION SERVICE	15.00				
1	08/01/11 August 11 admin fees	15.00*		201	100-1000	260
13348	3134 DENTAL NETWORK OF AMERICA	28.30				
1	08/01/11 Ins. Prem	28.30*		201	100-1000	260
Total:		31,095.21				

31,095.21

07/26/11
15:13:01

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 7/11

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
13228	3959 AMERICAN EXPRESS	653.42						
	Issued to Pittsburg Corning but should have been issued to American Express. HR							
1	803551 06/01/11 Essix glass block	486.00	6766	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-							
2	803551 06/01/11 Essix glass block	167.42*		201	100-2600	660		
13338	4374 UNITED STATES POSTAL SERVICE	2,000.00						
1	07/26/11 postage	2,000.00*		201	100-2400	532		
13349	5000 COSTCO	24.98						
1	06/20/11 AAA batteries	24.98	6964	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13350	4510 CROSSMAN WHITNEY GRIFFIN PC	485.68						
1	2011152 06/22/11 roof architect documents	485.68*		201	100-2600	440		
13351	3959 AMERICAN EXPRESS	849.93						
1	07/20/11 padlocks	15.00	7168	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							
	07/20/11 padlocks	0.04	7160	201	999			
	Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
	07/20/11 padlocks	4.95*		201	100-2600	615		
4	07/20/11 wall mount at Walmart	49.96	7160	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
5	07/20/11 westinghouse flat panel	278.00	7163	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
6	07/20/11 qSee 8channel dvr	298.01	7163	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
7	07/20/11 qSee 8channel dvr	1.99	7163	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
8	07/11/11 camera system	199.99	7175	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
9	07/20/11 Ref PO# 7163	1.99*		201	100-2600	615		
13352	386 BOULDER AUTO DIESEL & WELDING	60.94						
1	877 07/01/11 small engines supplies	60.94	6570	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
13353	3936 BOULDER TECH SERVICE	4,200.00						
1	108 07/07/11 i2006R2 server	4,200.00	7164	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-							

07/26/11
15:13:01

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 7/11

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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	
13354	3936 BOULDER TECH SERVICE	8,846.00						
1	108 07/07/11 25 Dlink cameras	7,250.00	7161	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
2	108 07/07/11 7 Dlink cameras	1,596.00	7161	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
13355	3936 BOULDER TECH SERVICE	5,000.00						
1	108 07/07/11 Dlink Poe Switches	1,000.00	7162	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
2	108 07/07/11 i201R2 Server	4,000.00	7162	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
13356	15 A-1 RENTALS	10.00						
1	07/15/11 adapter for trailer	10.00*		201	100-2600		615	
13357	899 EMPIRE OFFICE MACHINES, INC.	148.44						
1	172086-001 06/16/11 office supplies	61.91	6962	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-610-							
2	172086-001 06/16/11 spec ed supplies	86.53	6747	215	999		61	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-660- 61							
	Total:	22,279.39						
		22,279.39						

08/08/11
00:09:19

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 8/11

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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
13385	375 MSHWP/BCBS OF MONTANA	3,008.40					
1	07/01/11 Ret. Prem.	3,008.40*		201	100-1000		260
	Total:	3,008.40					
		3,008.40					

08/15/11
10:46:56

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 8/11

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. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			Obj Proj
13358	3248 CONTINENTAL FENCE AND SUPPLY	306.14					
1	24188 07/25/11 fencing/football	250.00	7169	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-610-						
2	24188 07/25/11 fencing/football	56.14*		201	720-3500		610
13359	3866 BLICK ART MATERIALS	1,929.98					
1	9662473 07/18/11 art supplies see attached	503.50	6979	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	9662473 07/18/11 art supplies see attached	1,426.48	6979	215	999		573
	PO Accounting (Org/Prog/Func/Obj/Proj: -456-1000-610-573						
13360	3959 AMERICAN EXPRESS	11.98					
1	07/01/11 glass block interest charges	11.98*		201	100-1000		610
13361	386 BOULDER AUTO DIESEL & WELDING	14.99					
1	16888 air filter	14.99	6570	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
13362	899 EMPIRE OFFICE MACHINES, INC.	20.30					
	172589-001 07/27/11 purple pens for teachers	20.30*	7183	201	100-2300		800
	781 EAGLE GLASS	360.00					
1	110722 07/22/11 clear laminated glass	360.00*	7184	201	100-2600		440
13364	899 EMPIRE OFFICE MACHINES, INC.	85.00					
1	214549 07/12/11 service on fax	85.00*		201	100-1000		440
13365	321 BRUCO, INC	4,015.59					
1	289123 07/18/11 carpet cleaner	3,885.05	7154	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
2	289123 07/18/11 carpet cleaner	130.54*		201	100-2600		660
13366	631 CRESCENT ELECTRIC SUPPLY CO.	1,828.20					
1	51-466188 07/12/11 light fix/lamps	1,828.20	6931	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
13367	4180 TYLER TECHNOLOGIES	1,638.79					
1	51172 07/18/11 school master	1,400.00	7145	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-						
2	51172 07/18/11 school master	238.79*		201	100-1000		680
13368	3959 AMERICAN EXPRESS	105.97					
1	07/22/11 budget wkshop lodging	105.97*		201	100-2500		582

08/15/11
10:46:56

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 8/11

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Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13369	1823 MT BROOM & BRUSH COMPANY	3,886.50						
1	767230 07/26/11 dispensers/ice melt/tcell	3,886.50	6932	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
13370	1987 PACIFIC STEEL	65.56						
1	597651 07/12/11 gate post	65.56*	7178	201	100-2600		615	
13371	612 AMSAN CUSTODIAL SUPPLY	206.60						
1	248807265 07/20/11 custodial supplies	206.60	6927	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
13372	3186 TRI-COUNTY MECHANICAL &	217.77						
1	9299 07/19/11 toilet repair	217.77*		201	100-2600		440	
13373	321 BRUCO, INC	305.66						
1	289879 07/26/11 square screen for sanding	305.66*		201	100-2600		615	
13374	4234 WELLS FARGO FINANCIAL LEASING	168.75						
1	6765616413 07/19/11 front office copier	168.75*		201	100-1000		840	
	1645 VERIZON BUSINESS	80.86						
	09990949 07/25/11 July 11 service	80.86*		201	100-2400		531	
13376	3088 SHI INTERNATIONAL CORP.	133.86						
1	B00222985 02/09/11 Ref PO#6756 Dragon Speak	84.00*		201	280-1000		610	
2	B00092197 06/28/10 Ref PO#6412 Win 7 upgrade	49.86*		201	280-1000		610	
13377	3866 BLICK ART MATERIALS	21.99						
1	9689860 07/27/11 art supplies see attached	21.99	6979	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13378	4389 NITRO GREEN & CHRISTMAS DECOR	762.00						
1	292270 07/22/11 fertilizer program	762.00	6812	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
13380	3936 BOULDER TECH SERVICE	800.00						
1	1088 08/02/11 switch difference	800.00*	7188	228	100-1000		660	
13381	4466 ROOF ASSET MANAGEMENT USA LTD.	3,500.00						
1	6160 07/27/11 specs for weight room	3,500.00*		215	366-2600		440 18	
13382	385 BOULDER MONITOR & JEFFERSON CO.	244.00						
1	12629 07/12/11 tennis/vb coach ad	192.00*		201	720-3500		540	
2	12629 07/12/11 audit ad	52.00*		201	100-2500		540	

08/15/11
10:46:56

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 8/11

Page: 3 of 5
Report ID: AP100

. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13383	4538 ALLTEMP HEATING AND COOLING, INC.	27,074.00						
1	1390 08/01/11 Furnaces	13,537.00	7156	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
2	1390 08/01/11 Furnaces	12,995.00	7156	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
3	1390 08/01/11 Furnaces	542.00*		201	100-2600		440	
13384	3547 MOODIE IMPLEMENT COMPANY	227.36						
1	15318 06/23/11 bearings for lawn tractor	227.36*		201	720-3500		610	
13386	3959 AMERICAN EXPRESS	106.99						
1	08/02/11 staff incentive items	106.99*	7181	201	100-2300		800	
13387	5000 COSTCO	492.24						
1	08/02/11 AAA batteries	5.02	6964	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	08/02/11 AAA batteries	5.97*		201	100-1000		610	
3	08/02/11 stamps	481.25*	7179	201	100-2400		532	
8	612 AMSAN CUSTODIAL SUPPLY	266.60						
	249429143 08/01/11 custodial supplies	250.21	6927	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
2	249429143 08/01/11 custodial supplies	16.39*		201	100-2600		610	
13389	4370 STURDEVANT, DANIEL	60.00						
1	coaches clinic	60.00*		201	720-3500		582	
13390	3583 HOME DEPOT CREDIT SERVICES	795.27						
1	06/28/11 paint, pneumatic fastners	92.89*		201	100-2600		615	
2	07/26/11 clear pine	702.38*		201	100-2600		615	
13391	1823 MT BROOM & BRUSH COMPANY	315.00						
1	769362 08/05/11 dispensers/ice melt/tcell	308.50	6932	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
2	769362 08/05/11 dispensers/ice melt/tcell	6.50*		201	100-2600		610	
13392	4297 COMDATA	292.33						
1	20144579 08/01/11 maintenance	292.33*		201	100-2600		624	
13393	734 DOOR AND HARDWARE UNLIMITED	9,863.00						
1	22898 08/05/11 locks/doors	9,513.00	7159	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							
2	22899 08/05/11 Door library	350.00	7171	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							

08/15/11
10:46:56

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 8/11

Page: 4 of 5
Report ID: AP100

. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13394	157 ACE HARDWARE	2,262.65						
1	42043 07/28/11 wood supplies	15.00	6899	215	999		61	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-660- 61							
2	42043 07/28/11 construction equipment	130.00	6949	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-660-							
3	42043 07/28/11 woods equipment	47.00	6948	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-660-							
4	42045 07/28/11 woods equipment	250.00	6948	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-660-							
5	various 01/01/11 Ref PO# 23248 Maint.	1,820.65*		201	100-2600		615	
13395	1250 INDEPENDENT RECORD	595.00						
1	112-600073 07/01/11 Tennis Coaching ad	595.00*		201	720-3500		540	
13396	1737 NORTHWESTERN ENERGY	1,740.23						
1	174023 08/01/11 July 11 electric	1,660.58*		201	100-2600		412	
2	174023 08/01/11 July 11 gas	79.65*		201	100-2600		411	
13397	1086 GIULIO DISPOSAL SERVICES, INC.	141.00						
	65894 07/31/11 July 11 Service	141.00*		201	100-2600		431	
8	2717 CITY OF BOULDER	1,603.35						
1	08/03/11 July 11 water/sewer	1,603.35*		201	100-2600		421	
13399	4542 K & K ROOFING	15,000.00						
1	2080 08/03/11 roof	15,000.00*		224	100-2600		460	
Total:		81,545.51						

81,545.51

July 28, 2011

Dear School Board Members,

Thank you for making the effort & finding the funds to keep the art program a full time program at Jefferson High School.

I understand that it is one time funding & I will do my best to get out the vote & pass the next school levy.

Thank you again.

Sincerely,

Karen Davidson

NEW BUSINESS

1. Approval of 2011-12 Budget – supplemental documentation follows
2. Policy Amendment 4330P1 Open Gym – Policy Committee will have recommendations
3. Substitute Pay
 - Currently is : \$10.00/hr certified teacher sub
 - \$8.58/hr non-certified teacher sub
 - \$7.40/hr classified personnel sub
4. Tuition Rates
 - In previous years, \$175/year has been charged
5. Sound system – North gym. Mr. Sturdevant took advantage of the Gradall that the custodians rented to climb in the rafters of the gym to repair the wiring to 2 of the 4 speakers.
6. 1st Reading of P-card policy – Policy committee will have recommendations
7. 1st Reading of New Policies – Policy committee will have recommendations
8.
 - A. Substitute Applications – none as of Thursday, August 04, 2011
 - B. Teaching Vacancy/Recommendation – Ms. Nardiello resigned her position as Physical Science teacher, taking a position with the Butte School district. Mr. Whealon is reviewing the applications received and will be conducting interviews shortly.
 - C. Sports Evaluations/Recommendations – see Mr. Sturdevants' report
 - D. Coaching Vacancies – see Mr. Sturdevants' report

1 **Jefferson High School District #1**

2
3 **FINANCIAL MANAGEMENT**

7400

4
5 Credit/Procurement Card Use

6
7 The Board permits the use of District credit/procurement cards by certain school officials and
8 Board members to pay for actual and necessary expenses incurred in the performance of work-
9 related duties for the District. A list of those individuals who will be issued a district credit card
10 will be maintained in the business office and reported to the Board each year at its meeting in
11 July. All credit cards will be pre-approved by the Board and will be in the name of the District.

12
13 The District shall establish a credit line not to exceed Five Thousand Dollars (\$5,000) for each
14 card issued and an aggregate credit limit of Ten Thousand Dollars (\$10,000) for all cards issued
15 to the District.

16
17 Credit/procurement cards may only be used for legitimate District business expenditures. The
18 use of credit/procurement cards is not intended to circumvent the District's policy on purchasing.

19
20 Users must take proper care of these credit/procurement cards and take all reasonable
21 precautions against damage, loss, or theft. Any damage, loss, or theft must be reported
22 immediately to the business office and to the appropriate financial institution. Failure to take
23 proper care of credit cards or to report damage, loss, or theft may subject the employee to
24 financial liability.

25
26 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or
27 violate the intent of this policy may result in credit card revocation and discipline of the
28 employee.

29
30 Users must submit detailed documentation, including itemized receipts for commodities,
31 services, travel, and/or other actual and necessary expenses which have been incurred in
32 connection with school-related business for which the credit/procurement card has been used.

33
34 The Superintendent shall establish regulations governing the issuance and use of
35 credit/procurement cards. Each cardholder shall be apprised of the procedures governing the use
36 of the credit/procurement card, and a copy of this policy and accompanying regulations shall be
37 given to each cardholder.

38
39 The District Clerk shall monitor the use of each credit/procurement card every month and report
40 any serious problems and/or discrepancies directly to the Superintendent and the Board.

41
42 Cross Reference: 7320 Purchasing
43 7335 Personal Reimbursements
44 7336 Travel Allowances and Expenses

45
46 Legal Reference: § 2-7-503, MCA Financial reports and audits of local government
47 entities

48
49 Policy History:

50 Adopted on: February 2007

51 Revised on: August 16, 2011

JHS 2011-12 PROPOSED BUDGETS

	2010-2011	2011-2012	DIFFERENCE	
General	\$ 1,865,635.49	\$ 1,776,697.66	\$ (88,937.83)	
Transportation	\$ 226,902.76	\$ 221,883.41	\$ (5,019.35)	Includes 3.6% increase to Harlows
Tuition	\$ 3,477.67	\$ 4,010.75	\$ 533.08	Fund balance
Retirement	\$ 198,998.55	\$ 201,055.00	\$ 2,056.45	
Adult Ed	\$ 28,808.59	\$ 31,468.17	\$ 2,659.58	Fund balance
Technology	\$ 52,871.82	\$ 54,270.85	\$ 1,399.03	Fund Balance + Levy + entitlement
Flex	\$ 32,390.41	\$ 32,390.41	\$ -	fund Balance with \$4740 reserves
	\$ 2,409,085.29		\$ (87,309.04)	

These budgets as of Tuesday, August 16, 12:00 noon are still somewhat tentative.

In particular, Heather needs to finish tuition information entered in the Maefairs system before we'll have firm numbers for the general fund. When I get those, I'll shoot them on.

The budget committee is supposed to meet at 6:00 right before the regular meeting and any changes will certainly be presented there.

Enter ANB and BUDGET DATA in BLUE fields on this page

This spreadsheet is provided to assist school districts with calculations for FY12 budget projections. Please note that the data needed to calculate exact budget limits is not yet available, and as such, the amounts generated on this spreadsheet should not be considered certifiable information from the Office of Public Instruction.

CO: County Name Jefferson
LE: District Name Jefferson H S

Elem LE: [] HS LE: 0457
K12 LE: []

Elementary 3-Year Average (See "ANB" tab)

	FY10 ANB	FY11 ANB	FY12 ANB	Adj FY12 ANB	3-Year Ave ANB	FY 11 K Add on	FY 12 K Add on
E1	0	0	0	0	0	-	-
E2	0	0	0	0	0	-	-
E3	0	0	0	0	0	-	-
E4	0	0	0	0	0	-	-
E5	0	0	0	0	0	-	-
M1	0	0	0	0	0	-	-
M2	0	0	0	0	0	-	-

High School 3-Year Average (See "ANB" tab)

	FY10 ANB	FY11 ANB	FY12 ANB	3-Year Ave ANB
H1	238	208	217	221
H2	0	0	0	0

Districts Implementing a State Funded, Full-Time Kindergarten Program for the First Time:

	FY11 Fall Enrollment	FY11 Spring Enrollment	% of ensuing year kindergarten students to be offered full time program
E1	0	0	0%
E2	0	0	0%
E3	0	0	0%
E4	0	0	0%
E5	0	0	0%

Prior Year Constants:

Elementary Per ANB Entitlement (20-9-306, MCA)
Indian Education for All Entitlement (Per ANB) (20-9-329, MCA)

Current Year Constants:

Additional Percent of Special Ed in BASE
Additional Percent of Special Ed in Maximum Budget
Elementary Per ANB Entitlement (20-9-306, MCA(14(b)))
High School Per ANB Entitlement (20-9-306, MCA(14(a)))
Elementary Reduction per ANB (20-9-306, MCA)
High School Reduction per ANB (20-9-306, MCA)
Direct State Aid Percentage (20-9-308, MCA)
Cutoff for reduction of Elem per-ANB entitlement (20-9-308, MCA)
Cutoff for reduction of HS per-ANB entitlement (20-9-308, MCA)
Elementary Basic Entitlement (20-9-306, MCA(6))
Middle School Basic Entitlement (20-9-306, MCA(6))
High School Basic Entitlement (20-9-306, MCA(6))
Quality Educator Entitlement (Per Educator) (20-9-306, MCA(15))
At-Risk Student Appropriation (20-9-328, MCA)
Indian Education for All Entitlement (Per ANB) (20-9-329, MCA)
American Indian Achievement Gap (Per Native American Student) (20-9-329, MCA)
FTE Add-On for Full Time Kindergarten Implementation
Oil and Gas (rev 3460) % required to estimate

Elem	HS	K-12
ENTER LE# IN K8	YES	ENTER LE# IN K9
150.55	150.55	150.55
50.18	50.18	50.18
ENTER LE# IN K8	32,976.37	
ENTER LE# IN K8	7,906.00	
2011 Taxable Value	14,992,625	
Enter 2011 FTE	18,125,993.34	
FY 11 Full-Time Equivalent Educators:	18,126	
FY11 Title I Allocation	15,693	
Native American Students:	5.00	
FY11 Adopted Budget	1,865,635.49	
Highest Levy OB Authorized Or Imposed Between FY07 & FY11	267,146.77	

ENTER LE# IN K8	100%	ENTER LE# IN K9
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

% of Spec Ed Funding in Max
Number of Prior Yr BASE Mills Levied (Optional)
Number of Pr Yr Over-BASE Mills Levied (Optional)
Total Unreserved Fund Balance
Prior Year Excess Reserves Funding Over-BASE

NON-LEVY REVENUES	0.00
Actual FY11 Gen Fund Receipts (req'd to anticipate)	0.00
Anticipated (estimated)	0.00
Other (estimated)	0.00
Tuition to Fund OverBASE	34,302.33

FY12 Budget Summary:
BASE (Minimum) Budget:
Maximum Budget Limit:
Highest Budget Without a Vote:
Highest Budget With a Vote:
PROPOSED ADOPTED BUDGET:

Elementary	High School	K-12 District
0.00	1,475,248.56	0.00
0.00	1,850,299.63	0.00
0.00	1,776,697.66	0.00
0.00	1,869,055.93	0.00
0.00	1,776,697.66	0.00

Increase in Over-BASE levy subject to voter approval:
High School budget driven by 3-year average ANB

FY12 General Fund Mill Summary:

District Non-Isolated Mills:	
BASE Mills - Elementary:	26.72
Over-BASE Mills:	17.83
Total General Fund Mills:	44.55

Enter TV in Cell Q17
Enter TV in Cell Q17
Enter TV in Cell Q17

Enter TV in Cell U17
Enter TV in Cell U17
Enter TV in Cell U17



lorie carey <lorie.carey@jhs.k12.mt.us>

Resignation

jennifer nardiello <jennifer.nardiello@jhs.k12.mt.us>

Sat, Jul 16, 2011 at 4:56 PM

To: Jim Whealon <jim.whealon@jhs.k12.mt.us>, lorie carey <lorie.carey@jhs.k12.mt.us>

Jim,

I have been offered a job with the Butte School District. I am going to accept this job and resign from Jefferson High School. I will come up to Boulder on Monday the 25th to turn in my keys and retrieve the last of my personal items from the classroom.

Sincerely,

Jennifer Nardiello

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

From the desk of:



August 2011

Day-to-Day

Year end work is nearly complete. The TFS (Trustees' Financial Summary) information has been entered in the OPI system and is validated – earliest ever!!! Preliminary budgets are done. Entry of tuition from AYA/YDI students is nearly complete as well.

Training

I attended the OPI E-grants workshop and the OPI Budget workshop – both in Bozeman. At e-grants, I submitted the application for Title funds. Thanks to texting and the computer, I was able to have Mr. Whealon review the application before submission. The Budget workshop was helpful as usual.

I will be participating in a couple of projects with OPI staff – the GEMS project and Pathway to Excellence Program. They both have to do with data systems and access. Volunteers will be participating in on-line meetings to problem-solve and brainstorm. PEP on the surface seems quite intimidating but mostly it will involve determining how to gather all the information required. Most of this data is already presented to OPI from school districts in one form or another. Other pieces will be a little harder to gather i.e. sq. ft of building, #'s of students involved in activities, and the like. GEMS seems to be more about data presented over several years. My first on-line meeting will be Tuesday, Aug. 9.

SB 329 addresses Multidistrict Agreements, Cooperative Purchasing contracts, and transfers between funds. There has been some funding set aside for districts who establish these types of activities. A few good examples would be to purchase supplies, a technology coop., or for professional development. Since we have to set aside some of our Title 1 funds for professional development, this might be a good time to get more bang for our buck. An agreement must be established and submitted before December 31, 2012.

Back to School

Heather and I will organize a little back-to-school breakfast and then also lunch for the teachers on Monday, Aug. 22. We will also have to update our years of service recognition for staff members. I believe Mr. McCauley will receive a jacket this year and Ms. Dawson and Ms. Piccolo should receive their 20-year awards. If they can, Board members usually attend the breakfast so that they can participate in the recognition. Heather also assembles welcome back items for the staff to try to boost morale.



lorie carey <lorie.carey@jhs.k12.mt.us>

Fwd: Friday notes:

jim whealon <jim.whealon@jhs.k12.mt.us>
 To: Lorie Carey <lorie.carey@jhs.k12.mt.us>

Wed, Aug 10, 2011 at 3:21 PM

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

From: **jim whealon** <jim.whealon@jhs.k12.mt.us>

Date: Wed, Aug 10, 2011 at 3:21 PM

Subject: Friday notes:

To: Kathy Jackson <katjack_5@msn.com>, Kyle Eckmann <kmeckmann@msn.com>, Lynne Bryant <Lynlab3@yahoo.com>, Pat Lewis <lewis@radonmine.com>, Sabrina Steketee <sabrina@bouldermt.com>, Stan Senechal <ssenecha@simplexgrinnell.com>

Because I have a wedding to go to and I plan on trying to get a few days off before school starts, I am sending these now.

Golden Eagle Construction finally got its trim metal in today and they say they will finish the art room job today. Finstad Flooring is also working in the art room and should be finished next week. Our staff will then put the finishing touches on and the art room will be ready for the start of school. The hanging ceiling may have to be put up the first or second week of school.

K and K Roofing has been on the weight room roof for the past few days and should be finished with that work soon. They will also repair the gutter between the North Gym and the weight room.

The new classroom windows are being put in today. This job will take a week or so. Another truck of windows should be here on the 11th.

About half of the new furnaces are installed and the contractor should be finished next week.

Letters to the students and teachers have been sent out for the start of school. Freshman orientation will be August 18th at 7:00 pm at the High School.

We interviewed four people for the science position on the 8th. The fifth person could not make the interview because of other interviews out of state. Steve MCCAuley, Bob Ekblom, and I did the interviews. We selected two top candidates and checked their references. We will be recommending Mary Williams for the position. She has recently moved to Clancy from Colorado with her husband and son. She comes with very strong recommendations for her teaching and innovation in the classroom.

Lorie is off for a few days but Heather should be in in the morning. I will not be here on the 11th if the policy committee is planing to meet..

Lance's crew is waxing the halls and trying to work around the various contractors we have in. Most of the school is currently locked down to protect the floors that have been waxed. The wax takes some days to dry before they can be used. The construction activities are putting some pressure on his staff.

--

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.



paudet@cablemt.net, pearson@victor.k12.mt.us, phufford@metnet.mt.gov, pjenkins@charlottesville.com, Paula Johnston <pjohnston@whitehallmt.org>, rchvilicek@cji.k12.mt.us, Rick Duncan <rduncan@pchs.dl.k12.mt.us>, Linda E Reksten <rekstenle@butte.k12.mt.us>, reynoldsm@absarokee.k12.mt.us, rhondab@harlem-hs.k12.mt.us, rmckenna@turner.k12.mt.us, rmoore@livingston.k12.mt.us, rob_o@broadview.k12.mt.us, roysupt@midrivers.com, Carl Somers <rpsadmin@midrivers.com>, Renee Rasmussen <rrasmussen@wchs.k12.mt.us>, rsimpson@deerlodgeschools.org, Ron Whitmoyer <rwhitmoyer@ehps.k12.mt.us>, Duby Santee <santeed@hsd3.org>, schilld@baker.k12.mt.us, Darlene Schottle <schottled@sd5.k12.mt.us>, sd4@libby.k12.mt.us, sgcosupt@mtintouch.net, sgettel@msdb.mt.gov, sonny@itstriangle.com, sschwartz@lavina.k12.mt.us, super24@threeforks.k12.mt.us, SuperHepp@yahoo.com, supt@co.liberty.mt.gov, supt@midrivers.com, supt@stregis.k12.mt.us, suptofschools@stillwater.mt.gov, suptshs@midrivers.com, tanderson@nemont.net, Todd Fiske <tfiske@westvalleyschool.com>, thenderson@stanford.k12.mt.us, tholecek@westbyschool.k12.mt.us, tim_bronk@laurel.k12.mt.us, "Tony A. Kloker" <tonykl@metnet.mt.gov>, Tim Tharp--Sunburst <ttharp@sunburst.k12.mt.us>, veto1963@yahoo.com, voydsp@rockyboy.k12.mt.us, wcoy@huntley.k12.mt.us, whssup@midrivers.com, wjco@cutbankschools.net, WStanley@sd3.k12.mt.us, wstanley@sd3.k12.mt.us, wwsupt@whitewater.k12.mt.us, Peter Marchi <petert@mtintouch.net>, Darrell Rud <samdr@sammt.org>, lance Melton <lmelton@mtsba.org>, Dave Puyear <dpuyear@mrea-mt.org>, Lynda Brannon <lbrannon@masbo.com>, Dee Hensley-Maclean <macleand@netzero.net>, elidges@aol.com


The Montana Quality Education Coalition (MQEC) sent letters to every Montana school district on May 18 explaining the benefits of joining the organization and requesting payment of dues for membership in fiscal year 2012. Thirty-eight school districts have submitted dues as of today. Thank you very much to those districts. Several others have already communicated that their district will not join MQEC. MQEC would like to have a clearer picture of its expected membership for 2012 and would greatly appreciate your response as to whether or not your district intends to join. If at all possible, MQEC would like to receive your response by the 15th of August.

Last month, MQEC's Board of Directors voted unanimously to have an attorney provide a full legal analysis of the options available to the organization in terms of litigating to make K-12 public school funding keep pace with inflation in FY 2011 and FY 2012. The options under consideration by MQEC's Board include the following:

- o a full challenge of the current funding system;
- o a return to court pursuant to findings 119-121 of Judge Sherlock's 2008 opinion;
- o an effort to strike Section 26 from Senate Bill 329; and
- o an effort to challenge the Constitutionality of the actions of the State in 2011 by failing to fund inflation when inflation is included in the definition of quality under 20-9-309, MCA.

MQEC has funding available from its previous settlement to pursue litigation on a limited basis, but will not have the necessary funds to continue its other organizational functions without a significant increase in the number of its members. If your district intends to join, please contact us by September 30, 2011. It's also important to know that MQEC cannot operate for the full year because of limited membership. We are currently checking with remaining MQEC members who would pursue litigation with

Mark Lambrecht
Executive Director
MT Quality Education Coalition
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Helena, MT 59602
[\(406\) 594-2955](tel:(406)594-2955)
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www.mqec.org

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13K