

# **\* NOTICE \***

## **AGENDA**

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

**SPECIAL DATE \* 6:30 p.m., Thursday, September 6, 2012 \***

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

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

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

**B. *Announcements and Public Comment. THE BOARD WELCOMES AND ENCOURAGES PUBLIC COMMENT. ANYONE WISHING TO ADDRESS THE BOARD IS ENCOURAGED TO DO SO WITH THESE STIPULATIONS:***

1. The Board may limit the amount of time for comment if they become extensive.
2. If the speaker begins to infringe on the right to privacy of another, the Board may interrupt and end the comments on that issue.
3. Even if the comments are entirely appropriate, the Board will not take any action on them at this meeting. To insure that others who want to address the same issue have the opportunity to do so, the item may be placed on the agenda of a future meeting.

**C. *Student Report***

**D. *New Business.***

1. Personnel
  - a. Substitute Applications
  - b. Woods/Construction vacancy recommendation
  - c. Coaching Recommendations – Volleyball and Football assistants, cheer volunteer
2. District Liability Insurance - discussion and possible action regarding policy contract, bid requirements for contracts for goods and services
3. Boulder Monitor second lawsuit against the Board – litigation strategy, possible closed session.

**E. *Unfinished Business***

**F. *Communication and Comments.***

1. Letters to the Board

**G. *Committee Reports.***

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

**H. *Commendations and Recognition***

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

**J. *Clerk's Report***

**K. *Principal's Report***

- a. AD Report

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

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

Chair/Superintendent article for paper

**NEXT REGULAR HIGH SCHOOL BOARD MEETING: 6:30 P.M. October 16, 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.**







Gallagher Bassett Services, Inc.

August 22, 2012

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

RE: Our Claim Number 011787-001556-EO-01  
Our Client Jeferson High School  
Date Of Incident 08-21-12 submitted  
Claimant The Boulder Monitor

Mr. Whealon,

Gallagher Bassett Services provides claim service for the pool of schools written by Western States Insurance, of which your school is a member. As an advocate for the school district and Western States Insurance, I am sending this claim to the carrier for the pool, Princeton Excess and Surplus Lines, for a coverage determination. Once we have the coverage determination, we will be able to advise you whether we can reimburse the district for defense costs and indemnity of the claim.

We have retained David Dalthrop of Gough, Shanahan, Johnson & Waterman to defend you for this claim, pursuant to the endorsement of your policy. If you wish to have additional counsel monitor this claim it will be at the districts own expense. They should not be involved in the direct defense of the claim but should consult with Mr. Dalthrop if they need information.

If you have any questions please feel free to call, write or e-mail me.

Sincerely

If your have any questions please advise.

Sincerely,

A handwritten signature in cursive script that reads "Gary Clifton".

Gary Clifton SCLA ARM  
Sr Claim Representative  
Extension 230  
[e-mail-gary\\_clifton@gbtpa.com](mailto:e-mail-gary_clifton@gbtpa.com)

CC; Western States

1630 Des Peres Road  
Suite 200  
St. Louis, MO 63131-1849  
314.965.7810  
Fax: 1-866-947-2227  
[www.gallagherbassett.com](http://www.gallagherbassett.com)



GOUGH, SHANAHAN, JOHNSON & WATERMAN, PLLP  
Attorneys at Law

JOCK O. ANDERSON  
ROBERT CAMERON  
TERRY B. COSGROVE (Of Counsel)  
DAVID C. DALTHORP  
KD FEEBACK  
TIMOTHY C. FOX  
THOMAS E. HATTERSLEY, III  
DANA L. HUPP  
ALAN L. JOSCELYN  
WILLIAM L. MacBRIDE, JR.  
CHARLES ROBISON  
WARD A. SHANAHAN  
TERI A. WALTER  
MURRY WARHANK  
RONALD F. WATERMAN

33 SOUTH LAST CHANCE GULCH  
HELENA, MONTANA 59601

MAILING ADDRESS:

P.O. BOX 1715  
HELENA, MONTANA 59624-1715

CORDELL JOHNSON (Retired)  
NEWELL GOUGH (1913-2001)

TELEPHONE (406) 442-8560  
TELECOPIER (406) 449-0208

E-MAIL: [info@gsjw.com](mailto:info@gsjw.com)  
WEBSITE: [WWW.GSJW.COM](http://WWW.GSJW.COM)

August 28, 2012

Jim Whealon  
Superintendent  
Jefferson School District  
P.O. Box 838  
Boulder, MT 59632

Re: The Boulder Monitor v. Jefferson School District

Dear Jim:

As you know, Montana Schools Property and Liability Insurance Plan f/k/a Western States Insurance Montana Schools Property and Liability ("the school pool") asked me to represent Jefferson School District in the lawsuit filed by The Boulder Monitor. I am willing to do so with your permission.

Should you choose to sign this retainer agreement, the school district will have no responsibility for paying my attorneys fees or expenses incurred as a result of this representation. The school pool will be responsible for paying all necessary costs and expenses paid or incurred by our office in connection with the preparation and handling of this case.

The school pool and Gough, Shanahan, Johnson & Waterman, PLLP, have agreed that I will charge \$170 per hour for all work done on this case. Our costs and expenses will appear on a monthly bill to Gallagher Bassett Services, Inc., which is the third-party administrator for the school pool's insurance program. Future copies of our firm's bills will not be sent to the school district, unless you want copies.

I have been retained by the school pool to represent the school district, and the school pool will be responsible for paying my bill, but this does not compromise my duty of loyalty to the school district. As I am working on the case, I will send you copies of all important documents, such as status reports and pleadings.

If the terms and conditions of this representation and fee agreement are satisfactory and agreed upon, please indicate your consent by signing the copy of this letter which has been provided and return the signed copy to me.

I look forward to working with you. I hope you will let me know, personally, if at any time you feel the services we are rendering or the manner or promptness with which we are responding to your requests can be improved.

I will put together a draft response based upon our phone conversation of August 28<sup>th</sup> and send it to you for your review. We will need to talk about each allegation and the school district's response before we file the answer to the complaint.

As we discussed, the school board members should have more training in open meeting laws, and we will set up an evening session to do so. We discussed maybe having Bea Kaleva do the training. I look forward to working with you on this matter. Thanks, Jim.

Sincerely,

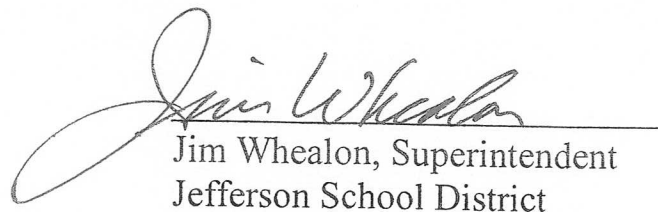
GOUGH, SHANAHAN, JOHNSON & WATERMAN, PLLP



David C. Dalthorp

I accept the terms of representation and fee agreement set forth in this letter.

Dated this 30<sup>th</sup> day of August, 2012.



Jim Whealon, Superintendent  
Jefferson School District

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RECEIVED AUG 21 2012

DAVID K. W. WILSON, JR.  
MORRISON, MOTL AND SHERWOOD, PLLP  
401 North Last Chance Gulch  
Helena, MT 59601  
(406) 442-3261 Phone  
(406) 443-7294 Fax  
[kwilson@mmslawgroup.com](mailto:kwilson@mmslawgroup.com)

*Attorneys for Plaintiffs*

MONTANA FIFTH JUDICIAL DISTRICT COURT, JEFFERSON COUNTY

THE BOULDER MONITOR,  
  
Plaintiff,

v.

JEFFERSON HIGH SCHOOL DISTRICT NO. 1  
SCHOOL BOARD,  
  
Defendant.

Cause No. DV 2012-52

**NOTICE AND ACKNOWLEDGMENT OF  
RECEIPT OF SUMMONS AND COMPLAINT**

**NOTICE**

TO: Jefferson High School District No. 1 School Board, through Kathleen Jackson,  
Chairperson, P.O. Box 838, Boulder, MT 59632

The enclosed summons and complaint are served pursuant to Rule 4(d)(3)(A) of the Montana Rules of Civil Procedure.

You may complete the acknowledgment part of this form and return one copy of the completed form to the sender within 21 days after the date it was mailed to you as shown below.

If you decide to complete and return this form, you must sign and date the acknowledgment. If you are served on behalf of a corporation, unincorporated association (including a partnership), or other entity, you must indicate under your signature your relationship to that entity. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your authority.

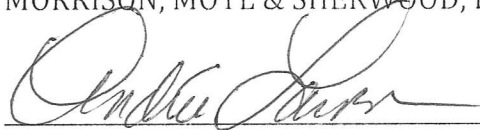


If you do not complete and return this form to the sender within 21 days after the date it was mailed to you as shown below, you (or the party on whose behalf you are being served) may be required to pay any expenses incurred in serving a summons and complaint in any other manner permitted by law.

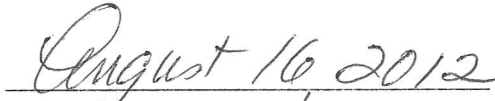
If you do complete and return this form, you (or the party on whose behalf you are being served) must answer the complaint within 21 days after the date of signature which you place on the acknowledgment below. If you fail to answer the complaint within the foregoing 21 day period, judgment by default will be taken against you for the relief demanded in the complaint.

I declare, under penalty of perjury, that this Notice and Acknowledgment of Receipt of Summons and Complaint will have been mailed on August 16, 2012.

MORRISON, MOTL & SHERWOOD, P.L.L.P.



Signature



Date of Signature

#### ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT

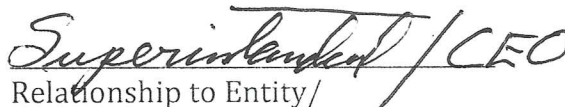
I declare, under penalty of perjury, that I received a copy of the summons and of the complaint in the above captioned matter at P.O. Box 838, Boulder, MT 59632.



Signature

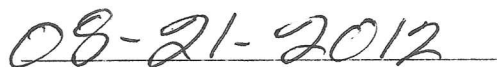


Print/Type Name



Relationship to Entity/

Authority to Receive Service of Process



Date of Signature

RECEIVED AUG 21 2012

MONTANA FIFTH JUDICIAL DISTRICT COURT, JEFFERSON COUNTY

THE BOULDER MONITOR

Plaintiff,

v.

JEFFERSON HIGH SCHOOL DISTRICT NO. 1  
SCHOOL BOARD,

Defendant.

Cause No. DV-2012-52

SUMMONS

THE STATE OF MONTANA TO THE ABOVE NAMED DEFENDANT, JEFFERSON HIGH SCHOOL DISTRICT NO. SCHOOL BOARD:

You are hereby Summoned to answer the Complaint in this action which is filed in the office of the Clerk of this Court, a copy of which is herewith served upon you, and to file your answer and serve a copy thereof upon the Plaintiff's attorney within twenty-one (21) days after the date of service of this Summons, exclusive of the day of service; and in case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the Complaint.

Witness my hand and seal of said Court, this 10<sup>th</sup> day of August, 2012.

CLERK OF COURT

MARILYN A. CRAFT

Deputy Clerk



David K.W. Wilson, Jr.  
MORRISON, MOTL AND SHERWOOD  
401 North Last Chance Gulch  
Helena, MT 59601  
(406) 442-3261  
*Attorney for Plaintiff*

**COPY**

DAVID K. W. WILSON, JR.  
MORRISON, MOTL AND SHERWOOD, PLLP  
401 North Last Chance Gulch  
Helena, MT 59601  
(406) 442-3261 Phone  
(406) 443-7294 Fax  
[kwilson@mmslawgroup.com](mailto:kwilson@mmslawgroup.com)

*Attorneys for Plaintiffs*

**FILED**

AUG 10 2012

MARILYN A. CRAFT Court Clerk  
Deputy

**SUMMONS ISSUED**

MONTANA FIFTH JUDICIAL DISTRICT COURT, JEFFERSON COUNTY

THE BOULDER MONITOR

Plaintiff,

v.

JEFFERSON HIGH SCHOOL DISTRICT NO. 1  
SCHOOL BOARD,

Defendant.

Cause No. DV-2012-52

COMPLAINT AND REQUEST FOR  
DECLARATORY AND INJUNCTIVE RELIEF

For its Complaint, the Plaintiff Boulder Monitor, through counsel of record, brings this action asserting its rights under Article II, Section 9 of the Montana Constitution and statutes implementing this constitutional provision, and states and alleges as follows:

**I. PARTIES, VENUE AND JURISDICTION**

1. The Boulder Monitor is a weekly newspaper published in Boulder, Montana, focusing on news and events in the community of Boulder and the adjacent Boulder River valley and communities.

2. The Jefferson High School District No. 1 School Board (School Board) is the duly elected governing body of Jefferson County High School District No. 1, a political

**COPY**



subdivision of the State of Montana pursuant to § 20-6-301, MCA, and is a governing body subject to the provisions of Article II, Section 9 of the Montana Constitution.

3. Venue is proper in this judicial district because both the Plaintiff and Defendant are located in Jefferson County.

4. This Court has jurisdiction over this matter pursuant to, but not limited to, §§ 2-3-213, MCA; 2-3-114, MCA; 27-8-101, *et seq.*, MCA; and 29-19-101, *et seq.*, MCA.

## II. FACTS

5. The Boulder Monitor, true to its name, monitors events in the Boulder area, including the work of elected officials in Jefferson County such as the School Board.

6. In late 2011, the Boulder Monitor sued the School Board over open meeting violations that occurred during, and arising out of, a series of email and telephone call discussions and decisions made by members of the School Board. As a result of the lawsuit, the School District entered into a Consent to Entry of Default on February 3, 2012, and the Court signed a Judgment by Default on February 8, 2012. The Judgment decreed that the School District had violated the Constitution and open meeting laws in acting as alleged in the Complaint, and awarded Plaintiffs their attorney's fees.

7. In April, 2012, the School Board appointed a committee to deal with questions of advertising for an administrative vacancy. Some committee members discussed the matter via email, something that other members expressed concern about to the School Board's attorney who then alerted the School Board about possible open meeting violations.

8. During the course of the spring of 2012, the School Board had several discussions at meetings trying to determine what would constitute a quorum. On July 1,

2012, the School Board met and unanimously passed a motion that defined a quorum as four or more members out of the seven member School Board.

9. On July 13, 2012, the budget committee of the School Board met, with four School Board members attending, even though only two of them were on that committee. The only listed item on the public agenda was "2012-2013 budget," and it was noticed up as a meeting of the committee, not the full School Board. However, other items were discussed as well, including personnel matters. In addition, although advised by their counsel that if a quorum of the School Board attended a committee meeting, only three of those School Board members attending could participate, all four members participated in the discussions on July 13, 2012. Had the meeting been properly noticed as a meeting of the entire School Board, the Boulder Monitor would have sent a reporter to attend.

10. Subsequently, minutes of the July 13, 2012 committee meeting were emailed by the Board member Steketee to the three other School Board members in attendance, for their review.

11. On July 19, 2012, Jefferson County Attorney Matt Johnson sent a letter to the School Board alerting them that they had violated the Open Meeting Act by having a quorum attend the July 13<sup>th</sup> meeting: "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. . . ." The County Attorney also noted that the email exchange among a quorum of the School Board following the July 13<sup>th</sup> meeting was "an electronic meeting of a quorum of trustees for the High School Board and again is in

violation of the open meeting laws." Finally, he urged that the School Board members all take a refresher course on open meeting laws so as to avoid charges of official misconduct. (A true and accurate copy of the July 19, 2012 letter is attached hereto as Exhibit A.)

12. The Boulder Monitor, in its critical role as a dispenser of news in Jefferson County to Jefferson County residents, is harmed by the School Board's ongoing and flagrant inability or refusal to follow open meeting and public participation requirements. The Boulder Monitor has had to, once again, spend its own resources hiring an attorney to bring an action to enforce its, and the public's, right to know.

### **III. COUNT ONE - VIOLATION OF CONSTITUTIONAL RIGHT TO KNOW AND OPEN MEETING ACT**

13. The preceding paragraphs are realleged as though set forth in full hereunder.

14. Article II, Section 9 of the Montana Constitution guarantees the public the right to "observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demands of individual privacy clearly exceeds the merits of public disclosure."

15. The "right to know" has been implemented through the Open Meeting Act. A "meeting" is defined as "the convening of a quorum of the constituent membership of a public agency." § 2-3-202, MCA. Such meetings must be open. § 2-3-203, MCA.

16. The July 13, 2012 committee meeting constituted a meeting of a quorum of the School Board. However, the public notice for the meeting neither announced that it would be a meeting of the School Board, nor did it accurately or completely alert the public to what matters would be discussed at the meeting.

17. The July 13, 2012 meeting of the School Board violated the Open Meeting Act and "right to know". Any decision(s) made at the meeting should be voided under § 2-3-



213, MCA. To the extent that no decisions were made, the Boulder Monitor seeks a declaratory judgment that the School Board violated the Open Meeting Act and Article II, Section 9, as set forth in Count Three below.

18. The Boulder Monitor is entitled to its fees and costs pursuant to § 2-3-221, MCA.

#### **IV. COUNT TWO – VIOLATION OF RIGHT TO PARTICIPATE**

19. The preceding paragraphs are realleged as though set forth in full hereunder.

20. Article II, Section 8 of the Montana Constitution guarantees the people the right to be afforded a reasonable opportunity to participate in the operations of government.

21. The “right to participate” is implemented through the Public Participation Act, §§ 2-3-101, *et seq.*, MCA, which includes requirements for notice and opportunities to be heard before final decisions are made.

22. The “right to participate” is intended to and does complement the “right to know.”

23. The School Board violated the “right to participate” in meeting on July 13, 2012 without proper notice.

24. To the extent that a decision was made at the July 13, 2012 meeting in violation of public participation act, any such decision must be voided under § 2-3-114, MCA. If no discrete decision was made, the Boulder Monitor seeks a declaratory judgment that Article II, Section 8 and the public participation act were violated by the School Board, as set forth in Count Three below.

**V. COUNT THREE - DECLARATORY JUDGMENT**

25. The preceding paragraphs are realleged as though set forth in full hereunder.

26. As an alternative to Counts One and Two, the Boulder Monitor seeks a declaratory judgment that the July 13, 2012 meeting was (1) a meeting of the School Board, and (2) was in violation of open meeting and public participation requirements of the Constitution and Montana Law.

**VI. COUNT FOUR - INJUNCTIVE RELIEF**

27. The preceding paragraphs are realleged as though set forth in full hereunder.

28. The Boulder Monitor requests that the School Board be enjoined from conducting any of the public's business until such a time as all its members have attended a refresher course on open meeting and public participation laws as suggested by the County Attorney; that such a course itself be open to the public and that the public be encouraged to attend; and that such a course be held within one month of the filing of this lawsuit so as to not unduly interfere with the School Board's conducting the public's business.

**PRAYER FOR RELIEF**

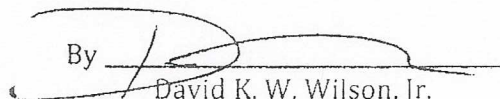
The Boulder Monitor requests that the Court grant the following relief:

1. That the Court find that the School Board violated open meeting and right to participate requirements of the Constitution and Montana Law, and void any decisions made at the July 13, 2012 meeting;
2. Additionally or alternatively, that the Court declare that the School Board violated open meeting and public participation requirements of the Montana Constitution in holding the July 13, 2012 meeting;

3. That the Court enjoin the School Board from performing any of the public's business until such a time as the School Board members have all taken a refresher course on open meeting and public participation requirements;
4. That the Court award the Boulder Monitor its costs and fees, pursuant to § 2-3-221, MCA and/or §§ 27-8-311 and 313, MCA; and
5. That the Court grant such other and further relief as it deems just and proper.

DATED this 27<sup>th</sup> day of August, 2012.

MORRISON, MOTL AND SHERWOOD

By   
David K. W. Wilson, Jr.  
*Attorneys for Plaintiff*



# Exhibit A

# Jefferson County Attorney's Office

Matt Johnson, County Attorney  
mjohnson@jeffco.mt.gov

Kellie J. Doherty, Paralegal Investigator  
kdoherty@jeffco.mt.gov

Dennis G. Owens, Chief Deputy  
dowens@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 Stekete 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.

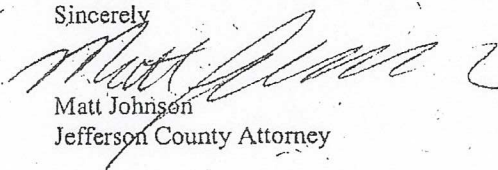
I understand that the Board only wishes to get its work done, but there are laws that the Board and its trustees must not overlook in the process including open meeting laws and public participation. The Jefferson County Commission once upon a time had difficulties working through the same laws, but 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





## *Boulder Monitor*

P. O. Box 66  
Boulder, MT 59632-0066  
(406) 225-3821 or (406) 225-3822

August 18, 2012

**TO:** Jefferson High School Board of Trustees

**FROM:** Jan Anderson, editor and publisher

**RE:** Monthly school district column

This is sent in the interest of clarifying our position on the space we are providing for free to the board for a monthly column.

When we agreed to provide that space, we asked that the board limit each column to 500 words. As submitted thus far, both columns have far exceeded that limit. The most recent one was over 800 words and the first one closer to 1000. In the interest of giving the board a chance to say what it wanted, we broke the first column into two entries of about 500 words each, provided a draft of that to the district and then published it in two successive issues.

For this month's submission, we have edited it down to 500 words and are herewith providing a copy of the edited version as well as the original version for your review. If the edited version is not acceptable to you, please provide a version that stays within the limit.

We will not be publishing any future submissions that are in excess of 500 words. It is up to the district to ensure that submissions meet that limit when presented to us. You otherwise have the option to purchase the space at our regular advertising rates.

You may also notice that an entire section of the original version of the most recent submission, the section labeled "NO PROGRAMS CUT", has been deleted from the edited version. There are a couple of reasons for that.

First, the original misrepresented what the board was asked. Micki LeTexier did not ask the board about program cuts, as claimed in the submitted version. She asked about staff cuts. She did not say, as claimed in the submission, that the voters had been promised there would be no program cuts. Our news report of that portion of the school board meeting will quote her and the board's response and will accurately reflect what actually happened.

Second, it is our job to report the news, and we will not knowingly publish misrepresentations from the board. The column is for the board to share its views, and the board is entitled to its own views. It is not entitled to its own facts.

For that same basic reason, we made two other changes in the submission.

It claimed that the board is in consultation with "our attorneys, including the county attorney" on the public participation language. The board has not taken any steps, at least not publicly, to hire the county attorney. It is the fact that the board rejected the county attorney's advice in favor of a second opinion. We will not knowingly mislead readers to believe the county attorney backs the position taken by the board on this issue.

The submission also contained a byline crediting both Jim Whealon and Sabrina Steketee as the writers. We will not be placing two names on the school board column so that responsibility for the words therein is clear. Since Steketee, not Whealon, is the elected official responsible to the public, her name only appears as writer of the current submission. Whealon is credited at the end as a reviewer and editor.

Please respond in writing regarding the acceptance of the edited submission or submit an alternative version that does not misrepresent the facts and stays within the 500 word limit. Our deadline for publication in the Wednesday paper is noon on Monday and items are published as dictated by space and news judgment.

# JEFFERSON HIGH SCHOOL DISTRICT REPORT TO THE COMMUNITY

by Jim Whealon, Superintendent, and Sabrina Steketee, Chair, Board of Trustees

*Greetings to the residents of the Jefferson High School District. This article is our monthly report to share information on issues of concern in our district and what the Board of Trustees, administration and staff are doing to move JHS forward with the ultimate goal of becoming a leading high school in Montana by any academic measure.*

## NEW PRINCIPAL

The big news is that our new principal, Mr. Daryl Mikesell, is on board. He attended the August JHS board meeting for the first time in his capacity as principal. The board is already impressed with his work to extend the two-year mentoring plan to our new teachers and his and Dan Sturdevant's work on the Activities Director position. Dan Sturdevant is staying on at the school (Thank you, Dan!). Mr. Mikesell briefed the board on a new program called "HUDL" which provides the capability to exchange football game footage with other schools. It was clear from Mr. Mikesell's presentation that this is a tremendous tool to bring to JHS. Mr. Mikesell also negotiated well with the vendor of the program and demonstrated that he will be a good steward of our limited funds.

## FUNDRAISING INFO

The football team has made very successful fundraising efforts to make purchasing HUDL possible. As with all fundraising for athletics at JHS, we must be very careful to ensure that any dollar spent on a sports program for boys is matched by a dollar spent on a girls' program. Besides keeping things fair, this is required by law. This can make fundraising confusing because when dollars are donated to the school for a sports program they can't be given only to a single program; we have to keep gender equity in mind. So if a dollar donation comes in for a boys' sports program the school either has to find another dollar and spend it on a girls' program or the donation has to be split. At the board meeting, the board discussed making sure that everyone knows about this, especially the people donating the money, so no one is surprised at how it has to be handled.

## NO PROGRAMS CUT

It was asked at the board meeting if hiring the principal had put the school in the position of having to reduce other staff, especially considering that the recent mill levy was passed at least partially on the word of the board that no programs would be cut. Returning to a two-person administrative staff at JHS was one of the highest priorities of the board. We simply could not continue to take advantage of Mr. Whealon to do two jobs at once, especially as we work toward our goal of becoming a leading high school.

We are happy to confirm that no programs

500 WORDS 500 WORDS 500 WORDS 500 WORDS 500 WORDS 500 WORDS

have been cut and JHS has the same number of teachers this year as last. We had two teachers retire, one teacher resign and one non-tenured teacher non-renewed but all four positions have been refilled. Funds for the principal position were made possible in part by the retirements and non-renewal because the positions were filled with teachers at earlier years in their teaching careers so per the union contract, the new salaries are less. Mr. Whealon feels very confident that the new teachers are well-qualified and will do very well in their new positions.

## PLANNING

The board discussed how to work on planning. It will conduct a second board meeting in addition to its regular monthly meeting in September, January, and June and possibly also March. At the September planning meeting, the board will discuss how to structure board training, how to increase the information made available to the public through the website, getting full financial information to the public consistently, and working toward our goal of becoming a leading high school including expanding planning participation to staff and the community.

## POLICIES ONLINE

The board approved a policy for maintenance of district policies. This policy provides in part that the district policies will be kept on the website and that the copy will be printable and searchable. This should end a longtime frustration with access to policies and being able to use the files productively.

## PUBLIC PARTICIPATION

The board also worked on the language for public participation at board meetings. The goal is to make sure everyone has the same clear understanding and is able to participate appropriately and effectively but still have well-run and productive board meetings. Much of this is impacted by open meeting laws and we are in consultation with our attorneys, including the county attorney, on this.

As always, please attend board meetings, email or call the superintendent, board chair or trustees with any questions about the high school. The school website at [www.jhs.mt.us](http://www.jhs.mt.us) provides a listing of the trustees. Superintendent Jim Whealon can be reached at 225-3317; Board Chair Sabrina Steketee can be reached at 431-1285.

**SUBMITTED  
VERSION -  
SEE PAGE 2 FOR  
EDITED VERSION**



## JEFFERSON HIGH SCHOOL DISTRICT REPORT TO THE COMMUNITY

*Editor's Note: The Monitor regularly provides this space for free to the school district in the interest of allowing the school board to express its views.*

by **Sabrina Steketee**, Chair, Board of Trustees

*Greetings, residents of Jefferson High School District. This is our monthly report on issues in our district and what the Board of Trustees, administration and staff are doing to move JHS forward with the ultimate goal of becoming a leading high school in Montana by any academic measure.*

### **NEW PRINCIPAL**

Our new principal, Daryl Mikesell, is on board. He attended the August board meeting for the first time in his capacity as principal. The board is already impressed with his work to extend the two-year mentoring plan to our new teachers and his and Dan Sturdevant's work on the Activities Director position. Dan Sturdevant is staying on at the school (Thank you, Dan!). Mr. Mikesell briefed the board on a new program called "HUDL" which enables us to exchange football game footage with other schools. It was clear from Mr. Mikesell's presentation this is a tremendous tool for JHS. Mr. Mikesell also negotiated well with the vendor of the program and demonstrated he will be a good steward of our limited funds.

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### **PLANNING**

The board will conduct a second board meeting in addition to its regular monthly meeting in September, January, and June and possibly also March to accommodate planning. At the September 25 planning meeting, the board will discuss structuring board training, increasing information made available through the website, getting full financial information to the public consistently, and working toward our goal of becoming a leading high school including expanding planning participation to staff and community.

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As always, please attend board meetings, email or call the superintendent, board chair or trustees with any questions about the high school. The school website at [www.jhs.mt.us](http://www.jhs.mt.us) provides a listing of the trustees. Superintendent Jim Whealon can be reached at 225-3317; Board Chair Sabrina Steketee can be reached at 431-1285.

*Superintendent Jim Whealon contributed to this column via review and editing suggestions.*

**EDITED VERSION**



08/28/12  
 53:19

JEFFERSON HIGH SCHOOL  
 Claim Approval List  
 For the Accounting Period: 8/12

Page: 1 of 7  
 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     |  |
| 14287         | 4297 COMDATA   | 146.61      |      |          |           |              |  |
| 1             | 20168201 08/01/12 custodial  | 146.61      |      | 201      | 100-2600  | 624          |  |
|               | Claim Total for District   | 146.61      |      |          |           |              |  |
| 14288         | 4616 ARCHITECTURE & DESIGN   | 1,000.00    |      |          |           |              |  |
| 1             | 1202 07/17/12 north entry canopy plans   | 1,000.00*   |      | 224      | 100-4600  | 725          |  |
|               | Claim Total for District   | 1,000.00    |      |          |           |              |  |
| 14289         | 4617 MIKESELL, DARYL   | 70.00       |      |          |           |              |  |
| 1             | 08/01/12 coaches clinic  | 70.00       |      | 201      | 720-3500  | 582          |  |
|               | Claim Total for District   | 70.00       |      |          |           |              |  |
| 14290         | 4091 CENTRAL RESTAURANT PRODUCTS   | 95.08       |      |          |           |              |  |
| 1             | 10937431 07/30/12 containers, platters, pit  | 90.75       | 7453 | 201      | 999       |              |  |
| 2             | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-<br>10937431 07/30/12 containers, platters, pit | 4.33        |      | 201      | 390-1710  | 610          |  |
|               | Claim Total for District   | 95.08       |      |          |           |              |  |
| 14291         | 1648 MDM SUPPLY CO.  | 393.01      |      |          |           |              |  |
| 1             | S2084048 07/18/12 plumbing repair supplies   | 393.01      | 7530 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-<br>Claim Total for District                    | 393.01      |      |          |           |              |  |
| 14292         | 4027 STUDENT PLANNER   | 308.62      |      |          |           |              |  |
| 1             | 108405 07/13/12 300 student planners   | 308.56      | 7461 | 201      | 999       |              |  |
| 2             | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-<br>108405 07/13/12 300 student planners        | 0.06        | 7461 | 215      | 999       | 74           |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -427-1000-610- 74<br>Claim Total for District                 | 308.62      |      |          |           |              |  |
| 14294         | 1304 JEFFERSON COUNTY SOLID WASTE  | 5.00        |      |          |           |              |  |
| 1             | 13442 08/09/12 construction disposal   | 5.00        |      | 201      | 100-2600  | 431          |  |
|               | Claim Total for District   | 5.00        |      |          |           |              |  |
| 14295         | 1648 MDM SUPPLY CO.  | 318.88      |      |          |           |              |  |
| 1             | S2108412 07/24/12 butterfly valve  | 318.88      | 7562 | 201      | 100-2600  | 615          |  |
|               | Claim Total for District   | 318.88      |      |          |           |              |  |
| 14296         | 157 ACE HARDWARE   | 1,553.37    |      |          |           |              |  |
| 1             | 52118 07/24/12 mclane edger  | 329.99      | 7528 | 201      | 999       |              |  |
| 2             | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-<br>various 07/01/12 Ref PO# 23306 Maintenance  | 1,223.38    |      | 201      | 100-2600  | 615          |  |
|               | Claim Total for District   | 1,553.37    |      |          |           |              |  |

08/28/12  
09:53:20

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/12

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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     |  |
| 14297         | 15 A-1 RENTALS  | 18.00       |      |          |           |              |  |
| 1             | 14176 06/28/12 bull float handle                      | 18.00       | 7553 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615- |             |      |          |           |              |  |
|               | Claim Total for District                              | 18.00       |      |          |           |              |  |
| 14298         | 3547 MOODIE IMPLEMENT COMPANY                         | 462.80      |      |          |           |              |  |
| 1             | 79520 07/03/12 brush kit                              | 462.80      | 7529 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660- |             |      |          |           |              |  |
|               | Claim Total for District                              | 462.80      |      |          |           |              |  |
| 14299         | 1304 JEFFERSON COUNTY SOLID WASTE                     | 90.00       |      |          |           |              |  |
| 1             | 13484 07/26/12 cement waste                           | 90.00       |      | 201      | 100-2600  | 431          |  |
|               | Claim Total for District                              | 90.00       |      |          |           |              |  |
| 14300         | 631 CRESCENT ELECTRIC SUPPLY CO.                      | 631.79      |      |          |           |              |  |
| 1             | 051-484687 07/18/12 20 amp breaker                    | 10.79       | 7560 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615- |             |      |          |           |              |  |
| 2             | 051-483684 07/13/12 ballasts/exit batteries           | 602.85      | 7532 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615- |             |      |          |           |              |  |
|               | 051-483684 07/13/12 ballasts/exit batteries           | 18.15       |      | 201      | 100-2600  | 615          |  |
|               | Claim Total for District                              | 631.79      |      |          |           |              |  |
| 14301         | 385 BOULDER MONITOR & JEFFERSON CO.                   | 72.00       |      |          |           |              |  |
| 1             | 14244 07/02/12 board vacancy                          | 36.00       |      | 201      | 100-2300  | 540          |  |
| 2             | 14244 07/02/12 audit publication                      | 36.00*      |      | 201      | 100-2500  | 540          |  |
|               | Claim Total for District                              | 72.00       |      |          |           |              |  |
| 14302         | 3088 SHI INTERNATIONAL CORP.                          | 2,291.20    |      |          |           |              |  |
| 1             | B00718031 08/02/12 virtual license                    | 2,000.00*   | 7551 | 228      | 100-1000  | 680          |  |
| 2             | B00718602 08/03/12 virtual license                    | 291.20*     | 7551 | 228      | 100-1000  | 680          |  |
|               | Claim Total for District                              | 2,291.20    |      |          |           |              |  |
| 14303         | 1086 GIULIO DISPOSAL SERVICES, INC.                   | 141.00      |      |          |           |              |  |
| 1             | 71636 07/31/12 July 12 service                        | 141.00      |      | 201      | 100-2600  | 431          |  |
|               | Claim Total for District                              | 141.00      |      |          |           |              |  |
| 14304         | 1211 INNOVATIONS ASSOCIATES                           | 130.00      |      |          |           |              |  |
| 1             | 2779 08/06/12 current events                          | 130.00      | 7466 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1571-610- |             |      |          |           |              |  |
|               | Claim Total for District                              | 130.00      |      |          |           |              |  |
| 14305         | 2717 CITY OF BOULDER                                  | 1,831.91    |      |          |           |              |  |
| 1             | 08/06/12 Aug. water/sewer                             | 1,831.91    |      | 201      | 100-2600  | 421          |  |
|               | Claim Total for District                              | 1,831.91    |      |          |           |              |  |

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/12

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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 |
| 14306         | 2421 STATE OF MONTANA SURPLUS                         | 510.00      |              |          |           |          |
| 1             | 80623 08/06/12 desk                                   | 40.00       | 7533         | 201      | 999       |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-660- |             |              |          |           |          |
| 2             | 80624 08/09/12 desk                                   | 470.00      | 7533         | 201      | 999       |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-660- |             |              |          |           |          |
|               | Claim Total for District                              | 510.00      |              |          |           |          |
| 14307         | 3308 CDW-GOVERNMENT INC.                              | 12,863.00   |              |          |           |          |
| 1             | N494524 07/25/12 meru/acad license                    | 2,044.00*   | 7552         | 228      | 100-1000  | 680      |
| 2             | N529368 07/26/12 meru/acad license                    | 552.00*     | 7552         | 228      | 100-1000  | 680      |
| 3             | N494524 07/25/12 meru radio/wireless contr            | 10,267.00*  | 7552         | 228      | 100-1000  | 660      |
|               | Claim Total for District                              | 12,863.00   |              |          |           |          |
| 14308         | 4234 WELLS FARGO FINANCIAL LEASING                    | 168.75      |              |          |           |          |
| 1             | 6765751705 07/19/12 front office copier               | 168.75      |              | 201      | 100-1000  | 840      |
|               | Claim Total for District                              | 168.75      |              |          |           |          |
| 14310         | 1645 VERIZON BUSINESS                                 | 81.55       |              |          |           |          |
| 1             | 09585622 07/25/12 July 12 service                     | 81.55       |              | 201      | 100-2400  | 531      |
|               | Claim Total for District                              | 81.55       |              |          |           |          |
| 14311         | 1737 NORTHWESTERN ENERGY                              | 1,734.59    |              |          |           |          |
| 1             | 173459 08/01/12 July 12 electric                      | 1,645.11    |              | 201      | 100-2600  | 412      |
| 2             | 173459 08/01/12 July 12 gas                           | 89.48       |              | 201      | 100-2600  | 411      |
|               | Claim Total for District                              | 1,734.59    |              |          |           |          |
| 14312         | 3766 MONTANA ACADIA                                   | 651.04      |              |          |           |          |
| 1             | 6005946 08/08/12 altacare                             | 651.04*     |              | 215      | 280-1000  | 330 524  |
|               | Claim Total for District                              | 651.04      |              |          |           |          |
| 14313         | 1250 INDEPENDENT RECORD                               | 400.00      |              |          |           |          |
| 1             | 07/26/12 library roof bid ad                          | 400.00*     |              | 224      | 100-4600  | 540      |
|               | Claim Total for District                              | 400.00      |              |          |           |          |
| 14314         | 321 BRUCO, INC  | 1,743.25    |              |          |           |          |
| 1             | 301747 06/22/12 burnisher                             | 1,743.25    | 7531         | 201      | 999       |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660- |             |              |          |           |          |
|               | Claim Total for District                              | 1,743.25    |              |          |           |          |
| 14315         | 612 AMSAN CUSTODIAL SUPPLY                            | 2,998.78    |              |          |           |          |
| 1             | 269969242 07/20/12 vacuum brush/belt                  | 142.30      | 7566         | 201      | 100-2600  | 615      |
| 2             | 269969242 07/20/12 vacuum brush/belt                  | 11.36       |              | 201      | 100-2600  | 615      |
| 3             | 268577046 06/27/12 wall mount dispenser               | 90.00       | 7527         | 201      | 999       |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615- |             |              |          |           |          |
| 4             | 268577046 06/27/12 wall mount dispenser               | 6.60        |              | 201      | 100-2600  | 615      |
| 5             | 268574845 06/27/12 cleaner/bags/stripper              | 32.67       | 7427         | 201      | 999       |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- |             |              |          |           |          |



08/28/12  
09:53:20

JEFFERSON HIGH SCHOOL  
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For the Accounting Period: 8/12

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High School  
\* ... Over spent expenditure

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|---------------|---|-------------|------|----------|-----------|--------------|--|
| Line #        | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj     |  |
| 6             | 267908036 06/15/12 cleaner/bags/stripper              | 2,709.35    | 7427 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- |             |      |          |           |              |  |
| 7             | 267908036 06/15/12 cleaner/bags/stripper              | 6.50        |      | 201      | 100-2600  | 615          |  |
|               | Claim Total for District                              | 2,998.78    |      |          |           |              |  |
| 14316         | 3715 JEFFERSON COUNTY                                 | 244.20      |      |          |           |              |  |
| 1             | 1269 08/10/12 weed spray                              | 244.20      |      | 201      | 100-2600  | 610          |  |
|               | Claim Total for District                              | 244.20      |      |          |           |              |  |
| 14317         | 899 EMPIRE OFFICE MACHINES, INC.                      | 34.96       |      |          |           |              |  |
| 1             | 0177984-00 08/09/12 ink cartridges                    | 32.61       | 7460 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- |             |      |          |           |              |  |
| 2             | 0177984-00 08/09/12 ink cartridges                    | 2.35        | 6993 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- |             |      |          |           |              |  |
|               | Claim Total for District                              | 34.96       |      |          |           |              |  |
| 14318         | 375 MSHWP/BCBS OF MONTANA                             | 1,169.19    |      |          |           |              |  |
| 1             | 07/01/12 Ret. Prem                                    | 1,169.19    |      | 201      | 100-1000  | 260          |  |
|               | Claim Total for District                              | 1,169.19    |      |          |           |              |  |
| 9             | 3959 AMERICAN EXPRESS                                 | 195.00      |      |          |           |              |  |
|               | U459539810 08/21/12 AD infinitum software             | 195.00*     | 7567 | 228      | 100-1000  | 680          |  |
|               | Claim Total for District                              | 195.00      |      |          |           |              |  |
| 14320         | 4618 DON LOWERY CONSTRUCTION INC.                     | 14,950.00   |      |          |           |              |  |
| 1             | 500 08/13/12 exterior building repair                 | 14,950.00*  |      | 224      | 100-4600  | 725          |  |
|               | Claim Total for District                              | 14,950.00   |      |          |           |              |  |
| 14321         | 899 EMPIRE OFFICE MACHINES, INC.                      | 276.01      |      |          |           |              |  |
| 1             | 222007 08/13/12 mat                                   | 114.01      | 7564 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-660- |             |      |          |           |              |  |
| 2             | 0178021-00 08/10/12 wire shelving                     | 162.00      | 7459 | 201      | 999       |              |  |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610- |             |      |          |           |              |  |
|               | Claim Total for District                              | 276.01      |      |          |           |              |  |
| 14322         | 1987 PACIFIC STEEL                                    | 20.95       |      |          |           |              |  |
| 1             | 616624 08/13/12 angle iron                            | 20.95       | 7565 | 201      | 100-2600  | 615          |  |
|               | Claim Total for District                              | 20.95       |      |          |           |              |  |
| 14323         | 1648 MDM SUPPLY CO.                                   | 241.58      |      |          |           |              |  |
| 1             | S2116162 08/16/12 boiler igniters                     | 241.58      | 7569 | 201      | 100-2600  | 615          |  |
|               | Claim Total for District                              | 241.58      |      |          |           |              |  |
| 14324         | 4049 AMAZON.COM                                       | 480.81      |      |          |           |              |  |
| 1             | 08/23/12 10 geometry books                            | 480.81*     | 7570 | 201      | 100-1441  | 640          |  |
|               | Claim Total for District                              | 480.81      |      |          |           |              |  |

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/12

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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 |
| 14325         | 4619 TRU-GEEK COMPUTING                               | 420.00      |      |          |              |          |
| 1             | 84 08/09/12 vlan consulting                           | 420.00*     | 7571 | 228      | 100-1000     | 330      |
|               | Claim Total for District                              | 420.00      |      |          |              |          |
| 14326         | 2461 SUE'S SEWING PALACE                              | 1,238.79    |      |          |              |          |
| 1             | 1-1087 08/23/12 machine repair                        | 1,238.79    | 7488 | 201      | 999          |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-440- |             |      |          |              |          |
|               | Claim Total for District                              | 1,238.79    |      |          |              |          |
| 14327         | 4370 STURDEVANT, DANIEL                               | 60.00       |      |          |              |          |
| 1             | 08/12/12 coaches clinic                               | 60.00       |      | 201      | 720-3500     | 582      |
|               | Claim Total for District                              | 60.00       |      |          |              |          |
| 14328         | 1377 JOHNSON CONTROLS                                 | 5,454.00    |      |          |              |          |
| 1             | 1-56788439 08/21/12 north gym controls                | 5,454.00    | 7394 | 224      | 999          |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440- |             |      |          |              |          |
|               | Claim Total for District                              | 5,454.00    |      |          |              |          |
| 14329         | 2152 CENTURY LINK                                     | 228.64      |      |          |              |          |
|               | 08/13/12 Aug/Sept charges                             | 228.64      |      | 201      | 100-2400     | 531      |
|               | Claim Total for District                              | 228.64      |      |          |              |          |
| 14330         | 4049 AMAZON.COM                                       | 29.75       |      |          |              |          |
| 1             | 07/29/12 media cart                                   | 29.75       |      | 201      | 100-2500     | 610      |
|               | Claim Total for District                              | 29.75       |      |          |              |          |
| 14331         | 2511 SHAFFNER'S BINDERY                               | 156.28      |      |          |              |          |
| 1             | 867 08/16/12 algebra 2 book rebinding                 | 133.00      | 7555 | 201      | 999          |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1440-440- |             |      |          |              |          |
| 2             | 867 08/16/12 algebra 2 book rebinding                 | 23.28*      |      | 201      | 100-1440     | 440      |
|               | Claim Total for District                              | 156.28      |      |          |              |          |
| 14332         | 1377 JOHNSON CONTROLS                                 | 386.25      |      |          |              |          |
| 1             | 1-56409153 08/13/12 boiler switch                     | 386.25      |      | 201      | 100-2600     | 440      |
|               | Claim Total for District                              | 386.25      |      |          |              |          |
| 14333         | 4433 OCLC, INC.                                       | 217.00      |      |          |              |          |
| 1             | 187419 07/31/12 oclc membership                       | 189.00      | 7525 | 201      | 999          |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-682- |             |      |          |              |          |
| 2             | 187419 07/31/12 oclc membership                       | 28.00       |      | 201      | 100-2220     | 682      |
|               | Claim Total for District                              | 217.00      |      |          |              |          |
| 14334         | 4604 LEGENDARY FINISHES, INC.                         | 3,520.00    |      |          |              |          |
| 1             | 1305 08/01/12 paint block outside S. gy               | 3,520.00    | 7440 | 224      | 999          |          |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440- |             |      |          |              |          |
|               | Claim Total for District                              | 3,520.00    |      |          |              |          |

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/12

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High School  
\* ... Over spent expenditure

| Claim Warrant | Vendor #/Name   | Claim \$    |      |          |                           |     |      |
|---------------|---|-------------|------|----------|---------------------------|-----|------|
| Line #        | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 14335         | 4376 WHEALON, JAMES                                   | 339.82      |      |          |                           |     |      |
| 1             | 08/27/12 4 drums for garbage                          | 199.96      |      | 201      | 100-2600                  | 615 |      |
| 2             | 08/27/12 Helena travel                                | 35.52       |      | 201      | 100-2300                  | 582 |      |
| 3             | 08/27/12 Co-op mtg                                    | 33.30       |      | 201      | 100-2300                  | 582 |      |
| 4             | 08/27/12 surplus chairs travel                        | 35.52       |      | 201      | 100-2300                  | 582 |      |
| 5             | 08/27/12 surplus desk travel                          | 35.52       |      | 201      | 100-2300                  | 582 |      |
|               | Claim Total for District                              | 339.82      |      |          |                           |     |      |
| 14336         | 4478 GETTEN, TANYA                                    | 445.00      |      |          |                           |     |      |
| 1             | 08/23/12 library grad class                           | 445.00*     |      | 215      | 420-1000                  | 582 | 85   |
|               | Claim Total for District                              | 445.00      |      |          |                           |     |      |
| 14337         | 1823 MT BROOM & BRUSH COMPANY                         | 500.00      |      |          |                           |     |      |
| 1             | 849524 08/27/12 a frame panel truck                   | 498.00      | 7526 | 201      | 999                       |     |      |
|               | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660- |             |      |          |                           |     |      |
| 2             | 849524 08/27/12 a frame panel truck                   | 2.00        |      | 201      | 100-2600                  | 660 |      |
|               | Claim Total for District                              | 500.00      |      |          |                           |     |      |
|               | Total High School                                     | 61,318.46   |      |          |                           |     |      |



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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 8/12

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| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$19,129.16 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$1,096.10  |
| 224 HARD ROCK MINING               |             |
| 101                                | \$25,324.00 |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$15,769.20 |
| Total                              | \$61,318.46 |
| Grand Total                        | \$61,318.46 |

From the desk of:

£ *orie*

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September 2012

This Sept. 6 meeting agenda, set by Ms. Steketeer with Mr. Whealon, will not have many of the items that could be moved to October.

Thus, the detailed budget and clerk's report will be available at the October meeting.



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

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## Friday Notes and Superintendent's report.

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

Fri, Aug 31, 2012 at 4:38 PM

To: Sabrina Steketeer <sabrina@gopantherz.com>, Stan Senechal <Ssenechal51@gmail.com>, Lynne Bryant <Lynlab3@yahoo.com>, Denise <jhspanther\_fan@yahoo.com>, Pat Lewis <lewis@radonmine.com>, Tim Lloyd <carrie.tim@gmail.com>, Lorie Carey <lorie.carey@jhs.k12.mt.us>

Today the regular scheduled September Board meeting was changed from September 18 to September 6th at the direction of the chairman. The regular agenda and the discussion of the second Monitor law suit have been combined to save the Board from having to schedule two meetings in September. In an effort to keep the meeting as short as possible I am combining my Friday Notes with a superintendents report for the meeting on the 6th.

With the increased enrollment this fall and the small graduating class we will have this spring our next year enrollment expectations look very good. If we get another freshman class of 60 or more our next years enrollment could be 25 to 30 kids more than we have this fall. That would mean that we would likely need to open the mods full time next year. Although it is too early to know, the Board should be aware that this is a strong possibility. A larger enrollment this year will mean more State money and a larger budget next year.

The new stage curtains are being put up in the South Gym. They are a great improvement over the old faded purple ones. The drama department should be pleased.

We had our final meeting with the general contractor who will do the library roof retrofit on August 29. He has been given the notice to begin the work and a signed contract. With the start of fall just around the corner we need to get going and he will have his crew on site and begin work on September 4th. He has 60 days to complete the work. He expects to be done way before that. As we worked out the plans it would appear that we should not have to move any classes to the mods during the construction. However, we have a backup plan to do that if we have to. The second roof over the lunchroom and North gym will go out for bid in the Sunday September 2 papers. The contractor walk through for the second job is September 12 at 3:00 p.m. The bid opening for the second bid is September 18th at 3:00 pm here at the school. We hope to have work starting on that job by the end of September. This has been a long process and it will take some time more before it is over.

I will be at the School Administrators of Montana conference on September the 17th and the morning of the 18th.

The annual MCEL conference will be October 18th and 19th in Billings. If possible Board members should try to attend.

I have contacted the Montana State's Professional Development Center from the Department of Administration to see if they would do a training for the Board on Montana's Open Meeting law. They do this training all the time for schools and other government groups. They have said they would do the training but their trainer is out until September 10. We will try to set up a date as soon as possible.

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Jim Whealon  
Superintendent/Principal  
Jefferson High School