

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1

Special Day * 6:30 p.m. August 14, 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 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. 11-minute presentation on Investigations
 - b. Actions steps on goal F – Provide trustees with regular board education and become a Certified Board – facilitated by Mr. T. Lloyd.
 - c. Strategic Direction H – Raise money, pass levies, explore additional funding sources – facilitated by Ms. P. Lewis
 - d. Continued Planning Structure
2. Annual Board Performance Evaluation consideration
3. 2nd Reading of Policy 1310P – procedure for policy changes
4. 2nd Reading of Policy 5314 – Fund 224 possible change in language, possible waive of 2nd reading
5. Agenda Text concerning public input – recommendation and possible action
6. 2012/13 Budget
7. Personnel
 - a. Substitute Applications/12-13 list
 - b. Staff Vacancies/Positions – Construction, Assistant AD
 - c. Coaching Evaluations/Recommendations
 - d. Clerk evaluation – possible executive session

F. *Unfinished Business*

G. *Communication and Comments.*

1. Letters to the Board – Jefferson County Commissioner Letter

H. *Committee Reports.*

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

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. Principal's Report

- a. AD Report

M. Superintendent's Report

- a. Response to Commissioner Letter

N. Follow-up/Adjournment

Chair/Superintendent article for paper

NEXT HIGH SCHOOL BOARD MEETING: 6:30 P.M. September 18, 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.

7/10/12

1st Read OK

2nd = Aug Mtg

1 **Jefferson High School District #1**

2
3 **PERSONNEL**

4
5 Substitutes

5314

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 ^{hourly} ~~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

Renewed 7/10/12 - changed daily to hourly

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
11 and it is accessed via the JHS website on a page designated for this purpose in the district information
12 section of the site.

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

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

4
25 All policies that include a due date or other date-related requirement for the Board, administration, staff
26 or other persons or entities will be listed on a "Board Timeline Index" which will follow the Master Index
27 in the district policy manual.

28
29 The procedure for processing policy proposals is:

- 30
31 1. Committee meets as needed to review and research policy proposals and may revise or
32 construct drafts of the policy proposals.
- 33 2. Proposed policy draft is submitted to the Superintendent to be included on the agenda at the
34 next regularly scheduled board meeting. For policy changes, written drafts must be the current
35 policy language with deleted language formatted with a strike through and new language
36 underlined. The agenda item will include the policy number, title and a brief description of the
37 proposal.
- 38 3. District Clerk disseminates proposed policy marked as "1st Reading Draft" to trustees.
- 39 4. If approved on 1st Reading, the District Clerk incorporates any changes made on 1st Reading in
40 to the draft policy with markup formatting and disseminates the updated draft to the Board
41 marked as "2nd Reading Draft" and adds the proposed policy for 2nd Reading to the agenda for
42 the next regularly scheduled board meeting.
- 43 5. If approved on 2nd Reading, the District Clerk incorporates any changes made on 2nd Reading,
44 removes the markup formatting, and emails the final approved policy Word document to the
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District's provider of policy maintenance services, if any, as soon as possible but not more than five working days after approval.

6. Policy maintenance vendor adds the approved policy document to our word documents on their site, updates the Board Timeline Index if needed, and posts a new full Policy Manual PDF to our directory on their website. 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

7. District Clerk downloads the updated PDF and posts it to the JHS website. 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.
8. If the District does not use a policy maintenance service, then the District Clerk will update the PDF file locally.

Policy History:

Adopted on: DRAFT JULY 2012

Revised on:



**Budget Report
FY2012-13
22 Jefferson
0457 Jefferson H S**

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,839,729.38	67,551.57	10%	3.67%	0.00	1,200,317.63	639,411.75	39.51
10 Transportation	233,573.65	33,226.71	20%	14.23%	0.00	113,643.54	119,930.11	7.41
11 Bus Depreciation	0.02	0.00	N/A	0.00%	0.02	0.00	0.00	0.00
13 Tuition	3,122.75		N/A		3,122.75	0.00	0.00	0.00
14 Retirement	210,810.00	47,398.02	35%	22.48%	0.00	210,810.00		
17 Adult Education	36,775.68	12,871.49	35%	35.00%	23,904.19	95.00	12,776.49	0.79
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	63,648.27	0.00	N/A	0.00%	26,805.28	1,842.99	35,000.00	2.16
29 Flexibility	10,155.77	0.00	N/A	0.00%	4,742.00	5,413.77	0.00	0.00
61 Building Reserve	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
Total of All Funds	2,397,815.52	161,047.79			58,574.24	1,532,122.93	807,118.35	49.87

50 Debt Service								
Tax								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

SUBSTITUTE LIST FOR 2012-2013

At the end of last year, each substitute employee was asked to renew their status as a sub. The following people did just that:

TEACHER

TERRY CARLSON 225-3274

SHERRY CARLSON 933-5528

HEATHER RYKAL 225-4384/225-3740/465-9092

RONALD HUMPHREY 227-3750/439-2354

SARAH RIEDER 225-3483

SAM SAMSON 225-3678

CHARLIE BUTLER

All teacher substitutes will be paid by the hour with a minimum of 3.5 hours.

Rates are:

Certified \$10/hr

Non-certified \$8.58/hr

PARAPROFESSIONAL

CHARLIE BUTLER

CUSTODIAN

ROY TOMICH 225-9527

CHARLIE BUTLER

SECRETARY

HEATHER RYKAL 225-4384/225-3740/465-9092

SHERRY CARLSON 933-5528

CUSTODIAL, KITCHEN, PARAPROFESSIONAL, AND SECRETARIAL subs are paid \$7.65/hour.



Jefferson County Commission

118 W. Centennial

Post Office Box H

Boulder, Montana 59632-0249

(406) 225-4025 Voice / (406) 225-4148 Fax

Leonard Wortman, Chair Dave Kirsch, Commissioner Tom Lythgoe, Commissioner

July 16, 2012

Jefferson High School
P.O. Box 838
Boulder, MT 59632

To Whom It May Concern,

With the Elkhorn Mine going into production, we are now receiving metal mines license tax funds from that mine. A portion of these funds are to be distributed to affected school districts. As this is a new mine, the Commission must decide which schools the license tax should be distributed to. If possible, please submit verifiable evidence that your school district is or could be affected by the start-up and eventual closure of the Elkhorn Mine.

Sincerely,

Carolyn Henry
Administrative Assistant
Jefferson County Board of Commissioners

CERTIFICATE OF TRUSTEE APPOINTMENT

TO Denise M. Brunett OF DISTRICT NO. HS. 1

OF Jefferson, COUNTY, MONTANA:

THIS IS TO CERTIFY, THAT ON THIS 6th DAY OF

August, Denise M. Brunett WAS APPOINTED

TO FILL THE OFFICE OF TRUSTEE UNTIL THE NEXT ANNUAL ELECTION OF

SAID DISTRICT IN ACCORDANCE WITH 20-3-309, MCA.

MCA 20-3-309. Filling vacated trustee position. (1) Whenever a trustee position becomes vacant, the remaining members of the trustees shall declare such position vacant and they shall appoint, in writing within 60 days, a competent person as successor...If the trustees do not make the appointment within such 60-day period, the county superintendent shall appoint, in writing, a competent person as successor and notify such person of his appointment. (3) Any person assuming a trustee position under the provisions of this section shall serve until the next regular school election and his successor has qualified.

Board Chair County
Superintendent of Schools

Garry A. Pace

Jefferson County Superintendent

School District No. HS 1, Jefferson County

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.

Denise M. Brunett
Print Trustee Name

Denise M. Brunett
Signature of Trustee

SUBSCRIBED AND SWORN BEFORE ME THIS 6th DAY OF
August, 2012

GARRY A. Pace
Print County Superintendent's Name

Garry A. Pace
Signature of County Superintendent

Note: Send the certificate and oath to the appointed trustee and the county superintendent. Appointed trustees must file the oath of office within 15 days after receiving notice of appointment. Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district.

Kathleen Jackson
PO Box 63, Basin MT 59631
406-225-3967 Fax: 406-225-3283

Jefferson High School Board of Trustees
Sabrina Steketee, Chair
Jim Whelan, Superintendent
Jefferson High School
Boulder MT 59632

August 11, 2012

Dear Sabrina, Jim, et al:

I am writing to resign my position on the Board of Trustees. I feel you and the students will be better served by a new face and a bright outlook.

The committee meetings require anyone with a job to take vacation to attend. I am not interested in spending my vacation at board or committee meetings. I am sure a person with a more amenable schedule can better serve you and the students. I would like to have my signature stamp returned to me intact.

Thank you for all that you and the teachers do. This is effective immediately.

Good luck.

Sincerely,

Kathleen Jackson

Kathleen Jackson
Basin District

07/17/12
15:17:07

JEFFERSON HIGH SCHOOL
Check Register
For the Accounting Period: 7/12

Page: 1 of 1
Report ID: AP300

Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
40815	S	3194 MT DEPT OF LABOR & INDUSTRY	320.00	07/17/12		CL 14268	320.00
Total for Claim Checks			320.00				
Count for Claim Checks							1
# of Checks:	1	Total:	320.00				

07/20/12
09:40:48

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

Page: 1 of 7
Report ID: AP100H

1 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	
14229	2851 WESTERN STATES INS-HELENA	25,241.00						
1	140980 06/18/12 package renewal	25,241.00		201	100-2300	520		
	Claim Total for District	25,241.00						
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		
	Claim Total for District	3,915.00						
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		
	Claim Total for District	184.94						
32	4379 MSGIA	192.00						
	411 04/27/12 asbestos testing	192.00*		215	100-2600	330	111	
	Claim Total for District	192.00						
14233	1830 MT SCHOOL BOARDS ASSOCIATION	2,421.00						
1	26286 01/30/12 membership dues	2,421.00		201	100-2300	810		
	Claim Total for District	2,421.00						
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-							
	Claim Total for District	150.00						
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-							
	Claim Total for District	470.81						
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		
	Claim Total for District	12,125.00						
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-							

07/20/12
09:40:49

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

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	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	
	Claim Total for District	2,440.00						
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-							
	Claim Total for District	6,101.60						
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-							
	Claim Total for District	105.00						
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-							
	84226 06/28/12 concrete for garage/sidew	818.80	7167	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
	84226 06/28/12 concrete for garage/sidew	21.20		201	100-2600		440	
	Claim Total for District	1,522.50						
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	
	Claim Total for District	1,224.81						
14243	4615 BOZEMAN HIGH SCHOOL	95.75						
1	05/26/12 Ref PO# 23304 State Track	95.75		201	720-3500		582	
	Claim Total for District	95.75						
14244	4508 GREAT FALLS INN	195.60						
1	06/19/12 MIET conference lodging	128.26	7424	228	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-							
2	06/19/12 MIET conference lodging	2.14*		228	100-1000		582	
3	06/21/12 MIET lodging 6-21-12	65.20	7484	215	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1000-582- 63							63
	Claim Total for District	195.60						
14245	2793 AMERICAN WELDING & GAS, INC.	30.45						
1	1809082 06/30/12 gas, supplies	30.45	7510	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
	Claim Total for District	30.45						

07/20/12
09:40:49

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

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
14246	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	71172 06/30/12 June 12 service	141.00		201	100-2600	431	
	Claim Total for District	141.00					
14247	2717 CITY OF BOULDER	1,603.35					
1	07/03/12 July 12 water/sewer	1,603.35		201	100-2600	421	
	Claim Total for District	1,603.35					
14248	968 FLINN SCIENTIFIC INC.	605.42					
1	1559591 06/08/12 biology/ecology see attac	583.15	7478	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
2	1559591 06/08/12 biology/ecology see attac	22.27		201	100-1511	610	
	Claim Total for District	605.42					
14249	3481 MT DOJ CRIMINAL RECORDS	23.25					
1	29073 06/26/12 Morris prints	23.25	7441	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-610-						
	Claim Total for District	23.25					
50	1737 NORTHWESTERN ENERGY	2,764.42					
	07/02/12 June 12 electric	2,503.76		201	100-2600	412	
	07/02/12 June 12 gas	260.66		201	100-2600	411	
	Claim Total for District	2,764.42					
14251	4372 INDOOR/OUTDOOR ENVIRONMENTAL, LLC	1,100.75					
1	2747 07/05/12 asbestos clearance sample	1,100.75	7547	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-330-						
	Claim Total for District	1,100.75					
14252	3766 MONTANA ACADIA	1,367.19					
1	5895218 06/12/12 altacare	1,367.19*		215	280-1000	330	524
	Claim Total for District	1,367.19					
14253	4180 TYLER TECHNOLOGIES	2,446.23					
1	045-68973 06/26/12 schoolmaster	1,696.23	7548	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-						
2	045-66930 05/29/12 Linda/Matt/Brett schoolma	750.00	7335	228	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
	Claim Total for District	2,446.23					
14254	1830 MT SCHOOL BOARDS ASSOCIATION	1,027.31					
1	26924 07/02/12 policy maintenance	1,027.31*		201	100-2300	800	
	Claim Total for District	1,027.31					

07/20/12
09:40:49

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

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
14255	631 CRESCENT ELECTRIC SUPPLY CO.	3,102.55				
1	051-483684 07/05/12 ballasts/exit batteries	3,102.55	7532	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-					
	Claim Total for District	3,102.55				
14256	3583 HOME DEPOT CREDIT SERVICES	304.49				
1	07/05/12 pvc piping	304.49	7549	201	100-2600	615
	Claim Total for District	304.49				
14257	2021 PEARSON EDUCATION	3,610.71				
1	65636958 01/18/12 business essentials	432.27	7554	215	999	62
	PO Accounting (Org/Prog/Func/Obj/Proj: -396-1000-640- 62					
2	65636958 01/18/12 computers are your future	627.25	7554	215	999	77
	PO Accounting (Org/Prog/Func/Obj/Proj: -396-1000-640- 77					
3	95636958 01/18/12 bus ess/comp are future	1,547.04	7554	215	999	111
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-640-111					
4	65715533 01/20/12 bus ess/comp are future	133.41	7554	215	999	111
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-640-111					
5	65715533 01/20/12 bus ess/comp are future	818.04	7554	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-640-					
	65745188 01/23/12 bus ess/comp are future	52.70	7554	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-640-					
	Claim Total for District	3,610.71				
14258	4439 MSU-COT GREAT FALLS	370.00				
1	07/05/12 MIET conference	175.00	7415	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-582-					
2	07/05/12 MIET conference reg	65.00	7425	228	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-					
3	07/05/12 Bruce MIET registration	130.00	7435	215	999	78
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1000-582- 78					
	Claim Total for District	370.00				
14259	157 ACE HARDWARE	603.19				
1	50523 06/01/12 science/science olympiad	34.01	6991	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
2	50523 06/01/12 bio/eco lab supplies	3.97	7503	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-					
3	50524 06/01/12 wheelbarrow/handles	22.00	7412	215	999	76
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 76					
4	51430 06/29/12 native landscape supplies	9.99	7445	215	999	76
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 76					
5	51430 06/29/12 native landscape supplies	55.33*		215	100-1000	610 76
6	various 06/01/12 supplies	6.00	7355	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
7	various 06/01/12 Ref PO# 23268 maintenance	471.89		201	100-2600	615
	Claim Total for District	603.19				

07/20/12
09:40:49

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

... 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
14260	3959 AMERICAN EXPRESS	30.98					
1	07/11/12 aaa batteries	23.98	7494	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1441-610-						
2	07/11/12 aaa batteries	7.00		201	100-1441	610	
	Claim Total for District	30.98					
14261	4611 BELSON OUTDOORS	598.20					
1	95954 07/03/12 7 bike rack	598.20	7536	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
	Claim Total for District	598.20					
14262	3766 MONTANA ACADIA	683.59					
1	5939919 07/03/12 altacare	683.59*		215	280-1000	330	524
	Claim Total for District	683.59					
14263	4613 CAP PAVING, INC	33,065.00					
1	6244 07/06/12 parking lot pavement	33,065.00	7538	224	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-4600-725-						
	Claim Total for District	33,065.00					
4	3194 MT DEPT OF LABOR & INDUSTRY	93.00					
1	24295 07/12/12 boillier cert	31.00		201	100-2600	440	
2	24296 07/12/12 boilder cert	31.00		201	100-2600	440	
3	24297 07/12/12 boilder cert	31.00		201	100-2600	440	
	Claim Total for District	93.00					
14265	1089 GOPHER SPORT	2,615.16					
1	8495592 06/11/12 P.E. supplies; see attach	2,230.35	7471	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
2	8495729 06/11/12 P.E. supplies; see attach	3.83	7471	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
3	8495729 06/11/12 P.E. supplies; see attach	229.00	7556	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
4	8499056 06/18/12 P.E. supplies; see attach	151.98	7556	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
	Claim Total for District	2,615.16					
14266	4077 EDLINE LLC	972.82					
1	666255 07/02/12 school center annual web host	972.82*		228	100-1000	682	
	Claim Total for District	972.82					
14267	937 FOLLETT LIBRARY SERVICES	1,967.20					
1	624965-0 06/29/12 library books	1,967.20	7518	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-						
	Claim Total for District	1,967.20					

07/20/12
09:40:49

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

Page: 6 of 7
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
14269	386 BOULDER AUTO DIESEL & WELDING	60.00					
1	406 07/12/12 starter in jeep	60.00		201	100-2600	440	
	Claim Total for District	60.00					
14270	4049 AMAZON.COM	143.48					
1	07/19/12 media cart	143.48	7558	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-						
	Claim Total for District	143.48					
14271	4389 NITRO GREEN & CHRISTMAS DECOR	962.00					
1	313522 07/19/12 3 fertilizer applications	962.00	7403	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
	Claim Total for District	962.00					
14272	321 BRUCO, INC	60.00					
1	301410 06/13/12 custodial seminar	60.00	7398	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-582-						
	Claim Total for District	60.00					
74	3766 MONTANA ACADIA	716.15					
	5963170 07/17/12 altacare	716.15*		215	280-1000	330	524
	Claim Total for District	716.15					
	Total High School	117,452.90					

07/31/12
14:13:18

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

. 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	
14273	2144 SAFEGUARD BUSINESS SYSTEMS	519.50						
1	027970488 06/26/12 payroll/claim checks	259.75	7545	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
2	027970487 06/26/12 payroll/claim checks	240.25	7545	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
3	027970487 06/26/12 payroll/claim checks	19.50		201	100-2500	610		
	Claim Total for District	519.50						
14275	321 BRUCO, INC	772.60						
1	302576 07/18/12 wax for classroom floors	720.60	7559	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
2	302576 07/18/12 wax for classroom floors	52.00		201	100-2600	610		
	Claim Total for District	772.60						
14276	2152 CENTURY LINK	230.53						
1	07/13/12 July/Aug 12 charges	230.53		201	100-2400	531		
	Claim Total for District	230.53						
14277	4612 CRETEWURX	10,350.00						
	07/27/12 front entry foundations	9,850.00	7537	224	999			
	Accounting (Org/Prog/Func/Obj/Proj: -100-4600-725-							
	07/27/12 front entry foundations	500.00*		224	100-4600	725		
	Claim Total for District	10,350.00						
14278	924 FINSTADS	24,323.00						
1	CG203535 07/19/12 offices,hall carpet	24,323.00	7392	224	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
	Claim Total for District	24,323.00						
14279	899 EMPIRE OFFICE MACHINES, INC.	7.95						
1	177658-001 07/19/12 District Office Supplies	7.95	6674	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
	Claim Total for District	7.95						
14280	899 EMPIRE OFFICE MACHINES, INC.	237.02						
1	221537 07/19/12 District Office Supplies	19.50	6674	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
2	221537 07/19/12 District Office	177.08	7177	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-							
3	07/19/12 supplies	40.44	6993	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
	Claim Total for District	237.02						
14281	1451 L & P GROCERY	143.73						
1	1474740601 05/01/12 chem/physics/science supp	20.35	6994	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

07/31/12
11:13:18

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

. 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	1272850510 05/10/12 fcs supplies	77.20	7407	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
3	1475690501 05/01/12 fcs supplies	22.80	7407	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-					
4	1475690501 05/01/12 chem/physics/science supp	6.53	6994	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
5	1532270726 07/26/12 chem/physics/science supp	16.85	6994	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
	Claim Total for District	143.73				
14282	1609 MASS/SAM	415.00				
1	05/01/12 2012/2013 membership	415.00*		201	100-2300	810
	Claim Total for District	415.00				
14283	3936 BOULDER TECH SERVICE	1,450.00				
1	1097 07/20/12 monitors/projector	1,450.00*	7550	228	100-1000	660
	Claim Total for District	1,450.00				
14284	4329 JOHN P. HUBLEY	340.66				
1	1003 07/19/12 12/13 erate process	340.66		201	100-1000	321
	Claim Total for District	340.66				
14285	3583 HOME DEPOT CREDIT SERVICES	210.00				
1	07/24/12 remesh for front entrance	210.00*		224	100-4600	725
	Claim Total for District	210.00				
14286	386 BOULDER AUTO DIESEL & WELDING	42.95				
1	415 07/19/12 staff car maintenance	42.95	7544	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
	Claim Total for District	42.95				
	Total High School	39,042.94				

From the desk of:



August 2012

1. **Day-to-day activities in the District Office.** I attended a GEMS training in Butte August 1.
2. **Student Handbook.** Mr. Mikesell is currently reviewing the handbook so we can make corrections or additions to put out with the calendar. This will be available when students arrive.
3. **Tuition** submitted to OPI was \$27,322.38, up from \$25,000.

BUDGET

The REVENUE BUDGET, which you need to approve at this meeting, is part of this packet. Notice that the General fund budget is higher than originally anticipated. This is due to #3 above – tuition. There is a chance OPI may not accept some of the days submitted but at this point, the higher number was accepted.

Also keep in mind that the EXPENDITURE BUDGET detail will not be available until September as has always been the case.



**Budget Report
 FY2012-13
 22 Jefferson
 0457 Jefferson H S**

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,839,729.38	67,551.57	10%	3.67%	0.00	1,200,317.63	639,411.75	39.51
10 Transportation	233,573.65	33,226.71	20%	14.23%	0.00	113,643.54	119,930.11	7.41
11 Bus Depreciation	0.02	0.00	N/A	0.00%	0.02	0.00	0.00	0.00
13 Tuition	3,122.75		N/A		3,122.75	0.00	0.00	0.00
14 Retirement	210,810.00	47,398.02	35%	22.48%	0.00	210,810.00		
17 Adult Education	36,775.68	12,871.49	35%	35.00%	23,904.19	95.00	12,776.49	0.79
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	63,648.27	0.00	N/A	0.00%	26,805.28	1,842.99	35,000.00	2.16
29 Flexibility	10,155.77	0.00	N/A	0.00%	4,742.00	5,413.77	0.00	0.00
61 Building Reserve	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
Total of All Funds	2,397,815.52	161,047.79			58,574.24	1,532,122.93	807,118.35	49.87

50 Debt Service								
Tax								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

Activities Director:

- Review Budget Activities with coaches and assistant activities director
- Contact parents concerning training rules violations, eligibility status, or to respond to complaints/grievances
- Investigate and resolve all extra curricular complaints with the assistance of the assistant activities director
- Ensure grievance policy is followed
- Share needs, issues, and successes with assistant activities director
- Chair all hiring committees
- Evaluate all coaching staff. Offer feedback from assistant activities director in evaluations.
- Point of contact for MHSA
- Approve all fund raising endeavors
- Gather goals from coaches to be utilized as evaluation measures (3 minimum and 5 maximum from each activity)
- Set goals for the extra curricular activities to share with and gather feedback from the board of trustees.
- Secondary liaison between booster club and school
- Perform all eligibility and grade checks

Assistant Activities Director:

- Investigate training rule violations (report findings to AD)
- Schedule plays, concerts and other gym use events.
- Schedule support personnel for events (timers, judges, etc)
- Schedule officials
- Schedule busses
- Schedule meals/lodging with coaching staff
- Report needs, issues, and successes to AD
- Perform as the liaison with school and booster club.
- Co-Contact from MHSA (relay key topics discussed to AD)
- Compile fund raising events and consult with AD/Principal for approval
- Coordinate all 9-12 Activities and construct a master schedule

Joint Responsibilities:

- Participate in developing and planning outreach programs with Montana City School, Clancy School, Basin Elementary, and Boulder Elementary.
- Supervision of games and matches (some events will require both to attend and possibly law enforcement)
 - At the start of the school year the AD and Assistant AD will schedule who will supervise what events and what events away from JHS will be supervised.
- Attend District and Divisional meetings
- Attend MHSA meetings and clinics
- Organize support events (pep busses and snacks)
- Ensure all coaches get necessary information (pictures, changes in schedule, and upcoming enhancement offerings)

Principal's Report:

- Planning of Staff gathering for August 20. Consulted Booster Club to request assistance with food items.
- Planning mentoring for new staff members. The following pairings will be in effect for the duration of the school year:
 - Ms. Humphrey and Mary Drynan (Spec. Ed)
 - Mr. Hesford and River Newman (Art)
 - Mr. Allen and the construction teacher
 - Ms. Collins and the Nicole Strozewski (Math)
- Staff introduction meeting on August 21 from 7:30-8:00 for me to introduce myself to staff, gather feedback from staff, and have staff sign up for volunteer responsibilities (Lunch Duty or Game Supervision)

Activities Director Report:

- MHSA coaches clinic summary
 - Hudl
 - Evaluation Process
 - Extra Curricular Goals
- Coaching needs and concerns
 - Hudl (Football)
- Upcoming events and gatherings
 - August 20th- Teacher/Support Staff Luncheon 11:30-?? (JHS Booster Club Sponsor)
 - August 21st- Teacher Breakfast/Staff Meeting 7:30-8:00 (Simplex or JHS School Board Sponsor)
- New Coaching Suggested Hires
 - River Newman: Football Assistant Coach
 - ??????: Volleyball Assistant Coach (Numbers Pending Determination for position)

Jefferson High School

SCHOOL DISTRICT #1
Box 838
BOULDER, MT 59632



July 24, 2012

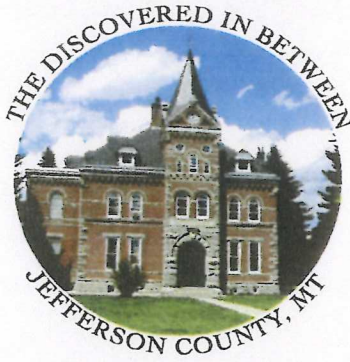
Jefferson County Board of Commissioners
118 West Centennial
P.O. Box H
Boulder, Montana 59632-0249

Dear Commissioners:

Jefferson High School District will be greatly impacted by the new Elkhorn Mine. The mine sits in the middle of the high school district and a little to the east. Because the Elkhorn Mine is rurally isolated, most of the mines employees and the employees of its subcontractors will have to live within the high school district due to the driving time involved in getting to the mine. Also, Elkhorn does not offer housing or other necessary services. Therefore, the employees will have to live in Boulder and the surrounding Jefferson High School District. Clearly, our district will be affected by the start-up, operation, and eventual closure of the Elkhorn mine. Metal mines license tax funds should be provided to Jefferson High School District #1.

Sincerely,

James D. Whealon
Superintendent



Jefferson County Commission

118 W. Centennial

Post Office Box H

Boulder, Montana 59632-0249

(406) 225-4025 Voice / (406) 225-4148 Fax

Leonard Wortman, Chair Dave Kirsch, Commissioner Tom Lythgoe, Commissioner

July 16, 2012

Jefferson High School
P.O. Box 838
Boulder, MT 59632

To Whom It May Concern,

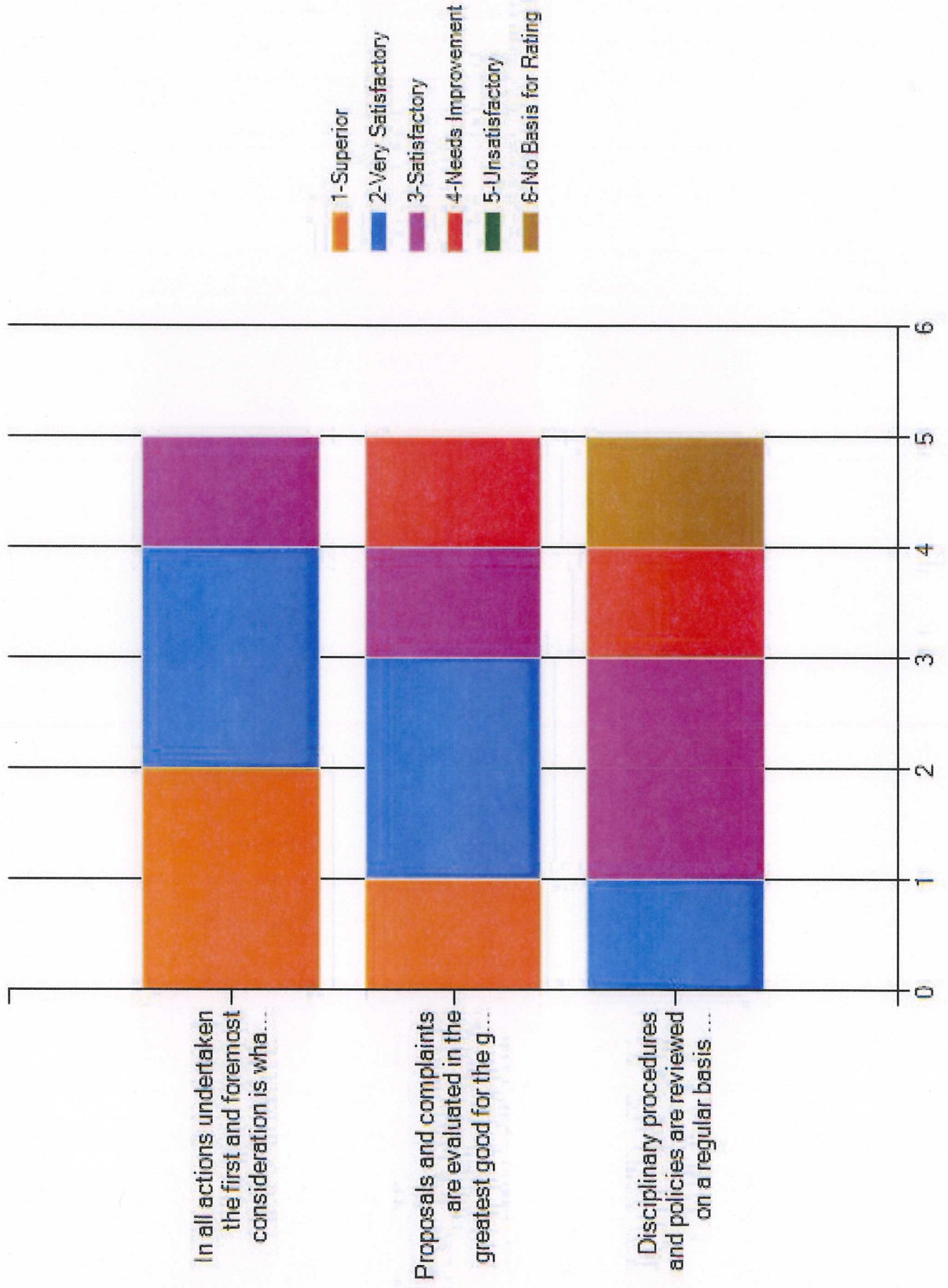
With the Elkhorn Mine going into production, we are now receiving metal mines license tax funds from that mine. A portion of these funds are to be distributed to affected school districts. As this is a new mine, the Commission must decide which schools the license tax should be distributed to. If possible, please submit verifiable evidence that your school district is or could be affected by the start-up and eventual closure of the Elkhone Mine.

Sincerely,

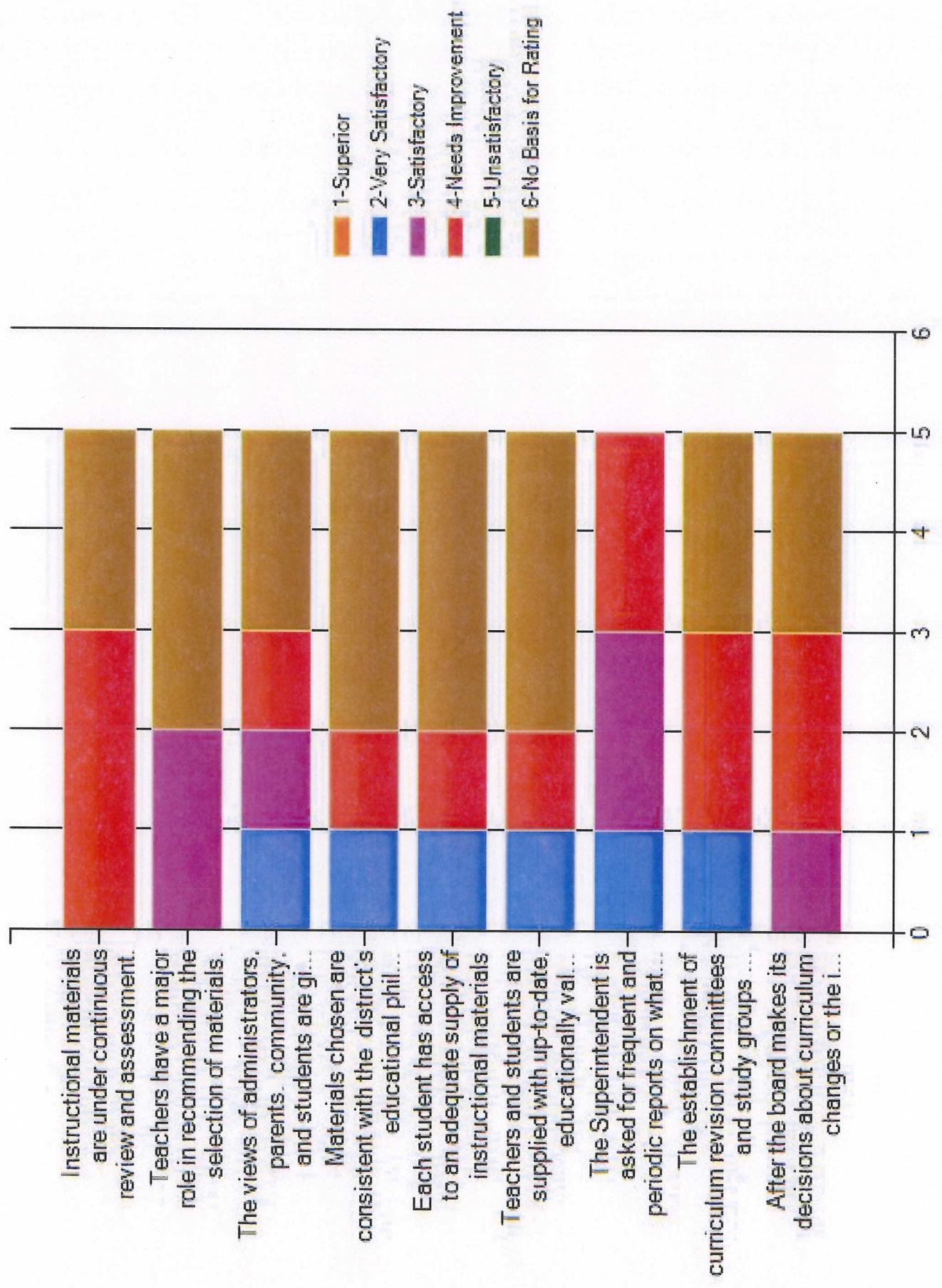
A handwritten signature in cursive script that reads "Carolyn Henry".

Carolyn Henry
Administrative Assistant
Jefferson County Board of Commissioners

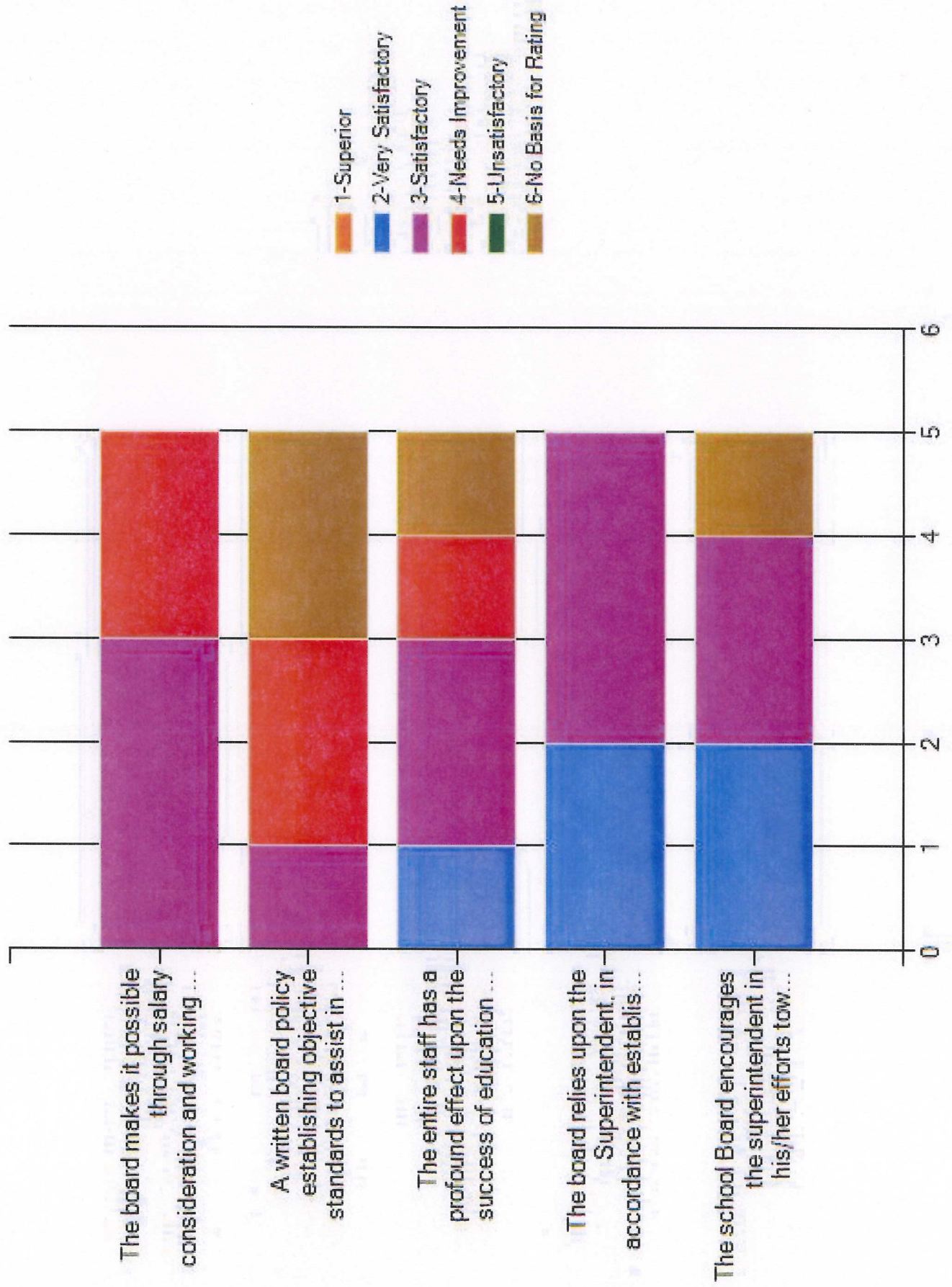
STUDENTS



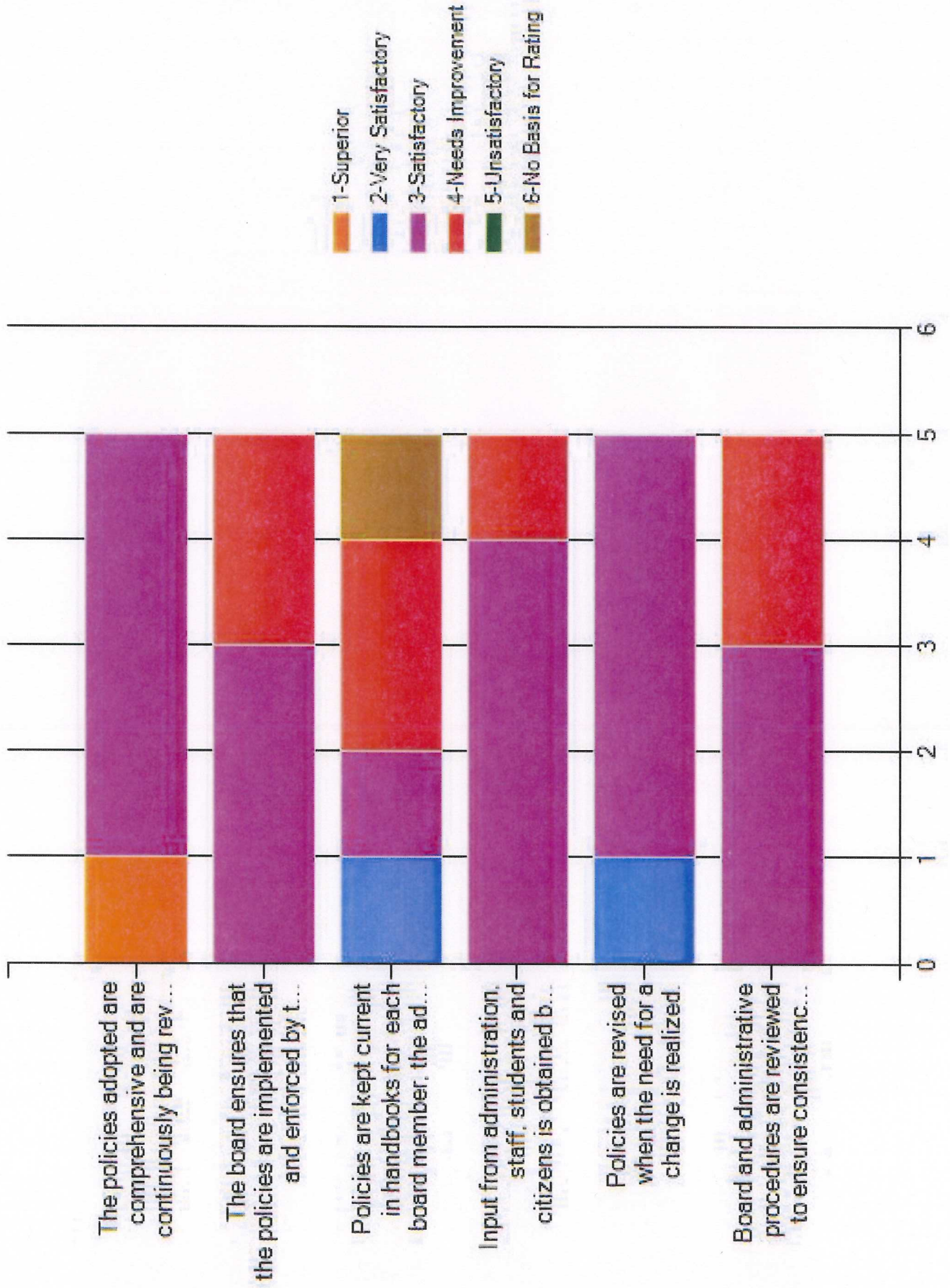
CURRICULUM AND ACADEMICS



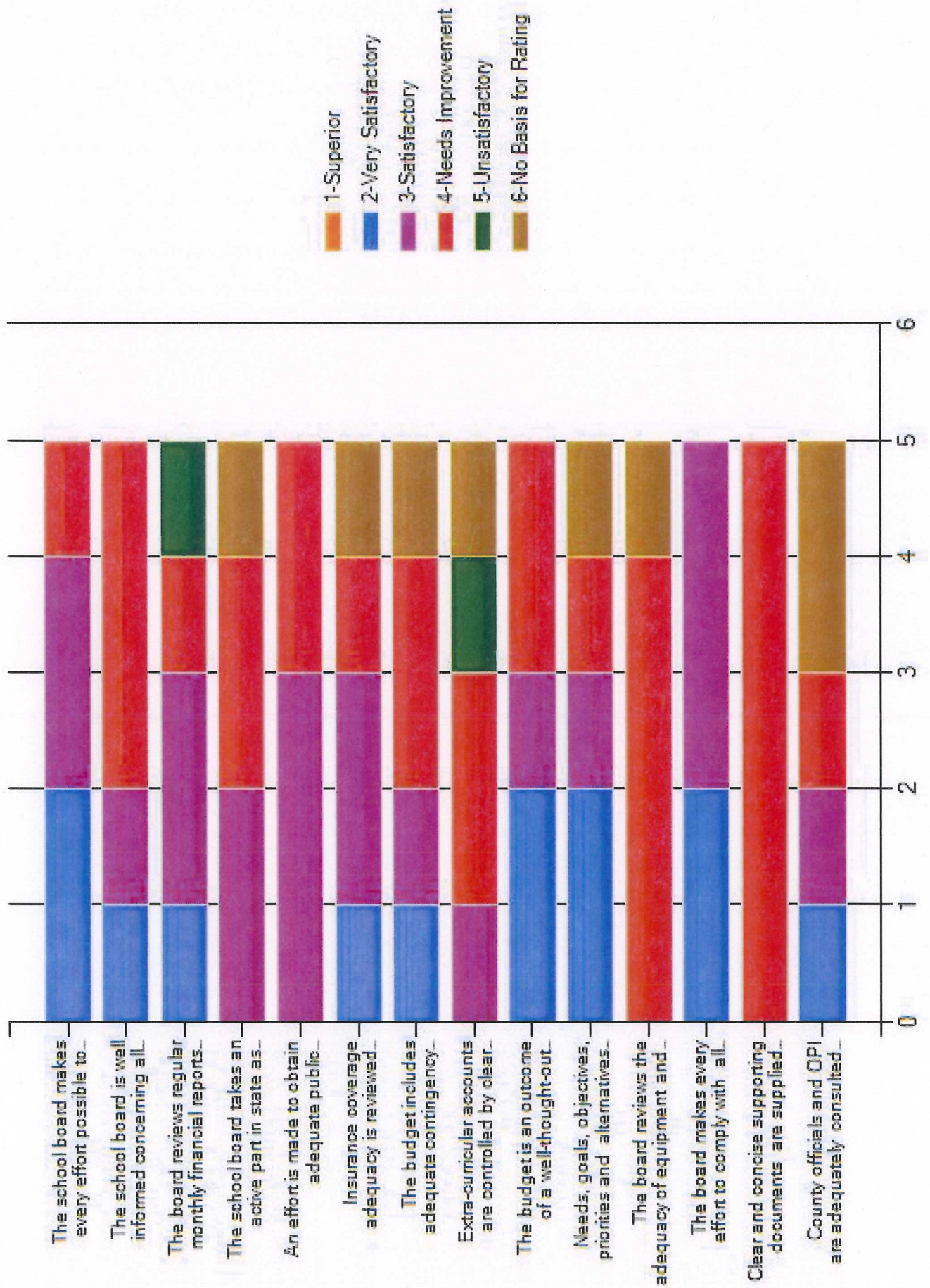
PERSONNEL



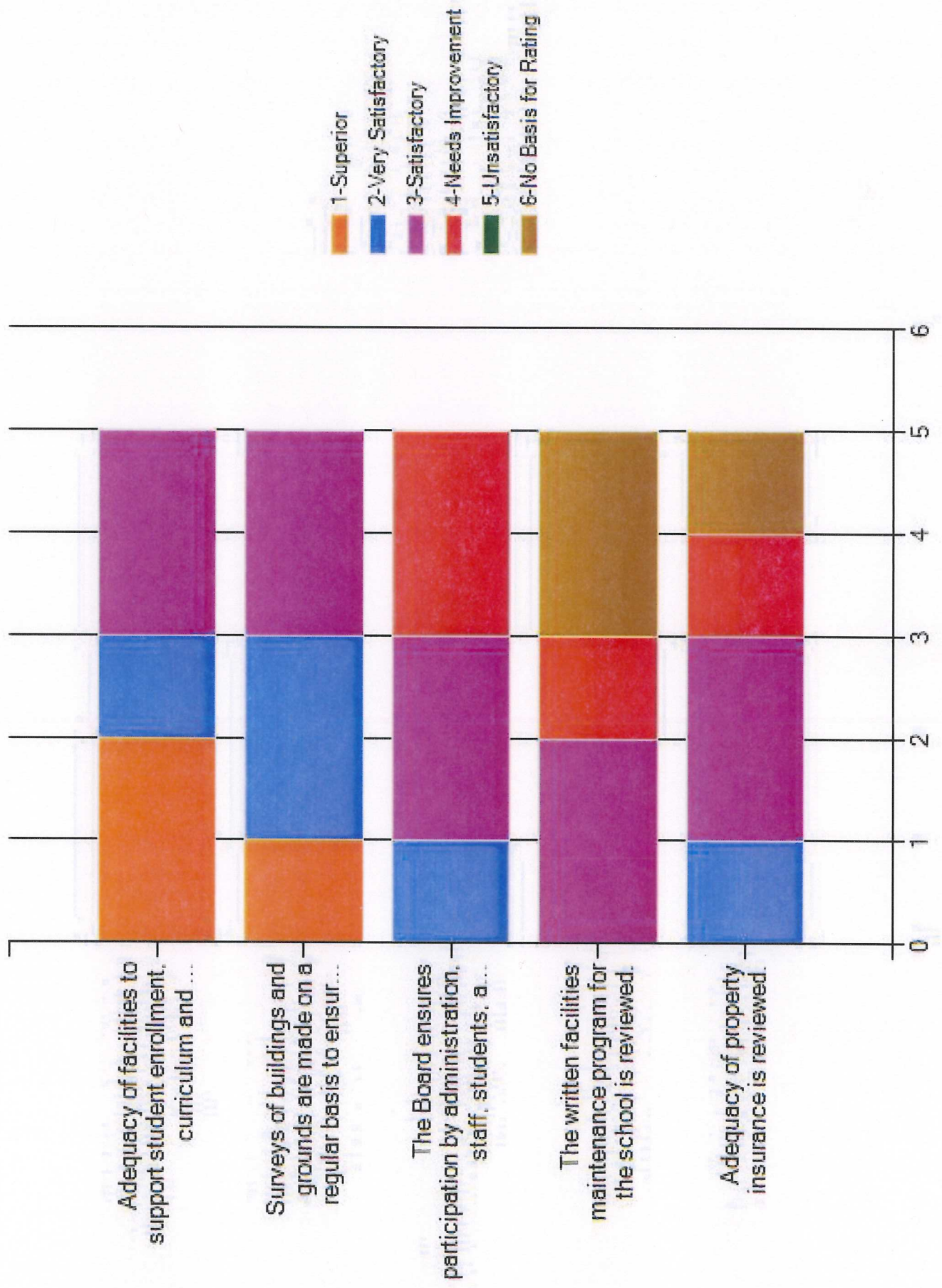
POLICIES



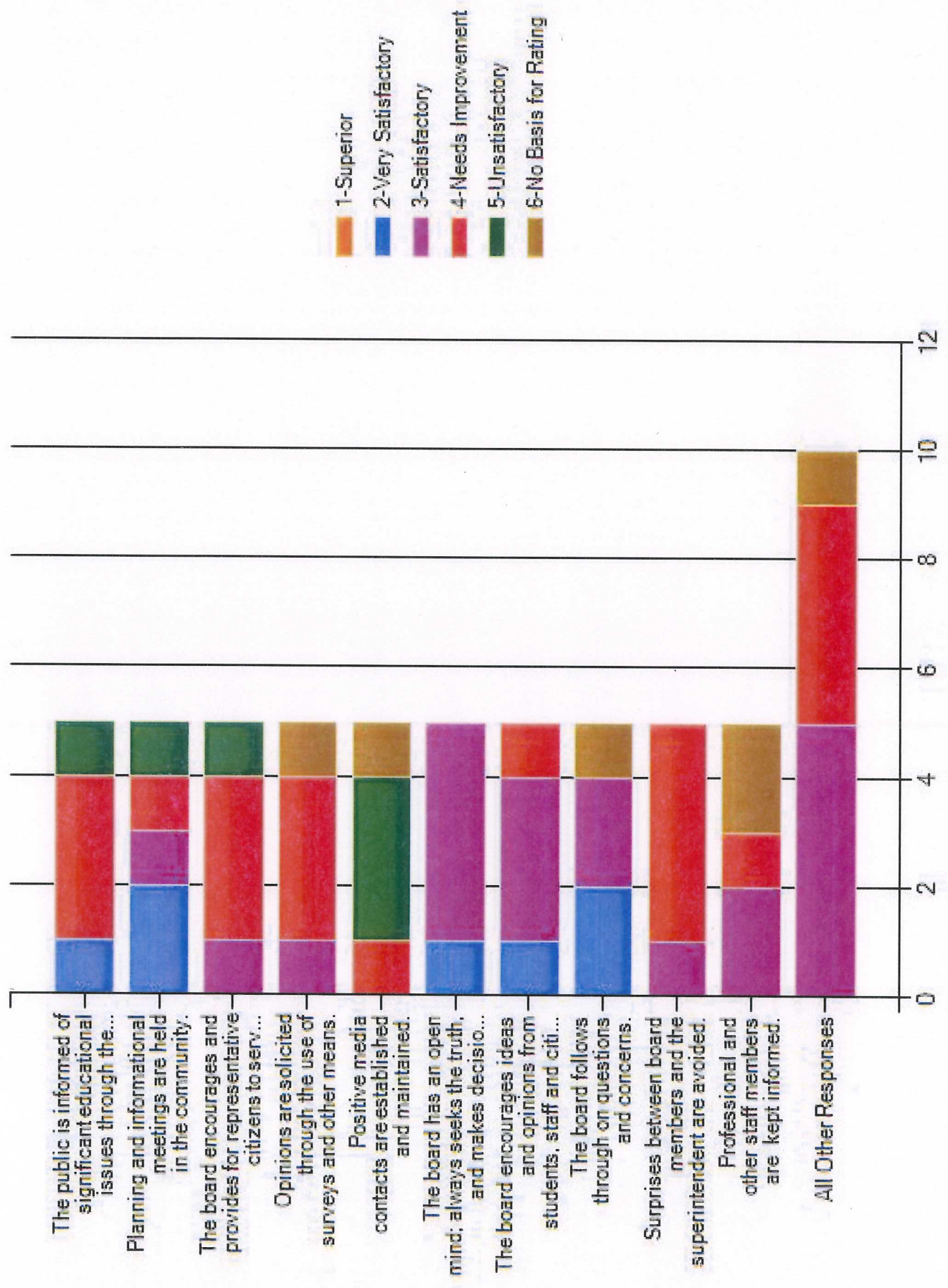
BUSINESS AND FINANCIAL



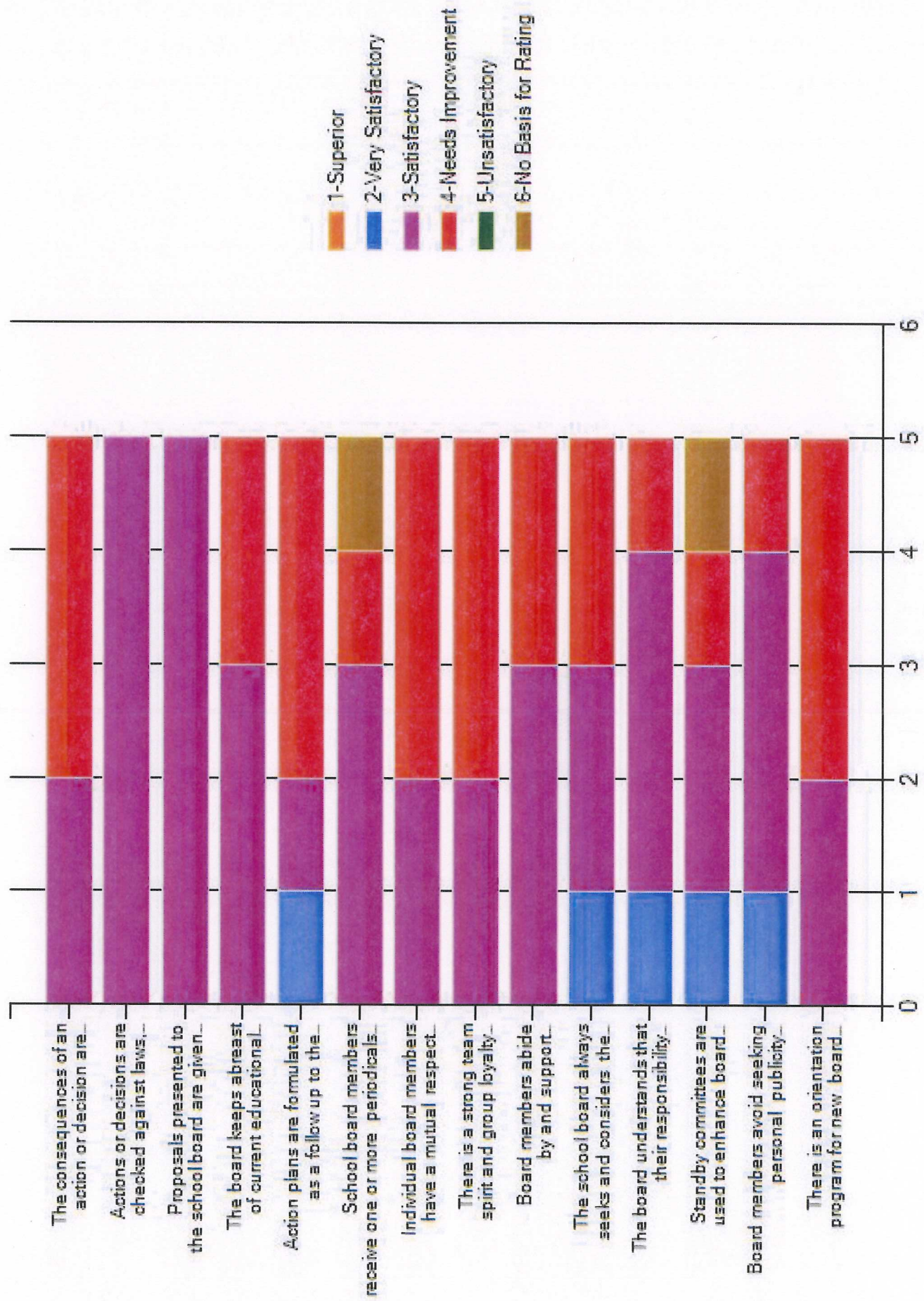
FACILITIES



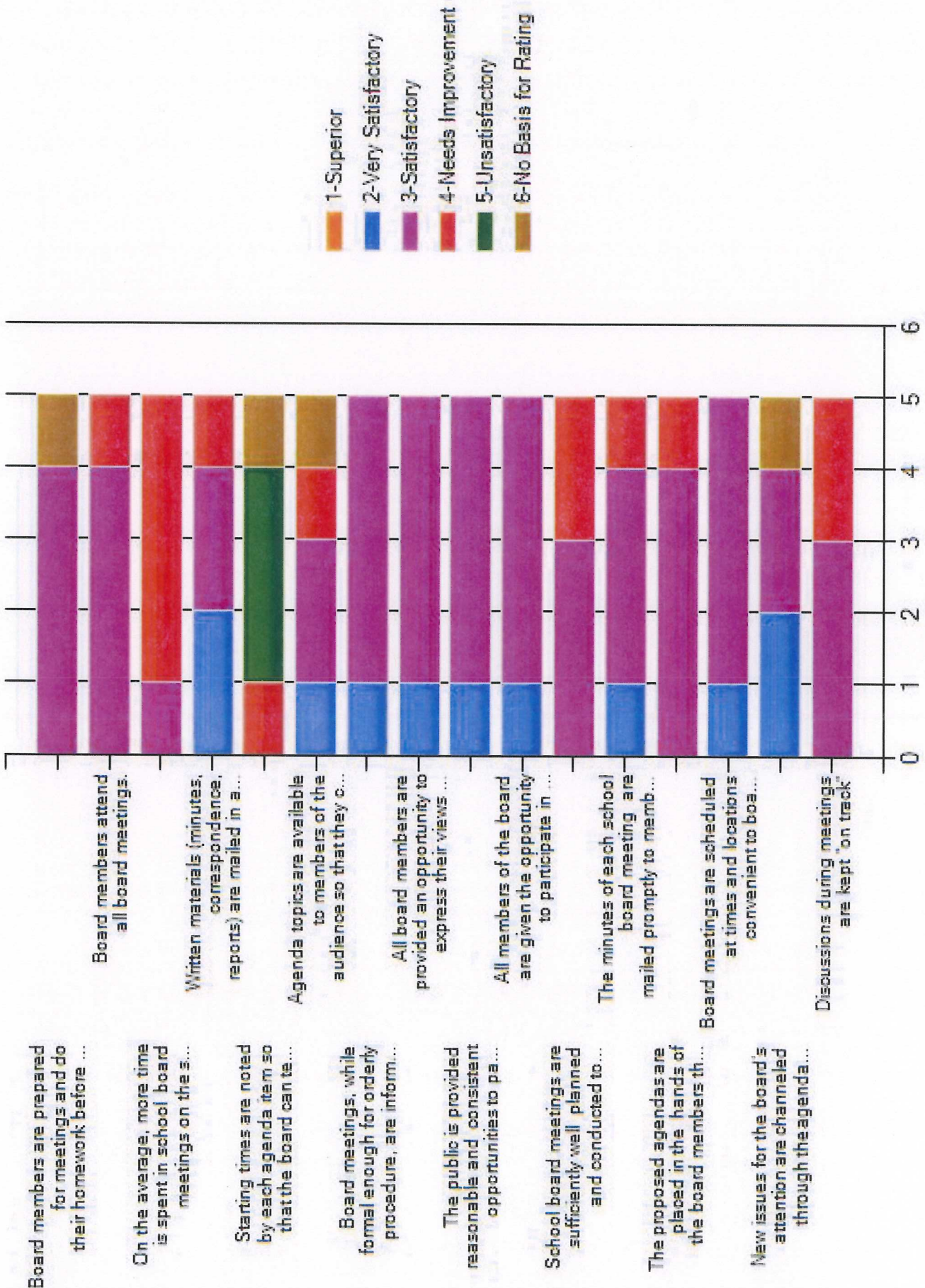
COMMUNICATION



ADMINISTRATION



MEETINGS



Board members are prepared for meetings and do their homework before ...

On the average, more time is spent in school board meetings on the s...

Starting times are noted by each agenda item so that the board can te...

Board meetings, while formal enough for orderly procedure, are inform...

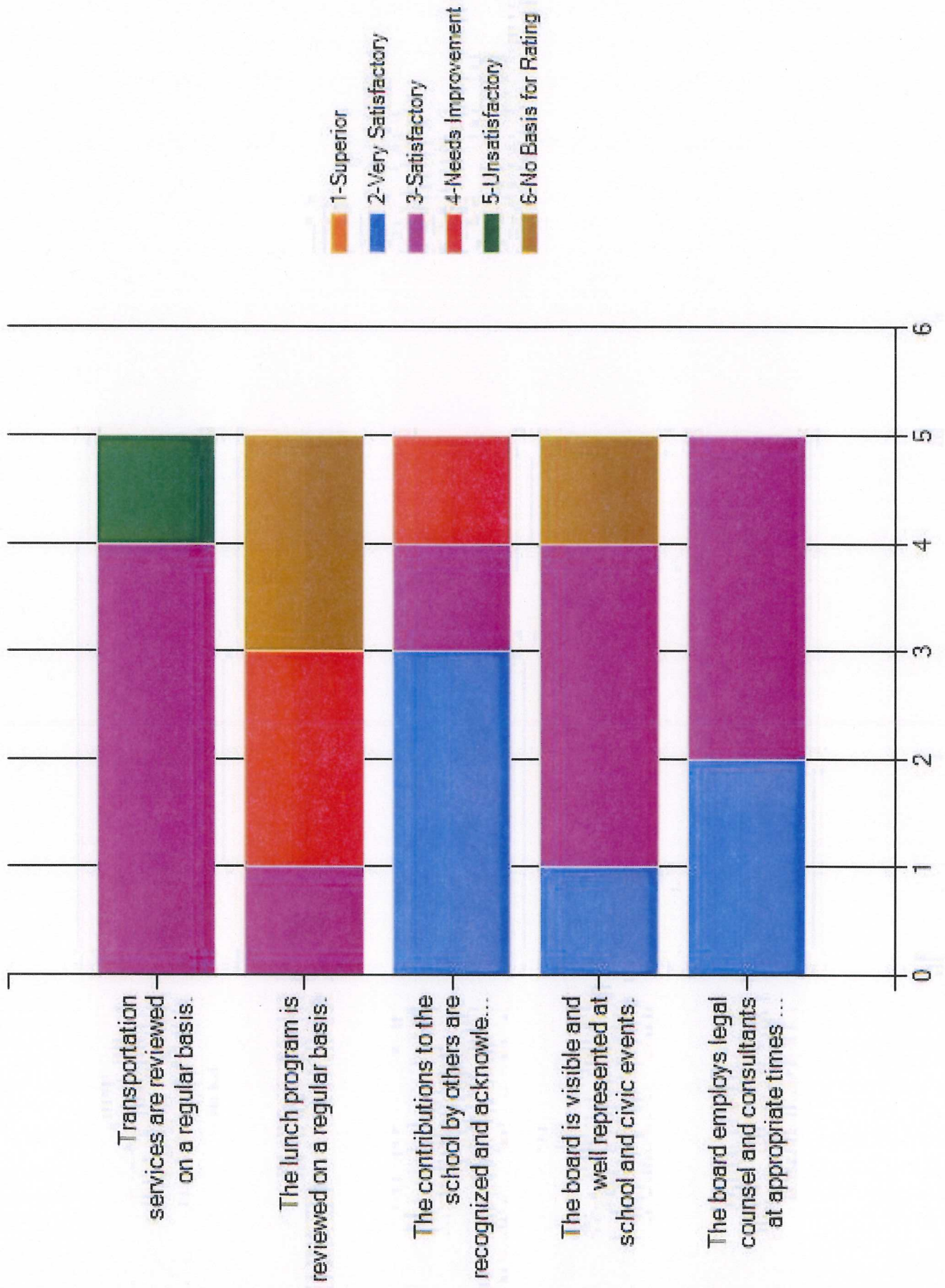
The public is provided reasonable and consistent opportunities to pa...

School board meetings are sufficiently well planned and conducted to...

The proposed agendas are placed in the hands of the board members th...

New issues for the board's attention are channeled through the agenda...

MISCELLANEOUS



*** NOTICE ***

AGENDA

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

*** 8:00 a.m., Tuesday, August 21, 2012 ***

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. Declaration of the vacancy of the Basin representative to the JHS Board of Trustees and public notice for applicants.

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.***

MINUTES

Jefferson High School Dist. 1
Special Meeting

August 21, 2012
JHS Library

Board members present:

Stan Senechal **Pat Lewis** **Sabrina Steketee** **Tim Lloyd** **Denise Brunett(phone)**

Administrators present:

James Whealon, Superintendent Lorie Carey, Business Manager

Visitors: Jan Anderson

CALL BOARD TO ORDER Ms. Steketee called the meeting to order at 8:01 a.m.

PUBLIC COMMENT None.

NEW BUSINESS Ms. Lewis moved to declare the Basin representative position vacant following the resignation of Kathy Jackson and to provide public notice that applications for the vacancy will be accepted. Mr. Senechal seconded the motion. Discussion followed concerning the proper posting of the vacancy. It will be posted at the Jefferson High, Basin Elementary and Boulder Elementary Schools, the Basin Post Office, the Boulder Monitor, and the Jefferson High website. The deadline for letters of interest will be Friday, September 14. The motion passed unanimously.

ADJOURNMENT The meeting adjourned at 8:06 a.m.


Chair, Jefferson High School Board


Clerk, 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

