

**AGENDA**  
**REGULAR MEETING OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**  
**\* 6:30 p.m. May 15, 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. Reorganization of the Board of Trustees – Action**

1. Canvass of Election
2. Seating of New Members
3. Election of Chairperson
4. Election of Vice-Chairperson
5. Appointment of Clerk
6. Meeting Procedure/Agenda Format/Meeting Time/ Meeting Location
7. Committee Appointments

**E. New Business.**

1. Board Vacancy Announcement
2. Policies 1310P, 3226, 3225F, and 8225
3. CSCT Agreement
4. Prickly Pear Interlocal Agreement Ratification
5. MQEC Membership
6. Personnel
  - a. Substitute Applications – Brandon Herrera – Custodian sub
  - b. Staff Vacancies – consideration of art, special education, and all non-renewed positions
  - c. Coaching Vacancies – Cheer,

**F. Unfinished Business**

1. Policy – Cost of public information requests

**G. Communication and Comments.**

1. Letters to the Board - Spay and Neuter Clinic, Tony Koenig, Bob Ekblom
2. Staff Presentation – Victoria Foster – Costa Rica

**H. Committee Reports.**

1. Negotiations/Personnel – P. Lewis, S. Senechal, T. Lloyd
2. Policy/Handbook – P. Lewis, S. Steketee, L. Bryant
  - a. Agenda text concerning public input
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. Strategic planning update - All members' reports of progress

**I. Commendations and Recognition**

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

**K. Clerk's Report**

- a. Budget Report

**L. Superintendent's Report**

- a. AD Report

**M. Follow-up/Adjournment**

**NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. June 19, 2012**

BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY OF THE MONTH PRIOR TO THE BOARD MEETING.

**Draft Mission Statement**

*The Jefferson High School District #1's mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.*

(Mission statements name what we're all about, what we want to be known for, what makes us unique, and convey a strong image for ourselves and our stakeholders. They are one sentence long, appear in our school in prominent ways, are printed on all of our agendas, and are read aloud at the beginning of all meetings. They are understandable to our next door neighbors. They do not explain how we go about our work, nor are they just three or four words; that is a slogan and fits on a pen)

**Our vision for the future, second draft:**

**Students:**

- Achieve high test scores and graduation rates that are competitive nationally;
- Graduate with a plan for life that they feel well equipped to pursue;
- Choose our school over other options because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time here;
- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

**Teachers:**

- Actively support students with their time, attention and obvious commitment;
- Have the tools and resources necessary to do optimal work;
- Are proud to work here and their contribution to the school;
- Are committed to continuing education and the use of best practices;
- Look at our District as a long-term career commitment; and
- Feel confident about the Board's decisions and plans.

**Our Administration and Board**

- Establish, devote themselves to, and evaluate their priority goals on a regular basis; and
- Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.
- Commit to be knowledgeable about best practices

**Our communities:**

- Are knowledgeable of and highly respect our commitment to excellence; and
- Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

(Vision statements name the results we are seeking, the outcomes of our work, the optimal world we want to create. They are intentionally spoken in the present tense for the power and positive attitude it conveys, versus "We will ..." They are not achievable next week; they require long-term commitments.)

*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.*

1 **Jefferson High School District #1**

2  
3 **THE BOARD OF TRUSTEES**

1120

4  
5 Annual Organization Meeting

6  
7 Annual Organization Meeting

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

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

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

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

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

41  
42 Policy History:

43 Adopted on: February 2007

44 Reviewed on:

45 Revised on: November 15, 2011

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

JEFFERSON HIGH SCHOOL LOCAL ELECTION RESULTS 2012

\$48,466.73

	Under/over	FOR	AGAINST	RET/VOTED	ISSUED/ELIGIBLE	% RETURNED
asin Absentees		11	8	19	35	0.54
asin Polls		14	7	21	143	0.15
asin TOTAL		25	15	40	178	0.22
oulder Absentees		70	99	169	234	0.72
oulder Polls		91	78	169	989	0.17
oulder TOTAL		161	177	338	1223	0.28
lancy Absentees	1	105	117	223	326	0.68
lancy Polls		167	82	249	1197	0.21
lancy Total	1	272	199	472	1523	0.31
Jefferson City Absentees		20	30	50	76	0.66
Jefferson City Polls		32	39	71	368	0.19
Jefferson City TOTAL		52	69	121	444	0.27
Montana City Absentees		151	152	303	436	0.69
Montana City Polls		67	50	117	1587	0.07
Montana City TOTAL		218	202	420	2023	0.21
RAND TOTALS	1	728	662	1391	5391	0.26

COPY

CERTIFICATE OF ELECTION OF TRUSTEE (BY ACCLAMATION)

THIS IS TO CERTIFY that the candidate Patricia Lewis was duly elected by acclamation to fill the office of Trustee for the Jefferson High School District No. 1 of Jefferson County, State of Montana, for a term of 3 years, beginning on the 15<sup>th</sup> day of May, 20 12 and ending at the Trustee organizational meeting in May, 20 15.

Lorie J. Carey  
Print District Clerk's Name

Lorie J. Carey  
Signature of District Clerk

Jefferson High School District No. 1  
Jefferson County, State of Montana

DATED this 15<sup>th</sup> day of May, 20 12

\*\*\*\*\*

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

OATH OF OFFICE

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

PATRICIA LEWIS  
Print newly elected Trustee's Name

Patricia Lewis  
Signature of newly elected Trustee

Subscribed and sworn to before me this 15 day of May, 20 12

Garry A. Pace  
Print County Superintendent's Name

Garry A. Pace  
Signature of County Superintendent

Note: Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Give the certificate and oath to the elected trustee and to the county superintendent.

20-20-416 and 20-3-307, MCA

**CERTIFICATE OF ELECTION OF TRUSTEE (BY ACCLAMATION)**

THIS IS TO CERTIFY that the candidate \_\_\_\_\_  
was duly elected by acclamation to fill the office of Trustee for the \_\_\_\_\_  
School District No. \_\_\_\_\_ of \_\_\_\_\_ County, State of Montana, for a term of  
\_\_\_\_\_ years, beginning on the \_\_\_\_\_ day of May, 20\_\_\_\_ and ending at the  
Trustee organizational meeting in May, 20\_\_\_\_\_.

\_\_\_\_\_  
Print District Clerk's Name

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_ School District No. \_\_\_\_

\_\_\_\_\_ County, State of Montana

DATED this \_\_\_\_\_ day of May, 20\_\_\_\_\_

\*\*\*\*\*

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

**OATH OF OFFICE**

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

\_\_\_\_\_  
Print newly elected Trustee's Name

\_\_\_\_\_  
Signature of newly elected Trustee

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Print County Superintendent's Name

\_\_\_\_\_  
Signature of County Superintendent

**Note:** Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Give the certificate and oath to the elected trustee and to the county superintendent.

20-20-416 and 20-3-307, MCA

1 **Jefferson High School District #1**

2  
3 **THE BOARD OF TRUSTEES**

1113

4  
5 Vacancies

6  
7 A trustee position becomes vacant before the expiration of a term, when any of the following  
8 occurs:

- 9  
10 1. Death of the incumbent;  
11 2. Resignation, in writing, filed with the Clerk;  
12 3. Incumbent moves out of the nominating district, establishing residence elsewhere;  
13 4. Incumbent is no longer a registered elector of the District under the provisions of § 20-  
14 20-301, MCA;  
15 5. Incumbent is absent from the District for sixty (60) consecutive days;  
16 6. Incumbent fails to attend three (3) consecutive meetings of the trustees without good  
17 reason;  
18 7. Incumbent has been removed under the provisions of § 20-3-310, MCA; or  
19 8. Incumbent ceases to have the capacity to hold office under any other provision of law.  
20

21 A trustee position also shall be vacant when an elected candidate fails to qualify.  
22

23 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill  
24 such vacancy by appointment. The Board will receive applications from any qualified persons  
25 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate  
26 to fill the position.  
27

28 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the  
29 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An  
30 appointee shall qualify by completing and filing an oath of office with the county superintendent  
31 within fifteen (15) days after receiving notice of the appointment and shall serve until the next  
32 regularly scheduled school election and a successor has qualified.  
33

34  
35  
36 Cross Reference: 1240 Duties of Individual Trustees

37  
38 Legal References: § 20-3-308, MCA Vacancy of trustee position  
39 § 20-3-309, MCA Filling vacated trustee position – appointee  
40 qualification and term of office  
41

42 Policy History:

43 Adopted on: February 2007

44 Revised on:

1 **Jefferson High School District #1**

2

3 **THE BOARD OF TRUSTEES**

1113P

4

5 Vacancies

6

7 When a vacancy occurs on the Board, it is in the best interest of the District to encourage as  
8 many able citizens as possible to consider becoming a trustee. To that end, the following  
9 procedures shall be used to identify and appoint citizens to fill Board vacancies:

10

11 1. Announcement of the vacancy and the procedure for filling it shall be made in the general  
12 news media as well as District publications to patrons.

13

14 2. All citizens shall be invited to nominate candidates for the position, provided that the  
15 nominees shall be residents of the District. A letter of application will be required of  
16 interested candidates.

17

18 3. The Board shall individually interview the finalists in a regular or special meeting and  
19 appoint the candidate who, in the judgment of the Board, is most likely to contribute to  
20 the growth and development of the District's education programs and operations. All  
21 trustees shall vote on the candidate of their choice.

22

23 4. If no one (1) candidate receives a majority of the votes, the Board may:

24

25 a. Discuss all candidates and vote again;

26

27 b. Discuss all candidates and vote only on those candidates with the most votes; or

28

29 c. Continue voting until one (1) candidate receives a majority vote.

30

31 5. The Board Clerk shall prepare, for the signatures of all trustees, a letter thanking all  
32 candidates for the position and commending them for their interest in the District.

33

34

35

36 Procedure History:

37 Promulgated on: February 2007

38 Revised on:



1 **Jefferson High School District #1**

2  
3 **THE BOARD OF TRUSTEES**

**DRAFT 1310P**

Page 1 of 2

4  
5 District Policy

6  
7 Procedure for Maintenance of District Policy and Policy Manual

8  
9 The official copy of the policies of Jefferson High School District #1 is maintained as an electronic PDF  
10 (Adobe portable document file). The singular location for this official Policy Manual is on the JHS server and  
11 it is accessed via the JHS website on a page designated for this purpose in the district information section of  
12 the site.

13  
14 Generally, each year the Board establishes a policy committee. The purpose of the committee is to review  
15 or construct policy addition or change proposals and make recommendations to the full Board for action.

16  
17 The policy committee will maintain a record of the policy proposals currently under consideration and a  
18 historical archive of proposals they have considered. This record will reside with the current Chair of the  
19 policy committee. The committee may develop its own methods for tracking and processing their work. This  
20 may include internet or other posting of materials, working copies of policy proposals and methods for  
21 incorporating public input in the process. All methods used by the committee will adhere to open meeting  
22 law requirements.

23  
24 All policies that include a due date or other date-related requirement for the Board, administration, staff or  
25 other persons or entities will be listed on a "Board Timeline Index" which will follow the Master Index in the  
26 district policy manual.

27  
28 The procedure for processing policy proposals is:

- 29  
30
- 31 1. Committee meets as needed to review and research policy proposals and may revise or construct  
32 drafts of the policy proposals.
  - 33 2. Proposed policy draft is submitted to the Superintendent to be included on the agenda at the next  
34 regularly scheduled board meeting. For policy changes, written drafts must be the current policy  
35 language with deleted language formatted with a strike through and new language underlined. The  
36 agenda item will include the policy number, title and a brief description of the proposal.
  - 37 3. District Clerk disseminates proposed policy marked as "1st Reading Draft" to trustees.
  - 38 4. If approved on 1st Reading, the District Clerk incorporates any changes made on 1st Reading in to  
39 the draft policy with markup formatting and disseminates the updated draft to the Board marked as  
40 "2nd Reading Draft" and adds the proposed policy for 2nd Reading to the agenda for the next  
41 regularly scheduled board meeting.
  - 42 5. If approved on 2nd Reading, the District Clerk incorporates any changes made on 2nd Reading,  
43 removes the markup formatting, updates the Board Timeline Index if needed, and posts a new full  
44 Policy Manual PDF to our policy page/directory on our website as soon as possible but not more

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than five working days after approval. The file name of the official policy manual PDF will include the date and time the file was generated.

Example: Jefferson High School District Policies-20110610-1259pm.pdf

- 6. The District Clerk moves the former versions of the official policy manual to a linked page on the site where they will be maintained for historical purposes.

Policy History:

Adopted on: DRAFT NOVEMBER 2011

Revised on:

## JEFFERSON HIGH SCHOOL DISTRICT #1

### TIMELINE INDEX

Page 1 of 2

This index lists the policies that include a specific due-date or other date-related requirement. Refer to the full policy for complete information on the action to be taken.

<b>Policy</b>	<b>Title</b>	<b>When</b>	<b>Action</b>
6110	Superintendent Evaluation	Jan	Board evaluates Superintendent performance
5334P	Vacations	Jan	District may cash-out unused vacation
3121P	Attendance Accounting	Feb	Count Day
5253	Retirement	Apr	Certified employees retirement intention
8300	Risk Management	Apr	Board reviews risk management program
2161P	Special Education	Apr	Board approves special education application
1111	Elections	May	Elections must take place specifications
1120	Organization Meeting	May	Board organization specifications
1135P	School Board Advocacy	May	Board may appoint liaison to MTSBA
1310	Adoption and Amendment of Policies	June	Board reviews policies
1610	Annual Goals and Objectives	June	Superintendent reports annual objectives
1620	Evaluation of Board	June	Board self-evaluation (optional)
2000	Instruction Goals	June	Superintendent report/plan on educational program
2110	Accreditation Standards	June	Board reviews accreditation standards
2110	Continuous Progress Education	June	Superintendent reports on instructional progress
3520	Student Fees	June	Superintendent reports all fee schedules to the Board
8200	Lunch fees	June	Board establishes
1400	Budget Meeting	July	Board requirements for budget meeting
5314	Substitutes	July	Board establishes substitute rate of pay
7008	Tuition	July	Board approves tuition rates
7400	Credit Card Use	July	Board receives list of district credit cards
1400	Budget Meeting	Aug	Budget meeting requirements
3610	At-Risk Plan	Sept	At-Risk Coordinator prepares plan
1610	Annual Goals and Objectives	Oct	Board formulates annual objectives for the district
2130	Program Evaluation	Oct	Board's instructional plan and evaluation
3610	At-Risk Plan	Oct	Board reviews and approves At-Risk Plan
3121P	Attendance Accounting	Oct	Count Day
6420	Professional Growth & Development	Dec	Superintendent administrative in-service program
1520	Visits to Schools	Ann	Each trustee visits at least once to examine the school

**JEFFERSON HIGH SCHOOL DISTRICT #1**

**TIMELINE INDEX**

7430	Financial Reporting and Audits	Ann	Financial reports presented to the Board
6110P	Collective Bargaining Agreements	Ann	Board must approve
1401	Records Available to Public	Mon	Meeting minutes available within 5 days of approval
7310	Budget Implementation and Execution	Mon	Board receives list of claims paid
7430	Financial Reporting and Audits	Mon	Financial reports presented to the Board
3122P2	Rewards for Good Attendance	Qtr	Students with no absences are recognized
4330	Use of School Facilities	Spring	Activities Director publishes South Gym schedule
Ann = Annually, Mon = Monthly, Qtr = Quarterly			

## 2. Public Documents

*Are draft documents open to the public?*

**Yes. All documents generated or held by a public body are open to the public, unless the custodian of the documents does a balancing act and rules that the demand of privacy clearly exceeds the public's right to know.**

### INTRODUCTION

Generally, all records and documents held by entities that use public money or serve a government purpose are open to the public. This includes:

- 1) government agencies,
- 2) bodies funded by public money, and
- 3) bodies that spend public money.

*Article II, Section 8 and Section 9, of the Montana Constitution call for public participation in and knowledge of government affairs.*

**Section 8. Right of participation.** The public has the right to expect governmental 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. *Art. II, Sec. 8, Montana Constitution.*

**Section 9. Right to know.** No person shall be deprived of the right to examine documents or to observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demand of individual privacy clearly exceeds the merits of public disclosure. *Art. II, Sec. 9, Montana Constitution.*

Sections 8 and 9 are linked, companion rights established by the drafters of Montana's Constitution. Their purpose is to expose the bureaucratic authorities who were once isolated from public scrutiny *Bryan v. Yellowstone County Elementary School District No. 2, 312 Mont. 257, 60 P.3d 381 (2002).*

Note: **The Legislature lacks the power** to establish to which documents the right-to-know provision applies and under what circumstances the right to know may be exercised. *Wordan v. Mt. Board of Pardons and Parole, 289 Mont. 459, 962 P.2d 1157 (1998).*

## PUBLIC DOCUMENTS DEFINED

“Documents of public bodies” means “documents **generated or held** by a public body or somehow related to the function and duties of a public body.” *Becky v. Butte-Silver Bow School District 1*, 274 Mont. 131, 906 P.2d (1995).

The constitutional presumption is that every document, **including drafts**, within the possession of public officials is subject to inspection. *Bryan v. Yellowstone County Elementary School District No. 2*, 312 Mont. 257, 60 P.3d 381 (2002), see also *Associated Press v. Department of Revenue*, 300 Mont. 233, 4 P.3d 5 (2000).

“Documents” is not limited to those generated by the agency, but includes all documents **used by the agency** in conduct of its business. *Wordan v. Mt. Board of Pardons and Parole*, 289 Mont. 459, 962 P.2d 1157 (1998).

A key statute regarding public records is 2-6-102 Mont. Code Ann. (2003), titled “**Citizens entitled to inspect and copy public writings.**”

“Every citizen has a right to inspect and take a copy of any **public writings** of this state.” 2-6-102(1) Mont. Code Ann. (2003).

**Public writings** are defined as “the written acts or records of the acts of the sovereign authority, of official bodies and tribunals, and of public officers, legislative, judicial, and executive, whether of this state, of the United States, of a sister state, or of a foreign country, except records that are constitutionally protected from disclosure,” and “public records of private writings.” 2-6-101 Mont. Code Ann. (2003).

Public writings are divided into four classes:

- a) laws;
- b) judicial records;
- c) other official documents;
- d) public records, kept in this state, of private writings, including electronic mail. 2-6-101 Mont. Code Ann. (2003).

A public official who possesses a public writing is bound to give a copy of the writing to anyone who requests it. 2-6-102(2).

**Note:** The constitutional language of “documents of all public bodies” (*Art. II, Sec. 9, Montana Constitution*) is broader than the statutory definition of “public writings” (2-6-101(2) Mont. Code Ann. (2003)). This means a record **does not have to meet the statutory definition of “public writing”** in order to be open to the public. 39 Mont. A.G. Op. 17 (1981).

The public **need not provide a reason** to inspect government operations and records. 37 Mont. A.G. Op. 107 (1978).

Public records should be available for viewing at all times during regular office hours. 2-6-104 Mont. Code Ann. (2003).

A record should not be moved from the office where it is kept without a judge's order. 2-6-105 Mont. Code Ann. (2003).

## REASONS FOR WITHHOLDING DOCUMENTS

2-6-102 Mont. Code Ann. (2003) lists four cases in which the government may restrict access to public writings.

- 1) **privacy** – When an individual's privacy interest, including legitimate trade secrets, **clearly** outweighs the merits of public disclosure. 2-6-102(3) Mont. Code Ann. (2003).

**Note: The following three reasons may not stand up under constitutional scrutiny if litigated:**

- 2) **public safety or security of public facilities** – This especially refers to blueprints, surveillance techniques and staffing plans at jails and prisons. 2-6-102(4) Mont. Code Ann. (2003).
- 3) **library records.** 2-6-102(1) Mont. Code Ann. (2003), citing 22-1-1103 Mont. Code Ann. (2003). **Note:** the federal PATRIOT Act trumps state law, giving law-enforcement officers the ability to examine lists of books checked out from libraries or purchased at book stores.
- 4) **burial site records.** 2-6-102(1) Mont. Code Ann. (2003), citing 22-3-807 Mont. Code Ann. (2003).

## PRIVACY

Art. II, Sec. 10 of the Montana Constitution protects the right of privacy. "The right of individual privacy is essential to the well-being of a free society and shall not be infringed without the showing of a compelling state interest."

Privacy is defined as the ability to control access to information about oneself. *Montana Human Rights Division v. City of Billings*, 199 Mont. 434, 649 P.2d 1283 (1982).

The U.S. Supreme Court has decided three major privacy cases.

In *Griswold v. Connecticut*, 381 U.S. 479, 85 S.Ct. 1678 (1965), the court recognized a privacy right in marriage. This case dealt with the executive director of

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~~ <sup>← requ</sup>  
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 Add: The guidance counselor will be notified to meet with the victim  
18 Responsibilities to make sure he/she is not being bullied by another student.  
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  
46 Signature of complainant \_\_\_\_\_

47  
48 Signatures of parents/legal guardians \_\_\_\_\_

} opti

• Add: where does this form need to be turned into

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. Add: electronic cigarettes (containing nicotine or not)

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

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.*

• changing the punishment for Athletes getting caught for their first. Maybe suspend them for a few games, not the whole season. Lowering this, can help crack down on tobacco use in our school.

**RATIFICATION  
of the  
INTERLOCAL AGREEMENT  
of the  
PRICKLY PEAR COOPERATIVE  
MANAGEMENT BOARD**

The Board of Trustees of

**Jefferson High School District No. 1**

has reviewed the Interlocal Agreement of the  
Prickly Pear Cooperative

Having already submitted a resolution of application to the Prickly Pear Cooperative, we  
are in concordance with the terms and conditions in the Interlocal Agreement, which shall  
become effective July 1, 2009.

12

\_\_\_\_\_  
(Board Chair)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clerk Attest)

**RETURN BY MAY 18, 2012**

April 24, 2012

55 South Rodney  
Helena, MT 59601  
(406) 594-2955  
[www.mqec.org](http://www.mqec.org)  
[marklambrecht@mt.net](mailto:marklambrecht@mt.net)

INVOICE

**RE: MQEC Membership**

James Whealon  
Superintendent  
PO Box 838  
Boulder, MT 59632

Dear James:

Please remit the following funds for membership in the Montana Quality Education Coalition for FY 2013:

\$750	2013 MQEC Annual Membership
<b>\$750</b>	<b>Total</b>

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

Montana Quality Education Coalition  
55 South Rodney  
Helena, MT 59601

Attn: Kim Harris, Business Services Administrator

**Public Records Requests**  
**Department of Labor and Industry Response Guidelines**  
**May 7, 2012**

---

1. **Legal Background.** Art.II, § 9 of the Montana Constitution and sections 2-6-102 and 2-6-110, MCA, describe the requirements for responding to public records requests.
2. **Commissioner's Office Involvement.** All public records requests that are non-routine must be sent to the Commissioner's Office for review and assignment. Routine requests include those by a party or their attorney requesting their own records or requests for information that the Department specifically designs for distribution to the public, such as reports, brochures or handouts. All other requests are non-routine, including those from an opposing counsel in a case, requests that involve more than one unrelated party, or if the records are not readily available such that significant staff time will be needed to produce the information. If a specific process is set out in administrative rule for a request, such as the Human Rights Bureau, follow that process rather than sending the request to the Commissioner's office.
3. **Written Requests.** All requests must be in writing and be from a person with a physical address. Names of individuals requesting public information are public information.
4. **Covered Charges.** Certain costs associated with fulfilling public records requests may be charged to the requestor pursuant to sections 2-6-102(2) and 2-6-110(2), MCA. These charges include, but are not limited to:
  - a. custom computer programming;
  - b. research and analysis;
  - c. copying of electronic or paper records;
  - d. e-mail restores
  - e. services required of the State Information Technology Services Division; and
  - f. legal fees
5. **Allowable Rates.** DLI will use the below rates for the work associated with public records requests after one-half hour of service has been provided unless noted otherwise. Please note these are the rates as of May 4, 2012. The labor rates are subject to change based on the rates in effect on the date of the request:
  - a. **Copying**
    - i. Cost for a paper copy is \$.35 a page. The one-half hour requirement does not apply to providing paper copies. Any staff time spent on copying is built into the per page charge. In the appropriate case, a requesting party may bring a copier to make copies of paper documents. Print-outs of electronics records are charged per page, as if copied.
    - ii. Labor rate is based on a Band 3, Administrative Assistant, mid-point of the 2010 salary survey. Current rate is \$14.32 per hour. This is for copying of electronic records. As provided in Section 2-6-110(2)(e), MCA, only the first half hour of copying service is provided at no cost.
    - iii. Actual cost of electronic media, if provided, must be charged.

- b. **Custom computer programming by non-SITSD employee**  
Labor rate is based on a Band 6, Computer Programmer, mid-point of the 2010 salary survey. Current rate is \$24.77 per hour.
- c. **Research and/or analysis**  
Labor rate is based on a Band 6 Management Analyst, mid-point of the 2010 salary survey. Current rate is \$25.48. This rate applies whether the work involves paper or electronic records.
- d. **E-Mail restore**
  - i. E-mail restore service rates are described in the State Information Technology Services Division's Service Catalog. See <http://itsdservicecatalog.mt.gov/default.mcpX>
  - ii. Current charge for service is \$360.60 per restore.
- e. **Other State Information Technology Services Division (SITSD) services**
  - i. Service provided by the staff of SITSD is charged at the rate set in the Service Catalog. See <http://itsdservicecatalog.mt.gov/default.mcpX>.
  - ii. The first half hour of work will be charged to the requestor since the division is a cost-recovery organization.
- f. **Legal Review and/or Redaction of Information**
  - i. Most public records requests will require legal review.
  - ii. It will be unusual where DLI charges legal fees. The nature of the request and the volume of work will be factors in deciding whether to charge legal fees.
  - iii. If legal fees are charged, the rate is based on Band 8 Attorney, mid-point of the 2010 salary survey. Current rate is \$55.38 per hour.

**6. Actual not Estimated Costs.**

- a. All expenses must be reimbursed based on the actual cost of fulfilling the public records request, not on estimated costs.
- b. Requestor must agree in writing to an estimate prior to work being started.
- c. Requestor must be informed if the fulfillment of the request is projected to exceed the estimated costs and must agree in writing to the new estimate before work continues.

**7. Payment in Advance.** All payments must be made out to the Department of Labor and Industry, received by the Commissioner's Office and the check cleared for payment, prior to the release of the information to the requestor.

**8. Disclaimer May be Required.** DLI legal counsel may add a disclaimer to the release of information.

**9. Tracking time/expenses.** All time and expenses associated with public records requests will be tracked by the Commissioner's Office.

4-29-12

Jefferson High School Board,  
Thanks so much  
for your donation of  
the gym for the Boulder  
Spay + Neuter Clinic.

This continues to  
be an important  
support to the local  
community and our  
4-legged friends.  
ASNC Board





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

---

## JHS board packet

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Sabrina Steketee <sabrina@gopantherz.com>

Mon, May 14, 2012 at 12:19 AM

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

Cc: Kathy Jackson <katjack\_5@msn.com>, Kyle Eckmann <kmeckmann@msn.com>, Lynne Bryant <lynlab3@yahoo.com>, "Patricia Lewis (@JEFFBB)" <radon.gal@gmail.com>, Stan Senechal <Ssenechal51@gmail.com>, Tim Lloyd <tlloyd@jeffbb.net>, jim whealon <jim.whealon@jhs.k12.mt.us>, Alana Listoe <alana.listoe@helenair.com>, Jan Anderson <janderson@jeffersoncountycourier.com>

Hi, Lorie. Following is the text of a reply that I sent to Jim regarding his email of the list of accomplishments that was included in the board packet. I am copying my reply to you so that it can also be included in the board packet.

Thanks,  
Sabrina

*Hi, Jim.*

*Thank you for sending out this list of the great work that has been done at the high school during the past three years. It really points out the high level of work you and your team complete.*

*I believe that part of the reason you sent this information was in response to my statement in a committee meeting recently that I feel there has been little accomplished in school-wide instructional effectiveness initiatives at JHS under your leadership. I am writing this email to try to make clear what I meant and clear up any misunderstanding.*

*What your list does not contain very much of is what I have been asking about for a long time - school-wide instructional effectiveness initiatives. Curriculum is about what we teach our students and we all know how important it is. But equally important is instructional effectiveness - how we teach our students, our teaching methods, how we know if our methods are effective, what we do to continually improve our instructional effectiveness, how we hold ourselves accountable to our great trust to educate our students. There are a couple instruction items on your list but really it is a list of curriculum maintenance and enhancement, not instruction.*

*I know that I am the most vocal, if not the only, board member talking about instruction and asking what are we doing in instruction. I have had the opportunity to gain knowledge about this because of my experience on the Boulder Elementary board where the past five years have been so much about instructional effectiveness with extraordinary results.*

*I also have a unique opportunity as a director on the Montana School Boards' Association to listen to and learn from trustees and administrators from all across Montana about what they are doing in their schools. What I hear, time and time again, is that what moves a school to the forefront is instructional effectiveness.*

*Like our Boulder Elementary school, other schools in Montana are talking about, learning about, and implementing things like professional learning communities among the staff in their school, Quantum Learning, Understanding by Design, data driven decision making, response-to-intervention, teacher coaching, peer review, just to name a few, all geared toward improving instructional effectiveness for the benefit of students.*

*You have worked hard in your position as a single administrator that hardly allowed enough time for you to keep things running. I know that our teachers are dedicated and talented instructors and if dedication and talent alone could do it, JHS would be on the top of every achievement measure. But we are behind in working on school-wide instructional effectiveness initiatives.*

*I think some are nibbling around the edges of these kinds of instructional initiatives. I see that you did a staff training day on differentiated instruction, Understanding by Design, and Mastery Teaching. You didn't list it but I believe some JHS staff took the National Board Certification course this year which certainly focuses on instruction. And the solid base that exists at JHS, thanks to you and your staff, in the form of excellent staff, well-developed curriculum, well-maintained buildings, and great technology, have positioned us well to now add a strong and serious effort in instructional effectiveness.*

*I believe the JHS board can help by providing the necessary support. I think the JHS board meant it when they said in strategic planning that they wanted JHS to be in the top 25% of schools by any academic measure.*

*Going back to two administrators is critical and I hope we don't rest until we identify administrators that are experienced in working with their teacher team to develop and implement instructional initiatives. I see no reason why you cannot be one of those administrators if you are up for it.*

*Finding the funding for teachers to have meaningful time to identify, learn and implement the initiatives that will work for our school is also critical. This would need to include more professional training days and time for teachers to collaborate at the level needed for these initiatives to work for the long term. We are fortunate that in our days of unbelievably tight budgeting, we have a nest egg in the form of the Metal Mines account. While it is not a good fund to draw permanent salaries from, Metal Mines is a good source to draw on for these short-term training and development needs.*

*I said when you were hired that I really valued your experience and encyclopedic knowledge. That has not changed. I also have come to know you as a caring and dedicated administrator. My strong feeling about working on instructional effectiveness is not a negative judgment on the good work you have done or could do for JHS.*

*Sincerely,*

*Sabrina Steketee*

[Quoted text hidden]

April 18, 2012

To: Jefferson High School Board of Trustees

From: Bob Ekblom

At the conclusion of this current school year (2011-2012) I will be retiring from the position of Head Cross Country Coach. Please do not issue a contract for the upcoming school year (2012-2013).

I would like to thank all the athletic directors, administrators and trustees who I have had the pleasure to work for and with these past 31 years of teaching/coaching at Jefferson High.

Sincerely,



Bob Ekblom

At the conclusion of this current school year (2011-2012) I will be retiring from the position of Head Cross Country Coach. Please do not issue a contract for the upcoming school year (2012-2013).

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I would like to thank all the athletic directors, administrators and trustees who I have had the pleasure to work for and with these past 31 years of teaching/coaching at Jefferson High.

Sincerely,



Bob Ekblom



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

## Ads in the weekly

**Kathy Jackson** <katjack\_5@msn.com>

Fri, Apr 27, 2012 at 11:05 AM

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

please add this to agenda.

Kathleen Jackson Jackson Enterprises LLC PO Box 63 Basin MT 59631 406-225-3967 fax 406-225-3283

---

From: tkoenig@mtsba.org  
 To: katjack\_5@msn.com  
 CC: sabrina@gopantherz.com; ssenechal@simplexgrinnell.com  
 Subject: RE: Ads in the weekly  
 Date: Wed, 25 Apr 2012 17:04:32 +0000

Kathy – sorry I did not get back to you on this sooner. My take on this is that if your local reporter gets ahold of it, you're going to hear about it. I understand Stan's point of view, but whether or not a formal vote was taken is really beside the point.

Under § 2-3-203, MCA, "all meetings of public or governmental bodies, boards, bureaus, commissions, agencies of the state, or any political subdivision of the state or organizations or agencies supported in whole or in part by public funds or expending public funds, including the supreme court, must be open to the public." The same statute provides that, "any committee or subcommittee appointed by a public body... for the purpose of conducting business that is within the jurisdiction of that agency is subject to the requirements of this section." In other words, all meetings of a school board, or of any committee or subcommittee formed by a school board for the purpose of conducting school business must be open to the public. This is true even if there is less than a quorum of the Board on the committee, or even if there is not a single trustee on the committee.

Note that it does not state that only meetings where a vote is taken must be open to the public. The term "meeting" is defined in § 2-3-202, MCA, as "the convening of a quorum of the constituent membership of a public agency or association described in 2-3-203, whether corporal or by means of electronic equipment, to hear, discuss, or act upon a matter over which the agency has supervision, control, jurisdiction, or advisory power." So, a vote does not make it a meeting, and a decision does not make it a meeting. A convening of a quorum to hear, discuss, or act upon anything under the supervision, control, or jurisdiction of the Board of Trustees makes it a meeting.

Taking all that into consideration, here is what Stan's e-mail said:

I have talked to Lynn, Tim and Sabrina and we came up with that it is too late to set up an ad in this weeks, weeklies. Please email all apps to Hiring committee and they will decide what and where to run ads and bring to the board at a meeting.

To me, that looks an awful lot like a written admission that a quorum of the Board met, either in person, or by electronic means (phone), to discuss, and possibly act upon, a matter within the jurisdiction and control of the Board. Stating that no vote was taken does not change anything, and, from the e-mail, it appears that a decision was arrived at anyway. In fact, the only possible argument I can think of to defend a lawsuit about this e-mail would be to argue that no quorum was present in the same place at the same time, either

corporally or by electronic means, so it was not a meeting. I have zero confidence that this argument would win the case. If a court was to say that a school board can make decisions by phone so long as they are not all on the same phone call at the same time, then a lot of school boards would do so. It would be entirely contrary to the purpose of the open meeting laws, which is to protect the constitutional right of members of the public to observe and participate in governmental operations.

Something else to consider is that, so far, there is no case law specifically stating that polling the board by phone, or discussing the same issue separately with individual trustees, and coming to a consensus without a meeting, constitutes a violation of § 2-3-203, MCA. I would guess that the Newspaper Association (who funds all of these open meeting lawsuits) would love to take a case to our supreme court involving that very question, because the supreme court would almost certainly find that it does. In my opinion, the fact that a quorum is not all on the phone at the same time, or not all in the same place at the same time, would not keep the court from stating that a discussion held or decision made in that fashion is illegal.

Finally, you should be aware of § 45-7-401, MCA, which is a misdemeanor crime called "official misconduct." Included in the acts that constitute the crime of official misconduct is "knowingly conducts a meeting of a public agency in violation of 2-3-203." Prosecutions for open meeting violations are extremely rare, primarily because it is difficult to prove that a person "knowingly" violated § 2-3-203, MCA, as opposed to a misunderstanding of the requirements. Your Board, though, has already been sued once for an alleged open meeting violation, which would make it much easier to show a "knowing" violation the second time around under similar circumstances. Committing an act that constitutes official misconduct also subjects an elected official to the Montana Recall Act, which enables voters to submit a petition compelling a recall election, which, at the very least, ends up requiring the District to incur the expenses of an election.

Just to be clear, the fact that Stan's e-mail went to all the trustees, or to a quorum of the trustees, is not really the problem. The problem is that it says in the e-mail that Stan spoke with Lynn, Tim and Sabrina, and that they decided collectively that it was too late to run an ad this week. Like I told Sabrina, the subject matter of the e-mail was fairly innocuous, and basically says that further decisions will be made by the hiring committee. Under normal circumstances, it would probably not trigger too much controversy. However, your Board has, for the past two months, been required to submit all e-mails to your local reporter, who has already sued the District once, partly in relation to an e-mail stating that one trustee talked to two other trustees and came to a decision. If she gets this e-mail, the very least that is going to happen is that she will write an article to the effect that the Board has again violated the open meeting laws. At worst, she will initiate another declaratory judgment action seeking a declaration by the Court that this constitutes an open meeting violation. Because it is stated in an e-mail that Stan had a discussion with Lynn, Tim, and Sabrina, you couldn't even deny it.

My point is that you cannot be sending e-mails stating that any topic related to school business was discussed outside of a Board meeting or committee meeting by a quorum of the Board. More importantly, these discussions should not be occurring outside of a Board meeting or a committee meeting. Any time there is a decision to be made, and an individual trustee cannot make the decision, as with Stan in this case, the law requires that a Board meeting or committee meeting be called, and the decision made in that fashion. No decision, even a minor one, can legally be made by contacting a quorum of the Board individually to find out what they think.

Tony C. Koenig, Senior Counsel

Montana School Boards Association

(406) 442-2180

tkoenig@mtsba.org

---

**From:** Kathy Jackson [mailto:katjack\_5@msn.com]  
**Sent:** Tuesday, April 24, 2012 5:00 PM  
**To:** Tony Koenig  
**Subject:** FW: Ads in the weekly

Kathleen Jackson Jackson Enterprises LLC PO Box 63 Basin MT 59631 406-225-3967 fax 406-225-3283

---

From: katjack\_5@msn.com  
To: tkoenig@mtsba.org  
Subject: FW: Ads in the weekly  
Date: Mon, 23 Apr 2012 12:51:34 -0600

Tony--  
Can you confirm your take on this in writing (email is fine) just for education/clarification purposes?  
Sabrina's response indicates your response, just would like it in writing for our meeting? Sorry  
and Thanks! Kathy J.

Kathleen Jackson Jackson Enterprises LLC PO Box 63 Basin MT 59631 406-225-3967 fax 406-225-3283

---

Subject: RE: Ads in the weekly  
Date: Mon, 23 Apr 2012 10:57:42 -0400  
From: ssenechal@simplexgrinnell.com  
To: sabrina@gopantherz.com; Katjack\_5@msn.com; Jim.Whealon@jhs.k12.mt.us

I think this is getting blown out of proportion as there was no vote as the decision was already made to advertise. Lorie called and asked me to decide weather to go with 100 words for \$442 or 205 words for \$859. I did not feel comfortable with making that decision personally and since there was already a committee created for hiring, the decision on what and where to spend the money was up to them. Lorie wanted an email so she wasn't blamed for not advertising. I am tired of the games this was not a vote and did not require a vote my email was to Lorie about a committee and that is why they were copied for information only.

Stanley A. Senechal, PE | District General Manager

SimplexGrinnell, A Tyco International Company  
600 Lola Street, Helena, Montana 59601 United States  
Tel +1-406-443-3660 x203 | Mobile +1-406-431-8970

ssenechal@simplexgrinnell.com

www.simplexgrinnell.com

---

**From:** Sabrina Steketee [mailto:sabrina@gopantherz.com]  
**Sent:** Friday, April 20, 2012 5:33 PM  
**To:** Senechal, Stan; Kathy Jackson; Jim Whealon  
**Subject:** Re: Ads in the weekly

Hi. I have been concerned about this email since receiving it Wednesday because it involves a quorum of the board (plus Lorie) and implies that Stan, Lynn, Tim and I reached a decision outside of a meeting to not run the ad that the board had decided to run in the board meeting the night before. Stan did call me Wednesday and ask me if I thought we should still run the ad after Lorie let him know the cost was higher than anticipated and I said I thought it would not matter if we did not run the ad. Stan did not mention talking with Tim or Lynne to get a consensus and did not say we were making a decision as a group.

I talked to Stan about this after receiving the email and he seems to genuinely feel that this email is not a problem and said he had read the email to Tony at MTSBA who thought it was ok. I forwarded the email to Tony though because I wanted to understand how this email was any different than Kathy's "vote" email.

Tony replied that although the email was innocuous in subject, it involved a quorum, implied a decision was reached by the quorum, and is technically a violation. He went on to say that in the environment in which we operate re: the local newspaper etc., actions and email like this one would be jumped on.

I am sending this email because I feel if I do not respond then I will be seen as approving of the email when/if it is discovered by anyone (i.e. the Monitor or others). Tony said that there is really nothing to be done to minimize the potential impact of the email and didn't have any suggestion for what we should do about it. But at least now I have notified our administration and board chair that a group discussion was not knowingly held that included me and a group decision was not made as far as I know. I tried to reach Stan after talking with Tony but have not been able to, but will copy him on this email.

Sabrina

On Wed, Apr 18, 2012 at 11:18 AM, Senechal, Stan <ssenechal@simplexgrinnell.com> wrote:

[Quoted text hidden]

05/02/12  
13:05:44

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/12

Page: 1 of 2  
Report ID: AP100

Over spent expenditure

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
14000	3887 RISING LIGHTNING ENVIRONMENTAL	8,857.00					
1	03/28/12 front entrance abatement	8,857.00*	7372	224	100-2600	440	
	<b>Total:</b>	<b>8,857.00</b>					
		8,857.00					



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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
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Fund/Account	Amount
224 HARD ROCK MINING 101	\$8,857.00
Total:	\$8,857.00

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/12

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School  
. Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
13520		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	9,937.52					
1		05/01/12 9th contract pymnt	12,872.52		210	100-2700	513	
2		05/01/12 lease pymnt	-1,505.00		210	100-2700	513	
3		05/01/12 2nd lease pymnt	-1,430.00		210	100-2700	513	
		Claim Total for District	9,937.52					
13521		4097 NORTHLAND FINANCIAL	2,935.00					
1		26 05/01/12 May 12 bus pymnt	1,505.00		210	100-2700	840	
2		26 05/01/12 May 12 2nd bus pymnt	1,430.00		210	100-2700	840	
		Claim Total for District	2,935.00					
13985		1079 GAGNON'S DIGITAL IMAGING	281.75					
1		53991 04/17/12 copies	281.75		201	100-1000	440	
		Claim Total for District	281.75					
13986		1987 PACIFIC STEEL	2,731.77					
1		609636 04/17/12 coupon steel	2,400.00	7122	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
2		609636 04/17/12 coupon steel	5.01		201	390-1000	610	
		608350 03/08/12 square tube/4x8 metal	246.96	7314	215	100-1000	610	76
		609752 04/17/12 square tube/4x8 metal	79.80	7314	215	100-1000	610	76
		Claim Total for District	2,731.77					
13987		1987 PACIFIC STEEL	366.18					
1		610710 04/19/12 bleacher moving device	366.18	7388	201	100-2600	615	
		Claim Total for District	366.18					
13988		3583 HOME DEPOT CREDIT SERVICES	81.64					
1		03/30/12 blades/nails/rollers	81.64	7389	201	100-2600	615	
		Claim Total for District	81.64					
13989		1188 HELENA PAINT & WALL PAPER	42.75					
1		107331 04/11/12 stain for archway	42.75	7315	215	100-1000	610	76
		Claim Total for District	42.75					
13990		1002 GENERAL DISTRIBUTING	160.80					
1		23468 04/13/12 bandsaw blades	160.80	7359	201	390-1000	610	
		Claim Total for District	160.80					
13991		899 EMPIRE OFFICE MACHINES, INC.	178.00					
1		219949 04/18/12 ballot envelopes	103.00		201	100-2500	310	
2		219788 04/17/12 ballot perf paper	75.00		201	100-2500	310	
		Claim Total for District	178.00					

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/12

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School  
. Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
13992		3402 CAREY, LORIE	42.95						
1		3816-16 04/10/12 goal setting meal	42.95*		201	100-2300	800		
		Claim Total for District	42.95						
13993		477 GARNAAS, CHARLES	71.81						
1		03/30/12 drum stand material	71.81		201	100-1000	610		
		Claim Total for District	71.81						
13994		3959 AMERICAN EXPRESS	706.29						
1		04/19/12 server parts - Newegg	696.29*	7374	228	100-1000	615		
2		04/19/12 server parts - Newegg	10.00*		228	100-1000	615		
		Claim Total for District	706.29						
13995		3959 AMERICAN EXPRESS	548.95						
1		04/19/12 memory kit - Kahlon	548.95*	7373	228	100-1000	615		
		Claim Total for District	548.95						
13996		1451 L & P GROCERY	4.17						
1		1629480416 04/16/12 biology lab supplies	4.17	6992	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		Claim Total for District	4.17						
13997		2970 MT SKILLS USA VICA	910.00						
1		02/22/12 skill state registration	875.00*	7337	215	395-1000	582	79	
2		02/22/12 skill state registration	35.00*		215	395-1000	582	79	
		Claim Total for District	910.00						
13998		1365 JEFFERSON COUNTY TREASURER	226.80						
1		1794 04/13/12 labels	226.80	7381	201	100-2500	310		
		Claim Total for District	226.80						
13999		3959 AMERICAN EXPRESS	137.83						
1		04/24/12 FCS supplies - JoAnns	116.36	6951	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		04/24/12 FCS supplies - JoAnns	21.47	6999	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
		Claim Total for District	137.83						
14001		4469 RAMEY, DAVID	400.00						
1		04/16/12 metal for Piccolo/golf sh	400.00*	7329	224	720-3500	610		
		Claim Total for District	400.00						
14002		2662 TOWNHOUSE INNS	1,716.88						
1		04/16/12 lodging for state skills	1,594.00	7339	201	710-3400	582		
2		04/16/12 lodging for state skills	122.88	7339	201	710-3400	582		
		Claim Total for District	1,716.88						

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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School  
Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14003		3959 AMERICAN EXPRESS	76.32						
1		2112126690 04/12/12 fcs supplies	76.32	6999	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
		Claim Total for District	76.32						
14004		2152 CENTURY LINK	41.25						
1		04/13/12 April/May 12 charges	41.25		201	100-2400		531	
		Claim Total for District	41.25						
14005		3959 AMERICAN EXPRESS	397.47						
1		04/24/12 mushkin 2gb ddr2 ram	397.47*	7396	228	100-1000		615	
		Claim Total for District	397.47						
14006		157 ACE HARDWARE	300.36						
1		49392 04/23/12 service learning	300.36	7379	215	100-1000	610	76	
		Claim Total for District	300.36						
14007		1451 L & P GROCERY	7.14						
1		1269090430 04/30/12 biology lab supplies	7.14	6992	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		Claim Total for District	7.14						
14008		781 EAGLE GLASS	100.00						
1		120430 04/30/12 hydraulic lift	100.00		201	100-2600		660	
		Claim Total for District	100.00						
14009		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	7,295.63						
1		05/01/12 Tennis	2,045.65*		201	720-3500		582	
2		05/01/12 Track	1,217.61*		201	720-3500		582	
3		05/01/12 Golf	1,036.68*		201	720-3500		582	
4		05/01/12 State Skills	880.20		201	710-3400		582	
5		05/01/12 Band	273.84		201	710-3400		582	
6		05/01/12 FCCLA	984.18		201	710-3400		582	
7		05/01/12 Youth Leg	694.47		201	710-3400		582	
8		05/01/12 8th grade invite	163.00*		201	100-2300		800	
		Claim Total for District	7,295.63						
14010		4593 COTTONWOOD HILLS, INC	72.00						
1		04/23/12 golf practice	72.00*		224	720-3500		610	
		Claim Total for District	72.00						
14011		1645 VERIZON BUSINESS	116.93						
1		9076020 04/25/12 April 12 service	116.93		201	100-2400		531	
		Claim Total for District	116.93						

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/12

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School  
Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
14012	385 BOULDER MONITOR & JEFFERSON CO.	909.00						
1	13901 04/18/12 panther press	825.00	6661	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-550-							
2	13901 04/18/12 election ads	84.00		201	100-2500	540		
	Claim Total for District	909.00						
14013	4579 BRANDBORG, BEKI	400.00						
1	04/19/12 goal setting mediator	400.00	7378	215	100-1000	330	81	
	Claim Total for District	400.00						
14014	3603 TAYLOR MUSIC CO.	164.00						
1	2058300 04/25/12 drum line supplies	164.00*	7377	215	100-1000	610	75	
	Claim Total for District	164.00						
14015	3959 AMERICAN EXPRESS	15.04						
1	04/30/12 tech return shipping	15.04*		228	100-1000	610		
	Claim Total for District	15.04						
14016	1451 L & P GROCERY	7.09						
1	2643590424 04/24/12 strategic planning meal	7.09*		201	100-2300	800		
	Claim Total for District	7.09						
14017	3959 AMERICAN EXPRESS	43.45						
1	04/24/12 strategic planning meal	43.45*		201	100-2300	800		
	Claim Total for District	43.45						
14018	3959 AMERICAN EXPRESS	751.10						
1	04/12/12 national fccla travel	751.10*	7380	215	451-1000	582	73	
	Claim Total for District	751.10						
14019	4234 WELLS FARGO FINANCIAL LEASING	168.75						
1	6765720937 04/18/12 front office copier	168.75		201	100-1000	840		
	Claim Total for District	168.75						
14020	4592 PETERSON ELECTRO-MUSICAL PRODUCTS,	130.51						
1	197237 04/25/12 music tuner	130.51	7391	201	100-1000	440		
	Claim Total for District	130.51						
14022	3766 MONTANA ACADIA	1,432.30						
1	5767878 04/24/12 altacare	1,432.30*		215	280-1000	330	524	
	Claim Total for District	1,432.30						
14023	3374 J.W.PEPPER & SON, INC.	475.91						
1	3312081 04/26/12 music selections	475.91	6942	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
	Claim Total for District	475.91						

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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School  
Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14024	1451 L & P GROCERY	19.00						
1	1342990501 05/01/12 chem/physics/science supp	19.00	6994	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
	Claim Total for District	19.00						
14025	4570 EAST HELENA PUBLIC SCHOOLS DIST #9	2,962.80						
1	04/30/12 120 cases of paper	2,962.80	7402	201	100-1000		610	
	Claim Total for District	2,962.80						
14026	2970 MT SKILLS USA VICA	1,559.00						
1	04/30/12 national skills lodging	1,559.00*	7400	215	395-1000		582	79
	Claim Total for District	1,559.00						
14027	1451 L & P GROCERY	95.85						
1	1475070410 04/10/12 fcs supplies	48.72	6998	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2	1461790416 04/16/12 fcs supplies	37.64	6998	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
3	1267410425 04/25/12 fcs supplies	9.49	6998	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
	Claim Total for District	95.85						
14028	2276 SAFEWAY	147.84						
1	1872369 04/23/12 fcs supplies	147.84	7119	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
	Claim Total for District	147.84						
14029	3959 AMERICAN EXPRESS	9.76						
1	05/02/12 tech return shipping	9.76*		228	100-1000		610	
	Claim Total for District	9.76						
14030	2793 AMERICAN WELDING & GAS, INC.	559.66						
1	1726997 04/30/12 welding supplies/gas	30.45	7121	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
2	1699296 04/05/12 welding supplies/gas	527.74	7121	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							
3	1699296 04/05/12 welding supplies/gas	1.47		201	390-1000		610	
	Claim Total for District	559.66						
14031	157 ACE HARDWARE	619.53						
1	various 04/01/12 Ref PO# 23266 maintenance	619.53		201	100-2600		615	
	Claim Total for District	619.53						
14032	3959 AMERICAN EXPRESS	202.94						
1	04/25/12 fcs supplies	40.73	6999	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-							

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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School  
Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
2	05/02/12 fcs supplies	133.33	6999	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
3	05/02/12 fcs supplies	28.88	6999	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-						
	Claim Total for District	202.94					
14033	1451 L & P GROCERY	3.98					
1	1358480503 05/03/12 chem/physics/science supp	3.98	6994	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
	Claim Total for District	3.98					
	Total High School	40,565.70					

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 5/12

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$19,657.40
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$12,872.52
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$5,886.27
224 HARD ROCK MINING	
101	\$472.00
228 TECHNOLOGY FUND	
101	\$1,677.51
Total	\$40,565.70
Grand Total	\$40,565.70



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JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 12

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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	47,277.31	368,451.05	457,217.47	457,217.47	88,766.42	80 %
120 SUBSTITUTES	2,034.95	8,744.77	10,000.00	10,000.00	1,255.23	87 %
250 WORKERS COMPENSATION	637.29	6,315.02	6,572.39	6,572.39	257.37	96 %
260 HEALTH INSURANCE	7,512.02	90,899.94	110,508.40	110,508.40	19,608.46	82 %
321 CURRICULUM DEVELOPMENT	0.00	343.06	600.00	600.00	256.94	57 %
440 REPAIR/MAIN/PARTS	281.75	4,898.75	7,500.00	7,500.00	2,601.25	65 %
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	0.00	705.89	500.00	500.00	-205.89	141 %
610 SUPPLIES	3,042.91	3,789.60	15,000.00	15,000.00	11,210.40	25 %
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	2,290.18	3,700.00	3,700.00	1,409.82	61 %
Function Total:	60,954.98	488,245.61	627,736.39	627,736.39	139,490.78	77
1512 SCIENCE M Williams						
582 TRAVEL/INSERVICE	175.00	175.00	0.00	0.00	-175.00	*** %
Function Total:	175.00	175.00	0.00	0.00	-175.00	***
SUPPORT - GUIDANCE						
112 TEACHER SALARIES	1,618.92	14,570.22	19,427.00	19,427.00	4,856.78	75 %
260 HEALTH INSURANCE	305.07	2,745.69	3,660.90	3,660.90	915.21	75 %
540 ADVERTISING	0.00	0.00	50.00	50.00	50.00	0 %
582 TRAVEL/INSERVICE	0.00	27.50	500.00	500.00	472.50	5 %
610 SUPPLIES	0.00	62.57	1,000.00	1,000.00	937.43	6 %
Function Total:	1,923.99	17,405.98	24,637.90	24,637.90	7,231.92	70
2220 LIBRARY						
112 TEACHER SALARIES	1,618.91	14,570.25	19,427.00	19,427.00	4,856.75	75 %
260 HEALTH INSURANCE	305.08	2,745.66	3,660.90	3,660.90	915.24	75 %
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:	1,923.99	17,588.60	26,082.90	26,082.90	8,494.30	67
2225 OTHER CURRICULAR MATERIALS						
113 PROFESSIONAL SALARIES	2,551.82	15,980.49	16,763.47	16,763.47	782.98	95 %
250 WORKERS COMPENSATION	0.00	5.35	0.00	0.00	-5.35	*** %
Function Total:	2,551.82	15,985.84	16,763.47	16,763.47	777.63	95
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARIES	2,326.50	23,995.12	29,550.00	29,550.00	5,554.88	81 %
115 CLERICAL/TECHNOLOGY SALARIES	522.52	5,359.63	5,648.61	5,648.61	288.98	94 %
250 WORKERS COMPENSATION	0.00	0.00	750.00	750.00	750.00	0 %
260 HEALTH INSURANCE	925.74	9,526.00	14,643.60	14,643.60	5,117.60	65 %
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	0.00	1,248.78	500.00	500.00	-748.78	249 %

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 12

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
2300 GENERAL ADMINISTRATION						
610 SUPPLIES	0.00	358.25	500.00	500.00	141.75	71 %
800 OTHER	311.21	18,040.20	3,000.00	3,000.00	-15,040.20	601 %
810 DUES/FEES	0.00	2,797.00	3,000.00	3,000.00	203.00	93 %
Function Total:	4,085.97	86,384.98	83,432.21	83,432.21	-2,952.77	103
2400 PRINCIPAL'S						
111 ADMINISTRATIVE SALARIES	2,326.50	28,295.62	29,550.00	29,550.00	1,254.38	95 %
115 CLERICAL/TECHNOLOGY SALARIES	2,592.00	16,765.95	27,396.86	27,396.86	10,630.91	61 %
250 WORKERS COMPENSATION	0.00	0.00	200.00	200.00	200.00	0 %
260 HEALTH INSURANCE	1,157.60	11,769.22	14,643.60	14,643.60	2,874.38	80 %
531 TELEPHONE	158.18	261.49	1,600.00	1,600.00	1,338.51	16 %
532 POSTAGE	0.00	5,297.05	3,200.00	3,200.00	-2,097.05	165 %
540 ADVERTISING	0.00	0.00	50.00	50.00	50.00	0 %
610 SUPPLIES	64.00	982.39	2,000.00	2,000.00	1,017.61	49 %
682 MEDIA SOFTWARE	0.00	115.00	115.00	115.00	0.00	100 %
Function Total:	6,298.28	63,486.72	78,755.46	78,755.46	15,268.74	80
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARIES	2,086.91	22,767.96	33,168.97	33,168.97	10,401.01	68 %
WORKERS COMPENSATION	31.86	291.42	306.50	306.50	15.08	95 %
HEALTH INSURANCE	1,550.67	16,561.16	7,321.80	7,321.80	-9,239.36	226 %
ELECTION	1,325.84	2,046.19	6,000.00	6,000.00	3,953.81	34 %
330 OTHER PROFESSIONAL SERVICES	0.00	4,400.00	4,400.00	4,400.00	0.00	100 %
540 ADVERTISING	84.00	136.00	150.00	150.00	14.00	90 %
582 TRAVEL/INSERVICE	200.00	340.97	1,500.00	1,500.00	1,159.03	22 %
610 SUPPLIES	14.00	85.78	1,500.00	1,500.00	1,414.22	5 %
680 COMPUTER SOFTWARE	0.00	3,350.00	3,000.00	3,000.00	-350.00	111 %
Function Total:	5,293.28	49,979.48	57,347.27	57,347.27	7,367.79	87
2600 OPERATION/MAINTENANCE						
114 TECHNICAL SALARIES	6,375.60	76,928.07	105,515.81	105,515.81	28,587.74	72 %
120 SUBSTITUTES	1,189.58	11,521.06	11,000.00	11,000.00	-521.06	104 %
250 WORKERS COMPENSATION	392.47	2,504.14	9,200.98	9,200.98	6,696.84	27 %
260 HEALTH INSURANCE	1,830.45	23,804.21	29,287.20	29,287.20	5,482.99	81 %
411 Natural Gas	1,132.31	20,904.56	45,000.00	45,000.00	24,095.44	46 %
412 ELECTRICITY	3,594.04	35,299.19	50,000.00	50,000.00	14,700.81	70 %
421 WATER/SEWER	1,603.35	17,638.85	20,000.00	20,000.00	2,361.15	88 %
431 DISPOSAL	141.00	3,212.50	4,000.00	4,000.00	787.50	80 %
440 REPAIR/MAIN/PARTS	2,596.00	14,813.25	20,000.00	20,000.00	5,186.75	74 %
582 TRAVEL/INSERVICE	0.00	120.00	50.00	50.00	-70.00	240 %
610 SUPPLIES	20.08	2,397.57	15,000.00	15,000.00	12,602.43	15 %
615 Replacement Parts	703.19	19,859.25	25,000.00	25,000.00	5,140.75	79 %
624 GASOLINE	105.20	968.47	900.00	900.00	-68.47	107 %
660 MINOR EQUIPMENT	440.00	2,589.71	4,901.96	4,901.96	2,312.25	52 %
Function Total:	20,123.27	232,560.83	339,855.95	339,855.95	107,295.12	68

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 12

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
6200 related seivces						
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:	103,330.58	982,813.04	1,254,611.55	1,254,611.55	271,798.51	78 %
Program Group Total:	103,330.58	982,813.04	1,254,611.55	1,254,611.55	271,798.51	78 %
200 SPECIAL PROGRAMS						
280 STATE ALLOWABLE SP/ED						
1000 GENERAL						
112 TEACHER SALARIES	6,231.63	56,084.69	72,217.00	72,217.00	16,132.31	77 %
115 CLERICAL/TECHNOLOGY SALARIES	288.00	2,371.68	2,900.00	2,900.00	528.32	81 %
117 AIDES	5,674.43	42,048.26	40,026.97	40,026.97	-2,021.29	105 %
250 WORKERS COMPENSATION	12.02	90.61	500.00	500.00	409.39	18 %
260 HEALTH INSURANCE	1,692.10	15,034.90	32,617.20	32,617.20	17,582.30	46 %
350 CONTRACTED SERVICES-OTHER DISTRICTS	0.00	2,515.37	2,500.00	2,500.00	-15.37	100 %
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:	13,898.18	118,279.37	151,611.17	151,611.17	33,331.80	78 %
Program Total:	13,898.18	118,279.37	151,611.17	151,611.17	33,331.80	78 %
Program Group Total:	13,898.18	118,279.37	151,611.17	151,611.17	33,331.80	78 %
GENERAL						
CTE						
1000 GENERAL						
112 TEACHER SALARIES	10,891.02	102,864.63	126,185.74	126,185.74	23,321.11	81 %
260 HEALTH INSURANCE	610.15	6,991.33	25,626.30	25,626.30	18,634.97	27 %
440 REPAIR/MAIN/PARTS	0.00	226.44	1,000.00	1,000.00	773.56	22 %
582 TRAVEL/INSERVICE	0.00	266.40	150.00	150.00	-116.40	177 %
610 SUPPLIES	328.36	1,813.60	15,000.00	15,000.00	13,186.40	12 %
640 BOOKS	-2,876.92	522.43	150.00	150.00	-372.43	348 %
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	399.59	780.00	780.00	380.41	51 %
Function Total:	8,952.61	114,774.19	171,012.04	171,012.04	56,237.85	67 %
Program Total:	8,952.61	114,774.19	171,012.04	171,012.04	56,237.85	67 %
Program Group Total:	8,952.61	114,774.19	171,012.04	171,012.04	56,237.85	67 %
700 EXTRACURRICULAR PROGRAMS						
710 SCHOOL SPONSORED EXTRACURRICUL						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	8,179.06	20,841.76	33,409.64	33,409.64	12,567.88	62 %
540 ADVERTISING	0.00	0.00	50.00	50.00	50.00	0 %
582 TRAVEL/INSERVICE	3,764.73	18,251.63	18,000.00	18,000.00	-251.63	101 %
610 SUPPLIES	0.00	60.00	150.00	150.00	90.00	40 %
Function Total:	11,943.79	39,153.39	51,609.64	51,609.64	12,456.25	75 %
Program Total:	11,943.79	39,153.39	51,609.64	51,609.64	12,456.25	75 %

05/13/12  
09:38:02

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 12

Page: 4 of 4  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	%
700 EXTRACURRICULAR PROGRAMS						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
120 SUBSTITUTES	0.00	69.30	350.00	350.00	280.70	19 %
150 STIPEND	15,122.51	83,070.69	81,228.00	81,228.00	-1,842.69	102 %
260 HEALTH INSURANCE	9.15	124.91	5,125.26	5,125.26	5,000.35	2 %
440 REPAIR/MAIN/PARTS	0.00	950.00	0.00	0.00	-950.00	*** %
540 ADVERTISING	0.00	1,778.00	1,000.00	1,000.00	-778.00	177 %
582 TRAVEL/INSERVICE	6,598.30	37,436.65	35,000.00	35,000.00	-2,436.65	106 %
610 SUPPLIES	0.00	577.61	1,500.00	1,500.00	922.39	38 %
660 MINOR EQUIPMENT	0.00	1,063.65	7,500.00	7,500.00	6,436.35	14 %
810 DUES/FEES	0.00	3,915.00	3,500.00	3,500.00	-415.00	111 %
Function Total:	21,729.96	128,985.81	135,203.26	135,203.26	6,217.45	95 %
Program Total:	21,729.96	128,985.81	135,203.26	135,203.26	6,217.45	95 %
Program Group Total:	33,673.75	168,139.20	186,812.90	186,812.90	18,673.70	90 %
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 %
1 GASOLINE	58.36	196.90	150.00	150.00	-46.90	131 %
FOOD	158.54	1,225.95	7,500.00	7,500.00	6,274.05	16 %
Function Total:	216.90	1,450.81	12,650.00	12,650.00	11,199.19	11 %
Program Total:	216.90	1,450.81	12,650.00	12,650.00	11,199.19	11 %
Program Group Total:	216.90	1,450.81	12,650.00	12,650.00	11,199.19	11 %
Fund Total:	160,072.02	1,385,456.61	1,776,697.66	1,776,697.66	391,241.05	77 %
Grand Total:	160,072.02	1,385,456.61	1,776,697.66	1,776,697.66	391,241.05	77 %



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

## Friday Notes:

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

Fri, May 11, 2012 at 2:13 PM

To: Kathy Jackson <katjack\_5@msn.com>, Stan Senechal <Ssenechal51@gmail.com>, Lynne Bryant <Lynlab3@yahoo.com>, Tim Lloyd <tloyd@jeffbb.net>, Sabrina Steketee <sabrina@gopantherz.com>, Kyle Eckmann <kmeckmann@msn.com>, Pat Lewis <lewis@radonmine.com>, Lorie Carey <lorie.carey@jhs.k12.mt.us>

I have not sent these out for the last two weeks because of a daughter's college graduation and a family funeral the last two Fridays.

Our music students recently returned from the State Music competition and 16 of our 17 duets got superior ratings. I am told that this is the best showing we have ever had.

Today is the second day of Divisional Tennis and it is being held on our courts. Play starts at 9:00 am.

Tonight is the second day for our play "Hello Dolly". It starts at 7:30 pm in the South Gym.

Today we will pick up our paper supply for next year. We were able to save about \$6.00 a case by purchasing jointly with most of the other schools in this area. The same group we purchase natural gas with.

Some of the instructional initiatives that have been started over the past three years or expanded are:

2009-10: The International Academy of Science's Acellus math program. This was the program that OPI recommended to us after months of hounding from us. It turned out that Ms. Allen had ordered it before she left but did not tell Brett what it was. We had set it up and were using it in the AYA math classes. We had also had both math teachers trained in how to use it. It has greatly expanded in use over the past three years and is used for credit recovery, for students who need additional help and for those students that have a need to move faster than their math class. We have replaced the servers twice and will be going to an Internet version for next year. Interactive whiteboards were placed in classrooms and all teachers were trained in their use. The monthly technology training was started for all teachers and para professionals. Teachers took training once a month during their preps to expand our use of technology. A mobile MAC lab of 25 computers was purchased for use in all classrooms and all teachers were trained in its use. The Montana Career Information System was added and staff trained in how to use it as part of Big Sky Pathways. A summer school was started for JHS students for credit recovery and a summer school for the AYA students using certified math, English, and science teachers was started. For the first time in 2009-10 properly certified teachers were used to deliver curriculum at AYA. Before that, a special education teacher provided all instruction in all subjects. The CRISS Strategies training was provided to all new staff to continue the program started by TJ and Sharyl Allen. The Five Year Comprehensive Educational Plan was written and submitted to the Office of Public Instruction. The CRT testing approach was modified. The curriculum's for Communications Arts was reviewed and new text books were purchased. World Languages curriculum was reviewed and new Spanish texts were purchased. Dual credit with the Helena College of Technology replaced AP classes that had not worked for our students. Two new teachers were added to the staff that year and they were assigned mentors, a program started in prior years. At AYA laptop notebooks were provided each student and all their curriculum was placed on the notebook. The band with was greatly increased to service this one to one computer instructional effort. AYA teachers were given laptops to manage their classes and interface with the district's School Master student records system. The Pro Start curriculum and class was added and new Culinary Arts texts were purchased.

2010-11: JHS added the Montana Digital Academy, one of the first schools to do so. JHS added more classes than most schools in our area (17 the first semester). However, the Digital Academy was not able to perform as promised for the first semester and we had to find other classes to cover for the Digital

Academy such as Acellus. By the second semester the U of M got Digital Academy running better and we had 21 students taking various classes. It did not prove to be a good tool for credit recovery, as it was first billed, but it works for well motivated students. Therefore, we have adjusted who we enroll and why. We started this school year with eight DA students. JHS is involved in the Big Sky Pathways project with OPI. We were to have one pathway completed by the end of 2010-11. We had six and were the leading school district in Montana for the number of pathways completed regardless of school size. CRISS Strategies was continued with a refresher class. PIR training was provided for Differentiated Instruction, Understanding by Design, and Mastery Teaching. These are national instructional Initiatives. More money was budget for individual teacher training and teachers were allowed to attend outside training in areas they feel they need training. The text book rotation and curriculum review was for technology in 2010-11. Internet access was improved for AYA and within our building. Boulder Elementary uses our Internet connection to AYA and they put computers into their Jr. High and needed more bandwidth as did our teachers at AYA. Thin Client was placed on all our computers in the labs and classrooms. The District was moved from XP to Windows 7. All staff received training on Windows 7. Early Childhood Education added the empathy belly and real care baby to its curriculum. Culinary Arts texts were purchased at the end of the year because there were funds and it was coming up for new texts the next school year. The biology program added the Lewis and Clark walking trail to their curriculum. Honda engines were added to the small engine class replacing the old Briggs and Stratton engines. Related manuals were purchased to facilitate the upgrade in curriculum.

2011-12: The PIR training at the start of school this year included training on bullying and suicide prevention for the teachers. During the school year several presenters were brought in to deal with these types of issues among the students. In addition, all teachers were trained on the Montana Writing Assessment Rubric to use in grading writing in their classrooms as part of JHS's writing across the curriculum effort (Jefferson Writing Project). All staff were trained on Google Docs because the school moved to that program and both staff and students would be using it this school year in all areas. Training was provided to all teachers on using technology in the classroom because we are expanding the use of technology in instruction. The accreditation standards require this and the district has been moving in this direction for years. Teaching staff were involved in a career fair planning effort all year as part of a career education effort. The first career fair and career day was conducted this December. It was a learning process and next years should go smoother. This years curriculum review and textbook adoption is for Workplace Competencies and Career Vocational/Technical Education. Culinary Arts texts have been taken care of. Textiles will need new texts. Business Education will need some new texts but not in all the areas. CAD 2012 was added this year and the text books run about six to nine months behind the upgrades. New CAD books will be needed. No texts are used in drafting or welding and small engines has been taken care of. Woods does not use texts but new equipment along with new work benches have been added. Almost all the tools used in woods and construction have been replaced in the last two years and the curriculum has been greatly improved. The new technology such as the saw stop table saw, drum sander, radial arm saw, and etc have modernized that program. The saw stop has engaged twice since we got it saving fingers. The program does need a new miter joint gig and some more small tools but it is state of the art and better than most schools have. Welding has new TIG machines and has stayed up to date fairly well because of SkillsUSA. It could use better metal storage and a computer controlled cutting machine. Space is a real issue for welding and restricts the use of more technology. An outside welding hookup has been added to improve fabrication. A new concrete slab was constructed to facilitate construction of buildings.

Looking at curriculum and instructional initiatives by teacher over the last three years:

Mr Allen added new TIG pulsar instruction, a new CAD 2012 with seven new computer programs of which he has used four to update this program. 3-D CAD is included. He has moved the small engine programs from Briggs and Stratton to Honda engines. Competitions provide authentic assessment and our students are excelling. He takes his students to state and national competing for SkillsUSA.

Mr. Beiler moved to AYA because he has a broad field social science endorsement and is certified to the required social science courses. Drivers education was expanded last summer to serve all students wishing to enroll. This made driving time more difficult and we do not plan on doing that this summer. Montana History was added as an elective course. The History Channel documentaries were added to enhance and expand the current texts. He takes his students several competitions and activities each year such as the YMCA Youth and Government program in Helena..

Mrs. Bruce added Pro Start and blocked two periods for the class. She expanded her early childhood class by adding Real Care Baby and Empathy Belly into the curriculum. New sewing machines were added greatly expanding the fabrics class. The mentoring with Big Brothers and Big Sisters at the grade school has expanded the hands on activities for students. A gas stove is being added to teach students how to cook on gas and all national cooking competition is done on gas. FCCLA has doubled its membership each year from 5 to 20 students. The students have done lots of community services. They have got two grants to work on bullying school wide. Five new stoves and a new washer and dryer have been added to the classroom.

Mrs. Carey was moved to Digital Academy to move that program out of the computer classes and allow students to take classes not being offered in our curriculum.

Ms. Collins added Smart Board instruction to improve instruction in her math classes. She added the use of Acellus in her classes to help students having problems with math or who were behind in math. She uses Acellus for all her students at AYA because each student is at a different place in math. New math texts have been adopted. A new advance math class was added and she teacher it. She has taken training on Montana's New Common Core Standards for math and is a trainer on them.

Mrs. Dawson has added some digital photography to her photography class. A new camera, scanner, printer, and soft ware have been added to expose students to that technology. The new windows, lighting, and storage built last year improves the delivery of her art curriculum. New art displays including the electronic picture frames have updated the program. The new sinks and the rebuilt kiln has also improved the program. She takes her students to Yellow Stone each year for photography.

Mr. Ekblom has moved back into the staff of JHS. He still works two periods a day at AYA but devotes most of his day to special education at JHS. He directs the para's activities at JHS, a change the paras requested. The utilization of certified teachers to deliver instruction at AYA freed his time to devote more time to special education at JHS.

Mrs. Foster added the dual credit Spanish 101 class so her advance students could get college credits. She adopted a new college text book to match the one used by the Helena COT. She also adopted a new text for her English Classes and one for her beginning Spanish class. She has attended the training on Montana's Common Core Standards for English. She took her Spanish students to Central America this year.

Mr. Garnass has added Sibelius computerized music writing as an elective music tech class. He has developed a new drum line for JHS. He has expanded the chorus and the use of an accompanist.

Mr. Hesford added the film making class with the purchase of a high end camera and Apple computer and special editing software. he has expanded the University Writing project to include all junior students. Test results on the College Writing Exam have improved each year. New Junior English texts have been adopted. He teaches directs plays and does a film showing each year that has expanded our curriculum.

Mr. Hohenthal added the elective class 20th Century History. He has put all his classes text information on power point. He does not use a text book but did have one he likes recovered so no text book cost will be required for his classes next year. He is using new History Channel Documentaries purchased by the District.

Mrs. Humphry added the new summer school for credit recovery to help student graduate. She is one of the teachers who added the use of a electronic white board to improve instruction. She helped train our teacher on using the new MAC Lab. She added the Montana Career Information System program for career planning. She worked on the High School redesign and four day week. She has developed several Big Sky Pathways. She offers Business Professionals of America to her students.

Mr. Kelly moved to MACs for his journalism class and added the use of net books for his students. He will be moving to PCs next year.

Mr. McCauley added Science Exploratory with a service learning component to his curriculum offerings. He has incorporated new technology to his classes such as the electronic microscopes and the use of the MAC Lab. He is building a new nature trail so he can expand his hands-on-science.

Mrs. Williams/ Mrs. Nardello added a section of earth science to physical science to address the State's CRT test. Advanced Chemistry has been added to the curriculum. Rockets and many other hands-on-science activities have been added. Science students have started to compete in science competitions. The chemical storage has been cleaned up with dangerous chemicals removed and the international chemical storage system adopted. White board technology has been added to improve student learning. A physics offering has been added.

Mrs. Piccolo added the Elementary Outreach/Service Learning. She picked up a semester of speech. The stage area has been cleaned up and improved greatly with new makeup rooms and storage. New stage curtains are on order with better stage lighting this summer. She offers more plays than any school in the area. She takes students for summer travel, such as Egypt last year.

Mr. Sonsteng added technical math to the curriculum. He uses Acellus in his class for students who are having problems in math and teaches math at AYA in the summer. He adopted new math texts for all his classes.

Mr. Terness added Human Anatomy and expanded his health offerings in PE to include the new suggested national health curriculum. He has joined in with the Butte Health Department's Sex Education grant to improve the curriculum in that area. He added ping pong and other life time sports to his PE classes. He added a section on health occupations to his curriculum.

Mrs. Gettin cleaned out the book storage area of the Library and separated the computer lab from the library to improve the learning environments of both areas. She is working on completing a library endorsement. She moved to total computerized cataloging in the library. She is converting the school scheduling from hand scheduling to computer scheduling using the School Master Scheduler, a tool the District has had but did not use. Both she and her predecessor worked to set up the new testing processes used from the CRT.

Mr. Lutkehus has moved the District to cloud computing, virtual servers, added Macs, note books, lap tops, and expanded band width. He has added Google Docs, converted our computers to thin client, set up Atomic Learning for out teachers to get additional in service training, and extended and expanded band with to AYA. He installed the school wide camera system and added more wireless in the building. He is working on providing a guest wireless connection. He has improved the web page which still need work. he added parent access to grades and is working to improve this more. Internet has been added to the stadium and cameras have been installed. Our technology system is one of the better systems in any school our size. He helped setup a state organization for school IT people and set up the first meetings of this group in the state.

Our school is much more hands-on-education than any in our area. We are somewhat of a Montessori type high school. We have more students in more vocational student organizations and we have outdoor classrooms. We do a lot of service learning. We offer more musical and drama activities. We offer more sports opportunities. We offer more vocational opportunities than most schools our size. We offer international travel opportunities for students, national and state competitions, and opportunities like Big Brothers/Big Sisters. We have many students in work study positions. We work closely with the military and the Montana National Guard as well as the Conservation Corps.

---  
Jim Whealon  
Superintendent/Principal  
Jefferson High School



9 May 2012

Report to school board

I will not be at the board meeting as I will be in Missoula.

We have offered the head cheer coach job to Cetaira Stagg, pending board approval. Cetaira graduated from JHS in 2008. She is very energetic and Mr. Whealon and I feel she will fit in very well. I ask the board to approve her.

This is a busy week with divisional tennis going on at JHS Thursday and Friday, district track at Bozeman on Saturday and semi-pro football at JHS on Saturday. The play Hello Dolly is this Thursday and Friday. Next week will continue with lots of activities here and away.

Spring fever has hit the students at JHS .

Dan Sturdevant Ad

Jefferson High School District #1

Draft  
1st reading approved  
5-15-12

NON-INSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, **electronic cigarettes (containing nicotine or not)** and any other tobacco innovation.

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

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on: **May 2012**

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

**May 2012 revision added electronic cigarettes on line 8**

Draft  
1st read approved 5-15-12

Jefferson High School District #1

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3226

page 1 of 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.

Draft  
1st read approved  
5-15-12

2  
3 **Harassment Reporting Form for Students**

4 School \_\_\_\_\_ Date \_\_\_\_\_

5 Student's name \_\_\_\_\_

6  
7 *(If you feel uncomfortable leaving your name, you may submit an anonymous report, but*  
8 *please understand that an anonymous report will be much more difficult to investigate.*  
9 *We assure you that we'll use our best efforts to keep your report confidential.)*

10 • Who was responsible for the harassment or incident(s)? \_\_\_\_\_

11  
12 • Describe the incident(s). \_\_\_\_\_

13  
14  
15 • Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

16  
17  
18 • Were other individuals involved in the incident(s)?  yes  no  
19 If so, name the individual(s) and explain their roles. \_\_\_\_\_

20  
21  
22  
23 • Did anyone witness the incident(s)?  yes  no  
24 If so, name the witnesses. \_\_\_\_\_

25  
26  
27 • Did you take any action in response to the incident?  yes  no  
28 If yes, what action did you take? \_\_\_\_\_

29  
30  
31 • Were there any prior incidents?  yes  no  
32 If so, describe any prior incidents. \_\_\_\_\_

33  
34  
35 Signature of complainant (optional) \_\_\_\_\_

36  
37  
38 Signatures of parents/legal guardians (optional) \_\_\_\_\_

39  
40  
41 **Turn this form in to the principal or superintendent's office. The form may be placed in a**  
42 **blank sealed envelope if you wish to remain anonymous, addressed to the principal or**  
43 **superintendent.**  
44  
45  
46  
47  
48  
49  
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52