

AGENDA
REGULAR MEETING OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
* 6:30 p.m. October 18, 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
2. Student Report - Student Council
3. Staff Presentations

E. Committee Reports.

1. Negotiations/Personnel – P. Lewis, S. Senechal, T. Lloyd
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, T. Lloyd
5. Teaching/Learning – S. Steketee, L. Bryant

F. Unfinished Business

G. New Business.

1. 2nd Reading of New Policies
 - a. 1420 School board Meeting Procedures
 - b. 3110F Educational Authorization Affidavit
 - c. 3416, 3416F Administering Medicines to Students
 - d. 4330 ~~Service Animals~~
 - e. 8435, 8435F&P Facility Use
2. 1st Reading New Policies
 - a. 7261 Metal Mines
 - b. 1110 Taking Office
 - c. 1111 Election
 - d. 1120 Annual Organizational Meeting
 - e. 1210 Qual., Terms, Duties of Board Officers
 - f. 1400 Board Meetings – Budget Meetings
 - g. 1420 ~~Meeting Procedure~~
 - h. 1532 Trustee Insurance
 - i. 2100 School Year Calendar and Day
 - j. 7320 Purchasing
3. Personnel
 - a. Substitute Applications – Susan Deming
 - b. Superintendent Salary – Address salary increase proposed for Mr. Whealon
 - c. Vacancies – Custodian,
Student Council Approval of Jessie Collins as Student Council Advisor
 - d. Sports Evaluations/Recommendations – volleyball incident
 - e. Coaching Vacancies – Head & Asst. Tennis, Asst. Boys' BBall, Asst. Volleyball, Asst. Wrestling

H. Commendations and Recognition

I. Clerk's Report

1. Fund Balance Classifications
2. Review of 2011-12 Budget

J. Superintendent's Report

K. Follow-up/Adjournment

NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. November 15, 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.

09/28/11
12:04:11

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 9/11

Page: 2 of 5
Report ID: AP100

.. Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13475		2749 UNIVERSAL ATHLETICS	4,331.85						
1		0019847-01 06/29/11 field lining set	389.99	7142	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-							
2		0013898-03 10/25/10 uniforms BBBall	1,519.12	6623	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-							
3		0013898-03 10/25/10 FB field paint	67.30	6663	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-							
4		0020402-02 08/26/11 gbb uniforms	1,218.57	7166	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-							
5		0020402-01 08/25/11 gbb uniforms	1,136.87	7166	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-							
13476		1079 GAGNON'S DIGITAL IMAGING	697.85						
1		52537 09/13/11 copies	697.85		201	100-1000		440	
13477		4061 MSU-SCIENCE/MATH RESOURCE CENTER	300.00						
1		09/13/11 science olympiad fees	300.00	7219	201	710-3400		582	
13478		4256 NEOPOST LEASING	251.10						
1		N2768235 09/10/11 lease payment	251.10		201	100-2400		532	
13479		4389 NITRO GREEN & CHRISTMAS DECOR	762.00						
1		09/15/11 fertilizer program	762.00	6812	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
13480		3088 SHI INTERNATIONAL CORP.	1,718.66						
1		B00387755 09/06/11 27 Office upgrades + medi	1,443.66	6906	215	999		61	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-680- 61							
2		B00390015 09/08/11 10 pk quick books	274.29	6907	215	999		62	
		PO Accounting (Org/Prog/Func/Obj/Proj: -396-1000-680- 62							
3		B00390015 09/08/11 10 pk quick books	0.71	6907	215	999		61	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-680- 61							
13481		2899 WOODWORKER'S SUPPLY, INC.	2,274.58						
1		7969235-1 09/08/11 band saw;hooks	1,583.68*	7209	215	451-1000		660 73	
2		7969243-1 09/08/11 scroll saw/blades	690.90*	7210	215	451-1000		660 73	
13482		45 PIONEER CONCRETE	715.60						
1		09/15/11 concrete for garage/sidew	715.60	7167	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
13483		3959 AMERICAN EXPRESS	337.75						
1		43150244 09/15/11 biology books	325.00	7215	201	100-1000		640	
2		43150244 09/15/11 biology books	12.75		201	100-1000		640	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
13484	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	12,872.52					
1	09/01/11 1st contract pymnt	12,872.52		210	100-2700	513	
13485	3330 ACTE - Asso. for Career & Tech.	590.00					
1	09/22/11 membership dues	590.00*	7225	215	451-1000	582	73
13486	15 A-1 RENTALS	97.00					
1	09/14/11 saw rental	97.00	7226	201	100-2600	440	
13487	3959 AMERICAN EXPRESS	298.08					
1	09/22/11 headsets	298.08	7231	201	100-1000	610	
13488	1451 L & P GROCERY	27.45					
1	1631330919 09/19/11 biology lab supplies	15.35	6992	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	1418940921 09/21/11 biology lab supplies	12.10	6992	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13489	4548 COTTAGE FLORAL	79.00					
	09/16/11 Ammen memorial flowers	79.00	7217	201	100-2300	800	
13490	375 MSHWP/BCBS OF MONTANA	4,022.97					
1	Sept11 09/13/11 Retirees premiums	2,188.34		201	100-1000	260	
2	Sept11 09/13/11 Emp. premiums	1,834.63		201	100-1000	260	
13491	3922 LUTKEHUS, BRETT	49.95					
1	U251915830 09/25/11 Pswd resent utility for se	49.95		228	100-1000	610	
13492	3583 HOME DEPOT CREDIT SERVICES	175.13					
1	2024961 09/20/11 Art Room plywood	175.13*		215	100-2600	440	111
13493	4542 K & K ROOFING	16,975.00					
1	2083 08/10/11 Weight Room Roof	16,975.00*		224	100-2600	460	
13494	4234 WELLS FARGO FINANCIAL LEASING	168.75					
1	6765640873 09/18/11 Front Office Copier	168.75		201	100-1000	840	
13495	3959 AMERICAN EXPRESS	11.23					
1	440881 09/26/11 Tech shipping	11.23*		228	100-1000	532	
13496	781 EAGLE GLASS	3,000.00					
1	09/27/11 windows in classrooms	3,000.00	7153	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						

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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			
13497	4552 ASCD	30.00					
1	10275898 01/18/11 differentiated instruction P	30.00		201		100-1000	610
13498	4443 PRO-BUILD	12.00					
1	1132960 09/26/11 anchor bolts for concrete	12.00		201		100-2600	440
13499	3308 CDW-GOVERNMENT INC.	357.74					
1	ZQW6662 09/15/11 switch/green drives	247.31	7204	228		100-1000	660
2	ZRZ9227 09/20/11 presenters mouse	110.43	7216	228		100-1000	610
13500	4541 SCHOOLMASTER SAFETY	85.26					
1	501286 08/26/11 no parking/handicap signs	85.26		201		100-2600	615
13501	131 ARI NETWORK SERVICES	238.68					
1	445058 09/15/11 B&S Software/Honda parts	200.00	7128	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-680-						
2	445058 09/15/11 B&S Software/Honda parts	38.68		201		390-1000	680
13504	4553 SENECHAL, MICKEY	76.92					
1	08/28/11 homecoming bbq	76.92		201		100-2300	800
5	1451 L & P GROCERY	123.66					
1	various 09/23/11 homecoming bbq	123.66		201		100-2300	800
	Total:	65,409.08					
		65,409.08					

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 9/11

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$28,033.12
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$12,872.52
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$6,526.41
224 HARD ROCK MINING	
101	\$17,193.65
228 TECHNOLOGY FUND	
101	\$783.38
Total:	\$65,409.08

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JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 10/11

.. Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
13425	3248 CONTINENTAL FENCE AND SUPPLY	66.52						
1	23778 05/27/11 Ref PO# 7169 posts	66.52		201	720-3500		610	
13506	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	9,937.52						
1	10/01/11 2nd contract pymnt	12,872.52		210	100-2700		513	
2	10/01/11 lease pymnt	-1,505.00		210	100-2700		513	
3	10/01/11 2nd lease pymnt	-1,430.00		210	100-2700		513	
13507	4097 NORTHLAND FINANCIAL	2,935.00						
1	19 10/01/11 Oct.11 bus pymnt	1,505.00		210	100-2700		840	
2	19 10/01/11 Oct. 11 2nd bus pymnt	1,430.00		210	100-2700		840	
13523	734 DOOR AND HARDWARE UNLIMITED	523.00						
1	23340 09/30/11 locks/doors	487.00	7159	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							
2	23340 09/30/11 locks	36.00	6929	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
13524	3374 J.W.PEPPER & SON, INC.	209.99						
1	03295161 09/26/11 music selections	209.99	6942	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
13525	4329 JOHN P. HUBLEY	343.06						
1	1002 09/27/11 e-rate charges	343.06		201	100-1000		321	
13526	4404 BOULDER ADMINISTRATION SERVICE	40.00						
1	10/01/11 Oct. 11 admin fees	40.00		201	100-1000		260	
13527	3583 HOME DEPOT CREDIT SERVICES	621.47						
1	09/28/11 outdoor classroom	95.94		215	100-1000		610	76
2	09/22/11 shed supplies	525.53		201	100-2600		440	
13528	3959 AMERICAN EXPRESS	190.47						
1	fcs supplies	115.48	6999	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2	art room supplies	74.99		201	100-2600		440	
13529	11 A & M FIRE AND SAFETY	200.00						
1	102727 09/30/11 extinguisher service	200.00		201	100-2600		440	
13530	4549 CORPORATE TECHNOLOGY GROUP	2,600.00						
1	000043440 09/27/11 2yr. antivirus license	2,600.00*	7220	228	100-1000		680	

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JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 10/11

. Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13531		3603 TAYLOR MUSIC CO.	4,621.00						
1		2053688 09/27/11 drums/carriers	4,621.00	7221	215	100-1000	660	75	
13532		3766 MONTANA ACADIA	2,401.55						
1		5170454 10/04/11 altacare	2,401.55*		215	280-1000	330	524	
13533		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	5,757.16						
1		10/01/11 athletic	5,163.84		201	720-3500	582		
2		10/01/11 activity	593.32		201	710-3400	582		
13535		4297 COMDATA	3,923.16						
1		20146878 10/01/11 route	2,603.10		210	100-2700	624		
2		20146878 10/01/11 athletic	1,091.29		201	720-3500	582		
3		20146878 10/01/11 activity	193.95		201	710-3400	582		
4		20146878 10/01/11 custodial	34.82		201	100-2600	624		
13536		4201 BRUCE, BECKY	99.00						
1		10/19/11 MACTE mileage	99.00*		215	451-1000	582	73	
13537		157 ACE HARDWARE	1,311.33						
		various 09/01/11 Ref PO# 23250 Maint	1,188.39		201	100-2600	615		
		117220 09/19/11 service learning	98.95		215	100-1000	610	76	
3		117395 09/21/11 service learning	23.99		215	100-1000	610	76	
13538		1461 PEELER, LANCE	51.96						
1		437889 09/20/11 paint	51.96		201	100-2600	615		
13539		1451 L & P GROCERY	142.88						
1		1390000912 09/12/11 fcs supplies	59.50	6998	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		1267100914 09/14/11 fcs supplies	18.98	6998	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
3		1266410919 09/19/11 fcs supplies	15.12	6998	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
4		1267090920 09/20/11 fcs supplies	17.29	6998	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
5		1297160923 09/23/11 fcs supplies	31.99	6998	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
13540		1830 MT SCHOOL BOARDS ASSOCIATION	125.00						
1		25836 09/23/11 legal workshop	125.00		201	100-2300	582		

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JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 10/11

Page: 3 of 6
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	
13541	1002 GENERAL DISTRIBUTING	93.00					
1	00776138 09/21/11 200 amp torch	93.00	7223	201	390-1000	610	
13542	4160 DELPHI	73.35					
1	127243 09/29/11 art supplies see attached	73.35	6981	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13543	45 PIONEER CONCRETE	978.10					
1	81383 09/29/11 concrete for garage/sidew	978.10	7167	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
13544	1645 VERIZON BUSINESS	102.90					
1	74333250 09/25/11 Sept. 11 Service	102.90		201	100-2400	531	
13545	2366 SIMPLEXGRINNELL	340.00					
1	74667001 09/29/11 annual alarm monitoring	340.00		201	100-2600	440	
13546	2749 UNIVERSAL ATHLETICS	145.00					
1	0016461-01 12/29/10 VB floor plate	145.00	6663	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-						
	4554 BARTOS LAW OFFICE	413.00					
1	08/23/11 teacher in service	413.00*		215	420-1000	582 72	
13548	2678 TROPHY CASE	50.00					
1	21426 08/23/11 plaques	50.00	7211	201	100-2300	800	
13549	3959 AMERICAN EXPRESS	72.50					
1	10/05/11 wall conduit/boxes	72.50*		228	100-1000	610	
13550	3959 AMERICAN EXPRESS	43.75					
1	1278205630 10/05/11 stamps	43.75		201	100-2400	532	
13551	1650 MEADOW GOLD DAIRY	177.58					
1	60209146 09/19/11 milk	36.81		201	910-3100	630	
2	60206244 09/29/11 milk	29.01		201	910-3100	630	
3	60209039 09/08/11 milk	38.25		201	910-3100	630	
4	60209073 09/12/11 milk	12.43		201	910-3100	630	
5	60209109 09/15/11 milk	22.83		201	910-3100	630	
6	60209213 09/26/11 milk	38.25		201	910-3100	630	
13552	4049 AMAZON.COM	205.96					
1	10/06/11 accounting essentials	205.96	7227	201	390-1000	680	

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JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 10/11

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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	
13553	3959 AMERICAN EXPRESS	58.00						
1	10/10/11 dvd/vcr player	58.00	7244	201	100-2220	610		
13554	1055 DAILEY, GREG	150.00						
1	764788 10/10/11 piano tuning	150.00	7123	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-440-							
13555	4560 MISSOULA BIG SKY HIGH SCHOOL	55.00						
1	10/10/11 state xcountry entry fees	55.00	7245	201	720-3500	582		
13556	4559 2011 MHSA ALL-STATE MUSIC FESTIVAL	75.00						
1	10/10/11 Sorheim fee	75.00	7243	201	710-3400	582		
13557	385 BOULDER MONITOR & JEFFERSON CO.	702.00						
1	12887 panther press	690.00	6661	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-550-							
2	12887 Morris thank you	12.00		201	100-2300	800		
13558	1086 GIULIO DISPOSAL SERVICES, INC.	141.00						
1	66990 09/30/11 Sept. 11 Service	141.00		201	100-2600	431		
9	2717 CITY OF BOULDER	1,603.15						
1	10/04/11 Sept. 11 water/sewer	1,603.15		201	100-2600	421		
13560	3481 MT DOJ CRIMINAL RECORDS	29.25						
1	26319 Mathias prints	29.25	7207	201	100-2300	610		
13561	3548 NICO ELECTRONIC SYSTEMS, INC.	171.00						
1	22188 09/16/11 service call on access control	171.00		201	100-2600	440		
13562	1737 NORTHWESTERN ENERGY	4,179.50						
1	417950 10/03/11 Sept. 11 electric	3,492.47		201	100-2600	412		
2	417950 10/03/11 Sept. 11 gas	687.03		201	100-2600	411		
13563	3936 BOULDER TECH SERVICE	11,048.00						
1	1091 10/07/11 server/keyboards	2,942.07*	7233	215	451-1000	660	73	
2	1091 10/07/11 server/keyboards	7,817.93*	7233	224	100-1000	660		
3	1091 10/07/11 network switch	288.00*	7242	228	100-1000	610		
13564	3766 MONTANA ACADIA	2,434.41						
1	5148820 09/27/11 altacare	2,434.41*		215	280-1000	330	524	

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Over spent expenditure

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13565	1740 MT REPERTORY THEATRE	500.00						
1	10/11/11 touring production	500.00	7247	201	710-3400	582		
13566	3766 MONTANA ACADIA	3,092.44						
1	5182371 10/12/11 altacare	3,092.44*		215	280-1000	330	524	
	Total:	63,033.96						
		63,033.96						

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 10/11

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$20,557.56
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$15,475.62
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$16,222.35
224 HARD ROCK MINING	
101	\$7,817.93
228 TECHNOLOGY FUND	
101	\$2,960.50
Total:	\$63,033.96

Thank you for
The beautiful
flowers.

George Ammen
and family

To thank you for
your kindness and sympathy
at a time when it was
deeply appreciated

1 **Jefferson High School District #1**

3 **THE BOARD OF TRUSTEES**

1110

5 Taking Office

7 A newly elected trustee shall take office as soon as election results have been certified and the
8 newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge
9 the duties of the office to the best of his/her ability. A newly appointed trustee shall take office,
10 after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the
11 duties of the office to the best of his/her ability. The person shall qualify by taking an oath of
12 office administered by the county superintendent, the superintendent's designee, or any office
13 provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county
14 superintendent not more than fifteen (15) days after the receipt of the certificate of election or the
15 appointment.

16
17
18

19 Legal References:	§ 1-6-101, MCA	Officers who may administer oaths
	§ 2-16-116, MCA	Power to administer oaths
	§ 20-1-202, MCA	Oath of office
	§ 20-3-307, MCA	Qualification and oath

22
23

25 Policy History:

25 Adopted on: February 2007

26 Revised on: April 15, 2008

27
28 *Note: The sentence in lines 11-13 were added as the revision, as well as two legal references*
29 *(lines 19 and 20).*

1 **Jefferson High School District #1**

3 **THE BOARD OF TRUSTEES**

1111

Page 1 of 2

5 Election

7 Elections conducted by the District are nonpartisan and are governed by general election laws of
8 the state of Montana. The ballot at such elections may include candidates for trustee positions,
9 various public policy propositions, and advisor questions.

11 Board elections shall take place on the first (1st) Tuesday after the first (1st) Monday in May of
12 each year. Any person who is a qualified voter of the District is legally qualified to become a
13 trustee. Any five (5) qualified electors may nominate as many trustee candidates as there are
14 trustee positions subject to election at the ensuing election. The name of each person nominated
15 for candidacy shall be submitted to the District Clerk not less than forty (40) days before the
16 regular school election day. If different terms are to be filled, the term for which each candidate
17 is nominated also shall be indicated. Any person seeking to become a write-in candidate in a
18 mail ballot election or for a trustee position in a school board election shall file a declaration of
19 intent on the 26th day before the election. If the number of candidates filing for vacant positions
20 or filing a declaration of intent to be a write-in candidate is equal to or less than the number of
21 positions to be elected, the trustees may give notice no later than twenty-five (25) days before the
22 election that a trustee election will not take place. If a trustee election is not held, the trustees
23 shall declare the candidates elected by acclamation and shall issue a "certificate of election" to
each candidate.

25
26 A candidate intending to withdraw from the election shall send a statement of withdrawal to the
27 clerk of the district containing all information necessary to identify the candidate and the office
28 for which the candidate was nominated. The statement of withdrawal must be acknowledged by
29 the clerk of the district. A candidate may not withdraw less than thirty-eight (38) days before the
30 school election.

31
32 Except in the event of an unforeseen emergency occurring on the date scheduled for the election,
33 a proposition requesting additional funding pursuant to § 20-9-353, MCA, may be submitted to
34 electors only once each calendar year, on the regular school election day.

35
36 In years when the legislature meets in regular session or in a special session that affects school
37 funding, the trustees may order THE election on a date other than the regular school election day
38 in order for the electors to consider a proposition requesting additional funding under 20-9-353.

39
40 Legal Reference: § 13-10-211, MCA Declaration of intent for write-in candidates
41 § 20-20-204, MCA Election Notice
42 § 20-3-304, MCA Annual election
43 § 20-3-305, MCA Candidate qualification, nomination and withdrawal
44 § 20-3-313, MCA Election by acclamation – notice
45 § 20-3-322, MCA Meetings and quorum
 § 20-3-324(4), MCA Powers and duties

3		
4	§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
5		
6	§ 20-9-353, MCA	Additional funding for general fund-election for Authorization to impose
7		
8	§ 20-20-105, MCA	Regular school election day and special school elections
9		
10	§ 20-20-301, MCA	Qualifications of elector
11		

12 Policy History:

13 Adopted on: February 2007

14 Revised on:

15
16 *Note: Lines 26-30 (page 1) were added based on the 2011 Legislative session. The word*
17 *(withdrawal) was also added in legal reference 20-3-305, MCA.*

1 **Jefferson High School District #1**

3 **THE BOARD OF TRUSTEES**

1120

4
5 Annual Organization Meeting

6
7 Annual Organization Meeting

8
9 After issuance of election certificates to newly elected trustees in May, and no later than fifteen (15) days
10 after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to
11 serve one-(1)-year terms. If a Board member is unable to continue to serve as an officer, a replacement
12 shall be elected immediately. In the absence of both the Chairperson and the Vice Chairperson, the Board
13 shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the
14 latter's absence. The Clerk shall act as Board secretary.

15
16 The normal order of business shall be modified for the annual organizational meeting by considering the
17 following matters after the approval of the minutes of the previous meeting:

- 18
19 1. Welcome and introduction of newly elected Board members by the current Chairperson
20
21 2. Swearing in of newly elected trustees
22
23 3. Call for nominations for Chairperson to serve during the ensuing year
24
25 4. Election of a Chairperson
26
27 5. Assumption of office by the new Chairperson
28
29 6. Call for nominations for Vice Chairperson to serve during the ensuing year
30
31 7. Election of a Vice Chairperson
32
33 8. Appointment of a Clerk

34
35 Policies and bylaws remain in effect until and unless changed by the Board.

36
37
38 Legal References: § 20-3-321, MCA Organization and officers
39 § 20-3-322(a), MCA Meetings and quorum
40 § 1-5-416(1)(b), MCA Powers and duties of Notary Public
41

42 Policy History:

43 Adopted on: February 2007

44 Revised on:

45
46 *Note: The revision included the date for when the Annual Organization Meeting must be held and the*
47 *addition of the legal reference in line 40.*

1 **Jefferson High School District #1**

3 **THE BOARD OF TRUSTEES**

1210

5 Qualifications, Terms, and Duties of Board Officers

7 The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual
8 organizational meeting.

10 Chairperson

11
12 The Board elects a Chairperson from its members for a one-(1)-year term. The Chairperson may be any
13 trustee of the board, including an additional trustee as provided for in 20-3-352(2). If an additional
14 trustee is chosen to serve as the Chairperson of an elementary district described in 20-3-351(1)(a), the
15 additional trustee may not vote on issues pertaining only to the elementary district. The duties of the
16 Chairperson include the following:

- 17
- 18 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
- 19 • Make all Board committee appointments, subject to Board approval;
- 20 • Sign all papers and documents as required by law and as authorized by action of the Board;
- 21 • Close Board meetings as authorized by Montana law; and
- 22 • Act as spokesperson for the Board.
- 23

24 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board
members, including the right to participate in debate and to vote. The Chairperson may not make a
motion, but may second motions.

27
28 Vice Chairperson

29
30 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall
31 perform all the duties of the Chairperson during the Chairperson’s absence or unavailability. The Vice
32 Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson
33 may delegate.

36 Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain
		associations of public agencies to be open to
		public – exceptions
	§ 20-3-321(2), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school
		districts
	§ 20-3-352(2), MCA	Request and determination of number of high
		school district additional trustee positions –
		nonvoting trustee

46 Policy History:

47 Adopted on: February 2007

48 Revised on:

51 *Note: The definition and duties of a chairperson (lines 12-16) were changed according to the 2011
Legislative session. Also, legal references in lines 40-44 were added.*

3 **THE BOARD OF TRUSTEES**

5 Board Meetings

7 Regular Meetings

9 Unless otherwise specified, all meetings will take place in the Jefferson High School Library.
10 Regular meetings shall take place at 7:00 p.m. on the third (3rd) Tuesday of each month, or at
11 other times and places determined by a majority vote. Except for an unforeseen emergency,
12 meetings must be held in school buildings or, upon the unanimous vote of the Trustees, in a
13 publicly accessible building located within the District. If regular meetings are scheduled at
14 places other than as stated above or are adjourned to times other than the regular meeting time,
15 notice of the meeting shall be made in the same manner as provided for special meetings. The
16 Trustees may meet outside the boundaries of the school district for collaboration or cooperation
17 on educational issues with other school boards, educational agencies, or cooperatives. Adequate
18 notice of the meeting as well as an agenda must be provided to the public in advance. Decision
19 making may only occur at a properly noticed meeting held within the school district's
20 boundaries. When a meeting date falls on a legal holiday, the meeting shall take place the next
21 business day.

23 Emergency Meetings

25 In the event of an emergency involving possible personal injury or property damage, the Board
26 may meet immediately and take official action without prior notification.

28 Budget Meetings

30 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
31 time, and place trustees will meet for the purpose of considering and adopting a final budget for
32 the District, stating that the meeting of the trustees may be continued from day to day until final
33 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
34 be heard for or against any part of the budget. This notice shall be published in the *Boulder*
35 *Monitor and Jefferson County Courier*.

37 On the date and at the time and place stated in the published notice (on or before August 20),
38 trustees shall meet to consider all budget information and any attachments required by law. The
39 meeting may continue from day to day; however, the Board must adopt a final budget not later
40 than August 25.

42 Special Meetings

43
44 Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of
45 a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less
than forty-eight (48) hours before the time of the meeting, except that the 48-hour notice is

waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 2-3-103, MCA	Public participation – governor to insure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: February 2007

Revised on:

Note: Lines 16-19 (page 1) were added, by legislative action, allowing full boards to meet outside of their district, with other boards, for purposes of educational issues.

Note: The dates in the “Budget Meetings” section were changed based on 2011 Legislature and the addition of legal reference on line 31.

THE BOARD OF TRUSTEES

School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least ten (10) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda also must include a "public comment" portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any "public comment" period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board may approve the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

3
4 Minutes

5
6 Appropriate minutes of all meetings required to be open must be kept and must be available for
7 inspection by the public. If an audio recording of a meeting is made and designated as official, the
8 recording constitutes the office record of the meeting. If an official recording is made, a written
9 record of the meeting must also be made and must also include:

- 10
11 • Date, time, and place of the meeting;
12 • Presiding officer;
13 • Board members recorded as absent or present;
14 • Summary of discussion on all matters discussed (including those matters discussed during the
15 “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
16 • Detailed statement of all expenditures;
17 • Purpose of recessing to closed session; and
18 • Time of adjournment.

19
20 When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the
21 discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved,
22 pursuant to § 20-1-212, MCA.

23
24 If the minutes are recorded and designated as the official record, a log or time stamp for each main
25 agenda item is required for the purpose of providing assistance to the public in accessing that portion
26 of the meeting.

27
28 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
29 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
30 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
31 maintained in the office of the Clerk, to be made available for inspection upon request. A written copy
32 shall be made available within five (5) working days following approval by the Board.

33
34 Quorum

35
36 No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A
37 majority of the full membership of the Board shall constitute a quorum, whether the individuals are
38 present physically or electronically. A majority of the quorum may pass a resolution, except as provided
39 in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

40
41 Electronic Participation

42
43 The Board may allow members to participate in meetings by telephone or other electronic means. Board
44 members may not simply vote electronically, but must be connected with the meeting throughout the
45 discussion of business. If a Board member electronically joins the meeting after an item of business has
46 been opened, the remotely located member shall not participate until the next item of business is opened.

47
48 If the Board allows a member to participate electronically, the member will be considered present and
49 will have his or her actual physical presence excused. The member shall be counted present for purposes
50

3
4 of convening a quorum. The Clerk will document it in the minutes when members participate in the
5 meeting electronically.

6
7 Any Board member wishing to participate in a meeting electronically will notify the Board chairperson
8 and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a
9 location with the appropriate equipment so that Board members participating in the meeting electronically
10 may interact and the public may observe or hear the comments made. The superintendent will take
11 measures to verify the identity of any remotely located participants.

12
13 Meeting Conduct and Order of Business

14
15 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may
16 be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of
17 proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting
18 shall be by acclamation or show of hands.

19
20 Rescind a Motion

21
22 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to
23 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior
24 to accomplishment of the underlying action addressed by the motion.

27 Cross Reference: 1441 Audience Participation

28
29 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
30 adopted
31 § 2-3-202, MCA Meeting defined
32 § 2-3-212, MCA Minutes of meetings – public inspection
33 § 20-1-212, MCA Destruction of records by school officer
34 § 20-3-322, MCA Meetings and quorum
35 § 20-3-323, MCA District policy and record of acts
36 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*

37
38 Policy History:

39 Adopted on: February 2007

40 Revised on:

41
42 Note: First revision was addition of Legal Reference 2-3-202, MCA.

43 Second revision was the addition of the "Rescind a Motion" language.

44 Note: Third revision was the addition of language for recorded minutes (lines 6-9 and 24-26 of page 2).

45 It also included a revision of the "Rescind a Motion" language.

1 **Jefferson High School District #1**

3 **THE BOARD OF TRUSTEES**

1532

4
5 Trustee Insurance

6
7 The District shall maintain sufficient insurance to protect the Board and its individual members
8 against liability arising from actions of the Board or its individual members while each is acting
9 on behalf of the District and within the trustee's authority.

10
11 An additional trustee, as provided for in 20-3-352(2), who is chosen as a nonvoting chairperson
12 of the board of an elementary district is entitled to all of the immunization, defenses, and
13 indemnifications as described in 20-3-322, MCA.

14
15 Legal References: § 20-3-331, MCA Purchase of insurance – self-insurance plan
16 § 20-3-332, MCA Personal immunity and liability of trustees
17 § 20-3-352(2), MCA Request and determination of number of high
18 school district additional trustee positions –
19 nonvoting trustee
20

21 Policy History:

22 Adopted on: February 2007

23 Revised on:

25 *Note: The revision included the addition of the second paragraph and the legal reference 20-3-*
26 *352(2). MCA.*

3 **INSTRUCTION**

4
5
6 School Year Calendar and Day

7
8 School Calendar

9
10 Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement
11 covering the employment of affected employees, the trustees of a school district shall set the
12 number of hours in a school term, the length of the school day, and the number of school days in
13 a school week. When proposing to adopt changes to a previously adopted school term, school
14 week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective
15 bargaining unit representing the employees affected by the changes; (b) solicit input from the
16 employees affected by the changes but not represented by a collective bargaining agreement; (c)
17 and from the people who live within the boundaries of the school district.
18

19 Commemorative Holidays

20
21 Teachers and students will devote a portion of the day on each commemorative holiday
22 designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The
23 Board may from time to time designate a regular school day as a commemorative holiday.

24
25 Saturday School

26
27 Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose
28 of providing additional pupil instruction, provided that: (a) Saturday school is not a pupil-
29 instruction day and does not count toward the minimum aggregate hours of pupil instruction; and
30 (b) student attendance is voluntary.
31

32 School Fiscal Year

33
34 At least the minimum number of aggregate hours must be conducted during each school fiscal
35 year. The minimum aggregate hours required by grade are:

- 36 (a) A minimum of 360 aggregate hours for a kindergarten program;
- 37 (b) 720 hours for grades 1 through 3;
- 38 (c) 1,080 hours for grades 4 through 12; and
- 39 (d) 1,050 hours may be sufficient for graduating seniors.

40
41 In addition, seven (7) pupil instruction-related days may be scheduled for the following
42 purposes:

- 43 1. Pre-school staff orientation for the purpose of organization of the school year;
- 44 2. Staff professional development programs (minimum of three (3) days);
- 45 3. Parent/teacher conferences; and
- 46 4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end
47 of each semester or quarter).

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Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101-103	Pupil-Instruction-Related Days
	ARM 10.55.906	High School Credit

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008

Note: Revisions included lines 12-16, lines 26-31(change from days to aggregate hours), and a better clarification of lines 34-37.

Note: Revisions included the addition of "Saturday School" and the legal reference of 20—303, MCA.

1 **Jefferson High School District #1**

2 **FINANCIAL MANAGEMENT**

7320

page 1 of 2

3 Purchasing

4
5
6
7 Authorization and Control

8
9 The Superintendent is authorized to direct expenditures and purchases within limits of the
10 detailed annual budget for the school year. The Board must approve purchase of capital outlay
11 items, when the aggregate total of a requisition exceeds \$50,000 (*cannot exceed \$50,000*), except
12 the Superintendent shall have the authority to make capital outlay purchases without advance
13 approval when necessary to protect the interests of the District or the health and safety of staff or
14 students. The Superintendent will establish requisition and purchase order procedures to control
15 and maintain proper accounting of expenditure of funds. Staff who obligate the District without
16 proper authorization may be held personally responsible for payment of such obligations.
17

18 Bids and Contracts

19
20 Whenever the cost of any supplies, equipment, or work shall exceed Fifty Thousand Dollars
21 (\$50,000), the District will call for formal bids by issuing public notice as specified in statute.
22 Specifications will be prepared and made available to all vendors interested in submitting a bid.
23 The contract shall be awarded to the lowest responsible bidder, except that the trustees may
24 reject any or all bids. The Board, in making a determination as to which vendor is the lowest
25 responsible bidder, will take into consideration not only the amount of each bid, but will also
26 consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to
27 promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply
28 to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a
29 physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a
30 consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an
31 accountant licensed under Title 37, Chapter 50.
32

33 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a
34 second (2nd) publication must be made not less than five (5) nor more than twelve (12) days
35 before consideration of bids.
36

37 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures
38 will be waived only as specified in statute. Any contract required to be let for bid shall contain
39 language to the following effect:
40

41 *In making a determination as to which vendor is the lowest responsible bidder, if*
42 *any, the District will take into consideration not only the pecuniary ability of a*
43 *vendor to perform the contract, but will also consider the skill, ability, and*
44 *integrity of a vendor to do faithful, conscientious work and promptly fulfill the*
45 *contract according to its letter and spirit. References must be provided and will*
be contacted. The District further reserves the right to contact others with whom

1
3
4 *a vendor has conducted business, in addition to those listed as references, in*
5 *determining whether a vendor is the lowest responsible bidder. Additional*
6 *information and/or inquiries into a vendor's skill, ability, and integrity are set*
7 *forth in the bid specifications.*
8

9 Cooperative Purchasing

10
11 The District may enter into cooperative purchasing contracts with one or more districts for
12 procurement of supplies or services. A district participating in a cooperative purchasing group
13 may purchase supplies and services through the group without complying with the provisions of
14 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of
15 items available with pricing included and provides an opportunity at least twice yearly for any
16 vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard,
17 for inclusion of the vendor's supplies and services on the cooperative purchasing group's master
18 list.

19
20 Purchasing will be done locally when it is in the best interest of the school district.
21
22

23
24 Legal Reference: §§ 18-1-101, et seq., MCA Public Contracts
25 §§ 18-1-201, et seq., MCA Bid Security
26 § 20-9-204, MCA Conflicts of interest, letting contracts, and
27 calling for bids
28 *Debcon v. City of Glasgow*, 305 Mont. 391 (2001)
29

30 Policy History:

31 Adopted on: May 6, 2002
32 Revised on: February 2007
33

34 *Note: Lines 12-18, page 2, we added based on the 2011 Legislative session.*

From the desk of:



October 2011

Day-to-Day

Not much going on except keeping up with bills, etc.

Audit Info

We're still on track for the audit for Nov. 7.

Report to the JHS board
24 October 2011

Football and cross country finished the year last week, volleyball has it's district tournament this Friday and Saturday in Three Forks. The top three from district will advance to divisional next week at Manhattan Christian. The Panthers first game at district is Friday at 2:30 against Manhattan.

The football team finished the year with a nice win over Townsend and the volleyball team ended the regular season with a three game win over Whitehall. The cross country teams did well in Missoula at the State meet.

We will have open gym and weight room during the week, for JHS students only, until practice starts for wrestling and basketball. Practice starts for wrestling on November 17th and basketball practice starts November 21st. Open gym is from 4:06-5:45.

We need people to sign up to supervise the open days. I will train those who sign up and a list is available to sign up in the teachers lounge, the front desk and my office.

After the football game in Townsend last Friday a parent made threatening remarks and gestures to our football coach. Several other parents and our assistant coaches witnessed the attack and it was apparent that this parent may have carried the attack further if some of the parents had not told him to shut up and leave. And what was it about? Playing time. Most always this is the case, or who plays varsity, etc.

I will wright the parent a letter and tell him that if he does anything else, we will ban him from all school functions. We simply can not have this kind of thing going on and it's time to put an end to this type of behavur. People need to know that JHS will not tolerate this at any time. Every month I read in one of the high school publications where a parent attacks a coach, we certainly do not need this to happen.

I have had no applications for any of the coaching positions that have been advertised. Golf, basketball, wrestling, tennis.

Gretchen Garwood is moving to Columbus on a new job. She will have to step down as assistant track coach but will be able to help out on weekends. Darrell Langford has agreed to volunteer to help coach the pole vaulters, not as a paid coach. The board needs to approve him and Gretchen as volunteers, if they so desire. We will need to find another assistant to help out in other areas.

I am trying to get something going on the driving range for golf, At this time it looks like it may be hard to find someone that can help us out. We may have to get a driving range net and figure out how to set up a putting course by next spring in order to get this program going. Also need a coach. Will keep working on it.

I finally got the drawings from the architect for the front entry cover, just today. A quick glance at the requirements will really add to the cost. I am working with Alan Ereckson to see if there is some way to change this. We are not building a school building.

I will have a report on the coaches for the next meeting.

DAN STURDEVANT AD

Eight characteristics of effective school boards: At a glance

What makes an effective school board – one that positively impacts student achievement? From a research perspective, it's a complex question. It involves evaluating virtually all functions of a board, from internal governance and policy formulation to communication with teachers, building administrators, and the public. But the research that exists is clear: boards in high-achieving districts exhibit habits and characteristics that are markedly different from boards in low-achieving districts. So what do these boards do? Here are eight characteristics:

1. Effective school boards commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision. Effective boards make sure these goals remain the district's top priorities and that nothing else detracts from them. In contrast, low-achieving boards "were only vaguely aware of school improvement initiatives" (Lighthouse I). "There was little evidence of a pervasive focus on school renewal at any level when it was not present at the board level," researchers said. (Lighthouse I)

2. Effective school boards have strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels. In high-achieving districts, poverty, lack of parental involvement and other factors were described as challenges to be overcome, not as excuses. Board members expected to see improvements in student achievement quickly as a result of initiatives. In low-achieving districts, board members frequently referred to external pressures as the main reasons for lack of student success. (Lighthouse I)

3. Effective school boards are accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement. In interviews with hundreds of board members and staff across districts, researchers Goodman, Fulbright, and Zimmerman found that high-performing boards focused on establishing a vision supported by policies that targeted student achievement. Poor governance was characterized by factors such as micro-management by the board.

4. Effective school boards have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals. In high-achieving districts, school board members could provide specific examples of how they connected and listened to the community, and school board members received information from many different sources, including the superintendent, curriculum director, principals and teachers. Findings and research were shared among all board members. (Lighthouse I; Waters and Marzano) By comparison, school boards in low-achieving districts were likely to cite communication and outreach barriers. Staff members from low-achieving districts often said they didn't know the board members at all.

5. Effective school boards are data savvy: they embrace and monitor data, even when the information is negative, and use it to drive continuous improvement. The Lighthouse I study showed that board members in high-achieving districts identified specific student needs through data, and justified decisions based on that data. Board members regularly sought such data and were not shy about discussing it, even if it was negative. By comparison, board members in low-achieving districts tended to greet data with a "blaming" perspective, describing teachers, students and families as major causes for low performance. In these districts, board members frequently discussed their decisions through anecdotes and personal experiences rather than by citing data. They left it to the superintendent to interpret the data and recommend solutions.

6. Effective school boards align and sustain resources, such as professional development, to meet district goals. According to researchers LaRocque and Coleman, effective boards saw a responsibility to maintain high standards even in the midst of budget challenges. "To this end, the successful boards supported extensive professional development programs for administrators and teachers, even during times of [fiscal] restraint." In low-achieving districts, however, board members said teachers made their own decisions on staff development based on perceived needs in the classroom or for certification.

7. Effective school boards lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust. In successful districts, boards defined an initial vision for the district and sought a superintendent who matched this vision. In contrast, in stagnant districts, boards were slow to define a vision and often recruited a superintendent with his or her own ideas and platform, leading the board and superintendent to not be in alignment. (MDRC/Council of Great City Schools)

8. Effective school boards take part in team development and training, sometimes with their superintendents, to build shared knowledge, values and commitments for their improvement efforts. High-achieving districts had formal, deliberate training for new board members. They also often gathered to discuss specific topics. Low-achieving districts had board members who said they did not learn together except when the superintendent or other staff members made presentations of data. (Lighthouse I; LFA; LaRocque and Coleman)

Though the research on school board effectiveness is in the beginning stages, the studies included in this report make it clear that school boards in high-achieving districts have attitudes, knowledge and approaches that separate them from their counterparts in lower-achieving districts. In this era of fiscal constraints and a national environment focused on accountability, boards in high-performing districts can provide an important blueprint for success. In the process, they can offer a road map for school districts nationwide.

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This story is based on a report written for the Center for Public Education by Chuck Dervarics and Eileen O'Brien. O'Brien is an independent education researcher and consultant in Alexandria, Virginia. Much of her work has focused on access to quality education for disadvantaged and minority populations. O'Brien has a Master of Public