

AGENDA
REGULAR MEETING OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. March 20, 2012 ***

Jefferson High School Library

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

As established by past practice, this agenda is subject to changes until
the Friday preceding the meeting.

A. Call to order-Chairperson

1. Pledge of Allegiance

B. 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.

C. Student Report

D. New Business.

1. Retirement Incentive
2. 1st Reading of Policies 3226 (bullying), 3225F (reporting form) and 8225 (tobacco-free)
3. Review of Policy 2312P – Library Materials
4. Policy Update Process
5. Call for Election
6. School Calendar
7. Graduation program request - Red Cord/Red Cross
8. Boiler License for staff member
9. Costs for information requests
10. Agenda text concerning public input
11. Personnel
 - a. Substitute Applications
 - b. Staff Evaluations – tenured, non-tenured, probationary
 - c. Administrative Contracts/Advertising
 - d. Resignations
 - e. Coaching Vacancies – Head & Asst. Tennis, Asst. Track, Asst. Golf
 - f. Sports coach recommendations – Basketball & Wrestling

E. Unfinished Business

1. Strategic Planning – meeting March 22

F. Communication and Comments.

1. Letters to the Board
 - a. P Moxley – thank you
 - b. Harlows – bus contract
 - c. Boulder Association of Teachers – grievance response and negotiation of contract
 - d. Jan Anderson – Policy 2312P
 - e. OPI – early graduation students approval for ANB
 - f. R Dawson - resignation

G. 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
6. Ad Hoc committee – S. Senechal, T. Lloyd

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

I. Commendations and Recognition

J. Clerk's Report

- a. Budget Report

K. Superintendent's Report

- a. AD Report
- b. Clarification of the entry of a default judgment in the open meeting lawsuit.
- c. Website and calendar update

L. Follow-up/Adjournment

NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. April 17, 2012 – 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.

NEW BUSINESS

1. Retirement Incentive – this item was referred to committee at the Feb. meeting
2. 1st Reading of Policies 3226 (bullying), 3225F (reporting form) and 8225 (tobacco-free) – copies follow
3. Review of Policy 2312P – Library Materials – Copy follows along with a letter and supporting documentation from Jan Anderson
4. Policy Update Process – Ms. Lewis and Ms. Steketee were working on this and asked for the agenda item at the Feb. meeting
5. Call for Election – notice is included
6. School Calendar – waiting for a proposal from the calendar committee
7. Graduation program request - Red Cord/Red Cross – supporting documentation follows
8. Boiler License for staff member – boiler training is available for interested parties. Currently one of our custodial staff is interested. Lance is asking if the Board would consider paying for the class - ~\$500
9. Costs for information requests – Concerns the costs the district incurs for the requests from the general public for information.
10. Agenda text concerning public input – item requested by Ms. Steketee. Information solicited from various schools around the state is included.
11. Personnel
 - a. Substitute Applications – none presently.
 - b. Staff Evaluations – Mr. Whealon will have those completed by Tuesday.
 - c. Principal Contract
 - d. Resignations – Ms. Dawson, Art. Letter included
 - e. Coaching Vacancies – Head & Asst. Tennis, Asst. Track, Asst. Golf – included in Mr. Sturdevant's report.
 - f. Sports coach recommendations – Basketball & Wrestling – included in Mr. Sturdevant's report.



jim whealon <jim.whealon@jhs.k12.mt.us>

Fwd: retirement incentives

1 message

matt allen <matt.allen@jhs.k12.mt.us>
To: "Mr. Jim Whealon" <jim.whealon@jhs.k12.mt.us>

Tue, Feb 7, 2012 at 4:02 PM

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

From: **matt allen** <matt.allen@jhs.k12.mt.us>
Date: Tue, Feb 7, 2012 at 4:01 PM
Subject: Fwd: retirement incentives
To: Pat Lewis <lewis@radonemine.com>

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

From: **matt allen** <matt.allen@jhs.k12.mt.us>
Date: Tue, Feb 7, 2012 at 3:59 PM
Subject: retirement incentives
To: Sabrina Sketetee <sabrina@gopantherz.com>, "I'stan senechal" <Stan Senechal" <ssenechal@simplexgrinnell.com>, Kathy Jackson <katjack_5@msn.com>, Kyle Eckmann <kmeckmann@msn.com>, Lynne Bryant <lynlab3@yahoo.com>, Pat Lewis <lewis@radonemine.com>, Tim Lloyd <tllloyd@jeffbb.net>

Suggested retirement incentives for Jefferson high school from 2012 – 2015.

Last year the boulder elementary offered a teacher retirement incentive and the high school did not, and I really do not have a problem with that, and with the short falls in funding we are facing at Jefferson high school along with a need for a full time principal, I propose the following possible scenarios for teacher retirement incentives.

Option 1

One time severance pay of \$25,000, NO INSURANCE.

Option 2

One time severance pay of \$20,000, 50% INSURANCE until age 65.

Option 3

One time severance pay of \$15,000, 75% INSURANCE until age 65.

We have 7 - 9 teachers that would be willing to seriously consider retiring either this year or in the next 3 years if properly motivated to do so. I have attached some additional information that may help in determining if this is something the board would be interested in offering. The info I have added does not take every little

nuisance into account but is intended to give you a reasonable look into the savings and costs you may incur by offering an incentive. the following is a possible scenario of teachers retiring and the savings if new young teachers were hired to replace them. it does not include the retirement pay out, just the total savings that year after hiring a 1st year teacher right out of college. this would be a definite advantage if you go to a 1:1 computer teaching environment. the amounts figured are at the current years contract amounts. this is a place to start if you are interested in the savings that are possible. the key to this working is making the offer to good to pass up.

2011-12

teacher name current salary

matt allen \$ 54665

raecille dawson \$ 45841

linda piccolo \$ 52665

\$ 153171

- \$ 88762 3 new teachers ba/0
savings of \$89192

2012-13

bob eklblom \$ 52665

- \$ 29587 new teacher
savings \$ 31599

2013-14

victoria foster \$ 54665 upon completion of nat. cert.

- \$ 29587 new teacher
savings \$ 33922

2014-15

dave ternes \$ 52665

charles garnas \$ 35285 shared with elementary.

 \$ 102180

- \$ 59174 2 new teachers

\$ 43006 savings

the total savings over the past 4 years, (not including retirement incentive payouts), would be **\$ 562,415**

savings 2012-13 \$ 89192

savings 2013-14 \$ 120791

savings 2014-15 \$ 154713

savings 2015-16 \$ 197719

total savings \$562,415

length of time teachers would need insurance approx.

matt allen 12 years

raecille dawson n/a

bob eklblom 1 year

victoria foster 10 years

dave ternes 10 years

charles garnas 4 years

linda piccolo 2 years

--

Thank you!

Matt Allen B.S., M.ED. VOC. ED.
Voc. Ed. dept. head / I.T. Teacher
AWS Certified Welding Educator
4A & 1A, Welding and Ind. Arts certified
Jefferson High School
po box 838
Boulder, Mt. 59632
(406) 225-3317

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

RETIREMENT INCENTIVE PROPOSAL
JANUARY 10, 2011
BOULDER ELEMENATRY SCHOOL DISTRICT NO 7

The Boulder Elementary School District #7 will offer a “**Retirement Incentive**” to qualified staff who meets the following criteria:

1. The District will pay the negotiated amount in the 2010-2011 Master Agreement (\$6659.28) towards insurance coverage for participants that meet the following eligibility standards:
 - The Teacher must be currently contracted with the Boulder Elementary District.
 - The Teacher must have a minimum of Twenty-Five years enrollment in the Montana Teachers Retirement System.

2. The District will pay to the qualified participants this contribution towards their insurance coverage until:
 - The participant reaches the age of 65.
 - The participant qualifies for any other Insurance coverage.
 - The participant opts out of the program.

3. Once a participant opts out of this Retirement Incentive program they will not be allowed to reenroll.

This Retirement Incentive Program is offered for only the 2010-2011 School Year. The Board of Trustees reserves the right to limit the offer or extend the offer at anytime.

RETIREMENT INCENTIVE CONTRACT
JANUARY 10, 2011
BOULDER ELEMENATRY SCHOOL DISTRICT NO 7

The Boulder Elementary School District #7 (**Contractor**) will offer a "Retirement Incentive" to qualified staff (**Contractee**) who meets the following criteria:

1. **Contractor** will pay the negotiated amount in the 2010-2011 Master Agreement (\$6659.28) towards insurance coverage for participants that meet the following eligibility standards:
 - The Teacher must be currently contracted with the Boulder Elementary District.
 - The Teacher must have a minimum of Twenty-Five years enrollment in the Montana Teachers Retirement System.

2. **Contractor** will pay to the **Contractee** this contribution towards their insurance coverage until:
 - The participant reaches the age of 65.
 - The participant qualifies for any other Insurance coverage.
 - The participant opts out of the program.

3. **Contractee** will have payment to the District Clerk 30 days prior to the due date of Insurance bill, if applicable.

I have read and agree to the Incentive Proposal/Contract.

NAME

DATE

BOARD CHAIR, BOULDER ELEMENTARY DIST 7

DATE

ATTEST: CLERK

DATE

Please sign and return to Britton Mann by March 1, 2011

2
3 STUDENTS

4
5 Bullying/Harassment/Intimidation/Hazing

6
7 The Board will strive to provide a positive and productive learning and working environment. Bullying,
8 harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not
9 be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices
10 (“cyberbullying”).

11
12 Definitions

- 13
14 1. “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors,
15 service contractors or others engaged in District business, such as employees of businesses or
16 organizations participating in cooperative work programs with the District, and others not directly
17 subject to District control at inter-district and intra-District athletic competitions or other school
18 events.
19
- 20 2. “District” includes District facilities, District premises, and non-District property if the student or
21 employee is at any District-sponsored, District-approved, or District-related activity or function,
22 such as field trips or athletic events, where students are under the control of the District or where
23 the employee is engaged in District business.
24
- 25 3. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the
26 mental or physical health or safety of a student for the purpose of initiation or as a condition or
27 precondition of attaining membership in or affiliation with any District-sponsored activity or
28 grade-level attainment, including but not limited to forced consumption of any drink, alcoholic
29 beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged
30 exclusion from social contact, sleep deprivation, or any other forced activity that could adversely
31 affect the mental or physical health or safety of a student; requires, encourages, authorizes, or
32 permits another to be subject to wearing or carrying any obscene or physically burdensome
33 article, assignment of pranks to be performed, or other such activities intended to degrade or
34 humiliate.
35
- 36 4. “Harassment, intimidation, or bullying” means any act that substantially interferes with a
37 student’s educational benefits, opportunities, or performance, that takes place on or immediately
38 adjacent to school grounds, at any school-sponsored activity, on school-provided transportation,
39 at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat
40 or an attempted intimidation of a student or staff member or an interference with school purposes
41 or an educational function, and that has the effect of:
42 a. Physically harming a student or damaging a student’s property;
43 b. Knowingly placing a student in reasonable fear of physical harm to the student or
44 damage to the student’s property.
45 c. Creating a hostile educational environment.
46
- 47 5. “Electronic communication device” means any mode of electronic communication,
48 including, but not limited to, computers, cell phones, PDAs, or the internet.

1
2
3
4 Reporting
5

6 All complaints about behavior that may violate this policy shall be promptly investigated. Any
7 student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she
8 has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged
9 to immediately report his/her concerns to the building principal or the District Administrator, who have
10 overall responsibility for such investigations. A student may also report concerns to a teacher or
11 counselor, who will be responsible for notifying the appropriate District official. Complaints against the
12 building principal shall be filed with the Superintendent. Complaints against the Superintendent or
13 District Administrator shall be filed with the Board.

14
15 The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial
16 action has been taken.
17

18 Responsibilities
19

20 The District Administrator shall be responsible for ensuring notice of this policy is provided to students,
21 staff, and third parties and for the development of administrative regulations, including reporting and
22 investigative procedures, as needed.
23

24 Consequences
25

26 Students whose behavior is found to be in violation of this policy will be subject to discipline up to and
27 including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to
28 discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this
29 policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator
30 or the Board. Individuals may also be referred to law enforcement officials.
31

32 Retaliation and Reprisal
33

34 Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a
35 complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a
36 serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be
37 regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
38

39 Cross Reference: 3225F Harassment Reporting Form for Students
40 Legal Reference: 10.55.701(1)(g), ARM Board of Trustees
41 10.55.801(1)(d), ARM School Climate
42

43 Policy History:

44 Adopted on: February 2007
45 Revised on: April 21, 2009
46

47 *Note: The revisions included the addition of lines 9-10 and #5 of page 1.*

2
3 **Harassment Reporting Form for Students**

4
5 School _____ Date _____

6
7 Student's name _____

8 *(If you feel uncomfortable leaving your name, you may submit an anonymous report, but*
9 *please understand that an anonymous report will be much more difficult to investigate.*
10 *We assure you that we'll use our best efforts to keep your report confidential.)*

11
12 • Who was responsible for the harassment or incident(s)? _____

13
14
15 • Describe the incident(s). _____

16
17
18
19 • Date(s), time(s), and place(s) the incident(s) occurred. _____

20
21
22
23 • Were other individuals involved in the incident(s)? yes no
24 If so, name the individual(s) and explain their roles. _____

25
26
27
28
29 • Did anyone witness the incident(s)? yes no
30 If so, name the witnesses. _____

31
32
33
34
35 • Did you take any action in response to the incident? yes no
36 If yes, what action did you take? _____

37
38
39
40
41 • Were there any prior incidents? yes no
42 If so, describe any prior incidents. _____

43
44
45 Signature of complainant _____

46
47
48 Signatures of parents/legal guardians _____

1 **Jefferson High School District #1**

2
3 **NON-INSTRUCTIONAL OPERATIONS**

8225

4
5 Tobacco Free Policy

6
7 The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to
8 cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco
9 innovation.

10
11 Use of tobacco products in a public school building or on public school property is prohibited,
12 unless used in a classroom or on other school property as part of a lecture, demonstration, or
13 educational forum sanctioned by a school administrator or faculty member, concerning the risks
14 associated with using tobacco products or in connection with Native American cultural activities.

15
16 For the purpose of this policy, "public school building or public school property" means:

- 17
- 18 • Public land, fixtures, buildings, or other property owned or occupied by an institution for
19 the teaching of minor children, that is established and maintained under the laws of the
20 state of Montana at public expense; and
 - 21
22 • Includes playgrounds, school steps, parking lots, administration buildings, athletic
23 facilities, gymnasiums, locker rooms, and school vehicles.
- 24
25

26 Violation of the policy by students and staff will be subject to actions outlined in District
27 discipline policies.

28
29
30

31 Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school
		building or property prohibited
	§§ 50-40-101, et seq., MCA	Montana Clean Indoor Air Act of 1979
	ARM 37.111.825	Health Supervision and Maintenance

34
35

36 Policy History:

37 Adopted on: February 2007

38 Revised on:

39

40 *Note: Revision adds nicotine (line 8), exception to Native American cultural activities (line 14),*
41 *and lines 26-27.*

2
3 INSTRUCTION

4
5 Copyright Compliance

6
7 Authorized Reproduction and Use of Copyrighted Material in Print

8
9 In preparing for instruction, a teacher may make or have made a single copy of a chapter from a
10 book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a
11 chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A
12 teacher may make multiple copies, not exceeding more than one (1) per pupil, for classroom use
13 if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following
14 guidelines. Each copy must include a notice of copyright.

15
16 1. Brevity

- 17
18 a. A complete poem, if less than 250 words and two pages long, may be copied;
19 excerpts from longer poems cannot exceed 250 words.
20 b. Complete articles, stories or essays of less than 2500 words or excerpts from
21 prose works less than 1000 words or 10% of the work, whichever is less, may be
22 copied; in any event, the minimum is 500 words. (Each numerical limit may be
23 expanded to permit the completion of an unfinished line of a poem or prose
24 paragraph.)
25 c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical
26 issue may be copied. "Special" works cannot be reproduced in full; this includes
27 children's books combining poetry, prose, or poetic prose.
28

29 2. Spontaneity. Should be at the "instance and inspiration" of the individual teacher.

30
31 3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course
32 in the school in which copies are made. No more than one (1) short poem, article, story
33 or two (2) excerpts from the same author may be copied, and no more than three (3)
34 works can be copied from a collective work or periodical issue during one (1) class term.
35 Teachers are limited to nine (9) instances of multiple copying for one (1) course during
36 one (1) class term. Limitations do not apply to current news periodicals, newspapers, and
37 current news sections of other periodicals.
38

39 Performances by teachers or students of copyrighted dramatic works without authorization from
40 the copyright owner are permitted as part of a teaching activity in a classroom or instructional
41 setting. All other performances require permission from the copyright owner.
42

43 The copyright law prohibits using copies to replace or substitute for anthologies, consumable
44 works, compilations, or collective works. "Consumable" works include: workbooks, exercises,
45 standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the
purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same

1
2
3
4 item from term-to-term. Copying cannot be directed by a "higher authority," and students cannot
5 be charged more than actual cost of photocopying. Teachers may use copyrighted materials in
6 overhead or opaque projectors for instructional purposes.
7

8 Authorized Reproduction and Use of Copyrighted Materials in the Library
9

10 A library may make a single copy of an unpublished work which is in its collection; and a
11 published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided
12 the unused replacement cannot be obtained at a fair price.
13

14 A library may provide a single copy of copyrighted material to a student or staff member at no
15 more than the actual cost of photocopying. The copy must be limited to one (1) article of a
16 periodical issue or a small part of other material, unless the library finds that the copyrighted
17 work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work
18 may be copied. In any case, the copy shall contain the notice of copyright, and the student or
19 staff member shall be notified that the copy is to be used only for private study, scholarship, or
20 research. Any other use may subject the person to liability for copyright infringement.
21

22 At the request of a teacher, copies may be made for reserve use. The same limits apply as for
23 single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted
24 Material in Print."
25

26 Authorized Reproduction and Use of Copyrighted Music
27

28 A teacher may make a single copy of a song, movement, or short section from a printed musical
29 work that is unavailable except in a larger work, for purposes of preparing for instruction.
30

31 A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a
32 printed musical work if it is to be used for academic purposes other than performance, provided
33 that the excerpt does not comprise a part of the whole musical work which would constitute a
34 performable unit such as a complete section, movement, or song.
35

36 In an emergency, a teacher may make and use replacement copies of printed music for an
37 imminent musical performance, when the purchased copies have been lost, destroyed, or are
38 otherwise not available.
39
40
41

42 Procedure History:

43 Promulgated on: February 2007

44 Revised on:



THE BOULDER
MONITOR

104 W. Centennial • P. O. Box 66 • Boulder, MT 59632-0066
(406) 225-3821 or (406) 225-3822 • janderson@jeffersoncountycourier.com

March 1, 2012

TO: Jefferson High School Board of Trustees

FROM: Jan Anderson, editor

RE: JHS policy 2312P - request for reconsideration of board action

We are hereby requesting that the board reconsider its action of February 21 reaffirming policy number 2312P. We ask that this matter be included on the next regular board agenda.

At the February board meeting I questioned a line in the policy which says, "Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals." The board chose to reaffirm the policy without change.

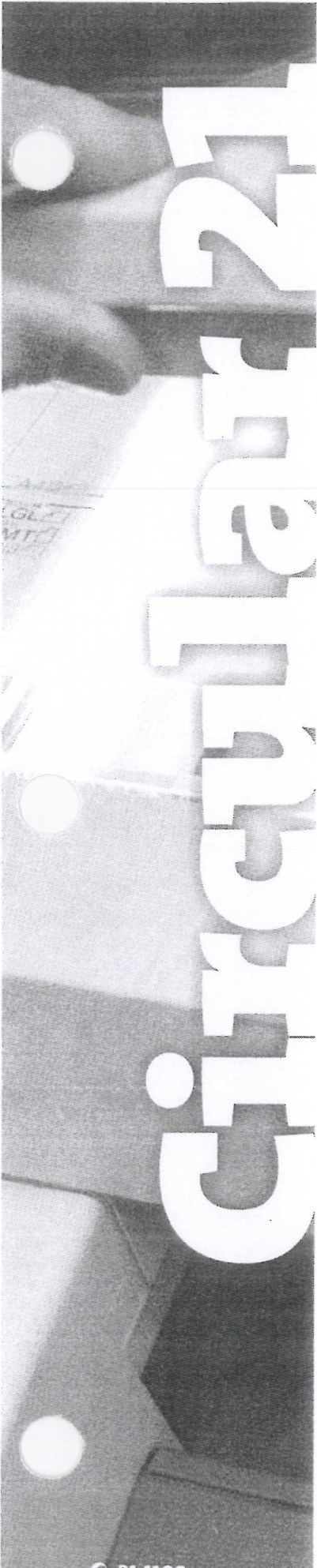
JHS librarian Tanya Getten followed up on my concern by contacting her professor at UM Western, Anne Kish. In part, Kish's response said, "The policy looks pretty good, but I can see why the newspaper editor is confused, and I would change that #3 on the policy."

She went on to say, "The way the school policy is worded, it makes it sound like current newspapers aren't protected by copyright. They are protected by copyright, but Fair Use allows teachers to use a greater quantity of current newspaper articles than some other types of printed materials."

Kish also included a document from the U.S. Copyright Office that refers to this issue (relevant portion enclosed). We would be satisfied with the board replacing its current section on "cumulative effect" with the "cumulative effect" wording from the U.S. Copyright Office document. Leaving the current policy as the board reaffirmed it on February 21, however, is not acceptable and you should expect that we will take appropriate action if necessary.

We have no reason to believe JHS teachers have been in violation of our copyright or of the federal guidelines mentioned above, and we have always been generous in sharing copies of our publication with staff who have asked for copies. Just since the beginning of 2012 we have been asked for and have provided at no charge nearly 100 copies of the paper to various staff members. We intend to continue that policy and are pleased that JHS staff finds the paper educational.

We simply want the JHS policy to follow the federal guidelines and to acknowledge our lawful copyright.



Reproduction of Copyrighted Works by Educators and Librarians

Many educators and librarians ask about the fair use and photocopying provisions of the copyright law. The Copyright Office cannot give legal advice or offer opinions on what is permitted or prohibited. However, we have published in this circular basic information on some of the most important legislative provisions and other documents dealing with reproduction by librarians and educators.

Also available is the 1983 Report of the Register of Copyrights on Library Reproduction of Copyrighted Works (17 U.S.C. 108). The Report, seven appendices, and other related materials can be purchased from the National Technical Information Service (NTIS), U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161. Go to the NTIS website at www.ntis.gov. For further information, call NTIS at 1-800-553-6847 or (703) 605-6000.

The 1988 five-year Report of the Register of Copyrights on Library Reproduction of Copyrighted Works is also available from NTIS.

A. Introductory Note

The Subjects Covered in This Booklet

The documentary materials collected in this circular deal with reproduction of copyrighted works by educators, librarians, and archivists for a variety of uses, including:

- Reproduction for teaching in educational institutions at all levels and
- Reproduction by libraries and archives for purposes of study, research, interlibrary exchanges, and archival preservation.

The documents reprinted here are limited to materials dealing with reproduction. Under the copyright law, reproduction can take either of two forms:

- The making of *copies*: by photocopying, making microform reproductions, videotaping, or any other method of duplicating visually-perceptible material and
- The making of *phonorecords*: by duplicating sound recordings, taping off the air, or any other method of recapturing sounds.

The copyright law also contains various provisions dealing with importations, performances, and displays of copyrighted works for educational and other noncommercial purposes, but they are outside the scope of this circular. You can view and download the statute from the Copyright Office website at

We are now happy to tell you that the agreement has been approved by the principals and we enclose a copy herewith. We had originally intended to translate the agreement into language suitable for inclusion in the legislative report dealing with Section 107, but we have since been advised by committee staff that this will not be necessary.

As stated above, the agreement refers only to copying from books and periodicals, and it is not intended to apply to musical or audiovisual works.

The full text of the agreement is as follows:

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A A chapter from a book
- B An article from a periodical or newspaper
- C A short story, short essay or short poem, whether or not from a collective work
- D A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A The copying meets the tests of brevity and spontaneity as defined below and,
- B Meets the cumulative effect test as defined below and,
- C Each copy includes a notice of copyright

Definitions

Brevity

- i Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- ii Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- iii Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

Spontaneity

- i The copying is at the instance and inspiration of the individual teacher, and
- ii The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- The copying of the material is for only one course in the school in which the copies are made.
- ii Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C Copying shall not:
 - a substitute for the purchase of books, publishers' reprints or periodicals;
 - b be directed by higher authority;
 - c be repeated with respect to the same item by the same teacher from term to term.
- D No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976.

Ad Hoc Committee on Copyright Law Revision:

By Sheldon Elliott Steinbach.

Author-Publisher Group:

Authors League of America:

By Irwin Karp, Counsel.

Association of American Publishers, Inc.:

By Alexander C. Hoffman,

Chairman, Copyright Committee.

(iii) Guidelines with Respect to Music

In a joint letter dated April 30, 1976, representatives of the Music Publishers' Association of the United States, Inc., the National Music Publishers' Association, Inc., the Music Teachers National Association, the Music Educators National Conference, the National Association of Schools of Music, and the Ad Hoc Committee on Copyright Law Revision, wrote to Chairman Kastenmeier as follows:

During the hearings on H.R. 2223 in June 1975, you and several of your subcommittee members suggested that concerned groups should work together in developing guidelines which would be helpful to clarify Section 107 of the bill.

Representatives of music educators and music publishers delayed their meetings until guidelines had been developed relative to books and periodicals. Shortly after that work was completed and those guidelines were forwarded to your subcommittee, representatives of the undersigned music organizations met together with representatives of the Ad Hoc Committee on Copyright Law Revision to draft guidelines relative to music.

We are very pleased to inform you that the discussions thus have been fruitful on the guidelines which have been developed. Since private music teachers are an important factor in music education, due consideration has been given to the concerns of that group.

We trust that this will be helpful in the report on the bill to clarify Fair Use as it applies to music.

The text of the guidelines accompanying this letter is as follows:

Guidelines for Educational Uses of Music

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future, and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

NOTICE OF ANNUAL SCHOOL ELECTION

Notice is hereby given by the undersigned Clerk of School District No. 1,
Jefferson County, State of Montana that the Annual School Election will be held on
Tuesday, May 8, 2012, at the following polling place(s):

Boulder Elementary School, Basin Elementary School

Clancy Elementary School, Jefferson City Fire Hall

Montana City Elementary School

Electors will consider the following issues at the election:

- 1 Clancy Elem. District area Trustee(s) to be elected for a (3) year term,
- 1 Mt. City Elem. District area Trustee(s) to be elected for a (2) year term,
- 1 At-large Position Trustee(s) to be elected for a (3) year term.
- Mill levy proposition(s) to finance the school's General Fund(s)

The polls will be open between the hours of 12:00 and 8:00 p.m. on the day of the election.

A qualified registered elector who will be unable to go to the polls on the day of election may request an "Application for Absentee Voter's Ballot" from the school district clerk/election administrator's office located at:

Address of School: PO Box 833

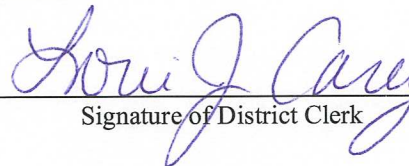
312 S. Main

Boulder, MT 59632

DATED 20th day of March, 2012

Lorie J. Carey

Print Name of District Clerk



Signature of District Clerk

Red Cord Honors Program

Information Sheet



**American
Red Cross**

The Red Cord Honors Program is designed to recognize students who have made the choice to participate in the life-saving act of blood donation at least three times during their high school career with the American Red Cross. The American Red Cross will award students in the Red Cord Honors Program with a red honor cord that they may wear during their high school graduation activities with their school's permission.

Any student at a high school holding a Red Cross blood drive is eligible to participate in the Red Cord Honors Program.

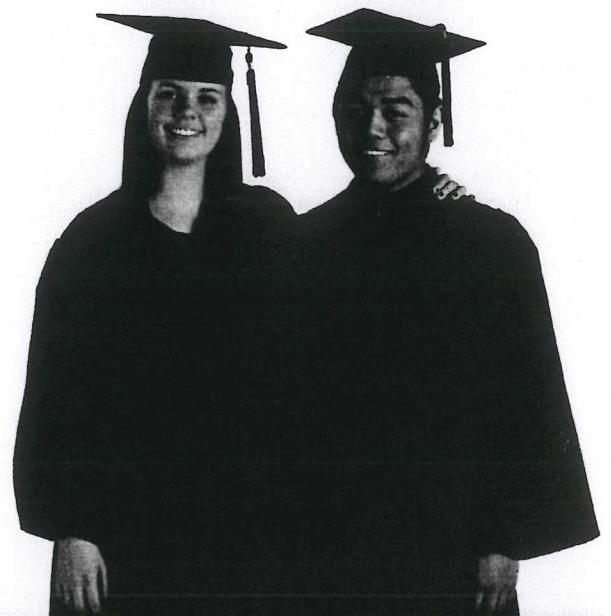
Eligible students must donate three times during their high school career. Students ineligible to donate blood due to age, weight or medical restrictions may be eligible by actively participating as a volunteer with their high school's blood drive or another blood drive in the community during their high school career. The school's Red Cross representative will work with each school or school advisor to track participation, identify and recognize eligible students prior to graduation so they may proudly wear the red honor cord during their graduation ceremony.

Benefits to students:

- Provides opportunities to volunteer, either through donating blood or time, which can be used on scholarship and/or job applications
- Provides opportunities to gain leadership experience by hosting, sponsoring and coordinating a blood drive at your school
- Provides good feeling that comes from helping save lives and helping others
- Partner with a non-profit organization to achieve goals and support your community
- Allows students to receive recognition for their voluntary contributions
- Lead by example

How the program works:

- Tracking cards and informational brochures will be available from the school advisor and at registration during school-sponsored blood drives.
- Students will have a Red Cross staff member or blood drive advisor date and initial their tracking card every time they donate blood or volunteer for two hours at a Red Cross Blood Drive.
- The card will be dated and initialed by the collections staff during the Health History Process.
- The student will turn in the completed tracking card to the school advisor by an agreed-upon date of their graduating year.
- The advisor will compile a list of students that have earned the award and forward it to their Red Cross Representative.
- The Red Cross Representative will deliver the cords earned to school's sponsor to be presented to students.
- Students will be able to wear the honor cord during their graduation ceremony or a school-sponsored awards ceremony.



The need is constant. The gratification is instant. Give blood.™

New School Calendar Proposal

There are several reasons that I believe it would be in Jefferson High School's best interest to align our school year calendar with the Montana college and university system's academic calendar. The problem of our conflicting schedules was brought to my full attention during the 2011-2012 school year. Two of our early graduates wished to continue their education at the HCOT starting spring semester 2012, as soon as they graduated from Jefferson High School at the end of the first semester. In order to register with HCOT, these students needed an "official" transcript by 1-6-12. However, they hadn't officially graduated from JHS until 1-19-12 and couldn't get an official transcript until 1-23-12. If HCOT had not made a special exception after several phone calls, these students would not have been able to continue on with their post-secondary education as they had planned.

Another prime example is the increasing number of students who are taking Dual Credits online. We had more than one student this year wanting to enroll at various colleges and universities through digital academy but couldn't because our semesters do not align with the Montana University System semesters. We are still in our first semester, while the University system has completed the first and started the second.

We would not have to start the school year any earlier, but would finish the first and second semester earlier. Seniors would graduate earlier and the rest of the student body would be done before Memorial Day. By making these simple changes to our school calendar, we are providing our students at JHS more opportunities to continue their post-secondary education and more opportunities to take classes that are not available at JHS. We are seeing a growing trend with more and more students taking online classes and graduating early. We need to stay current with the trends and opportunities available in education today.

Short and simple at Superior School Dist #3: 1. PUBLIC COMMENT Comment solicited at this time and directed by the Board Chair for items not on the agenda. (Comment will also be solicited before action on an action item.)

How is what I put on our Board Meeting agenda in regards to public comment. This was at MTSBA recommendation and is listed right under Call to Order.

*A member of the public may address the Board on any public matter that is a non-agenda item, however, the audience must remember the right to privacy act concerning individuals. The Chairperson may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. A patron who wishes to speak on an Agenda Item will be recognized by the Board Chairman when the Board gets to that item on the agenda. The public should realize that this is a trustee business meeting conducted in a public forum.

Cindy Foley, District Clerk
West Valley School District

Here in Glendive the Board chair calls the meeting to order the reads the statement below and then we go around the room and state our names. For those individuals who desire to address the Board during the "public comment" portion of the meeting, (for items NOT on the agenda), if you haven't already done so, please sign your name to the sheet located with the Clerk and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings. Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board. By law the District cannot take any action on any matter discussed during the "public comment" portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment Take care! Anne

Our agenda currently uses the following paragraph to deal with public comment. Public members are presently allowed to speak on any issue that comes before the board. This part of the agenda has traditionally been used for comments about items not on the agenda. 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. Do any of you use different language? If so, would you please share? Also, if you know that ours is in violation of any law or right would you please let me know? Thanks.

1. Here is what we say. Betty (Brumwell) 2. 3. Public comment – Non-agenda items only The Board would like to remind everyone in attendance that public comment is for members of the public to give input on public matters, not personal issues. To avoid violations of privacy, a member of the public wishing to address the Board will NOT be allowed to make comments about any student, staff member or member of the public during his/her designated time to speak. In order to maintain order and to allow everyone the opportunity to speak, the chair may choose to limit an individual's time. By law, the district cannot take any action on matters that come up during public comment.

Here's what we put on our agenda: Notice regarding Public Comment: Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is specifically on the agenda, you will be allowed to do so when the item comes up for Discussion and Action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda. Those individuals who desire to address the Board during the "public comment" portion of the meeting, the Board Chairperson will call individuals to speak. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. As an example; job qualifications of district employees is a matter of public knowledge, but the performance evaluations of those employees (whether positive or negative) is not a matter of public knowledge. In addition the Board will not hear comments on contested cases or other adjudicative proceedings. Depending on the number of persons who wish to address the Board, the Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board. By law the District cannot take any action on any matter discussed during the "public comment" portion of the meeting, until such time as the matter is specifically notice on the agenda, and the public has been allowed the opportunity to comment.

Linda Parpart District Clerk Nashua School District 13E PO Box 170Nashua, MT 59248 406-746-3411

Denton Public Schools4065672370jcahill@denton.k12.mt.us Public Participation Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is specifically listed/identified on the agenda, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda. For those individuals who desire to address the Board during the "public comment" portion of the meeting, the Board Chairperson will call individuals to speak. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

School District No. 8
White Sulphur Springs, Montana
Tuesday, March 20, 2012
7:30 p.m.
High School Library

Regular Meeting of the Board of Trustees, Meagher County
School Board Meeting May Be Tape Recorded

Public Comment Notice: For those individuals who desire to address the Board during the "public comment" portion of the meeting, if you haven't already done so, please sign your name to the sheet located at the district clerk's seat and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or members of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

Plentywood School District

Notice Regarding Public Comment

Montana Law requires school district and other public agencies to include on the agenda for public meetings an item allowing public comment on any *public matter not otherwise specifically listed on the agenda* that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is *specifically listed/identified on the agenda*, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the “public comment” portion of the meeting, if you haven’t already done so, please sign your name to the sheet located in the visitors section and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

Under the law the District cannot take any action on any matter discussed during the “public comment” portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

Colstrip uses very similar language. I’ve included it below. I was chair of our board for eight years and we developed our language in conjunction with MTSBA. We not only print it on each agenda but I always read it at each meeting prior to public participation and the current chairman also does that. We note in the verbal statement that the Board will not respond to public comment but, if necessary, will schedule the issue on a future agenda. There is no violation of anyone’s rights in your statement although I personally would want #2 to be a stronger statement. I had more than one situation over the years where I had to cut off an individual’s comments because they kept naming personnel and/or students in their statements. Three minutes is plenty of time to make almost any statement worth hearing...and it came in very handy on more than one occasion! If you have any further questions, don’t hesitate to call or e-mail. CORRESPONDENCE & PUBLIC PARTICIPATION Three minute limit: No discussion of personnel – no exceptions The Colstrip Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting Our agenda also has a regular item called “Announcements, Recognitions and Accomplishments” which we added a few years ago to accommodate both public and trustee statements of recognition for student or staff accomplishments. A lot of people were using the Public Participation section to say “good job” and the Board was restricted under the language above from responding...so, we fixed that problem with this addition and it’s worked well. Funny how naming names isn’t a problem when you’re complimenting someone! Joanne Schrupp District Clerk/Business Manager Colstrip Public Schools

Board of Trustees Wibaux Public School District #6

Home of the Longhorns
121 F Street N Wibaux, MT 59353

PATRON REQUEST TO ADDRESS A POSTED AGENDA ITEM:

Persons wishing to address the Board may do so with these stipulations:

1. This form must be submitted to the Board Chair, Clerk, or Superintendent prior to the time that the agenda item is to be addressed.
2. Speaker must wait for the recognition of the Board Chair before commenting.
3. The Board may limit the amount of time of such comments.
4. Comments are to be made in normal, businesslike, non-threatening tones.
5. Comments must cease if the Board Chair so requests.

Name of person making request: _____

Agenda Item to be addressed: _____

I understand the contents of this form and agree to cooperate fully with the Board and agents of School District #6 as they conduct the business of this meeting of the Board of Trustees.

(Signature)

(Date)

Our agenda item looks like the following: Individuals or Delegations: THIS IS THE PORTION OF THE AGENDA SET ASIDE FOR PUBLIC COMMENT. ANYONE WISHING TO ADDRESS THE BOARD MAY DO SO WITH THESE STIPULATIONS:1. The board may limit the amount of time for comment.2. Comments may not infringe on the rights to privacy of another.3. Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have opportunity to address the issue also.4. The board may wish to place items on a later agenda. We have issues too – people just talk sometimes without being recognized, visit, etc. It's pretty distracting when you are trying to take minutes. Hope this helps! Julie AustbyWibaux Public School(406) 796-2475

AUDIENCE PARTICIPATION

The Board of Trustees recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board of Trustees also recognizes the public's statutory and constitutional rights to participate in governmental operations. In order to permit fair and orderly expression of such comment, the Board will permit public participation through oral or written comments during the "public comment" section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairman may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairman shall first be recognized by the Chairman. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairman may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings. **It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairman.**

Policy History:

Adopted on: February 2012

Reviewed on: January 2012

Revised on:

120F NOTICE REGARDING PUBLIC COMMENT

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any **public matter not otherwise specifically listed on the agenda** that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is **specifically listed/identified on the agenda**, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

Depending on the number of persons who wish to address the Board, the Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law the District cannot take any action on any matter discussed during the "public comment" portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

Policy History:

Adopted on: February 2012

Reviewed on: January 2012

Revised on:

Canyon Creek School

School District No. 4
3139 Duck Creek Road
Billings, Montana 59101

AUDIENCE PARTICIPATION FORM

If you wish to address the Board of Trustees at this meeting, please complete this form and give it to the Clerk of the Board.

AGENDA item you wish to address:

PUBLIC COMMENT topic you wish to address:

(Please note: The Trustees do not take voted action or engage in discussion of these matters at this time. Action may be taken only when an action item appears on the agenda.)

Name:

Address:

Canyon Creek School District 4 Board Policy

1441 AUDIENCE PARTICIPATION

To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the public comment section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

*Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. Each speaker will be allotted no more than three minutes of time to address the Board. No more than fifteen minutes per issue will be devoted to public comment during a meeting, except by unanimous consent of the Board. The Board as a whole shall have the final decision in determining appropriateness of all such rulings. **It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.***

NOTICE REGARDING PUBLIC COMMENT

MTSBA recommends that you attach the following notice to your agendas for your regular Board meetings and/or have the Board Chairman read it aloud at the beginning of the Board meeting, until the public becomes educated about the process:

Montana law (§ 2-3-103, MCA) requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any ***public matter not otherwise specifically listed on the agenda*** that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is ***specifically listed/identified on the agenda***, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the “public comment” portion of the meeting, if you haven’t already done so, please sign your name to the sheet located _____ and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law the District cannot take any action on any matter discussed during the “public comment” portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.



Hardin Public Schools

ELEMENTARY DISTRICT NO. 17-H & HIGH SCHOOL DISTRICT NO. 1

585 West John Deere Road
Hardin, Montana 59034-2505
Big Horn County
(406) 665-9300 • Fax (406) 665-9338

SCHOOL BOARD AGENDA

TUESDAY, MARCH 13, 2012

HARDIN PRIMARY SCHOOL

5:30 P.M.

- A) Minutes Action
- B) Claims - Kenny Shane Action
- C) Hardin Primary School Presentation: Information / Action
Behavior Initiative
- D) Staffing Issues Information / Action
Individuals who wish to be placed on the Board agenda **MUST** notify the Superintendent, **IN WRITING**, at least ten (10) days before the Board meeting (Board Policy # 1420). The written 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.
- E) Transportation Issues Information / Action
- F) Building Issues Information / Action
- G) Budgeting Issues Information / Action
- H) PAC / PTSA / Community Members Information
Board meetings are held in public, but are **NOT PUBLIC MEETINGS**. To avoid violations of an individual's rights and/or privacy, **NO COMMUNITY MEMBER** will be allowed to make any comments about any **STUDENT, STAFF MEMBER, OR** member of the general public.
- I) Other



Public Comment in Montana

A Guide to Rights and Responsibilities

2011-2012

Hardin Public Schools

Elementary District No. 17-H & High School District No. 1
585 West John Deere Road, Hardin, MT 59034-2505
Phone: 406-665-9300 / Fax: 406-665-9338

How can the law affect you?

Role of School Board Chairman

It is the responsibility of the school board chairman to enforce the rules governing public comment and basic decorum:

- If a commenter moves to topics that are not related to school district affairs a board chair may ask the person to stay on topic;
- If a time limit has been implemented, the board chair can notify the person that they have exceeded their allotted time;
- If a citizen attempts to comment on an item before the board the board chair can invite that citizen to return to the podium when that item is being discussed; and
- If a person acts inappropriately or uses offensive, obscene, or hostile language the citizen may be asked to observe good manners or sit down.

If a member of the public disrupts a board meeting it is a violation of state law punishable by a \$100 fine or 10 days in jail or both.³

3. Section 45-8-101(g), MCA.

It is every Montanan's right to participate in the operation of their government.

How is the law written?

Montana Constitution

Article II, Section 8. Right of participation. The public has the right to expect government agencies to afford such reasonable opportunity for citizen participation in the operation of the agencies prior to the final decision as may be provided by law.

Montana Code Annotated

2-3-103. Public participation -- governor to ensure guidelines adopted. (1) (a) Each agency shall develop procedures for permitting and encouraging the public to participate in agency decisions that are of significant interest to the public. The procedures must ensure adequate notice and assist public participation before a final agency action is taken that is of significant interest to the public. The agenda for a meeting, as defined in 2-3-202, must include an item allowing public comment on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the agency conducting the meeting. However, the agency may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. Public comment received at a meeting must be incorporated into the official minutes of the meeting, as provided in 2-3-212. (b) For purposes of this section, "public matter" does not include contested case and other adjudicative proceedings.

What does the law say?

Stated plainly, the 2-3-103 Montana Code Annotated governs public comment periods during government meetings by ensuring:

- Citizens may comment on matters within the control of the board not on the current agenda;
- No action may be taken on a matter raised during the comment period as notice has not been provided;
- Matters raised by the public must be included in the meeting minutes;
- Comments may not be taken and should not be accepted on personnel and student discipline matters as these are not public issues;¹
- Comments on matters appearing on the agenda should be taken during discussion of the specific agenda item; and
- Multiple comments from the same citizen on the same topic during the same meeting should not be permitted.²

The intent of these changes was to give the public an opportunity to interact with their board on issues that may come before the school board.³

1. Lawson, Rep. Bob, Sponsor's Opening Statement, Senate Committee on Local Government, 58th Gen. Session, (February 6, 2003).

2. Governor's Amendments Letter, House Bill 94, 58th Gen. Session, (March 20, 2003), Amendments adopted April 11, 2003 and April 15, 2003.

3. Lawson, Rep. Bob, Sponsor Response to Question, Senate Committee on Local Government, 58th Gen. Session, (February 6, 2003).

How is the law interpreted?

Montana Supreme Court

"[W]e conclude that imposition of reasonable and view-point neutral time, place, and manner restrictions at a city council meeting will not unduly hamper debate on public issues or criticism of the conduct of public affairs" *Denke v. Shoemaker*, 347 Mont. 322, 198 P.3d 284, (2008).

In *Denke*, the Montana Supreme Court states that reasonable limits can be placed on individual citizens during the public comment period:

- A three (3) or five (5) minute limit per person;
- Hearing all non-agenda discussion during one portion of the agenda;
- Limiting comment to areas related to district issues; and
- Establish a policy regarding public comment and providing a summary of the policy to meeting attendees.

These limitations cannot be designed to restrict public debate or suppress the viewpoints of certain citizens so long as their comments meet the previously stated guidelines. These limitations must be adopted for the purpose of conducting an organized meeting and should not be directed at selected individuals.

How can the law affect you?

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Public Comment in Montana

A Guide to Rights and Responsibilities

2010

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In *Denke*, the Montana Supreme Court states that reasonable limits can be placed on individual citizens during the public comment period:

- A 3 or 5 minute limit per person;
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- Limiting comment to areas related to district issues; and
- Establish a policy regarding public comment and providing a summary of the policy to meeting attendees.

These limitations cannot be designed to restrict public debate or suppress the viewpoints of certain citizens so long as their comments meet the previously stated guidelines. These limitations must be adopted for the purpose of conducting an organized meeting and should not be directed at selected individuals.

COPY

Feb. 22, 2012

To: Mr. Whealon, and District 1 School Board Trustees,

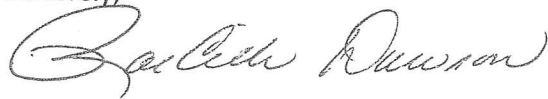
I have decided to retire at the end of this current school year. I have enjoyed teaching in the Boulder schools and will miss the students and the staff.

It has been a privilege to work the past 3 years with Mr. Whealon, the best administrator I have ever had in my entire teaching career. Rarely is there a Principal or Superintendent that is so compassionate with the entire staff, students and custodians. Mr. Whealon is so knowledgeable about school policies, budgets and state and federal school laws. He never rests. He has tirelessly been working here to make JHS a better school for all the students. I have been very lucky to have finished my last three years with such a great education leader.

I certainly hope that there will always be an Art program at JHS for students to learn Art skills and grow as creative thinkers in the Art field as well as any other field they pursue. Because we had a very productive and creative art department – we have had close to 100 students going into an art related field. There could be even more graduate students to add to the list that we have not had contact with.

There has been a very active Art Club and National Art Honor Society for the students to participate in as well as our May Art Show. I really hope all of these programs and activities will continue at JHS.

Sincerely,



RaeCille Dawson

JHS Art Instructor

February 28, 2012

Jefferson High School
School Board
P O Box 838
Boulder MT 59632

RE: Jefferson High School/AYA Joint Program ~ Thank you

To every school board member,

I want to truly thank you for the joint program you have with AYA. I especially want to thank Superintendent/Principal Jim Whealon and Special Education Bob Ekblom with all they have done with helping my son & all they have done with the joint program with AYA. You have 2 very special people who go above & beyond with helping students whether they be great & easy students or great & difficult students. My son has gone from F's to C's & B's. He has been able to do this because of the two fine men you have & the teachers involved.

I am sending this letter to you in hopes that you really realize what assets you have in those who are employed at the school. My son is now enjoying the learning process & is expanding further in the areas of learning that he would never do here at Chinook High School. I want you to realize what a truly great learning institution you have. My experience with working with those in regards to my son's schooling thru the joint program has been the most enjoyable & the most helpful of all my experiences with my son's schooling since pre-school. Everyone at Jefferson High School does want to help a student learn & not to only teach the students that already have A's & B's. They teach & help all the students. You have a great school & great employees who really care about the students & teaching them. I truly wish we could keep our son in your school! He will return to Chinook High School because this is where we live. I do feel what he has learned from Jefferson High School will go with him to Chinook High School because of the care your employees have with my son.

Please do not get me wrong as Chinook High School is a good school. They only have a couple of areas they need to work on is all. Those 2 areas though are the most important in reaching & teaching the students, which is the care & ability to reach all students & not only the students who are succeeding. I have been told by the principal & the special education teacher to my face that they do not know what to do with students like my son. I always knew this & then to have it said directly to me blew me away since now it is fact. It saddens me that there are more & more students like my son that we are losing because of not knowing how to reach them. More & more schools are in the same situation as Chinook High School. Your school does reach these kids & I highly commend Jim Whealon & Bob Ekblom & all who teach your students.

Page #2

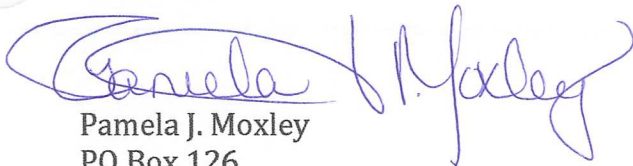
Before my son was to go to AYA I did my research on your High School. I am a very detailed oriented person & believe me when I was done & after working with Jim & Bob & the others involved from Jefferson High School ~ I am now praying that Chinook High School can do as Jefferson High School does which is to reach students like Derek & to be able to actually work with the parents that are trying to work with them instead of always being defensive with the parents.

Your Joint Program with AYA is a valuable asset. The program is working & is reaching the students who really need it. I cannot thank you enough for having this Joint Program. Keep up the great work with your school, those employed there, & the Joint Program. It all works unlike most schools.

You may want to consider working with the Montana Office of Public Instruction (OPI) in implementing programs & processes to aide other schools in Montana in working with difficult students with reaching them so they want to learn. Your school would be a great example to show the other schools.

Thank you for your time & please have a great day.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pamela J. Moxley". The signature is fluid and cursive, with a large loop at the beginning and a long tail.

Pamela J. Moxley
PO Box 126
Chinook MT 59523
(406) 357-3251

Prices at other school districts

Whitehall is at 3.54 /mile for an 84pass bus and 3.22/mile for smaller buses, with a fuel base at 1.50/ without fuel would be 3.24 and 2.92 with 424 daily miles with 84 pass buses running 212 miles and smaller buses running 212 miles which makes an average rate of 3.08 per mile/ \$235065.00 annually without fuel.

Treasure State Transit;

Routes in Kalispell,

Sommers Route- \$5.22 per mile- 30 miles per day

West Valley Route- \$5.40 per mile- 28 miles per day

Big Fork Route- \$5.20 per mile- 80 miles per day

Tucker Transportation;

Routes in Anaconda,

\$3.21 per mile 422 miles per day

First Student Bozeman;

\$3.95 per mile

Townsend Schools;

5 routes at different prices

1st \$3.13 per mile/75.6 miles per day

2nd \$3.13 per mile/98 miles per day

3rd \$3.17 per mile/ 91.6 miles per day

4th \$3.18 per mile/ 107 miles per day

5th \$3.78 per mile/ 54 miles per day



School Bus Service Inc.
PO Box 946
Boulder, MT 59632

(406)225-3344**Fax (406)225-3552

Mike Benson, Manager

Harlow Hageness of "Harlow's School Bus Service Inc." has recently passed on. His son Jason Hageness has taken over as president of the company. There have been some changes in the company; Harlow always operated the company as one, with all the locations income put together. Because of the rate of growth of "Harlow's School Bus Service Inc." the different locations have all been separated financially for profit and loss reasons and it was shown that the Boulder Mt. location is operating in the red. This is due to the fact that the contracts with Jefferson High School and Clancy Elementary haven't kept up over the years with increases and are way under priced. I am the one responsible for this, as I am the one who came up with on what to ask for, without the information that I should have had to make the right decision on what increases to ask for over the years. The company is now providing the managers of each location with the information needed to do that.

We would like to renegotiate the contracts to try to remedy this situation. I apologize for any issues that this might cause.

Clancy is currently at \$2.85/mile with 157 daily miles
Jefferson High is currently at \$2.30 / mile with 407.5 daily miles/ \$168700.00 annually

Whitehall is at 3.54 /mile for an 84pass bus and 3.22/mile for smaller buses, with a fuel base at 1.50/ without fuel would be 3.24 and 2.92 with 424 daily miles with 84 pass buses running 212 miles and smaller buses running 212 miles which makes an average rate of 3.08 per mile/ \$235065.00 annually

Clancy total contract is currently at \$80541.00 annually with 4 routes
Mt City total contract at \$95541.00 annually with 3 routes

Proposing a new 5 year contract, with a 15% increase the first year, a 5% increase the 2nd and 3rd years, and a CPI increase the 4th and 5th years.

The current contract does go until June of 2013. We are proposing a new 5 year contract, starting June of 2012 with a 15% increase the first year, a 5% increase the 2nd and 3rd years, and a CPI increase the 4th and 5th years. The following chart shows a comparison of either staying with the current contract or renewing and renegotiating a new contract.

Mike Benson Manager,
Harlow's School Bus Service Inc.

Transportation Contract Comparison

Original Contract

New Contract starting June 2013

2013 2.39/mile=	4% CPI increase \$175,307.40	2013 2.65/mile=\$	15% increase no CPI 194378.40
2014 2.99/mile=	25% increase new contract \$219,317.40	2014 2.78/mile=	5% increase no CPI \$203,913.00
2015 3.11/mile=	4% CPI increase \$228,118.50	2015 2.92/mile=	5% increase no CPI \$214,182.00
2016 3.23/mile=	4% CPI increase \$236,920.50	2016 3.04/mile=	4% CPI increase \$222,984.00
2017 3.36/mile=	4% CPI increase \$246,456.00	2017 3.16/mile=	4% CPI increase \$231,786.00

5 year cost: \$1106119.80	5 year cost: \$1067243.40
----------------------------------	----------------------------------

Notes:

Calculations figured for the life of the potential 5 year contract.

2013 Numbers are based upon increases from the current rate of 2.30/mile.

Mileage calculated at 73350 miles per year.

percent increase applied to mileage cost.

25% Increase for year 2014 in original contract is estimate based upon numbers provided by Harlow's.

Any change in that percentage would effect these numbers.

any change in the 4% increase in CPI would also effect these numbers.

Prices at other school districts

Whitehall is at 3.54 /mile for an 84pass bus and 3.22/mile for smaller buses, with a fuel base at 1.50/ without fuel would be 3.24 and 2.92 with 424 daily miles with 84 pass buses running 212 miles and smaller buses running 212 miles which makes an average rate of 3.08 per mile/ \$235065.00 annually without fuel.

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Forecast of U.S. CPI-U, All items (1982-84=100)

Updated 3-2-12

	Index: <u>1982-84=100</u>	Annual <u>growth rate</u>
2000 (actual)	172.2	3.4%
2001 (actual)	177.1	2.8%
2002 (actual)	179.9	1.6%
2003 (actual)	184.0	2.3%
2004 (actual)	188.9	2.7%
2005 (actual)	195.3	3.4%
2006 (actual)	201.6	3.2%
2007 (actual)	207.342	2.8%
2008 (actual)	215.303	3.8%
2009 (actual)	214.537	-0.4%
2010 (actual)	218.056	1.6%
2011 (actual)	224.939	3.2%
2012	229.550	2.0%
2013	234.400	2.1%
2014	240.026	2.4%
2015	245.786	2.4%
2016	251.685	2.4%
2017	257.977	2.5%
2018	264.427	2.5%
2019	271.037	2.5%
2020	277.813	2.5%

NOTE: CPI-U covers all urban consumers.

Source: U.S. Bureau of Labor Statistics; The Puget Sound Economic Forecaster, prepared by Conway Pedersen Economics, Inc.

Boulder Association of Teachers

P.O. Box 1346
Boulder, MT 59632

Board of Trustees
Jefferson High School
PO Box 838
Boulder, MT 59632

February 29, 2012

Dear Board Members,

This letter is in response to the grievance letter received from the Board on February 16, 2012. Obviously the Association is disappointed that you have decided to deny the 3rd remedy requested in our original grievance. We are also disappointed that you found it necessary to waste additional district funds by paying an attorney to write this four page diatribe of legal nitpicking and issue dodging. Much could have been said with a letter actually written by the Board, in which you simply acknowledged that this parent complaint could have been handled in a better manner.

Here is where the Association stands on the remedies requested in our original grievance:

Number one: End the classroom suspension of Rex Sonsteng. This remedy has been satisfied.

Number two: No written record of the complaint in Rex Sonsteng's personnel file. This remedy has also been satisfied.


Number three: Acknowledgement of wrongdoing on the part of the Board. This remedy has been only partially met.

It is this third remedy where we are still in disagreement. The Board has publicly acknowledged that they broke the open meeting laws of this state, though no mention of this was included in the grievance response. As for the allegation that the parent complaint procedure was not properly followed, the Association maintains that it wasn't, whether you are willing to admit it or not. When the parent complaint letter to the Board was written on the exact same evening that the alleged violation occurred, it is obvious that neither Dan Sturdevant, your athletic director, nor Jim Whealon, your district administrator, were given the opportunity to conduct an investigation or suggest appropriate action. The Board's extensive and costly investigation confirmed only one thing: that Coach Sonsteng mentioned a player's disability when he explained to him why he was cut from the team. This single finding was something that Coach Sonsteng openly admitted from the beginning. As for the suspension, the Association maintains that it was inappropriate to suspend a classroom teacher for something they may or may not have commented on in an extra-curricular role. Given the precedent you set with this

action, one cannot imagine why any employee of Jefferson High School would ever want to risk putting themselves in such a situation by coaching for the district. While in a purely legal sense of the issue, suspending with pay is not considered disciplinary, one cannot deny that it has negative effects on both the teacher and their students.

All things considered, the Association does not feel that it would be to the benefit of the high school or its student body to put the Board in a position where they might decide to continue to squander valuable time and resources defending their actions at an arbitration hearing. Therefore, the Boulder Association of Teachers will not be pursuing this grievance to Step IV of the grievance procedure. This matter has been tried in the court of public opinion, and we are satisfied with the verdict.

Sincerely,

Grievance Committee 
Boulder Association of Teachers

Boulder Association of Teachers

P.O. Box 1346
Boulder, MT 59632

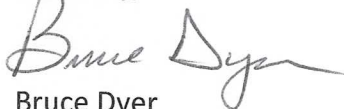
Board of Trustees
Jefferson High School
PO Box 838
Boulder, MT 59632

March 2, 2012

Dear Board Members,

In accordance with Section 4.1A of the Negotiated Agreement, the Boulder Association of Teachers has decided to re-open the contract for the purpose of negotiating the district insurance contribution for the 2012-2013 school year. Please have the chairperson of your Negotiations Committee contact me at their earliest possible convenience to schedule a time to meet with the Association negotiators.

Sincerely,



Bruce Dyer
BAT President



THE BOULDER

MONITOR

104 W. Centennial • P. O. Box 66 • Boulder, MT 59632-0066
(406) 225-3821 or (406) 225-3822 • janderson@jeffersoncountycourier.com

March 1, 2012

TO: Jefferson High School Board of Trustees

FROM: Jan Anderson, editor

RE: JHS policy 2312P - request for reconsideration of board action

We are hereby requesting that the board reconsider its action of February 21 reaffirming policy number 2312P. We ask that this matter be included on the next regular board agenda.

At the February board meeting I questioned a line in the policy which says, "Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals." The board chose to reaffirm the policy without change.

JHS librarian Tanya Getten followed up on my concern by contacting her professor at UM Western, Anne Kish. In part, Kish's response said, "The policy looks pretty good, but I can see why the newspaper editor is confused, and I would change that #3 on the policy."

She went on to say, "The way the school policy is worded, it makes it sound like current newspapers aren't protected by copyright. They are protected by copyright, but Fair Use allows teachers to use a greater quantity of current newspaper articles than some other types of printed materials."

Kish also included a document from the U.S. Copyright Office that refers to this issue (relevant portion enclosed). We would be satisfied with the board replacing its current section on "cumulative effect" with the "cumulative effect" wording from the U.S. Copyright Office document. Leaving the current policy as the board reaffirmed it on February 21, however, is not acceptable and you should expect that we will take appropriate action if necessary.

We have no reason to believe JHS teachers have been in violation of our copyright or of the federal guidelines mentioned above, and we have always been generous in sharing copies of our publication with staff who have asked for copies. Just since the beginning of 2012 we have been asked for and have provided at no charge nearly 100 copies of the paper to various staff members. We intend to continue that policy and are pleased that JHS staff finds the paper educational.

We simply want the JHS policy to follow the federal guidelines and to acknowledge our lawful copyright.



Reproduction of Copyrighted Works by Educators and Librarians

Many educators and librarians ask about the fair use and photocopying provisions of the copyright law. The Copyright Office cannot give legal advice or offer opinions on what is permitted or prohibited. However, we have published in this circular basic information on some of the most important legislative provisions and other documents dealing with reproduction by librarians and educators.

Also available is the 1983 Report of the Register of Copyrights on Library Reproduction of Copyrighted Works (17 U.S.C. 108). The Report, seven appendices, and other related materials can be purchased from the National Technical Information Service (NTIS), U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161. Go to the NTIS website at www.ntis.gov. For further information, call NTIS at 1-800-553-6847 or (703) 605-6000.

The 1988 five-year Report of the Register of Copyrights on Library Reproduction of Copyrighted Works is also available from NTIS.

A. Introductory Note

The Subjects Covered in This Booklet

The documentary materials collected in this circular deal with reproduction of copyrighted works by educators, librarians, and archivists for a variety of uses, including:

- Reproduction for teaching in educational institutions at all levels and
- Reproduction by libraries and archives for purposes of study, research, interlibrary exchanges, and archival preservation.

The documents reprinted here are limited to materials dealing with reproduction. Under the copyright law, reproduction can take either of two forms:

- The making of *copies*: by photocopying, making microform reproductions, videotaping, or any other method of duplicating visually-perceptible material and
- The making of *phonorecords*: by duplicating sound recordings, taping off the air, or any other method of recapturing sounds.

The copyright law also contains various provisions dealing with importations, performances, and displays of copyrighted works for educational and other noncommercial purposes, but they are outside the scope of this circular. You can view and download the statute from the Copyright Office website at

We are now happy to tell you that the agreement has been approved by the principals and we enclose a copy herewith. We had originally intended to translate the agreement into language suitable for inclusion in the legislative report dealing with Section 107, but we have since been advised by committee staff that this will not be necessary.

As stated above, the agreement refers only to copying from books and periodicals, and it is not intended to apply to musical or audiovisual works.

The full text of the agreement is as follows:

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A A chapter from a book
- B An article from a periodical or newspaper
- C A short story, short essay or short poem, whether or not from a collective work
- D A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A The copying meets the tests of brevity and spontaneity as defined below and,
- B Meets the cumulative effect test as defined below and,
- C Each copy includes a notice of copyright

Definitions

Brevity

- i Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- ii Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
- iii Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

Spontaneity

- i The copying is at the instance and inspiration of the individual teacher, and
- ii The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- The copying of the material is for only one course in the school in which the copies are made.
- ii Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
 - iii There shall not be more than nine instances of such multiple copying for one course during one class term.
[The limitations stated in “ii” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- c Copying shall not:
 - a substitute for the purchase of books, publishers’ reprints or periodicals;
 - b be directed by higher authority;
 - c be repeated with respect to the same item by the same teacher from term to term.
- D No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976.

Ad Hoc Committee on Copyright Law Revision:

By Sheldon Elliott Steinbach.

Author-Publisher Group:

Authors League of America:

By Irwin Karp, Counsel.

Association of American Publishers, Inc.:

By Alexander C. Hoffman,

Chairman, Copyright Committee.

(iii) Guidelines with Respect to Music

In a joint letter dated April 30, 1976, representatives of the Music Publishers’ Association of the United States, Inc., the National Music Publishers’ Association, Inc., the Music Teachers National Association, the Music Educators National Conference, the National Association of Schools of Music, and the Ad Hoc Committee on Copyright Law Revision, wrote to Chairman Kastenmeier as follows:

During the hearings on H.R. 2223 in June 1975, you and several of your subcommittee members suggested that concerned groups should work together in developing guidelines which would be helpful to clarify Section 107 of the bill.

Representatives of music educators and music publishers delayed their meetings until guidelines had been developed relative to books and periodicals. Shortly after that work was completed and those guidelines were forwarded to your subcommittee, representatives of the undersigned music organizations met together with representatives of the Ad Hoc Committee on Copyright Law Revision to draft guidelines relative to music.

We are very pleased to inform you that the discussions thus have been fruitful on the guidelines which have been developed. Since private music teachers are an important factor in music education, due consideration has been given to the concerns of that group.

We trust that this will be helpful in the report on the bill to clarify Fair Use as it applies to music.

The text of the guidelines accompanying this letter is as follows:

Guidelines for Educational Uses of Music

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future, and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Denise Juneau
Superintendent

February 14, 2012

Kathleen Jackson, Chairperson
Jefferson H S
PO Box 838
Boulder, MT 59632

Dear Chairperson Jackson:

Thank you for electronically submitting the application for additional ANB for fiscal year 2012-2013 due to the early graduation of 4 student(s) at the end of the first semester of school year 2011-2012. According to the information provided, 4 student(s) completed graduation requirements at the end of seven semesters of secondary school and none of the student(s) had turned 19 years-old on or before September 10, 2011.

Approval is granted under the provisions of 20-9-313(6) for the inclusion of 4 early graduate(s) in the spring 2012 enrollment to be used in the calculation of ANB for the 2012-2013 school year.

If you have questions, please contact me at 444-4401 or email nmerala@mt.gov.

Sincerely,

A handwritten signature in cursive script that reads "Nica Merala".

Nica Merala
OPI Fiscal Officer

cc: Garry Pace, County Superintendent
James Whealon, District Superintendent
✓ Lorie Carey, District Clerk
OPI Files

COPY

Feb. 22, 2012

To: Mr. Whealon, and District 1 School Board Trustees,

I have decided to retire at the end of this current school year. I have enjoyed teaching in the Boulder schools and will miss the students and the staff.

It has been a privilege to work the past 3 years with Mr. Whealon, the best administrator I have ever had in my entire teaching career. Rarely is there a Principal or Superintendent that is so compassionate with the entire staff, students and custodians. Mr. Whealon is so knowledgeable about school policies, budgets and state and federal school laws. He never rests. He has tirelessly been working here to make JHS a better school for all the students. I have been very lucky to have finished my last three years with such a great education leader.

I certainly hope that there will always be an Art program at JHS for students to learn Art skills and grow as creative thinkers in the Art field as well as any other field they pursue. Because we had a very productive and creative art department – we have had close to 100 students going into an art related field. There could be even more graduate students to add to the list that we have not had contact with.

There has been a very active Art Club and National Art Honor Society for the students to participate in as well as our May Art Show. I really hope all of these programs and activities will continue at JHS.

Sincerely,



RaeCille Dawson

JHS Art Instructor

MAINTENANCE AND REPAIR LIST 2012 SPRING

1. Roofs – Library/educational wing and East side of North Gym
2. Boiler Drafting Problem – 5-foot stack
3. Key System and Door Frames
4. Furnaces (9)
5. Carpet in Offices and Hallway
6. Seams on Dryvit, Soffits
7. Lighting and painted roof in shop
8. Controls for Gym Furnace
9. Curtains for Stage

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JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
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201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1000 GENERAL						
112 TEACHER SALARIES	22,766.77	280,572.69	457,217.47	457,217.47	176,644.78	61 %
120 SUBSTITUTES	761.40	4,894.68	10,000.00	10,000.00	5,105.32	48 %
250 WORKERS COMPENSATION	333.01	5,484.47	6,572.39	6,572.39	1,087.92	83 %
260 HEALTH INSURANCE	7,073.89	72,207.29	110,508.40	110,508.40	38,301.11	65 %
321 CURRICULUM DEVELOPMENT	0.00	343.06	600.00	600.00	256.94	57 %
440 REPAIR/MAIN/PARTS	0.00	4,072.35	7,500.00	7,500.00	3,427.65	54 %
540 ADVERTISING	0.00	0.00	100.00	100.00	100.00	0 %
550 COPIES/PRINTING	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
582 TRAVEL/INSERVICE	140.59	1,090.00	500.00	500.00	-590.00	218 %
610 SUPPLIES	42.13	646.26	15,000.00	15,000.00	14,353.74	4 %
640 BOOKS	0.00	351.54	3,538.13	3,538.13	3,186.59	9 %
660 MINOR EQUIPMENT	0.00	267.02	5,000.00	5,000.00	4,732.98	5 %
680 COMPUTER SOFTWARE	0.00	1,188.79	2,500.00	2,500.00	1,311.21	47 %
840 PRINCIPAL	168.75	1,952.68	3,700.00	3,700.00	1,747.32	52 %
Function Total:	31,286.54	373,070.83	627,736.39	627,736.39	254,665.56	59
2100 SUPPORT - GUIDANCE						
112 TEACHER SALARIES	1,618.92	11,332.39	19,427.00	19,427.00	8,094.61	58 %
60 HEALTH INSURANCE	305.09	2,135.54	3,660.90	3,660.90	1,525.36	58 %
0 ADVERTISING	0.00	0.00	50.00	50.00	50.00	0 %
32 TRAVEL/INSERVICE	0.00	27.50	500.00	500.00	472.50	5 %
610 SUPPLIES	62.57	62.57	1,000.00	1,000.00	937.43	6 %
Function Total:	1,986.58	13,558.00	24,637.90	24,637.90	11,079.90	55
2220 LIBRARY						
112 TEACHER SALARIES	1,618.91	11,332.42	19,427.00	19,427.00	8,094.58	58 %
260 HEALTH INSURANCE	305.06	2,135.51	3,660.90	3,660.90	1,525.39	58 %
540 ADVERTISING	0.00	208.00	0.00	0.00	-208.00	*** %
610 SUPPLIES	0.00	60.51	250.00	250.00	189.49	24 %
640 BOOKS	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
650 PERIODICALS	0.00	4.18	250.00	250.00	245.82	1 %
682 MEDIA SOFTWARE	0.00	0.00	495.00	495.00	495.00	0 %
Function Total:	1,923.97	13,740.62	26,082.90	26,082.90	12,342.28	52
2225 OTHER CURRICULAR MATERIALS						
113 PROFESSIONAL SALARIES	2,551.82	10,876.85	16,763.47	16,763.47	5,886.62	64 %
250 WORKERS COMPENSATION	0.00	5.35	0.00	0.00	-5.35	*** %
Function Total:	2,551.82	10,882.20	16,763.47	16,763.47	5,881.27	64
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARIES	2,326.50	19,342.12	29,550.00	29,550.00	10,207.88	65 %
115 CLERICAL/TECHNOLOGY SALARIES	495.50	4,334.11	5,648.61	5,648.61	1,314.50	76 %
250 WORKERS COMPENSATION	0.00	0.00	750.00	750.00	750.00	0 %
260 HEALTH INSURANCE	925.74	7,674.49	14,643.60	14,643.60	6,969.11	52 %
520 INSURANCE	0.00	24,940.00	24,940.00	24,940.00	0.00	100 %
540 ADVERTISING	0.00	120.00	900.00	900.00	780.00	13 %
582 TRAVEL/INSERVICE	30.87	1,138.78	500.00	500.00	-638.78	227 %
610 SUPPLIES	0.00	255.25	500.00	500.00	244.75	51 %
800 OTHER	721.60	12,426.29	3,000.00	3,000.00	-9,426.29	414 %
810 DUES/FEES	0.00	2,797.00	3,000.00	3,000.00	203.00	93 %
Function Total:	4,500.21	73,028.04	83,432.21	83,432.21	10,404.17	87

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JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
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201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
2400 PRINCIPAL'S						
111 ADMINISTRATIVE SALARIES	2,326.50	23,642.62	29,550.00	29,550.00	5,907.38	80 %
115 CLERICAL/TECHNOLOGY SALARIES	0.00	11,898.75	27,396.86	27,396.86	15,498.11	43 %
250 WORKERS COMPENSATION	0.00	0.00	200.00	200.00	200.00	0 %
260 HEALTH INSURANCE	1,157.60	9,454.02	14,643.60	14,643.60	5,189.58	64 %
531 TELEPHONE	143.41	-28.37	1,600.00	1,600.00	1,628.37	-1 %
532 POSTAGE	0.00	5,045.95	3,200.00	3,200.00	-1,845.95	157 %
540 ADVERTISING	0.00	0.00	50.00	50.00	50.00	0 %
610 SUPPLIES	0.00	762.95	2,000.00	2,000.00	1,237.05	38 %
682 MEDIA SOFTWARE	0.00	115.00	115.00	115.00	0.00	100 %
Function Total:	3,627.51	50,890.92	78,755.46	78,755.46	27,864.54	64
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARIES	2,086.90	18,594.15	33,168.97	33,168.97	14,574.82	56 %
250 WORKERS COMPENSATION	30.03	260.11	306.50	306.50	46.39	84 %
260 HEALTH INSURANCE	1,550.67	13,459.82	7,321.80	7,321.80	-6,138.02	183 %
310 ELECTION	0.00	118.55	6,000.00	6,000.00	5,881.45	1 %
330 OTHER PROFESSIONAL SERVICES	0.00	4,400.00	4,400.00	4,400.00	0.00	100 %
540 ADVERTISING	0.00	52.00	150.00	150.00	98.00	34 %
682 TRAVEL/INSERVICE	0.00	105.97	1,500.00	1,500.00	1,394.03	7 %
682 SUPPLIES	0.00	71.78	1,500.00	1,500.00	1,428.22	4 %
682 COMPUTER SOFTWARE	0.00	2,612.00	3,000.00	3,000.00	388.00	87 %
Function Total:	3,667.60	39,674.38	57,347.27	57,347.27	17,672.89	69
2600 OPERATION/MAINTENANCE						
114 TECHNICAL SALARIES	7,219.03	63,514.40	105,515.81	105,515.81	42,001.41	60 %
120 SUBSTITUTES	283.05	9,359.93	11,000.00	11,000.00	1,640.07	85 %
250 WORKERS COMPENSATION	443.45	2,135.11	9,200.98	9,200.98	7,065.87	23 %
260 HEALTH INSURANCE	2,440.60	19,533.16	29,287.20	29,287.20	9,754.04	66 %
411 Natural Gas	2,100.95	17,906.79	45,000.00	45,000.00	27,093.21	39 %
412 ELECTRICITY	3,400.98	27,865.14	50,000.00	50,000.00	22,134.86	55 %
421 WATER/SEWER	1,603.35	14,432.15	20,000.00	20,000.00	5,567.85	72 %
431 DISPOSAL	141.00	2,930.50	4,000.00	4,000.00	1,069.50	73 %
440 REPAIR/MAIN/PARTS	1,270.77	8,090.50	20,000.00	20,000.00	11,909.50	40 %
582 TRAVEL/INSERVICE	0.00	0.00	50.00	50.00	50.00	0 %
610 SUPPLIES	0.00	1,900.64	15,000.00	15,000.00	13,099.36	12 %
615 Replacement Parts	664.03	16,117.48	25,000.00	25,000.00	8,882.52	64 %
624 GASOLINE	0.00	831.10	900.00	900.00	68.90	92 %
660 MINOR EQUIPMENT	0.00	2,149.71	4,901.96	4,901.96	2,752.25	43 %
Function Total:	19,567.21	186,766.61	339,855.95	339,855.95	153,089.34	54
6200 related sevicees						
920 LOCAL REVENUE	0.00	11,000.00	0.00	0.00	-11,000.00	*** %
Function Total:	0.00	11,000.00	0.00	0.00	-11,000.00	***
Program Total:	69,111.44	772,611.60	1,254,611.55	1,254,611.55	481,999.95	61 %
Program Group Total:	69,111.44	772,611.60	1,254,611.55	1,254,611.55	481,999.95	61 %

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201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 SPECIAL PROGRAMS						
280 STATE ALLOWABLE SP/ED						
1000 GENERAL						
112 TEACHER SALARIES	6,231.63	43,621.43	72,217.00	72,217.00	28,595.57	60 %
115 CLERICAL/TECHNOLOGY SALARIES	252.80	1,830.88	2,900.00	2,900.00	1,069.12	63 %
117 AIDES	4,822.53	31,540.86	40,026.97	40,026.97	8,486.11	78 %
250 WORKERS COMPENSATION	10.97	77.76	500.00	500.00	422.24	15 %
260 HEALTH INSURANCE	1,674.20	11,667.07	32,617.20	32,617.20	20,950.13	35 %
350 CONTRACTED SERVICES-OTHER DISTRICTS	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
582 TRAVEL/INSERVICE	0.00	0.00	50.00	50.00	50.00	0 %
610 SUPPLIES	0.00	133.86	800.00	800.00	666.14	16 %
Function Total:	12,992.13	88,871.86	151,611.17	151,611.17	62,739.31	58
Program Total:	12,992.13	88,871.86	151,611.17	151,611.17	62,739.31	58 %
Program Group Total:	12,992.13	88,871.86	151,611.17	151,611.17	62,739.31	58 %
300 GENERAL						
390 CTE						
1000 GENERAL						
112 TEACHER SALARIES	11,583.23	80,390.38	126,185.74	126,185.74	45,795.36	63 %
260 HEALTH INSURANCE	827.42	5,555.29	25,626.30	25,626.30	20,071.01	21 %
440 REPAIR/MAIN/PARTS	0.00	226.44	1,000.00	1,000.00	773.56	22 %
582 TRAVEL/INSERVICE	0.00	0.00	150.00	150.00	150.00	0 %
610 SUPPLIES	9.56	1,286.88	15,000.00	15,000.00	13,713.12	8 %
650 BOOKS	0.00	3,399.35	150.00	150.00	-3,249.35	*** %
650 PERIODICALS	0.00	58.22	120.00	120.00	61.78	48 %
660 MINOR EQUIPMENT	0.00	1,631.55	2,000.00	2,000.00	368.45	81 %
680 COMPUTER SOFTWARE	0.00	471.14	780.00	780.00	308.86	60 %
Function Total:	12,420.21	93,019.25	171,012.04	171,012.04	77,992.79	54
Program Total:	12,420.21	93,019.25	171,012.04	171,012.04	77,992.79	54 %
Program Group Total:	12,420.21	93,019.25	171,012.04	171,012.04	77,992.79	54 %
700 EXTRACURRICULAR PROGRAMS						
710 SCHOOL SPONSORED EXTRACURRICUL						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	673.26	8,602.44	33,409.64	33,409.64	24,807.20	25 %
540 ADVERTISING	0.00	0.00	50.00	50.00	50.00	0 %
582 TRAVEL/INSERVICE	1,313.78	11,672.25	18,000.00	18,000.00	6,327.75	64 %
610 SUPPLIES	0.00	60.00	150.00	150.00	90.00	40 %
Function Total:	1,987.04	20,334.69	51,609.64	51,609.64	31,274.95	39
Program Total:	1,987.04	20,334.69	51,609.64	51,609.64	31,274.95	39 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
120 SUBSTITUTES	0.00	69.30	350.00	350.00	280.70	19 %
150 STIPEND	1,692.01	62,907.67	81,228.00	81,228.00	18,320.33	77 %
260 HEALTH INSURANCE	9.15	106.61	5,125.26	5,125.26	5,018.65	2 %
540 ADVERTISING	574.00	1,778.00	1,000.00	1,000.00	-778.00	177 %
582 TRAVEL/INSERVICE	7,062.44	30,671.58	35,000.00	35,000.00	4,328.42	87 %
610 SUPPLIES	0.00	577.61	1,500.00	1,500.00	922.39	38 %
660 MINOR EQUIPMENT	0.00	2,130.37	7,500.00	7,500.00	5,369.63	28 %
810 DUES/FEES	0.00	3,915.00	3,500.00	3,500.00	-415.00	111 %
Function Total:	9,337.60	102,156.14	135,203.26	135,203.26	33,047.12	75
Program Total:	9,337.60	102,156.14	135,203.26	135,203.26	33,047.12	75 %

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Program Group Total:	11,324.64	122,490.83	186,812.90	186,812.90	64,322.07	65 %
900 ENTERPRISE PROGRAMS						
910 FOOD SERVICES						
3100 FOOD SERVICES						
440 REPAIR/MAIN/PARTS	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
610 SUPPLIES	0.00	27.96	1,000.00	1,000.00	972.04	2 %
624 GASOLINE	45.63	138.54	150.00	150.00	11.46	92 %
630 FOOD	128.95	949.78	7,500.00	7,500.00	6,550.22	12 %
Function Total:	174.58	1,116.28	12,650.00	12,650.00	11,533.72	8 %
Program Total:	174.58	1,116.28	12,650.00	12,650.00	11,533.72	8 %
Program Group Total:	174.58	1,116.28	12,650.00	12,650.00	11,533.72	8 %
Fund Total:	106,023.00	1,078,109.82	1,776,697.66	1,776,697.66	698,587.84	60 %
Grand Total:	106,023.00	1,078,109.82	1,776,697.66	1,776,697.66	698,587.84	60 %

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

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

Fri, Mar 16, 2012 at 9:39 AM

To: Kathy Jackson <katjack_5@msn.com>, Lynne Bryant <Lynlab3@yahoo.com>, Pat Lewis <lewis@radonmine.com>, Stan Senechal <Ssenechal51@gmail.com>, Tim Lloyd <tloyd@jeffbb.net>, Kyle Eckmann <kmeckmann@msn.com>, Sabrina Steketee <sabrina@gopantherz.com>, Lorie Carey <lorie.carey@jhs.k12.mt.us>

This will be a short report because I am in Helena much of the day for the annual Spring MASS Meeting.

Today the National Honor Society is holding a bake sale at the Boulder Bank from 9:00 am to three.

The track got rolled well this week and is way ahead of where is most years at this time.

The tennis storage rooms and bathrooms have a new coats of paint. The tennis team has 9 boys out but no girls. Several have no golf experience. We will most likely play JV golf the first year unless some of (5) boys have the skill sets to play varsity.

Dan had an application for an assistant tennis coach and will bring a recommendation to the Board. Between then and now he will have that person work on a temporary basis as the assistant coach.

As discussed at the facilities and budge meeting, we have started getting contractors in to look at building repair jobs for the summer. We have two bids coming in for the furnaces. We have had the carpet people in and some roof contractors.

We are having some problems getting the classroom area cleaned and may have to replace a staff person who is still in their probationary period. This could be on your next agenda.

The schedule committee has been meeting to get next years schedule put together. This will take some time before it is ready.

--

Jim Whealon
Superintendent/Principal
Jefferson High School

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

12 March 2012

Report to JHS school board

Winter coaches

Troy Humphrey, head wrestling.

Troy is an outstanding coach, he is very good with the kids and the parents. He works hard with the program and with the younger kids. He is the most organized coach I have met, always has his schedule, bus times in, etc. at the start of the year and updates everything weekly.

The program has been going down in numbers over the years as it is getting harder to find kids that want to put that much work into a sport. I can say it is certainly not due to the coach as he is at the school early promoting and asking kids to join the team. I certainly do not want to lose this program and especially Coach Humphrey. He is one of a kind and I recommend re-hire.

Scott Connole, head girls basketball.

Scott has improved this program every year and we are on the verge of becoming a power in class B. The girls enjoy being on his team and are willing to work and understand the game to get better. He is a very good motivator and enjoys working with the kids. The girls were one game shy of advancing to divisional action. Scott helps out in other areas at the school including announcing the home football games. I recommend re-hire of Coach Connole.

Rex Sonsteng, head boys basketball.

Rex, and the team improved over the year and look to be better with a good group of underclassmen coming up. The second half of the year saw the team in almost every game and they ended up playing for third and fourth at the district tournament, taking fourth, like the girls, one game shy of advancing to divisional. The boys are buying into the program and showing a lot of interest in improving. Rex volunteers for all areas including running the clock for football, open gym, open weight room, started a little panther program for 3rd-8th graders and keeps excellent records. If you need help with something he is always willing to help out.

I believe this program is on the way up and I recommend re-hire.

Assistant coaches Anthony Connole, Lorie Carey, girls basketball, Dillon Martini, wrestling, Karson Klass and Hunter Nance, boys basketball. All of these coaches did a great job and I recommend re-hire. Hunter may have moved out of state so may not be here next year. We also had volunteer coaches Dick Norden, Mike Charlton and John Peterson. A world of knowledge helping our kids and we are very fortunate to have them.

We have offered the head tennis coaching job to Kay Heaton, pending board approval. Kay has coached tennis here at JHS as an assistant and a head coach. We are very fortunate to have Kay back at JHS and I sincerely hope the board approves her. I am working with a couple of people for the assistant tennis job but at this time do not have a name to give you. Should happen shortly however. We have 18 girls out for tennis at this point

At this time I have three applications for volleyball and one for cheer. We will be interviewing shortly for these positions. We have offered the assistant track job to Wade Juntunen, pending board approval. He is a three time letter winner and team captain of division 1 cross country and track teams and a six time state champion in North Dakota.

Flint Jackson leveled off the driving range for golf and now we are in need of some fines to put over the rocks. Don't know how we will finish off the grounds, if we put grass it will take a year to be able to use and we have a watering problem with the grass. If we can get the right kind of dirt

that does not turn to mud real fast we may just grass the first part. Fox Ridge has agreed to let our kids on the three par on Friday late morning or afternoons for \$100.00 for the season for the team. They will include range balls so this is a real steal. They will also sell the kids a bag and clubs for around \$200.00 each. We have driving nets and putting greens that we can use to get started. At this point we have 8 boys, no girls, signed up for golf. Some may drop out when they see the costs involved, will see. The putting range also needs some good dirt. I have a donor who has agreed to pay for shirts for the kids.

Overall we will do the best we can to make it work this year. We will most likely play JV this year as most of the boys that signed up have little or no experience.

The tennis courts have cracks again that need to be filled. I am trying to get that taken care of. Needs to be filled before divisional as we host this year.

I am getting close to raising the estimated money needed to put the cover over the front entrance. Currently waiting for an answer from Home Depot on a grant on materials. If you know of anyone who would like to donate, please have them contact me. Goal is to start as soon as school is out with the foundation and cement work.

Dan Sturdevant AD

15 March 2012

Report to JHS board.

We have offered assistant coaching jobs, pending board approval to the following.

Assistant tennis, Joe Henderson. Joe is a young man who played tennis at Capital High all four years on the varsity team. He currently gives private lessons in Helena and loves the sport.

Golf, Anthony Connole. We now have nine boys out for golf, no girls. Some of the kids have never touched a golf club so it is vital that we have two coaches. Anthony has golf experience and has coached girls basketball at JHS the past two years.

Dan Sturdevant AD

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JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 2/12

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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
13788		2259 EKBLUM, ROBERT	63.94					
1		01/26/12 aya travel from aug.- dec.	63.94*		201	100-1000	582	
13789		3959 AMERICAN EXPRESS	132.85					
1		109709 02/07/12 child dev plans/poster/dv	119.90*	7320	215	394-1000	610	78
2		109709 02/07/12 child dev plans/poster/dv	12.95*		215	394-1000	610	78
13790		4297 COMDATA	4,989.51					
1		20160986 02/01/12 route	3,441.86		210	100-2700	624	
2		20160986 02/01/12 athletic	1,421.99		201	720-3500	582	
3		20160986 02/01/12 custodial	92.51		201	100-2600	624	
4		20160986 02/01/12 jhs admin	33.15		201	720-3500	582	
13791		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,373.29					
1		01/01/12 athletic	4,373.29		201	720-3500	582	
13792		3619 BURGER KING - HELENA	48.50					
1		02/04/12 Ref PO# 23272 Div. Wrest.	48.50		201	720-3500	582	
13793		4080 BROADWATER HIGH SCHOOL	54.00					
1		02/04/12 Ref PO#23271 div. wrest	54.00		201	720-3500	582	
94		2276 SAFEWAY	60.76					
1		2072655 01/23/12 fcs supplies	60.76	7119	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj): -390-1000-610-								
13795		3766 MONTANA ACADIA	2,604.17					
1		5427807 02/08/12 altacare	2,604.17*		215	280-1000	330	524
13796		1451 L & P GROCERY	93.90					
1		2374570104 01/04/12 fcs supplies	71.85	6998	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj): -390-1000-610-								
2		1266130110 01/10/12 fcs supplies	11.37	6998	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj): -390-1000-610-								
3		1354890208 02/08/12 fcs supplies	10.68	6998	201	999		
PO Accounting (Org/Prog/Func/Obj/Proj): -390-1000-610-								
13797		4574 JEFFREY M. HINDOEN, P.C.	633.60					
1		01/31/12 human rights complaint	633.60*		201	100-2300	800	
13798		1650 MEADOW GOLD DAIRY	151.28					
1		60209980 01/15/12 milk	41.99		201	910-3100	630	
2		60210036 01/12/12 milk	61.78		201	910-3100	630	
3		60210092 01/19/12 milk	10.41		201	910-3100	630	
4		60210154 01/26/12 milk	24.67		201	910-3100	630	
5		60210182 01/30/12 milk	12.43		201	910-3100	630	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
13799		3959 AMERICAN EXPRESS	38.97					
1		27867597 02/09/12 website security certificate	38.97*	7322	228	100-1000	680	
13800		157 ACE HARDWARE	707.40					
a								
1		47276 01/26/12 science/science olympiad	8.95	6991	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		46947 01/12/12 oil/antifreeze for foods van	27.96		201	910-3100	610	
3		various 01/01/12 Ref PO#23263 Maintenance	674.48		201	100-2600	615	
4		46886 01/09/12 credit	-3.99		201	100-2600	615	
13801		1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1		68901 01/31/12 Jan 12 service	141.00		201	100-2600	431	
13802		2717 CITY OF BOULDER	1,603.35					
1		02/01/12 Feb. 12 water/sewer	1,603.35		201	100-2600	421	
13803		631 CRESCENT ELECTRIC SUPPLY CO.	445.77					
1		51-476662 01/27/12 breaker boxes/wire	445.77	7313	201	100-2600	615	
13804		2793 AMERICAN WELDING & GAS, INC.	30.69					
		1604819 01/31/12 welding supplies/gas	30.69	7121	201	999		
	O Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-						
13805		1346 JOSTENS INC	248.28					
1		14928348 01/31/12 diploma covers/trophies	248.28	6996	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
13806		3583 HOME DEPOT CREDIT SERVICES	119.96					
1		01/13/12 silica sand	31.60		201	100-2600	615	
2		01/30/12 masonry supplies	88.36		201	100-2600	615	
13807		1796 KOSOLA, MATT	355.97					
1		caster	5.97		201	100-2600	615	
2		tilt truck	350.00		201	100-2600	660	
13808		4284 LESTER, ROBERT	392.00					
1		02/14/12 Individual Contract	392.00		210	100-2700	514	
13809		3439 STALEY, KRISTI	29.75					
1		02/14/12 Individual Contract	29.75		210	100-2700	514	

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
13810		4576 BRUNETT, DENISE	131.25						
1		02/14/12 Individual Contract	131.25		210	100-2700	514		
13811		4336 STUBBLEFIELD, GAYLE	94.43						
1		02/14/12 Individual Contract	94.43		210	100-2700	514		
13813		3665 KAUTZ, PATTY	28.70						
1		02/14/12 Individual Contract	28.70		210	100-2700	514		
13814		4277 DOHERTY, KELLIE	26.60						
1		02/14/12 Individual Contract	26.60		210	100-2700	514		
13815		4275 STEWART, SHERIE	677.60						
1		02/14/12 Individual Contract	677.60		210	100-2700	514		
13816		4274 ZEMLJAK, MIKE & MOLLY	574.00						
1		02/14/12 Individual Contract	574.00		210	100-2700	514		
13817		4281 KOMM, BRIAN & ALISON	441.00						
1		02/14/12 Individual Contract	441.00		210	100-2700	514		
8		1737 NORTHWESTERN ENERGY	5,545.43						
2		554543 02/02/12 Jan 12 electric	3,552.64		201	100-2600	412		
		554543 02/02/12 Jan 12 gas	1,992.79		201	100-2600	411		
13820		3701 HILLTOP INN	391.20						
1		02/11/12 State Wrestling Lodging	391.20	7317	201	720-3500	582		
13821		4266 TINY'S CATERING	60.00						
1		02/10/12 Ref PO# 23274 state wrest	30.00		201	720-3500	582		
2		02/10/12 Ref PO# 23277 state wrest	30.00		201	720-3500	582		
13822		3349 AMERICAN PIZZA PARTNERS	33.00						
1		173985 02/10/12 Ref PO# 23276 state wrest	33.00		201	720-3500	582		
13823		3958 MCDONALDS-BILLINGS	23.91						
1		1466 02/11/12 Ref PO 23278 state wrest	23.91		201	720-3500	582		
13824		2030 PERKINS - BILLINGS	45.14						
1		02/09/12 Ref PO# 23273 state wrest	33.75		201	720-3500	582		
2		02/09/12 Ref PO# 23275 state wrest	11.39		201	720-3500	582		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
13825		3766 MONTANA ACADIA	1,627.62					
1		5459959 02/14/12 altacare	1,627.62*		215	280-1000	330	524
13826		1079 GAGNON'S DIGITAL IMAGING	355.62					
1		53554 02/15/12 copies	355.62		201	100-1000	440	
13827		2445 SUBWAY-BELGRADE	139.70					
1		02/18/12 Ref PO# 23282 Dist Pep Band	139.70		201	720-3500	582	
13828		339 BURGER KING-BELGRADE	161.47					
1		02/17/12 Ref PO# 23281 Dist Pep Band	161.47		201	720-3500	582	
13829		608 CAROLINA BIOLOGICAL	83.32					
1		47949192 02/20/12 biology equipment	83.32	6598	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-						
13830		4290 FAMOUS DAVES	141.75					
1		3090 02/18/12 Ref PO# 23286 Dist BBB	141.75		201	720-3500	582	
13831		4578 SONSTENG, REX	110.63					
1		02/18/12 Dist BBB 2/18/12 meal	110.63		201	720-3500	582	
13832		4412 MCDONALDS - BELGRADE	75.77					
1		02/17/12 Ref PO# 23285 Dist BBB	75.77		201	720-3500	582	
13833		3349 AMERICAN PIZZA PARTNERS	119.97					
1		173299 02/16/12 Ref PO# 23284 Dist BBB	119.97		201	720-3500	582	
13834		3959 AMERICAN EXPRESS	502.45					
1		02/16/12 Dist GBB Feb.16,17,18 mea	148.25	7323	201	720-3500	582	
2		02/17/12 Dist GBB Feb.16,17,18 mea	91.10	7323	201	720-3500	582	
3		02/18/12 Dist GBB Feb.16,17,18 mea	85.06	7323	201	720-3500	582	
4		02/18/12 Dist GBB Feb.16,17,18 mea	121.09	7323	201	720-3500	582	
5		02/18/12 Dist GBB Feb.16,17,18 mea	56.95		201	720-3500	582	
13835		3959 AMERICAN EXPRESS	234.19					
1		02/21/12 fcs supplies	256.95	6999	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
2		02/21/12 fcs supplies	-22.76	6999	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
13836		4579 BRANDBORG, BEKI	250.00					
1		02/10/12 goal setting mediator	250.00*		201	100-2300	800	

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13838		3959 AMERICAN EXPRESS	71.05						
1		02/15/12 fcs supplies	25.95	6999	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		02/15/12 fcs supplies	31.11	6999	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
3		02/15/12 batteries	13.99		201	100-1000		610	
13839		1002 GENERAL DISTRIBUTING	110.50						
1		4440 02/03/12 Ref PO#7308 rod	110.50		201	390-1000		610	
13840		4580 INFORMATION SYSTEMS	24.00						
1		0102639 10/18/11 case screws	24.00*		228	100-1000		610	
13841		3583 HOME DEPOT CREDIT SERVICES	433.95						
1		02/11/12 dewalt drill/drill driver	398.00	7325	201	100-2600		660	
2		01/27/12 8 step bit	35.95		201	100-2600		615	
13842		4573 ATOMIC LEARNING	1,350.00						
1		20632 02/06/12 tech license	1,350.00*	7319	228	100-1000		680	
13843		1609 MASS/SAM	125.00						
		02/09/12 conference registration	125.00	7321	228	100-1000		582	
13844		612 AMSAN CUSTODIAL SUPPLY	1,825.75						
1		259993830 02/01/12 stripper/bathroom cleaner	1,819.15	7311	201	100-2600		610	
2		259993830 02/01/12 stripper/bathroom cleaner	6.60		201	100-2600		610	
13845		4403 BATTERIES PLUS	79.95						
1		128213 02/15/12 laptop batter macbook pro	79.95*	7328	228	100-1000		610	
13846		1830 MT SCHOOL BOARDS ASSOCIATION	3,577.38						
1		26452 01/31/12 coach investigation	3,577.38*		201	100-2300		800	
13847		1142 HELENA MOTOR REPAIR INC	350.00						
1		02/06/12 electric motor	350.00		201	100-2600		660	
13848		2678 TROPHY CASE	60.00						
1		21638 10/05/11 panther press plaques	60.00		201	710-3400		610	
13849		2276 SAFEWAY	63.51						
1		2072657 02/05/12 fcs supplies	63.51	7119	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
13850	321 BRUCO, INC	40.69						
1	297009 02/15/12 taski air filter	40.69	7324	201	100-2600		615	
13851	4326 INTERNATIONAL ACADEMY OF SCIENCE	250.00						
1	458964 02/15/12 alg/geo/alg2/essn/fun mat	250.00	7326	201	100-1000		680	
13852	215 BELGRADE HIGH SCHOOL	128.25						
1	02/21/12 Ref PO# 23283 Dist Pep Band	128.25		201	720-3500		582	
13853	375 MSHWP/BCBS OF MONTANA	2,188.34						
1	02/13/12 Ret. Prem	2,188.34		201	100-1000		260	
13854	386 BOULDER AUTO DIESEL & WELDING	65.75						
1	18666 02/01/12 carb cleaner	63.13	7268	201	390-1000		610	
2	18666 02/01/12 carb cleaner	2.62		201	390-1000		610	
13855	3682 WHITEHALL PUBLIC SCHOOL	99.00						
1	02/22/12 Math Contest Reg. Fee	75.00	7327	201	710-3400		582	
2	02/22/12 Math Contest Reg. Fee	24.00		201	710-3400		582	
13856	762 HOHENTHAL, DAVE	367.08						
	02/16/12 meals per diem 1 to 1 comp.	23.00*		201	100-1000		582	
	02/16/12 lodging	66.02*		201	100-1000		582	
3	02/16/12 mileage	278.06*		201	100-1000		582	
13857	4581 UNITED STATES POSTAL SERVICE	101.15						
1	02/27/12 return comp. books	37.96		201	390-1000		610	
2	02/27/12 insurance \$600	8.15		201	390-1000		610	
3	02/27/12 return comp. books	42.49		201	390-1000		610	
4	02/27/12 insurance \$950	12.55		201	390-1000		610	

Total: 40,505.04

40,505.04

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$28,685.29
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$5,837.19
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$4,364.64
228 TECHNOLOGY FUND	
101	\$1,617.92
Total:	\$40,505.04

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
13516	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	9,937.52				
1	03/01/12 7th contract pymnt	12,872.52		210	100-2700	513
2	03/01/12 lease pymnt	-1,505.00		210	100-2700	513
3	03/01/12 2nds lease pymnt	-1,430.00		210	100-2700	513
13517	4097 NORTHLAND FINANCIAL	2,935.00				
1	24 03/01/12 March 12 bus pymnt	1,505.00		210	100-2700	840
2	24 03/01/12 March 12 2nd bus pymnt	1,430.00		210	100-2700	840
13858	4468 E C POWER SYSTEMS OF IDAHO	49.95				
1	B85445 01/12/12 honda tac subscription	49.95	7338	201	390-1000	680
13859	4404 BOULDER ADMINISTRATION SERVICE	40.00				
1	03/01/12 March 12 admin fees	40.00		201	100-1000	260
13860	3866 BLICK ART MATERIALS	143.92				
1	503111 02/20/12 art supplies see attached	143.92	6979	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
13861	2313 SCHOOL SPECIALTY, INC.	238.40				
	3081012060 02/21/12 art supplies see attache	238.40	6980	201	999	
	Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
13862	4160 DELPHI	28.51				
1	178656 02/22/12 art supplies see attached	22.98	6981	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
2	178656 02/22/12 art supplies see attached	5.53		201	100-1000	610
13863	4234 WELLS FARGO FINANCIAL LEASING	168.75				
1	6765698777 02/17/12 front office copier	168.75		201	100-1000	840
13864	734 DOOR AND HARDWARE UNLIMITED	797.52				
1	23840 02/21/12 boys shower room door	797.52		201	100-2600	440
13865	305 BOZEMAN TROPHY AND ENGRAVING	356.60				
1	2254 02/22/12 art show awards	320.00	7147	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
2	2254 02/22/12 art show awards	36.60		201	100-1000	610
13866	3766 MONTANA ACADIA	1,757.82				
1	5497732 02/27/12 altacare	1,757.82*		215	280-1000	330 524

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
13867	1828 MT HIGH SCHOOL ASSOCIATION	50.00				
1	02/16/12 sturdevant MHSa mtg	50.00		201	720-3500	582
13868	1645 VERIZON BUSINESS	143.41				
1	05985172 02/25/12 Feb 12 service	143.41		201	100-2400	531
13869	3959 AMERICAN EXPRESS	499.32				
1	02/27/12 newegg server/desktop supp	499.32	7336	228	100-1000	615
13870	3411 MT BUSINESS PROFESSIONALS OF	480.00				
1	0000730 02/23/12 state BPA registration	480.00*	7341	215	396-1000	582 77
13871	899 EMPIRE OFFICE MACHINES, INC.	459.43				
1	175632 02/28/12 staples	45.84	6747	215	999	61
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-660- 61					
2	175636 02/28/12 supplies	92.63	6747	215	999	61
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-660- 61					
3	175636 02/28/12 supplies	18.87	7143	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-					
4	175631 02/28/12 counseling supplies	300.00	7148	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-					
	175631 02/28/12 counseling supplies	2.09		201	100-2100	610
13872	2284 HUMPHREY, SAMANTHA	673.57				
1	02/28/12 BPA lodging	673.57		201	710-3400	582
13873	3959 AMERICAN EXPRESS	457.12				
1	02/28/12 CRT Testing supplies walmart	70.13	7150	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-					
2	02/28/12 CRT Testing supplies costco	179.87	7150	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-					
3	02/28/12 CRT testing supplies costco	41.00	7310	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-					
4	02/28/12 CRT Testing supplies costco	60.48		201	100-2100	610
5	02/28/12 fcs supplies	105.64	6999	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
13874	4414 ROSA'S PIZZA	198.25				
1	71 02/16/12 Ref PO# 23280 Dist Pep Band	198.25		201	720-3500	582
13875	3766 MONTANA ACADIA	1,855.47				
1	5530288 02/28/12 altacare	1,855.47*		215	280-1000	330 524

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JEFFERSON HIGH SCHOOL
Claim Approval List
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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	
13876		4459 BMC SELECT	1,533.75					
1		12655419 02/27/12 Piccolo/Golf shed materia	1,533.75*	7330	224	720-3500	610	
13877		4574 JEFFREY M. HINDOIEN, P.C.	721.60					
1		01/31/12 Monitor open mtg Litigation	721.60*		201	100-2300	800	
13878		385 BOULDER MONITOR & JEFFERSON CO.	888.00					
1		13582 02/01/12 panther press	735.00	6661	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-550-						
2		13582 02/01/12 coaching ad	153.00*		201	720-3500	540	
13879		157 ACE HARDWARE	602.18					
1		47793 02/17/12 science/science olympiad	22.75	6991	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		various 02/01/12 Ref PO# 23264 maintenance	579.43		201	100-2600	615	
13880		1451 L & P GROCERY	13.23					
1		1404500207 02/07/12 biology lab supplies	13.23	6992	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
13881		631 CRESCENT ELECTRIC SUPPLY CO.	258.60					
		47771100 02/21/12 wall switches	174.00	7340	201	100-2600	615	
		46534501 12/09/11 Ref PO#6930 lamps	84.60		201	100-2600	615	
13882		1650 MEADOW GOLD DAIRY	128.95					
1		60210210 02/02/12 milk	24.29		201	910-3100	630	
2		60210238 02/06/12 milk	6.97		201	910-3100	630	
3		60210267 02/09/12 milk	12.14		201	910-3100	630	
4		60210298 02/13/12 milk	25.39		201	910-3100	630	
5		60210323 02/16/12 milk	12.14		201	910-3100	630	
6		60210353 02/21/12 milk	12.14		201	910-3100	630	
7		60210380 02/23/12 milk	35.88		201	910-3100	630	
13883		1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1		69343 02/29/12 Feb 12 service	141.00		201	100-2600	431	
13884		1737 NORTHWESTERN ENERGY	5,501.93					
1		550193 03/01/12 Feb 12 electric	3,400.98		201	100-2600	412	
2		550193 03/01/12 Feb 12 gas	2,100.95		201	100-2600	411	
13885		2793 AMERICAN WELDING & GAS, INC.	30.45					
1		1644903 02/29/12 welding supplies/gas	30.45	7121	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-						

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JEFFERSON HIGH SCHOOL
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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
13886		1250 INDEPENDENT RECORD	421.00				
1		112-600073 02/26/12 coaching ads	421.00*		201	720-3500	540
13887		1377 JOHNSON CONTROLS	473.25				
1		4782243039 02/27/12 Maint./ boilers not lighti	473.25		201	100-2600	440
13888		2717 CITY OF BOULDER	1,603.35				
1		03/05/12 March 12 water/sewer	1,603.35		201	100-2600	421
13889		4297 COMDATA	4,296.74				
1		20162491 03/01/12 route	2,354.70		210	100-2700	624
2		20162491 03/01/12 athletic	1,673.17		201	720-3500	582
3		20162491 03/01/12 activity	157.73		201	710-3400	582
4		20162491 03/01/12 foods	45.63		201	910-3100	624
5		20162491 03/01/12 drum line	34.64*		201	100-1000	582
6		20162491 03/01/12 admin	30.87*		201	100-2300	582
13890		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	5,729.45				
1		03/01/12 athletic	5,141.02		201	720-3500	582
2		03/01/12 activity	482.48		201	710-3400	582
		03/01/12 drum line	105.95*		201	100-1000	582
1		4049 AMAZON.COM	128.17				
1		03/06/12 misc supp. for r-word gra	118.61	6753	215	390-1000	610 80
2		03/06/12 misc supplies	9.56		201	390-1000	610
13892		1451 L & P GROCERY	15.35				
1		1386910214 02/14/12 fcs supplies	15.35	6998	201	999	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
13893		4568 MIKE BEERS	200.00				
1		03/07/12 Rword speaker	200.00	7301	215	390-1000	582 80
13894		1451 L & P GROCERY	7.14				
1		1402920306 03/06/12 biology lab supplies	7.14	6992	201	999	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
13895		1609 MASS/SAM	150.00				
1		02/28/12 March 15 & 16 Conf. Reg.	150.00*	7344	201	100-2300	582
Total:			44,114.70				

44,114.70

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JEFFERSON HIGH SCHOOL
Fund Summary for Claims
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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$22,304.04
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$15,227.22
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$4,550.37
224 HARD ROCK MINING	
101	\$1,533.75
228 TECHNOLOGY FUND	
101	\$499.32

Total: \$44,114.70