

**AGENDA for the REGULAR MEETING**  
**OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**  
**Special Day \* 6:30 p.m. July 10, 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. Please check the school website at [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us) for the most current agenda.

**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. Board Vacancy
2. Seating of New Members
3. Committee Appointments

**E. New Business.**

1. Strategic Planning
  - a. Actions steps on goal F – Provide trustees with regular board education and become a Certified Board – facilitated by Mr. T. Lloyd.
  - b. Strategic Direction H – Raise money, pass levies, explore additional funding sources – facilitated by Ms. P. Lewis
  - c. Continued Planning Structure
2. Annual Board Performance Evaluation consideration
3. AG Opinion Update
4. 1<sup>st</sup> Reading of Policy 1310P – procedure for policy changes
5. Substitute Pay – Policy 5314 – established by board each July
6. Tuition Rates – Policy 7008 – determined annually at the July meeting
7. Credit Cards – Policy 7400 – report of authorized individual users
8. Agenda Text concerning public input – recommendation and possible action
9. Personnel
  - a. Substitute Applications
  - b. Temporary Employee recommendations - YDI
  - c. Temporary Contract extension recommendations – YDI, AD, Tech
  - d. Staff Vacancies/Positions – possible recommendations for art, special education, math, principal
  - e. Coaching Volunteers – Football J. Morris
  - f. Coaching Evaluations/recommendations – Spring Sports
  - g. Clerk evaluation – possible executive session

**F. Unfinished Business**

1. Policy – Cost of public information requests

**G. Communication and Comments.**

1. Letters to the Board

**H. Committee Reports.**

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

**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**

Chair/Superintendent article for paper

**NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. August 14, 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 of 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**

- Commit to be knowledgeable about best practices
- 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.

**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.**



**REVIEW OF THE AGENDA for the *REGULAR MEETING***  
**OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**  
***Special Day* \* 6:30 p.m. July 10, 2012 \***      **Jefferson High School Library**

**A. *Call to order***-Chairperson

**B. *Announcements and Public Comment.***

**C. *Student Report***

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

If there is a candidate appointed before the deadline, then he or she can be seated and committee appointments made. Presently we have no letters of interest.

**E. *New Business.***

1. Strategic Planning

- a. Actions steps on goal F – Provide trustees with regular board education and become a Certified Board – facilitated by Mr. T. Lloyd.
- b. Strategic Direction H – Raise money, pass levies, explore additional funding sources – facilitated by Ms. P. Lewis
- c. Continued Planning Structure

2. Annual Board Performance Evaluation consideration – I sent out the evaluation for each of you to complete and then get back to me. I presently have 1.

3. AG Opinion Update – Sabrina's request

4. 1<sup>st</sup> Reading of Policy 1310P – procedure for policy changes

5. Substitute Pay – Policy 5314 – established by board each July

6. Tuition Rates – Policy 7008 – determined annually at the July meeting

7. Credit Cards – Policy 7400 – report of authorized individual users

8. Agenda Text concerning public input – recommendation and possible action

9. Personnel

- a. Substitute Applications – presently none, will have approval list for next meeting
- b. Temporary Employee recommendations – YDI – Art and Math candidates have been filling in at AYA for the weeks we provide summer service.
- c. Temporary Contract extension recommendations – Mr. Hesford has been teaching at AYA for summer service as well, the AD position hasn't been decided so may need to have a contract extension, computer issues have driven the need for a short extension for Mr. Lutkehus too.
- d. Staff Vacancies/Positions – possible recommendations for art, special education, math, principal Mr. Whealon has conducted interviews this week and will have some of the recommendations by the meeting.
- e. Coaching Volunteers – Football J. Morris
- f. Coaching Evaluations/recommendations – Spring Sports – Dan has recommendations for track and golf. Please see his report.
- g. Clerk evaluation – possible executive session – Mr. Whealon had contacted Joe Brott for a tool but had no luck. I sent one for you complete earlier this week.

**F. *Unfinished Business***

1. Policy – Cost of public information requests

**G. *Communication and Comments.***

1. Letters to the Board – none so far.

**H. *Committee Reports.***

**I. *Commendations and Recognition***

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

**K. *Clerk's Report***

**L. *Superintendent's Report***

- a. AD Report

**M. *Follow-up/Adjournment***

Chair/Superintendent article for paper





Item E: New Business  
1a + 1b

- Framework: Create a framework in all areas (all planning, budgeting, job descriptions, each academic area) that supports this vision and mission – administration, teachers, staffs, students.
- Create a culture that is safe, supportive and encourages people to try new things.
- Community.
- Education alignment with cores of ACT and SAT.

- Communicate our plans, challenges, and accomplishments to our communities.
- Establish and enforce curriculum alignment with state standards.
- Increase funding for staff support and training.
- Raise money, pass levies, explore grant funding.

- Get groups of teachers to work together on aligned curriculums.
- Raise test scores for ACT and SAT.
- Staff training and special recognition by sending them to training of their choice.
- Provide a school writing program.

- b. Collectively, what do the themes appear to be? What did all or many of us agree about?
- Board training.
  - Recognize teacher and student achievements.
  - Training and development of staff.
  - Building maintenance.
  - Student career planning portfolio.
  - Increase funding.
  - Collaboration time for teachers.
  - Safe and supportive school.

**6. First draft strategic directions**

- Ensure that all students create and grow a career planning portfolio.
- Create and institutionalize meaningful recognition for staff and students.
- Provide the funding and supports for increased staff development, training and collaborations.
- Align our curriculums to best meet state standards.
- Create a culture where students and staff feel safe and supported to take on challenges and try new things.
- Provide the Trustees with regular Board education, and become a Certified Board.
- Continue to maintain and improve the physical facility for an optimal learning and working environment.
- Raise money, pass levies, explore additional funding sources.

**7. Meeting evaluations summary**

- What was the *most* productive or helpful or interesting parts of tonight's meeting?
  - The Board looking at training.
  - Getting to the goal part.
  - Defining priorities.

1 **Jefferson High School District #1**

2

3 **PERSONNEL**

5314

4

5 Substitutes

6

7 The Board authorizes the use of substitute teachers as necessary to replace teachers who are  
8 temporarily absent. The principal shall arrange for the substitute to work for the absent teacher.  
9 Under no condition is a teacher to select or arrange for a private substitute.

10

11 The Board annually, at the regular July Board meeting, establishes a daily rate of pay for  
12 substitute teachers. No fringe benefits are given to substitute teachers.

13

14 Substitutes for classified positions will be paid by the hour. When a classified employee is  
15 called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of  
16 pay is higher.

17

18 All substitute teachers will be required to undergo fingerprint and background checks.

19

20

21

22 Policy History:

23 Adopted on: February 2007

24 Revised on: February 15, 2011



1 **Jefferson High School District #1**

3 **FINANCIAL MANAGEMENT**

7008

5 Tuition

7 Whenever a nonresident student is to be enrolled in the District, either by choice or by  
8 placement, an attendance agreement must be filed with the Board. Terms of the agreement must  
9 include tuition rate, the party responsible for paying tuition and the schedule of payment,  
10 transportation charges, if any, and the party responsible for paying transportation costs.

12 Tuition rates shall be determined annually, consistent with Montana law and approved by the  
13 Board at the regular July Board meeting.

17 Cross Reference: 3141 Discretionary Nonresident Student Attendance Policy

19 Legal Reference: § 20-5-314, MCA Reciprocal attendance agreement with adjoining  
20 state or province  
21 § 20-5-320, MCA Attendance with discretionary approval  
22 § 20-5-321, MCA Attendance with mandatory approval – tuition and  
23 transportation  
24 § 20-5-322, MCA Residency determination – notification – appeal for  
25 attendance agreement  
26 § 20-5-323, MCA Tuition and transportation rates  
27 10.10.301, ARM Calculating Tuition Rates

29 Policy History:

30 Adopted on: February 2007

31 Revised on: February 15, 2011

1 **Jefferson High School District #1**

2  
3 **FINANCIAL MANAGEMENT**

7400

4  
5 Credit/Procurement Card Use

6  
7 The Board permits the use of District credit/procurement cards by certain school officials and  
8 Board members to pay for actual and necessary expenses incurred in the performance of work-  
9 related duties for the District. A list of those individuals who will be issued a district credit card  
10 will be maintained in the business office and reported to the Board each year at its meeting in  
11 July. All credit cards will be pre-approved by the Board and will be in the name of the District.  
12

13 The District shall establish a credit line not to exceed Five Thousand Dollars (\$5,000) for each  
14 card issued and an aggregate credit limit of Ten Thousand Dollars (\$10,000) for all cards issued  
15 to the District.  
16

17 Credit/procurement cards may only be used for legitimate District business expenditures. The  
18 use of credit/procurement cards is not intended to circumvent the District's policy on purchasing.  
19

20 Users must take proper care of these credit/procurement cards and take all reasonable  
21 precautions against damage, loss, or theft. Any damage, loss, or theft must be reported  
22 immediately to the business office and to the appropriate financial institution. Failure to take  
23 proper care of credit cards or to report damage, loss, or theft may subject the employee to  
24 financial liability.  
25

26 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or  
27 violate the intent of this policy may result in credit card revocation and discipline of the  
28 employee.  
29

30 Users must submit detailed documentation, including itemized receipts for commodities,  
31 services, travel, and/or other actual and necessary expenses which have been incurred in  
32 connection with school-related business for which the credit/procurement card has been used.  
33

34 The Superintendent shall establish regulations governing the issuance and use of  
35 credit/procurement cards. Each cardholder shall be apprised of the procedures governing the use  
36 of the credit/procurement card, and a copy of this policy and accompanying regulations shall be  
37 given to each cardholder.  
38

39 The District Clerk shall monitor the use of each credit/procurement card every month and report  
40 any serious problems and/or discrepancies directly to the Superintendent and the Board.  
41

42 Cross Reference: 7320 Purchasing  
43 7335 Personal Reimbursements  
44 7336 Travel Allowances and Expenses  
45

46 Legal Reference: § 2-7-503, MCA Financial reports and audits of local government  
47 entities  
48

49 Policy History:

50 Adopted on: February 2007

51 Revised on: August 16, 2011



06/12/12  
18:03:29

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/12

Page: 1 of 8  
Report ID: AF100H

. 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
13522	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	12,872.52					
1	26 06/01/12 10th & Final contract pymnt	12,872.52		210	100-2700	513	
	<b>Claim Total for District</b>	<b>12,872.52</b>					
14021	1608 MASBO	214.00					
1	conference	200.00	7404	201	100-2500	582	
2	04/27/12 reference manual	14.00	7404	201	100-2500	610	
	<b>Claim Total for District</b>	<b>214.00</b>					
14111	1304 JEFFERSON COUNTY SOLID WASTE	40.00					
1	13354 05/24/12 construction waste	40.00		201	100-2600	431	
	<b>Claim Total for District</b>	<b>40.00</b>					
14112	4594 SAW STOP, LLC	84.00					
1	0067071 05/23/12 saw stop computer chip	60.00	7411	201	390-1000	610	
2	0067071 05/23/12 saw stop computer chip	24.00*		201	390-1641	610	
	<b>Claim Total for District</b>	<b>84.00</b>					
14113	1451 L & P GROCERY	223.24					
1	1625950522 05/22/12 grand opening ceremony	223.24	7434	215	100-1000	610	76
	<b>Claim Total for District</b>	<b>223.24</b>					
14114	2259 EKBL0M, ROBERT	69.26					
1	01/01/12 AYA travel 1/12 - 5/12	69.26*		201	100-1000	582	
	<b>Claim Total for District</b>	<b>69.26</b>					
14115	3248 CONTINENTAL FENCE AND SUPPLY	1,532.86					
1	25360 05/24/12 practice field fence	1,520.66*	7393	224	100-2600	610	
2	25388 05/24/12 practice field fence	12.20*		224	100-2600	610	
	<b>Claim Total for District</b>	<b>1,532.86</b>					
14116	4469 RAMEY, DAVID	80.00					
1	05/22/12 use of skidsteer	80.00		201	100-2600	440	
	<b>Claim Total for District</b>	<b>80.00</b>					
14117	3082 MORGENROTH MUSIC CENTER	6.65					
1	668206 04/09/12 piano solo music	6.65		201	100-1000	610	
	<b>Claim Total for District</b>	<b>6.65</b>					
14118	899 EMPIRE OFFICE MACHINES, INC.	57.22					
1	176670 05/10/12 district office supplies	57.22	7143	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-						
	<b>Claim Total for District</b>	<b>57.22</b>					

06/12/12  
18:03:30

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/12

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Report ID: AP100H

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
14119		1181 HAMMOND & STEPHENS	27.95						
1		2045002274 05/18/12 academic awards	13.68	6997	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		2045002274 05/18/12 academic awards	14.27		201	100-1000		610	
		<b>Claim Total for District</b>	<b>27.95</b>						
14120		631 CRESCENT ELECTRIC SUPPLY CO.	360.87						
1		51-481569 05/16/12 breakers	98.79*		201	100-2600		615	
2		51-481477 05/14/12 breakers	262.08*		201	100-2600		615	
		<b>Claim Total for District</b>	<b>360.87</b>						
14121		4534 BE PUBLISHING	156.08						
1		31080 05/17/12 hire game	128.80	6990	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		31080 05/17/12 hire game	27.28		201	100-1000		610	
		<b>Claim Total for District</b>	<b>156.08</b>						
14122		321 BRUCO, INC	3,426.14						
1		300202 05/14/12 14 gym finish/2 cleaner	3,426.14*	7418	201	100-2600		610	
		<b>Claim Total for District</b>	<b>3,426.14</b>						
3		4234 WELLS FARGO FINANCIAL LEASING	168.75						
1		6765731404 05/19/12 front office copier	168.75		201	100-1000		840	
		<b>Claim Total for District</b>	<b>168.75</b>						
14124		3186 TRI-COUNTY MECHANICAL &	882.84						
1		05/25/12 gas line	882.84		201	100-2600		440	
		<b>Claim Total for District</b>	<b>882.84</b>						
14125		1645 VERIZON BUSINESS	106.59						
1		9245763 05/25/12 May 12 service	106.59		201	100-2400		531	
		<b>Claim Total for District</b>	<b>106.59</b>						
14126		3959 AMERICAN EXPRESS	225.60						
1		05/29/12 fcs supplies - costco	130.91	6999	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
2		05/29/12 fcs supplies - walmart	94.69	6999	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1000-610-							
		<b>Claim Total for District</b>	<b>225.60</b>						
14127		3959 AMERICAN EXPRESS	16.64						
1		04/25/12 phone cord to move fax	16.64*		201	100-2600		610	
		<b>Claim Total for District</b>	<b>16.64</b>						



06/12/12  
18:03:30

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/12

Page: 3 of 8  
Report ID: AP100H

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
14128	4605 MANHATTAN CLEVER CLOVERS	100.00					
1	05/19/12 Ref PO# 23300 Div. Track	100.00*		201	720-3500	582	
	<b>Claim Total for District</b>	<b>100.00</b>					
14129	2152 CENTURY LINK	223.45					
1	05/13/12 may/june 12 charges	223.45		201	100-2400	531	
	<b>Claim Total for District</b>	<b>223.45</b>					
14130	3959 AMERICAN EXPRESS	200.00					
1	05/25/12 RaeCille/Ekblom retirement	200.00*		201	100-2300	800	
	<b>Claim Total for District</b>	<b>200.00</b>					
14131	3741 TIZER GARDENS	624.00					
1	2061 05/18/12 burning bush shrubs	624.00	7433	215	100-1000	610	76
	<b>Claim Total for District</b>	<b>624.00</b>					
14132	4606 HAIKKA, TOMMI	172.88					
1	04/24/12 top 8 track travel	172.88*		201	720-3500	582	
	<b>Claim Total for District</b>	<b>172.88</b>					
3	3766 MONTANA ACADIA	2,278.65					
	5869740 05/31/12 altacare	2,278.65*		215	280-1000	330	524
	<b>Claim Total for District</b>	<b>2,278.65</b>					
14134	3766 MONTANA ACADIA	2,539.07					
1	5844231 05/22/12 altacare	2,539.07*		215	280-1000	330	524
	<b>Claim Total for District</b>	<b>2,539.07</b>					
14136	45 PIONEER CONCRETE	60.00					
1	83605 05/21/12 concrete for garage/sidew	60.00	7167	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
	<b>Claim Total for District</b>	<b>60.00</b>					
14137	157 ACE HARDWARE	2,106.17					
1	49674 05/04/12 native landscape paint	25.99	7408	215	100-1000	610	76
2	49673 05/04/12 native landscape supplies	282.66	7405	215	100-1000	610	76
3	49903 05/10/12 push lawn mower	340.00*	7416	201	100-2600	660	
4	49818 05/08/12 walk behind weed trimmer	475.00	7399	201	100-2600	440	
5	50421 05/29/12 wheelbarrow/handles	65.00	7412	215	100-1000	610	76
6	various 05/01/12 Ref PO# 23267 Maintenance	917.52*		201	100-2600	615	
	<b>Claim Total for District</b>	<b>2,106.17</b>					
14138	3481 MT DOJ CRIMINAL RECORDS	54.50					
1	28321 05/01/12 herrera fingerprints	27.25	7401	201	100-2300	610	
2	28550 05/25/12 cetaira prints	27.25	7437	201	100-2300	610	
	<b>Claim Total for District</b>	<b>54.50</b>					

06/12/12  
18:03:30

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/12

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Report ID: AP100H

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
14139	4607 TEKTON ARCHITECTS, P.L.L.C.	5,000.00					
1	T-0712-P 05/31/12 roof replacement study	5,000.00*		224	100-2600		330
	<b>Claim Total for District</b>	<b>5,000.00</b>					
14140	4322 WANIATA, CAROL	3,034.65					
1	06/01/12 pianst 105hr x \$15 1/12-6/12	1,575.00*		201	710-3400		582
2	06/01/12 2630mi x .555 1/12-6/12	1,459.65*		201	710-3400		582
	<b>Claim Total for District</b>	<b>3,034.65</b>					
14141	385 BOULDER MONITOR & JEFFERSON CO.	168.00					
1	14016 05/09/12 art show	48.00*		201	710-3400		582
2	14016 05/09/12 board vacancy	90.00		201	100-2300		540
3	14016 05/09/12 voter thank you	30.00		201	100-2500		310
	<b>Claim Total for District</b>	<b>168.00</b>					
14142	734 DOOR AND HARDWARE UNLIMITED	275.00					
1	24639 05/16/12 door cylinders	275.00*	7446	201	100-2600		615
	<b>Claim Total for District</b>	<b>275.00</b>					
14143	1987 PACIFIC STEEL	289.42					
	612184 05/16/12 cement remesh	289.42*	7443	201	100-2600		615
	<b>Claim Total for District</b>	<b>289.42</b>					
14144	15 A-1 RENTALS	57.04					
1	10356 05/21/12 bull float	45.74	7442	201	100-2600		440
2	10729 05/23/12 ceremonial scissors/ribbon	11.30		215	100-1000		610 76
	<b>Claim Total for District</b>	<b>57.04</b>					
14146	2793 AMERICAN WELDING & GAS, INC.	90.05					
1	1751283 05/16/12 Ref PO#7121 disc fast cut	57.50*		201	390-1640		610
2	1768465 05/31/12 Ref PO#7121 gas	32.55*		201	390-1640		610
	<b>Claim Total for District</b>	<b>90.05</b>					
14147	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,440.12					
1	05/01/12 track	2,088.03*		201	720-3500		582
2	05/01/12 tennis	976.37*		201	720-3500		582
3	05/01/12 golf	645.48*		201	720-3500		582
4	05/01/12 band	218.42*		201	710-3400		582
5	05/01/12 career day - M. Allen	122.25*		201	390-1640		582
6	05/01/12 drama	324.37*		201	710-3400		582
7	05/01/12 lewis/clark opening	65.20*		215	100-1000		582 76
	<b>Claim Total for District</b>	<b>4,440.12</b>					
14148	4297 COMDATA	4,387.27					
1	20165885 06/01/12 route	2,356.44		210	100-2700		624
2	20165885 06/01/12 track	684.42*		201	720-3500		582



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Claim Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
3	20165885 06/01/12 tennis	320.04*		201	720-3500	582	
4	20165885 06/01/12 golf	211.58*		201	720-3500	582	
5	20165885 06/01/12 band	71.59*		201	710-3400	582	
6	20165885 06/01/12 career day - M. Allen	40.07*		201	390-1640	582	
7	20165885 06/01/12 drama	106.32*		201	710-3400	582	
8	20165885 06/01/12 service learning	21.37*		215	100-1000	582	76
9	20165885 06/01/12 drivers ed	46.24*		218	100-1000	624	
10	20165885 06/01/12 fccla	34.64*		201	710-3400	582	
11	20165885 06/01/12 custodial	406.20*		201	100-2600	624	
12	20165885 06/01/12 tech	55.98		228	100-1000	582	
13	20165885 06/01/12 activity	32.38*		201	100-1000	582	
	<b>Claim Total for District</b>	<b>4,387.27</b>					
14149	4572 FIRST BOULDER VALLEY BANK	725.52					
1	04/11/12 peggy quinn scholarship	725.52*		215	100-1000	800	169
	<b>Claim Total for District</b>	<b>725.52</b>					
14150	3366 JHS ACTIVITIES	362.76					
1	04/11/12 peggy quinn trust	362.76*		215	100-1000	800	169
	<b>Claim Total for District</b>	<b>362.76</b>					
	3766 MONTANA ACADIA	813.80					
	5880653 06/05/12 altacare	813.80*		215	280-1000	330	524
	<b>Claim Total for District</b>	<b>813.80</b>					
14152	4049 AMAZON.COM	200.90					
1	05/23/12 blade safe/potato ricer	188.25*	7439	215	451-1000	610	73
2	06/07/12 cake decorating cardboard	9.10*	7439	215	451-1000	610	73
3	06/07/12 cake decorating cardboard	3.55*		201	390-1710	610	
	<b>Claim Total for District</b>	<b>200.90</b>					
14153	4603 WOOD, DARREN	200.00					
1	6-4-2012 06/04/12 native landscape signs	200.00*	7432	215	100-1000	582	76
	<b>Claim Total for District</b>	<b>200.00</b>					
14154	4538 ALLTEMP HEATING AND COOLING, INC.	150.00					
1	1872 06/01/12 cleaner for ice machine	150.00*	7436	201	100-2600	610	
	<b>Claim Total for District</b>	<b>150.00</b>					
14155	4376 WHEALON, JAMES	518.58					
1	01/15/12 superintendent travel	518.58*		201	100-2300	582	
	<b>Claim Total for District</b>	<b>518.58</b>					
14156	4049 AMAZON.COM	54.28					
1	06/07/12 videos; see attached	54.28*	7467	201	100-1570	610	
	<b>Claim Total for District</b>	<b>54.28</b>					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
14157	4049 AMAZON.COM	30.62				
1	06/07/12 best practices 4th editio	30.62*	7469	201	100-1241	640
	<b>Claim Total for District</b>	<b>30.62</b>				
14158	3959 AMERICAN EXPRESS	370.08				
1	06/07/12 plantronics 367 headset 1	370.08*	7448	201	100-1270	610
	<b>Claim Total for District</b>	<b>370.08</b>				
14159	2276 SAFEWAY	18.81				
1	2072662 05/20/12 fcs supplies	9.86	7119	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
2	2072662 05/20/12 fcs supplies	8.95*		201	390-1710	610
	<b>Claim Total for District</b>	<b>18.81</b>				
14160	4201 BRUCE, BECKY	264.62				
1	07/06/12 national FCCLA meal	164.72*		215	394-1000	582 63
2	07/06/12 mileage for MIET 180 x .555	99.90*		215	394-1000	582 63
	<b>Claim Total for District</b>	<b>264.62</b>				
14161	3959 AMERICAN EXPRESS	26.98				
	06/06/12 aa & aaa batteries	26.98*	7468	201	100-1243	610
	<b>Claim Total for District</b>	<b>26.98</b>				
14162	2717 CITY OF BOULDER	1,603.35				
1	06/05/12 June 12 water/sewer	1,603.35		201	100-2600	421
	<b>Claim Total for District</b>	<b>1,603.35</b>				
14163	1086 GIULIO DISPOSAL SERVICES, INC.	141.00				
1	70717 05/31/12 May 12 service	141.00		201	100-2600	431
	<b>Claim Total for District</b>	<b>141.00</b>				
14164	3959 AMERICAN EXPRESS	839.43				
1	06/06/12 fcs supplies - walmart	162.34	6999	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
2	06/06/12 fcs supplies - costco	651.52	6999	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
3	06/06/12 fcs supplies - costco	25.57*		201	390-1710	610
	<b>Claim Total for District</b>	<b>839.43</b>				
14165	1650 MEADOW GOLD GREAT FALLS	153.61				
1	60210971 05/03/12 milk	12.00		201	910-3100	630
2	60211001 05/07/12 milk	25.06		201	910-3100	630
3	60211027 05/10/12 milk	12.00		201	910-3100	630
4	60211058 05/14/12 milk	23.86		201	910-3100	630
5	168982 05/17/12 milk	12.00		201	910-3100	630
6	169533 05/21/12 milk	23.86		201	910-3100	630



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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
7	170530 05/29/12 milk	37.06		201	910-3100	630
8	60211196 05/29/12 milk	7.77		201	910-3100	630
	<b>Claim Total for District</b>	<b>153.61</b>				
14166	4404 BOULDER ADMINISTRATION SERVICE	40.00				
1	06/01/12 June 12 admin fees	40.00*		201	100-1000	260
	<b>Claim Total for District</b>	<b>40.00</b>				
14167	1737 NORTHWESTERN ENERGY	4,828.94				
1	955529 06/01/12 May 12 electric	3,775.65		201	100-2600	412
2	955529 06/01/12 May 12 gas	1,053.29		201	100-2600	411
	<b>Claim Total for District</b>	<b>4,828.94</b>				
14168	385 BOULDER MONITOR & JEFFERSON CO.	48.00				
1	14078 05/17/12 subscription	48.00	7126	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-650-					
	<b>Claim Total for District</b>	<b>48.00</b>				
14169	3998 FUDDRUCKERS-BOZEMAN	162.00				
1	05/19/12 Ref PO# 23301 div track	162.00*		201	720-3500	582
	<b>Claim Total for District</b>	<b>162.00</b>				
0	1079 GAGNON'S DIGITAL IMAGING	367.11				
1	54182 05/17/12 copies	367.11		201	100-1000	440
	<b>Claim Total for District</b>	<b>367.11</b>				
14171	3922 LUTKEHUS, BRETT	34.00				
1	MIET meal reimbursement	34.00		228	100-1000	582
	<b>Claim Total for District</b>	<b>34.00</b>				
14172	1049 GREAT FALLS TRIBUNE	187.89				
1	GF3055184 05/22/12 subscription	187.89*	7519	201	100-2220	650
	<b>Claim Total for District</b>	<b>187.89</b>				
14173	3583 HOME DEPOT CREDIT SERVICES	402.00				
1	06/01/12 rebar/plywood/sakrete	385.61*	7534	201	100-2600	615
2	06/01/12 rebar/plywood/sakrete	16.39*		201	100-2600	615
	<b>Claim Total for District</b>	<b>402.00</b>				
	<b>Total High School</b>	<b>59,195.76</b>				

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
14175	3887 RISING LIGHTNING ENVIRONMENTAL	11,000.00					
1	06/13/12 front entrance abatement	11,000.00*	7372	224	100-2600	440	
	Claim Total for District	11,000.00					
14176	899 EMPIRE OFFICE MACHINES, INC.	1,198.91					
1	177029-001 06/06/12 fcs supplies	77.94*	7481	201	390-1710	610	
2	177031-001 06/06/12 speced supp; see attach	104.34	7474	201	280-1000	610	
3	177032-001 06/06/12 front office supplies	553.23	7460	201	100-1000	610	
4	177030-001 06/06/12 bio/eco supp; see attach	125.84*	7479	201	100-1511	610	
5	177033-001 06/06/12 district office supplies	176.60	7143	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-						
6	177033-001 06/06/12 district office	160.96	7177	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-						
	Claim Total for District	1,198.91					
14177	157 ACE HARDWARE	1,735.81					
1	50820 06/11/12 bleach/filter/hose/cords	1,735.81*	7431	201	100-2600	610	
	Claim Total for District	1,735.81					
	Total High School	13,934.72					



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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14178		631 CRESCENT ELECTRIC SUPPLY CO.	183.81						
1		51-481737- 06/08/12 wallplate	6.85*		201	100-2600	615		
2		51-481737- 06/01/12 lock key	176.96*		201	100-2600	615		
14179		3959 AMERICAN EXPRESS	205.20						
1		06/15/12 MASBO lodging	205.20		201	100-2500	582		
14180		4607 TEKTON ARCHITECTS, P.L.L.C.	20,740.00						
1		T-0712P 06/14/12 entry/library/gym roof	20,740.00*		224	100-2600	330		
14181		4256 NEOPOST LEASING	251.10						
1		N3340299 06/10/12 lease payment	251.10*		201	100-2400	532		
14182		695 DEMCO	388.88						
1		4639293 06/11/12 library supplies	332.24*	7521	201	100-2220	610		
2		4639293 06/11/12 library supplies	56.64*		201	100-2220	610		
14183		608 CAROLINA BIOLOGICAL	409.46						
1		48070233 06/11/12 biology/ecology supplies	317.06*	7477	201	100-1511	610		
2		48069310 06/08/12 biology supp; see attach	92.25*	7476	201	100-1511	610		
3		48069310 06/08/12 biology supp; see attach	0.15*		201	100-1511	610		
14184		899 EMPIRE OFFICE MACHINES, INC.	464.85						
1		177031-002 06/07/12 speced supp; see attach	16.67	7474	201	280-1000	610		
2		177030-002 06/07/12 bio/eco supp; see attach	184.77*	7479	201	100-1511	610		
3		177029-002 06/07/12 fcs supplies	22.82*	7481	201	390-1710	610		
4		177120-001 06/12/12 markers/posterboard	32.94*	7517	201	100-1571	610		
5		177070-001 06/08/12 2g flashdrives	47.53*	7516	201	100-1243	610		
6		177032-002 06/07/12 see attached order	73.72	7460	201	100-1000	610		
7		177032-003 06/07/12 see attached order	42.44	7460	201	100-1000	610		
8		177139-001 06/13/12 district office	23.64	7177	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-							
9		177033-002 06/07/12 firesafe 4 drwr letter fi	20.32	7177	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-							
14185		2129 PICCOLO'S MUSIC	265.00						
1		85224 06/18/12 instrument repair	265.00	7124	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-440-							
14186		157 ACE HARDWARE	416.84						
1		51062 06/18/12 paint	24.00*	7430	201	100-2600	610		
2		51066 06/18/12 paint	22.99*	7430	201	100-2600	610		
3		51067 06/18/12 paint	27.99*	7430	201	100-2600	610		
4		51063 06/18/12 paint	341.86*	7430	201	100-2600	610		

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
14187	968 FLINN SCIENTIFIC INC.	881.37				
1	1559770 06/11/12 chemistry/science supplie	881.37*	7472	201	100-1512	610
14188	1711 MT ACTE	395.00				
1	136408 06/05/12 ACTE reg Nov29-Dec1	395.00*	7485	215	394-1000	582 63
14189	3767 LEARNING ZONE EXPRESS	366.93				
1	269652 06/07/12 dvds, posters, plans	339.75*	7451	201	390-1710	610
2	269652 06/07/12 dvds, posters, plans	27.18*		201	390-1710	610
14190	4370 STURDEVANT, DANIEL	553.64				
1	class B mtg lodging/mileage	553.64*		201	720-3500	582
14192	2799 VERNIER SOFTWARE	1,131.95				
1	5068934 06/14/12 lab book	48.00*	7480	201	100-1511	640
2	5068934 06/14/12 oxygen sensor/probe	1,055.00*	7480	201	100-1511	660
3	5068934 06/14/12 oxygen sensor/probe	28.95*		201	100-1511	660
14193	4608 SOCIAL STUDIES SCHOOL SERVICE	749.07				
1	2868-03 06/11/12 videos/ see attached	749.07*	7470	201	100-1510	610
94	4538 ALLTEMP HEATING AND COOLING, INC.	18,795.00				
1	1902 06/19/12 9 furnaces	18,795.00*	7386	224	100-2600	440
	<b>Total:</b>	<b>46,198.10</b>				
		46,198.10				



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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
14195	3583 HOME DEPOT CREDIT SERVICES	117.01					
1	06/20/12 osb 4x8/2x4 10'	93.01*		224	100-4600	725	
2	06/19/12 mag float	24.00*		224	100-4600	725	
	Claim Total for District	117.01					
14196	15 A-1 RENTALS	92.00					
1	13579 06/20/12 concrete saw	74.00*		224	100-4600	725	
2	13494 06/20/12 bull float	18.00*		224	100-4600	725	
	Claim Total for District	92.00					
14197	3862 REMEDIA PUBLICATIONS	228.94					
1	420484 06/12/12 spec ed books	222.95*	7475	201	280-1000	640	
2	420665 06/18/12 spec ed books	5.99*	7475	201	280-1000	640	
	Claim Total for District	228.94					
14198	321 BRUCO, INC	3,181.21					
1	300700 06/20/12 carpet cleaner/ionator	3,065.27*	7428	201	100-2600	610	
2	301489 06/20/12 gum remover	115.94*		201	100-2600	610	
	Claim Total for District	3,181.21					
14200	4609 DOCERI	30.00					
1	43575 06/18/12 interactive whiteboard	30.00*	7473	201	100-1512	610	
	Claim Total for District	30.00					
14201	386 BOULDER AUTO DIESEL & WELDING	42.95					
1	373 06/20/12 dr.ed car oil change	39.95*	7543	218	100-1770	440	
2	373 06/20/12 dr.ed car oil change	3.00*		218	100-1770	440	
	Claim Total for District	42.95					
14201	1846 NASCO MODESTO	243.40					
1	598237 06/08/12 FCS supplies, pans, brushe	225.10*	7452	201	390-1710	610	
2	598237 06/08/12 FCS supplies, pans, brushe	8.90*		201	390-1710	610	
3	601002 06/18/12 FCS supplies, pans, brushe	9.40*		201	390-1710	610	
	Claim Total for District	243.40					
14203	4044 CVS	300.00					
1	06/25/12 annual supplies	300.00*	7486	201	710-3400	610	
	Claim Total for District	300.00					
14204	2417 STAPLES-DEPT. 31-0000064917	250.00					
1	06/25/12 annual ink and paper	250.00*	7487	201	710-3400	610	
	Claim Total for District	250.00					
14205	2820 WAL-MART	450.00					
1	06/25/12 drama supplies card	450.00*	7512	201	100-1141	610	
	Claim Total for District	450.00					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14206	4536 HOME DEPOT	250.00						
1	06/25/12 drama supplies card	250.00*	7514	201	100-1141	610		
	Claim Total for District	250.00						
14207	3739 JOANNS FABRIC	350.00						
1	06/25/12 drama supplies card	350.00*	7515	201	100-1141	610		
	Claim Total for District	350.00						
14208	2899 WOODWORKER'S SUPPLY, INC.	1,638.15						
1	8172249-1 06/15/12 woods supplies	126.00*	7463	201	390-1641	610		
3	8171791-1 06/15/12 woods/construction supp	1,404.14*	7462	201	390-1641	610		
4	8171791-2 06/15/12 woods/construction supp	82.30*	7462	201	390-1641	610		
5	8172249-1 06/15/12 woods/construction supp	25.71*	7462	201	390-1641	610		
	Claim Total for District	1,638.15						
14209	2152 CENTURY LINK	8.31						
1	2317600 06/13/12 June/July 12 service	8.31		201	100-2400	531		
	Claim Total for District	8.31						
10	3766 MONTANA ACADIA	390.63						
	5906434 06/19/12 altacare	390.63*		215	280-1000	330	524	
	Claim Total for District	390.63						
14211	1785 MANHATTAN HIGH SCHOOL - FCCLA	101.25						
1	05/16/12 Ref PO# 23303 Dist. Track	101.25*		201	720-3500	582		
	Claim Total for District	101.25						
14212	3349 AMERICAN PIZZA PARTNERS	117.00						
1	174642 05/25/12 Ref PO# 23302 State Track	117.00*		201	720-3500	582		
	Claim Total for District	117.00						
14213	4579 BRANDBORG, BEKI	400.00						
1	06/18/12 meeting facilitating	400.00*		201	100-2300	800		
	Claim Total for District	400.00						
14214	4571 COMBUSTION SERVICE COMPANY	1,960.96						
1	27988 06/21/12 vents/wind cap	1,816.21*	7385	224	100-2600	440		
2	27988 06/21/12 vents/wind cap	144.75*		224	100-2600	440		
	Claim Total for District	1,960.96						
14215	385 BOULDER MONITOR & JEFFERSON CO.	832.00						
1	14134 06/05/12 panther press	364.50	6661	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-550-							
2	14134 06/05/12 Panther Press	467.50*	7447	201	100-1243	550		
	Claim Total for District	832.00						

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
14216	1645 VERIZON BUSINESS	96.46					
1	9415882 06/25/12 June 12 service	96.46		201	100-2400	531	
	Claim Total for District	96.46					
14217	4234 WELLS FARGO FINANCIAL LEASING	168.75					
1	6765741588 06/18/12 front office copier	168.75		201	100-1000	840	
	Claim Total for District	168.75					
14218	2522 SOCIAL STUDIES SCHOOL SERVICE	100.74					
1	2872-35 06/15/12 Ref PO#7470 bones of it dvd	100.74*		201	100-1510	610	
	Claim Total for District	100.74					
14219	734 DOOR AND HARDWARE UNLIMITED	10,429.00					
1	24477 06/25/12 lock hardware	10,429.00*	7384	224	100-2600	660	
	Claim Total for District	10,429.00					
14220	4614 JWT RESTAURANT GROUP BOZEMAN LLC	128.25					
1	525237 05/26/12 Ref PO# 23305 State Track	128.25*		201	720-3500	582	
	Claim Total for District	128.25					
	321 BRUCO, INC	3,672.00					
1	301847 06/26/12 recoat north gym	3,672.00*	7395	224	100-2600	440	
	Claim Total for District	3,672.00					
14222	4577 DOOR SYSTEMS	320.00					
1	50503 06/26/12 Piccolo/Golf shed door	320.00*	7331	224	720-3500	610	
	Claim Total for District	320.00					
14223	899 EMPIRE OFFICE MACHINES, INC.	18.00					
1	221208 06/27/12 stamp	18.00	7177	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2500-660-						
	Claim Total for District	18.00					
14224	1304 JEFFERSON COUNTY SOLID WASTE	10.00					
1	13045 06/28/12 construction waste	10.00		201	100-2600	431	
	Claim Total for District	10.00					
14225	2021 PEARSON EDUCATION	572.88					
1	BK66689574 06/19/12 sewing books	524.25*	7450	201	390-1710	640	
2	BK66689574 06/19/12 sewing books shipping	48.63*	7450	201	390-1710	640	
	Claim Total for District	572.88					
14226	3535 HOLT MCDUGAL	629.16					
1	948423755 06/21/12 Spanish books	88.20*	7449	201	100-1270	640	
2	948423755 06/21/12 spanish books	444.00*	7449	201	100-1270	640	
3	948423755 06/21/12 Spanish books	380.66*		201	100-1270	640	



06/29/12  
13:23:04

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 6/12

Page: 4 of 5  
Report ID: AP100H

High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
4	948423755 06/21/12 credit	-283.70*		201		100-1270	640
	Claim Total for District	629.16					
14227	4610 WATSON LABEL PRODUCTS	298.19					
1	19967 06/12/12 barcodes	274.50*	7523	201		100-2220	610
2	19967 06/12/12 barcodes	23.69*		201		100-2220	610
	Claim Total for District	298.19					
14228	290 BOULDER ELEMENTARY SCHOOL	2,256.19					
1	06/29/12 school foods	2,256.19		201		910-3100	630
	Claim Total for District	2,256.19					
	Total High School	29,683.43					

07/06/12  
10:20:15

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 7/12

Page: 1 of 3  
Report ID: AP100H

gh 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
14229	2851 WESTERN STATES INS-HELENA	25,241.00				
1	140980 06/18/12 package renewal	25,241.00*		201	100-2300	520
	<b>Claim Total for District</b>	<b>25,241.00</b>				
14230	1828 MT HIGH SCHOOL ASSOCIATION	3,915.00				
1	07/01/12 memebership	3,500.00*		201	720-3500	810
2	07/01/12 catastrophe plan	415.00*		201	720-3500	810
	<b>Claim Total for District</b>	<b>3,915.00</b>				
14231	2899 WOODWORKER'S SUPPLY, INC.	184.94				
1	8171791-7 06/27/12 woods/construction supp	110.22	7462	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-					
2	8171791-6 06/20/12 woods/construction supp	5.75	7462	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-					
3	8171791-5 06/20/12 woods/construction supp	6.88	7462	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-					
4	8171791-5 06/20/12 woods/construction supp	62.09*		201	390-1641	610
	<b>Claim Total for District</b>	<b>184.94</b>				
14232	4379 MSGIA	192.00				
	411 04/27/12 asbestos testing	192.00*		215	100-2600	330 111
	<b>Claim Total for District</b>	<b>192.00</b>				
14233	1830 MT SCHOOL BOARDS ASSOCIATION	2,421.00				
1	26286 01/30/12 membership dues	2,421.00*		201	100-2300	810
	<b>Claim Total for District</b>	<b>2,421.00</b>				
14234	1608 MASBO	150.00				
1	10854 04/30/12 12/13 membership	150.00	7406	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-582-					
	<b>Claim Total for District</b>	<b>150.00</b>				
14235	1648 MDM SUPPLY CO.	470.81				
1	S2084048.0 06/29/12 plumbing repair supplies	470.81	7530	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-					
	<b>Claim Total for District</b>	<b>470.81</b>				
14236	3698 EVERGREEN IRRIGATION	12,125.00				
1	245 07/02/12 sprinkler system	11,000.00	7539	224	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-4600-725-					
2	245 07/02/12 sprinkler system	1,125.00*		224	100-4600	725
	<b>Claim Total for District</b>	<b>12,125.00</b>				
14237	4577 DOOR SYSTEMS	2,440.00				
1	50503 06/26/12 shop garage door	1,580.00	7535	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-					

07/06/12  
10:20:15

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 7/12

Page: 2 of 3  
Report ID: AP100H

High 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
2	50073 05/18/12 shop garage door	778.00	7535	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-					
3	50073 05/18/12 shop garage door	82.00*		201	390-1641	610
	<b>Claim Total for District</b>	<b>2,440.00</b>				
14238	1823 MT BROOM & BRUSH COMPANY	6,101.60				
1	835148 06/21/12 paper towel/liners	6,101.60	7429	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-					
	<b>Claim Total for District</b>	<b>6,101.60</b>				
14240	1451 L & P GROCERY	105.00				
1	1336780703 07/03/12 kleenex	9.84	6998	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
2	1336780703 07/03/12 kleenex	95.16	6994	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
	<b>Claim Total for District</b>	<b>105.00</b>				
14241	45 PIONEER CONCRETE	1,522.50				
1	84083 06/20/12 concrete for garage/sidew	682.50	7167	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
2	84226 06/28/12 concrete for garage/sidew	818.80	7167	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
3	84226 06/28/12 concrete for garage/sidew	21.20*		201	100-2600	440
	<b>Claim Total for District</b>	<b>1,522.50</b>				
14242	4297 COMDATA	1,224.81				
1	20166635 07/01/12 route	730.56*		210	100-2700	624
2	20166635 07/01/12 custodial	85.41*		201	100-2600	624
3	20166635 07/01/12 drivers ed	354.87*		218	100-1000	624
4	20166635 07/01/12 tech	53.97*		228	100-1000	582
	<b>Claim Total for District</b>	<b>1,224.81</b>				
	<b>Total High School</b>	<b>56,093.66</b>				



07/05/12  
14:47:02

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 7/12

Page: 1 of 2  
Report ID: AP100

... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line	Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14239		3195 FCCLA Lock Box Operation		380.00					
1		07/01/12 national fccla registrati		281.46	7546	215	999		73
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1000-582- 73							
2		07/01/12 national fccla registrati		98.54*		215	394-1710	582	78
		<b>Total:</b>		<b>380.00</b>					

380.00

From the desk of:



---

July 2012

1. **Day-to-day activities in the District Office.** Fiscal Closeout reports are being completed for several of the grants we receive. The Driver's Education report is also something we complete in the summer. The 12/13 Perkins application can be entered on-line so will be working with Ms. Humphrey to get that done. Contracts for the classified and certified employees approved at the June meeting were sent. Many but not all have been received. I hope to attend a GEMS training July 25 in Helena or August 1 in Butte.
2. **Student Handbook.** Ms. Humphrey and I reviewed the handbook for any changes she would know from a staff standpoint and also any of the dates that would change from year to year. I've highlighted the parts that need to be addressed. The handbook has had major revisions starting in 08/09. It was rewritten and the headings placed in alphabetical order. However, it seems that some parts of the handbook are out of order and there is no rhyme or reason to the organization. This is another July project that we do so that each student has a calendar and handbook when they arrive the first day of school.
3. **Attendance Agreements for out-of-district students.** We are required by law to have an attendance agreement for each student from another district. We usually receive them for the students from Elk Park who attend Butte schools but we never receive them for the students who attend Helena or Capital High Schools. I have asked for them but my request was ignored by their clerk. I can't say I blame her because it doesn't really affect either school one way or another except to add more work in the district office. However, these agreements are extremely important when it comes to AYA/YDI. Heather spends much time tracking down the correct signatures for each student. Often a parent will deliver a student that was court placed. In this case the signature must be that of a Juvenile Probation Office or Case Manager. Many times, the parent signs the form, creating confusion and extra work in this office. Mr. Ekblom was taking care of this but even when he was working there, students came at all hours of the day and night when he wasn't available to complete the forms. It is our hope that we can get together with Mr. Wise at YDI to provide some direction when their staff receives students and completes the forms.
4. **Tuition** received from the process above looks like it might be down a bit from our estimate for 2 reasons.
  - a. The Office of Public Instruction is refusing to provide tuition for days the students attend that are outside of our traditional calendar. Mr. Whealon has tried to set up a meeting with Frank Podobnik to clarify this issue. Their argument is that the student could attend the 180-day equivalent from July 1 to sometime in April and then transfer to another school that would then be able to claim them for tuition as well. Our argument is that we are providing services and should be compensated for that. In addition, the likelihood of the student going to another school that would require state tuition is most likely pretty slim. They usually go back to their district of residence and no tuition is charged. We are still trying to work through this but aren't very hopeful they will change their minds.
  - b. Students needing special education services have traditionally been entered as full-time special ed students. However, since Mr. Ekblom has been at YDI for only 2 class periods/day and no aide has been assigned there, the students have been allowed a maximum of 2 hours/day for special ed services. This has also reduced the amount of reimbursement we get.



June 29, 2012

**Report to JHS Board**

**Golf coaches Scott Connole and Anthony Connole.**

First year coaches did a good job with the program that needed to adapt to many new obstacles at JHS. There is much work to be completed before next year starts and it will be several years before the program is really where it should be. Sand or dirt needs to be put down on the driving range and that will be a major expense. We need to come up with a putting range and I still think the old tennis courts would be a good place. The total cost in the first season were right at \$11,000.00. Next year we will play varsity so the costs will go up.

Coaches Scott and Anthony did a good job adjusting to the conditions and the challenges and the year went well. We played Junior Varsity this year with eight boys and one girl. I recommend they be hired again for next year.

Track and field coaches Tommi Heikka, Wade Juntunen and John Sullivan. They were assisted by Gretchen Garwood and Darrel Langford as volunteers.

The track girls had a great year with a second place finish in district and divisionals. Emily Schroeck defended her pole vault title at State with a 10' 6" vault.

I do not recommend the rehire of head coach Tommi Haikka. The assistant coaches would also be on hold if Haikka is not hired.

I have attached a recap of the 2011-2012 athletics and activities participation numbers for your information. For the year we had 115 boys and 108 girls participate in the sports we offer. There were 17 in the band, 26 in vocal, 16 on the spirit team and 12 on the dance team. There were 115 boys enrolled at JHS last year and 97 girls.

Dan Sturdevant, AD





MHSA MEMBER HIGH SCHOOL SUMMARY

2011-2012 ATHLETICS and ACTIVITIES PARTICIPATION SURVEY

SCHOOL NAME AND ADDRESS: JEFFERSON HIGH SCHOOL
PO Box 838
BOULDER, MT 59632

Please indicate whether your school is: PUBLIC [X] or NON-PUBLIC [ ] Class: B

Table with 3 columns: Total student enrollment, Boys, Girls. Rows include 9th Grade, 10th Grade, 11th Grade, 12th Grade, and TOTAL.

INSTRUCTIONS:

- 1) "Participants" should be calculated based upon the maximum number of individuals who participated in the sport and activity for any length of time during the 2011-2012 school year.
2) "Participants" are representative of interscholastic athletics and activities (NOT intramural or club).
3) Please provide figures for any of the listed sports and activities offered by your high school.
4) If a participant was injured or quit during the season, he or she should still be included in your total. Do not include managers/statisticians.

Signature of Administrator: Dan Sturdevant AD
Email for Administrator: DAN.STURDEVANT@JHS.K12.MT.US
Date of Completion: 5/29/12

Montana High School Association
1 South Dakota Avenue
Helena, Montana 59601
FAX (406) 442-8250 or email: kolsen@mhsa.org

JEFFERSON HIGH SCHOOL  
2011-2012

# ATHLETICS

SPORT	BOY PARTICIPANTS	GIRL PARTICIPANTS
Basketball	35	38
Cross Country	5	6
Football - 11 player	44	
8 player		
6 player		
Golf	8	1
Soccer		
Softball - Fast Pitch		
Swimming & Diving		
Tennis		18
Track & Field Outdoor	15	11
Volleyball		34
Wrestling	8	

TOTAL 115 108

MUSIC	PARTICIPANTS
Band	17
Orchestra	
Vocal	26

SPEECH & DRAMA	PARTICIPANTS
Policy Debate	
Lincoln Douglas Legislative &/or PF Debate (AA Only)	
Acting Events (Classes A, B, C)	
Individual Speech Events	
Duo Interpretation (AA Only)	
Other (specify)	

SPIRIT	PARTICIPANTS
Spirit Teams	16
Drill Teams	
Dance Teams	12
Other (specify)	

# ACTIVITIES

PLEASE RETURN THE SURVEY BY TUESDAY, MAY 15, 2012. THANK YOU!

# \* NOTICE \*

## AGENDA

**SPECIAL MEETING OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**

**\* 6:00 p.m., Tuesday, July 24, 2012 \***

***JHS Library, Enter through east doors of building off east parking lot***

**A. Call to order-Chairperson**

**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. New Business.**

1. Discussion and possible action concerning employee positions
  - a. Principal
  - b. Digital Academy
  - c. AD
  - d. Construction
2. Discussion and possible action concerning negotiation of employee contracts not covered by Collective Bargaining Agreements
3. Quorum requirements at committee meetings - review and discussion

**D. Adjournment**

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

***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.***



## **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 of 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**

- *Commit to be knowledgeable about best practices*
- *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.*

### **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.)

# Jefferson County Attorney's Office

Matt Johnson, County Attorney  
[mjohnson@jeffco.mt.gov](mailto:mjohnson@jeffco.mt.gov)

Dennis G. Owens, Chief Deputy  
[dowens@jeffco.mt.gov](mailto:dowens@jeffco.mt.gov)



Kellie J. Doherty, Paralegal-Investigator  
[kdoherly@jeffco.mt.gov](mailto:kdoherly@jeffco.mt.gov)

PO Box H, Boulder, MT 59632

Phone: (406) 225-4010

Fax: (406) 225-4049

Jefferson High School Board of Trustees  
Boulder, Montana 59632

July 19, 2012

Dear Trustees:

Over the course of the last year, the High School Board of Trustees has come under scrutiny for violations of the open meeting laws and public participation. Scrutiny included a successful lawsuit, against the Board, an email from your own attorney warning the Board about some of its actions, comments from a room full of members of the public, as well as numerous articles from our local newspaper.

Most recently, there was a budget subcommittee meeting held on July 13, 2012 with a quorum of the entire Board (four members) present. The only agenda item was "2012-2013 Budget." I have expressed some of my concerns of this meeting with Trustee Sabrina Steketee and she may relay these to you at your next meeting. However, I wanted to be sure that the Trustees consider what is of such importance here. Legislative policy under MCA 2-3-201 related to open meetings states that "It is the intent of this part that actions and deliberations of all public agencies shall be conducted openly. The people of the state do not wish to abdicate their sovereignty to the agencies which serve them. Toward these ends, the provisions of the part shall be liberally construed."

It is my opinion that having a quorum of the High School Board in attendance at a subcommittee meeting is itself a meeting of the High School Board which was not noticed to the public as such. Further, notice and opportunity for public comment were lacking as the public had no reasonable way to know what items of discussion were to take place or what specific items of the 2012-2013 Budget would be discussed in order to participate if they wished to do so.

In your defense, I understand that advice from your attorney may have indicated that a quorum of the entire board could attend a subcommittee meeting as long as one member did not participate and no final decision was made at the committee meeting. In this case, each member present participated to some degree which itself is a problem. I am told that your attorney did recommend that a subcommittee not comprise a quorum of board members.

In this most recent situation, the Board could not defend itself if challenged to the fact that what occurred on July 13, 2012 was an illegal meeting of the board. A Meeting is defined under MCA 2-3-202 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." Again, the Legislature has ensured that any interpretations are liberally construed, meaning, it would be difficult to argue it was not a board meeting if the meeting had all appearances that it was a board meeting.



Another violation has also come to my attention. After the subcommittee met, it was my understanding that Trustee Steketee then emailed the three other attending subcommittee board members the draft minutes with a request to send any comments on the draft minutes back to Trustee Steketee. This again is an electronic meeting of a quorum of trustees for the High School Board and again is in violation of the open meeting laws. Again, that is the specific problem of having had a quorum of the board at the subcommittee meeting. A similar chastisement from your own attorney was noted last school year on electronic meetings amongst board members.

I understand that the Board only wishes to get its work done, but there are laws that the Board and its trustees must not overlook in the process including open meeting laws and public participation. The Jefferson County Commission once upon a time had difficulties working through the same laws, but has since strived to ensure public participation and that all meetings legitimately comply with open meetings laws. Surprisingly, work still gets done and without legal challenges.

Open meeting and public participation laws are very important. I strongly stress that the Board immediately seek assistance and a refresher course from your attorney to ensure that you are educated on all public participation and open meeting laws. Please consider that it is not just what the Board chooses to do to get things done, but whether that action is the best way to comply with the laws in order to avoid any and all legal challenges. This follows similar prudent advice on how many trustee members comprises a quorum of the board. Though one may wish to do things more efficiently with three members as a quorum, the best advice is to ensure that the appearance of propriety passes acceptable guidelines along with any process.

I am aware that an email from your attorney to Board members last year forewarned of a lack of defense to possible official misconduct criminal charges if the trustees continued to violate open meeting laws. Please be advised that my current request for a refresher course is to ensure that the Board is well aware of open meeting laws as such a course would ensure that board members do not travel down a road where individual members could be criminally prosecuted. I cannot stress enough that there will be no further warnings to comply, but instead trustees could be fully susceptible to civil and/or criminal legal action.

Volunteering to be trustees for the High School can be a thankless job and I know that the community appreciates all of your hard work and countless hours spent on Board matters. It is my anticipation that a complete understanding of open meeting laws and public participation and the fact such laws are liberally construed will ensure that the High School Board will be able to avoid any further discussion or legal action on such matters in the future.

Sincerely



Matt Johnson  
Jefferson County Attorney

cc: Tony Koenig, Jan Anderson



MINUTES

Jefferson High School Dist. 1  
Special Meeting

July 24, 2012  
JHS Library

Board members present:

**Stan Senechal**                      **Pat Lewis**                      **Sabrina Steketee**                      **Tim Lloyd**

Administrators present: James Whealon, Superintendent    Heather Rykal, Administrative Assistant    Dan Sturdevant, AD

Visitors: Samantha Humphrey, Jan Anderson, Laura Butler, Doug Richards, Daryl Mikesell, Alana Listoe, Mickey LeTexier, Monte LeTexier, Denise Brunett, Neil Brunett, Samantha Humphrey

CALL BOARD TO ORDER    Ms. Steketee called the meeting to order at 6:05 p.m.

PUBLIC COMMENT            None.

NEW BUSINESS

**Principal.** A brief question and answer session was held with the two principal candidates. Mr. Lloyd moved to hire Mr. Mikesell as  $\frac{3}{4}$  principal and  $\frac{1}{4}$  activity director with a salary of \$55,000. Mr. Senechal seconded the motion which passed unanimously.

The board of trustees offered the principal position to Mr. Mikesell which he accepted.

**Digital Academy.** The board decided to table this agenda item until the next board meeting on August 14, 2012.

**AD.** Mr. Sturdevant stated that he could not do the AD job for the \$10,000 the board was offering. Mr. Senechal moved to increase the AD assistant position from \$10,000 to \$12,500 if Mr. Sturdevant would consider the position. Mr. Lloyd seconded which passed unanimously.

The increase of \$2,500 was only for Mr. Sturdevant. Mr. Senechal said that if Mr. Sturdevant did not accept the position the AD Assistant position would go back to the \$10,000.

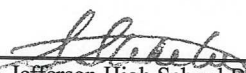
**Construction.** The board decided to table this agenda item until the next board meeting on August 14, 2012.


**Discussion and possible action concerning negotiation of employee contracts not covered by Collective Bargaining Agreement.** Mr. Senechal moved to accept Mr. Whealon's recommendation to grant the 3.6 percent increase for the 2012-2013 school year for Lance Peeler, Lorie Carey, Brett Lutkehus. Mr. Lloyd seconded the motion which passed unanimously.

**Quorum requirements at committee meetings – review and discussion.** Ms. Steketee presented a review of her interpretation of the County Attorney's letter to the board. After a brief discussion Ms. Steketee agreed with Mr. Johnson's suggestion in the letter that the board members should attend open meeting law training. Mr. Lloyd and Mr. Senechal stated that would be a very good idea.

ADJOURNMENT

The meeting adjourned at 9:39 p.m.

  
Chair, Jefferson High School Board  
Board

  
Administrative Assistant, Jefferson High School  
Board

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

JHS Special Br Meeting

July 24, 2012

Print Name

Doug Richards

Daryl Nikesell

Alana Listoe

Laura Butler

Michy Letour

Mont Letour

Denise Burnett

~~Net Butte~~

Samantha Humphrey

## RECOMMENDATION

These are not policy changes, just changes to the agenda and flow of our meetings.

- Move our info about public comment to the top of the agenda and use this statement instead of our current statement:

**Announcements and Public Comment.** *The Board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address to the board at the board meeting must sign in on the sheet . The clerk will collect the sign in sheet when the meeting begins. Those persons wishing to comment on a topic that is on the agenda will be called on during that time on the agenda. Those persons wishing to comment on a non-agenda topic will be called on during the "Public Comment" agenda item. The board will not hear comments about a student or staff member or member of the public or any comment that infringes on the right to privacy of another. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not take action on comments on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.*

- Have a sign in sheet that asks for name and general topic of comments with a standup poster on the counter at the entrance to the meeting that states: "Welcome to the JHS Board of Trustees meeting. Individuals wishing to make comments to the Board, please sign in on the sign in sheet prior to the meeting beginning. You will be called on to speak during the meeting."
- Have a stack of the "Public Comment in Montana" brochure next to the sign in sheet.
- Clearly designate agenda items as "Information" or "Action" (or both)

## WHAT THIS ACCOMPLISHES

- Helps keep the meetings fair and orderly by having people sign in and be called on.
- Helps the board meeting stay on track by creating a little more structure around receiving comments from the public as opposed to having broad discussions between everyone in the audience and the board.
- Makes clear that we will not hear comments on students, staff, or any privacy issue.
- Improves notice to the public on what actions are planned for the meeting versus just info.
- Gets good information out to the public about public comment



## ANNOUNCEMENT AND PUBLIC COMMENT

### CURRENT BOARD MEETING AGENDA TEXT:

*(This appears within the agenda itself as Item B)*

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.

### COMMON ITEMS/PRACTICES FROM OTHER DISTRICTS

Many districts use much of our same language but there are a few things that were frequently mentioned that they do that we do not:

- At opening of meeting, chair calls for members of the audience that wish to address the board to sign in on a sheet that requests their name and the topic on which they will be speaking. Chair calls on people in the order they signed the sheet.
- Include something regarding "abusive" or "obscene" language not being allowed
- Include that comments are not allowed about any student, staff member or member of the public, the Board will not hear comments on contested cases or adjudicative proceedings.
- Some note that the Board will not respond to public comments
- It seems they may split their public comment info in to a notice at top of agenda that the public comment section is for those items not on the agenda and the public may be allowed to comment on agenda items at their point on the agenda and the actual time for public comment is further down on the agenda.
- Also notice that some districts clearly mark agenda items as "Action" or "Information" or combo. This gives the public extra notice if a topic will be acted upon on that meeting or just discussed.

Sheet1

Doors and hardware	10429
Doors and hardware	10429
Combustion Services	1816.21
Finstads	24408
Stage curtains	5900
Football fence	1532.86
All Temp	18795
Johnson Control North Gym	5454
Asbestos removal	19857
North Gym finish	3672
Wyoming Wood Floors	15090
Evergreen Sprinkler	12125
Crete Works	9850
Capp Paving	33065
Painting South Gym	8800
Tekton Architects	25740
Dryvit west side	9450
Dryvit/windows	5500
Paint balance of Dryvit	4800
	216284.07
Estimate Library roof	133257.2
Estimate North Gym roof	89865.01
Estimate Foyer Roof	35394.7

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

## How is the law written?

### Montana Constitution

#### **Article II, Section 8. Right of participation.**

The public has the right to expect 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.

### Montana Code Annotated

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

(b) For purposes of this section, "public matter" does not include contested case and other adjudicative proceedings.

## What does the law say?

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

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

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

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

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

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

## How is the law interpreted?

### Montana Supreme Court

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

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

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

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



July 9, 2012

Jefferson High School Board of Directors  
PO Box 838  
Boulder, Montana 59632

Board of Trustees:

First of all, a thumbs up to Orin Marsh's Letter to the Editor published in the Boulder Monitor on July 4, 2012. I agree completely.

This letter is in response to the article in the Boulder Monitor June 27, 2012 about the possible cut back and lay off of Athletic Director (AD) Dan Sturdevant of the athletic program at Jefferson High. Dan is dedicated to the school and always has been. Teacher, Samantha Humphrey's exclamation in the same article about Sturdevant, " puts in an excessive amount of hours for such little pay" is correct to say the least. Board member, Senechal, validates this by saying, "Dan Sturdevant is the best thing that's happened to this school for a lot of years. . ." So now he and other Board Members decide to "throw Dan under the bus"? It doesn't make sense to let go of a good AD and replace him with someone else.

The positive approach would be to keep existing programs and encourage the instructors to keep improving on them like Rex Sonsteng of the math department. Our principal, teachers and instructors are leaving because of the negative and unsupportive attitude of this Board. This Board needs to be more positive towards the Superintendent and Principal, Dr. Whealon, by not going off on their own and making decisions that should be allocated to his office of administration.

Perhaps this Board is beyond positive thinking and needs to be replaced by people who make the school's function paramount.

Sincerely,

Richard Arnold

July 5, 2012

Jefferson High School Board of Directors  
PO Box 838  
Boulder, Montana 59632

Members of the Board:

This is regarding an article in the Boulder Monitor June 27, 2012 page 10 Paragraph 11 under "Principal". Samantha Humphrey speaking of Sturdevant, " puts in an excessive amount of hours for such little pay." Board member Senecal replies, " Everybody understands that, but he's also how old? How much longer is he going to be able to do that? . . .

I would like to remind the School Board the Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older. The Montana Human Rights Act prohibits discrimination in employment because of age limit. This means that an employer may not discriminate against an employee or applicant for employment on the basis of a belief that the employee is too old or too young. I think this law also, addresses discrimination on physical and mental capabilities. (Under state laws related to employment, title 49, chapters 1 to 4)

It behooves the School Board to pay attention to and guard against statements like the above.

Senecal's remarks regarding Sturdevant, "We've got to think of the future of the school, not of one individual who loves what he's doing and all that he gives".

Interesting. If I were hiring an employee, these are the exact qualities that I would be looking for.

Sincerely,  
Carol E. Christensen

Tuesday July 24<sup>th</sup> 2012

members Present: Stan Senechal; Tim Lloyd; Sabrina Steketee; Patricia Lewis

A) mtg started: ? 6:05ish

Monky

Mickey

Jan

(Laura Butler B.)

Dan Sturdevant

Doug Richards

Daryl Miresell

red/blonde lady

Brunetts

Sermon C.)

Board introduced themselves

1 a. Daryl + Doug introduced themselves

Stan asked - If you were chosen what would you bring to the school?

Doug - ~~most~~ experience in education for 32 yrs. will bring enthusiasm, ~~push~~ students to excel academically athletic + industrially. Clear line on expectation

Daryl - Consistency, longevity <sup>+ commitment</sup> ~~in the school~~. Doesn't look at this as a stepping stone. Familiar w/ community looking at it as he could be here for 30 yrs. ~~Wants~~ Wants students deciding to come here as automatic. Coming together to figure out what is best for school/students. Doesn't want to be a dictator but a leader.



Tim Asks - Explain your involvement.

Daryl - Science O, extensive training on common core standards - chaired committee on analysing CRT scores + such. Data drives decisions, RTI training

Doug - involved in teaching 7-12 RTI + MBT involved in w/ Whitehall. Talked about adding courses to make kids want to go there. Bring kids this way not over the hill. Our success will be based on their success. We need to make sure we give them

Kathy - Set in ways teacher - how will you handle it

Daryl - Through empowerment. Get together as a group & get input. Construct team concept. Allow <sup>encourage</sup> them to come up with ideas instead of dictating. Bring them together.

Doug - Senior staffs are an amazing fool if used correctly. Sit & watch & listen the leaders.

the best teachers teach to everyone! (hand slap, hand slap) Veteran staff can pick out? I have to learn who is strong. Collaboration of senior staff makes ~~me~~ successful.

Sabrina asked - Constant change make it  
? difficult to keep up w/our  
• job

Doug -

I'm a shop guy - (I don't know what to write) (he talks talks) (brap a b)  
Tries to be tech savvy.  
Practices sense of humor. (Heck I don't know) (said something contradictory)

Daryl -

We as educators are preparing our kids for their future.  
Be humble, you can learn from anybody. ~~Everyone should have an appropriate~~ Cause + Effect guy. "let go". Give everyone an opportunity to have a voice.  
Humility - understanding open-mindedness. Graduation should not be a finish line. Gotta be a life learner. Be perceptive.



Pat - How do you see your part in committee.

Daryl - Committee orientated. Open Doors & go on their turf. Go out & seek. Foundation of relationship. Develop relationships on their turf

Doug - Communication. Inappropriate to visit in bar about things. Have issues - come discuss with me. Listen then have intelligent discussion. Talked about chain of command, ~~let~~ let them vent & keep communication open. Follow the protocol on communication

Stan - ~~Discipline~~ Bullying - what would you look at or do what r your thoughts.

Doug - ~~anti~~ Bullying is not a new problem. Different words & such have changed. (I don't know) (kept talking)  
anti-bullying squad ABS - Involved students to elevate bullying not cure. Have students "call it" to other students.  
Students policing students



Daryl -

Be visual - identify areas where it is happening. Be visual be there as much as you can. Empower students. Clear set guidelines. Set up a core of students to try<sup>to</sup> head off conflict as it appears. Communication between staff to help create a safe environment. Be visual - Be there - Be in the setting. Protective on contacting parents if necessary. Train your staff how to handle those situations.

Jan Anderson - Were questions from last time answered?

Doug - why were you not principal last spring -

Oh God Help me!! I  
am lost! !

Stan said he firmly believes principal should not teach. Principal/Ad is right combo

Tim agrees with Stan-

Tim motioned to hire Daryl Mikesell  
by principal & Ad ~~and~~ salary @ \$5,000  
Stan seconded it.

Board offered employment to Daryl - <sup>at above terms</sup> unanimous  
Daryl accepted - very quickly decision



7600  
x .07  
-----  
49000  
56000  
-----  
49000

b) 2 periods  
tabled ?

c) Dan can not do for \$10,000  
hesitated himself Stan suggested \$12,000 something - 2000 save from price  
Stan motion increase Ad from 10,000 to \$12,500.  
Tim seconded - unan

specific for  
keeping Dan

d.) time position  
Stan wants to combine Digital Academy  
tabled

blue

\* send email to figure a spe mtg time

discuss procedures to make easier purchasing

C. 2 ~~discuss~~ ~~discuss~~ increase  
Stan motioned to accept ~~discuss~~ Tim  
seconded - unan

C. 3 Sabrina discussed. Don't know what she  
said, said something about matt suggesting  
members going to open mtg laws.  
Tim + Stan thought good idea. adjourned 9:39