

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

Jefferson High School Library
*** 6:30 p.m. May 14, 2013 ***

Board packet available upon request at the Central Office.)
Please check the school website at

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 and the packet of associated materials for the meeting.

Call to order-Chairperson

1. Pledge of Allegiance

Announcements and Public Comment. Please see information printed on the back of the agenda and in the brochure at entrance to the meeting about speaking to the board during this time.

Student Report

1. Reorganization of the Board of Trustees - Action

1. Canvass of Election

2. Seating of New Members

3. Election of Chairperson

4. Election of Vice-Chairperson

5. Appointment of Clerk

6. Meeting Procedure/Agenda Format/Meeting Time/ Meeting Location

E. Committee Appointments

F. Committee Reports - brief review, written reports provided in board packet

1. Hiring committee - notes included

2. Policy committee - notes included

3. Tech committee - notes included

4. Negotiations committee - notes included

5. Transportation committee - notes included

G. Administration Reports - brief reviews, written reports provided in board packet

1. Clerk/Business Manager

a. Election report

b. Budget Information

2. Principal

a. AD report

3. Superintendent

H. Unfinished Business

1. Update on Boulder Monitor second lawsuit against District, possible closed session for litigation strategy, possible action if needed

I. New Business

1. Board Vacancy Announcement

2. Personnel - Action

a. Substitute Applications - M. Reel, K Burton - Action

b. Superintendent - Approval upon acceptance of terms - Action

c. English/Library & Vocational/Technical recommendations - Action

d. Vacancy - Math - resignation of Ms. Collins

e. Possible non-renewal of non-tenured staff - Action

f. Possible Classified and Certified renewals - Action

g. Discussion and possible action concerning retake of the National Certification test - Action

3. Policies 7261 and 7261F/Metal Mines - 1st reading with possible waiving of 2nd reading - Action
4. Policy 4330 and associated procedures and forms changes/Facility Use- 1st reading
5. Policy 3630 changes/Cell Phone use - 1st reading
6. Discussion and possible action concerning transportation contract - Action

Pat Trams

- 7. CSCT Agreement - Action
- 8. Prickly Pear Intercal Agreement Ratification - Action
- 9. Appointment of Prickly Pear Coop board member (supt.) - Action
- 10. Building access/Keys procedures review/discuss
- 11. National Leadership conference for Superintendent/Principal - discuss/decide
- 12. MTSBA resolution
- 13. Proposed 13-14 Calendar

J. Communication and Comments

- 1. Letters to the Board
- a. Victoria Foster - request

K. Staff Presentation

- 1. Ms. Piccolo - Service Learning

L. Commendations and Recognition

- 1. Approval of Previous Minutes and High School Claims and Accounts - action

N. Follow-up/Adjournment

- 1. Chair/Superintendent article for paper
- 2. Cash-out of unused vacation - June agenda

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. May 14, 2013
AD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY
THE MONTH PRIOR TO THE BOARD MEETING.

All board meetings are generally held in the Jefferson High School Library, on the third Tuesday of each month at 6:30 p.m. (Exceptions often occur in May and August to follow legal requirements.)
 For updates, call the district office at 225-3740.

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

Our vision for the future, second draft:

- 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;

committed to continuing education and the use of best practices;

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

committees: 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

The board welcomes and encourages public comment and wishes the public announcement and Public Comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's sheet when the meeting begins. Comments on non-agenda items may be made during the meeting. Individuals wishing to address the agenda must sign in on the sheet provided. The clerk will select the sheet when the meeting begins. Comments on non-agenda items that are on the agenda may be made during the "Public Comment" sheet that item's point on the agenda. Comments on non-agenda items that to avoid violations of individual rights of agenda item. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments that would infringe upon the privacy rights of any student, staff member, or member of the general public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called but may schedule the topic on the Board may not respond to and will not take action on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

COPY

Petition for Recount

To the Honorable Election Administrator:

Pursuant to 13-15-403(4) MCA, we, the undersigned Jefferson High School Board of Trustees acting as a Board of Canvassers in Jefferson County, in and for the said School District Election held in said county on May 7, 2013, believe that an error occurred which may affect the accuracy of the votes cast in said election. The tally sheets were not completed by the election judges. In order to canvass the election results the tally sheets need to be complete.

Dated this 14 day of May, 2013.

Signed _____

STATE OF MONTANA)
County of Jefferson)
Jefferson High School)

COPY

BE IT REMEMBERED, THAT on the 14th day of May, 2013, the BOARD OF TRUSTEES OF JEFFERSON HIGH SCHOOL, convened as a recount board to recount the returns of Precincts 1 and 20 for the General Fund and Technology levies. The Election for said levies was held in such county and state on the 7th day of May, 2013.

Present: Trustees: Sabrina Steketee, Pat Lewis, Stan Senechal, Travis Pierce, Michelle Letexier, and Denise Brunetti; and Election Administrator, Lorie Carey.

The Board thus constituted, proceeded with the official recount of the returns. The undersigned of said County do hereby certify that the attached constitutes a full, true and complete abstract of the returns of the recount.

Patricia Letner
Michelle Letexier
Travis Pierce
Stan Senechal
Denise Brunetti

Attest: *Denise Brunetti*

Montana Code Annotated 2011

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13-15-403. Canvass to be public – nonessentials to be disregarded – petition for recount. (1) The canvass must be public. It must proceed by opening the returns, auditing the tally books or other records of votes cast, determining the vote for each individual and for and against each ballot issue from each precinct, compiling totals, and declaring or certifying the results.

(2) The board shall record all write-in votes shown in the returns from each precinct.

(3) The returns may not be rejected because of failure to show who administered the oath to the election judges, failure to complete all the certificates in a pollbook, or failure of any other act making up the returns that is not essential to determine for whom the votes were cast.

(4) If during a canvass the board finds an error in a precinct or precincts affecting the accuracy of vote totals, the board immediately may petition for a recount of the votes cast in the precinct or precincts, as provided in 13-16-201, or for an inspection of ballots, as provided in 13-16-420.

History: En. Sec. 181, Ch. 368, L. 1969; amd. Sec. 44, Ch. 365, L. 1977; R.C.M. 1947, 23-4011; amd. Sec. 159, Ch. 571, L. 1979; amd. Sec. 1, Ch. 19, L. 1987; amd. Sec. 15, Ch. 591, L. 1991; amd. Sec. 57, Ch. 56, L. 2009.

Provided by Montana Legislative Services

13-16-201. Conditions under which recount to be conducted. (1) A recount must be conducted if:

- (a) a candidate for a precinct office or for a county, municipal, or district office voted for in only one county, other than a legislator or a judge of the district court, is defeated by a margin not exceeding 1/4 of 1% of the total votes cast or by a margin not exceeding 10 votes, whichever is greater, and the defeated candidate, within 5 days after the official canvass, files with the election administrator a verified petition stating that the candidate believes that a recount will change the result and that a recount of the votes for the office or nomination should be conducted;

- (b) a candidate for a congressional office, a state or district office voted on in more than one county, the legislature, or judge of the district court is defeated by a margin not exceeding 1/4 of 1% of the total votes cast for all candidates for the same position and the defeated candidate, within 5 days after the official canvass, files a petition with the secretary of state as set forth in subsection (1)(a). The secretary of state shall immediately notify by certified mail each election administrator whose county includes any precincts that voted for the office, and a recount must be conducted in those precincts.

- (c) a question submitted to the vote of the people of a county, municipality, or district within a county is decided by a margin not exceeding 1/4 of 1% of the total votes cast for and against the question and a petition as set forth in subsection (1)(a) is filed with the election administrator. This petition must be signed by not less than 10 electors of the jurisdiction and must be filed within 5 days after the official canvass.
- (d) a question submitted to the vote of the people of the state is decided by a margin not exceeding 1/4 of 1% of the total votes cast for and against the question and a petition as set forth in subsection (1)(a) is filed with the secretary of state. This petition must be signed by not less than 100 electors of the state, representing at least five counties of the state, and must be filed within 5 days after the official canvass.

- (e) a question submitted to the vote of the people of a multicounty district is decided by a margin not exceeding 1/4 of 1% of the total votes cast for and against the question and a petition as set forth in subsection (1)(a) is filed with the secretary of state. This petition must be signed by not less than 25 electors of the district, representing at least two counties, and must be filed within 5 days after the official canvass.
- (f) a canvassing board petitions for a recount as provided in 13-15-403.
- (2) If the election is a school election, the petition is filed with the filing officer with whom the declarations for nomination for school district office were filed or with whom the school ballot issue was filed.
- (3) When a recount is required under subsection (1)(b), (1)(d), or (1)(e), the secretary of state shall immediately notify each election administrator of the filing of the petition, and a recount must be conducted in all precincts in each affected county.

History: En. Sec. 192, Ch. 368, L. 1969; am. Sec. 48, Ch. 365, L. 1977; R.C.M. 1947, 23-4103(1) thru (4); am. Sec. 171, Ch. 571, L. 1979; am. Sec. 2, Ch. 19, L. 1987; am. Sec. 56, Ch. 414, L. 2003; am. Sec. 64, Ch. 56, L. 2009; am. Sec. 58, Ch. 242, L. 2011.

Montana Code Annotated 2011

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13-16-420. Misplaced or missing ballots. If during a recount the county recount board discovers that ballots are misplaced or missing, it may petition the election administrator to inspect all sealed paper ballots within the county precincts to find the misplaced or missing ballots. Upon receiving the petition, the election administrator shall inspect the sealed ballots to find the misplaced or missing ballots. Upon completion of the recount, the misplaced or missing ballots must be placed in their proper precinct and sealed with the remaining ballots.

History: En. Sec. 16, Ch. 591, L. 1991; amd. Sec. 62, Ch. 414, L. 2003.

Provided by Montana Legislative Services

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CERTIFICATE OF APPOINTMENT OF CLERK

THIS IS TO CERTIFY, that at a regular or special meeting of the Board of Trustees of School District No. 1 of Jefferson County, State of Montana, which was held on the 14 day of May 20 13, Lorie J. Carey, was duly appointed to fill the office of District Clerk to serve at the pleasure of the Board for a 1 year term.

- Sabrina Steketeer
- Pat Lewis
- Travis Pierce
- Stan Senechal
- Denise Brunett
- Michelle Letexier

Trustees for District No. 1

OATH OF OFFICE

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

Print newly appointed Clerk's Name
Lorie J. Carey

Signature of newly appointed Clerk
Lorie J. Carey

Subscribed and sworn to before me this 15th day of May, 20 13

Print County Superintendent's Name
Garry Pace

Signature of County Superintendent
Garry Pace

Note: This form is to be presented to the Clerk after the trustees' organizational meeting. 20-1-202 and 20-3-325, MCA

PROCEEDINGS OF THE RECOUNT BOARD AND BOAR OF CANVASSERS
JEFFERSON HIGH SCHOOL BOARD OF TRUSTEES, COUNTY OF JEFFERSON, STATE OF MONTANA
MAY 14, 2013

Present: Trustees – Sabrina Steketeer, Pat Lewis, Travis Pierce, Denise Brunett, and Stan Senechal and Election Administrator Lorie Carey. Member of the recount board were as follows: Stan Senechal, Pat Lewis, Travis Pierce, and Denise Brunett. Members of the public present: Daryl Mikeseil, Jan Anderson, and Tim Norbeck.

The Recount Board convened in and for Jefferson High School, Jefferson County, Montana, to recount the returns of the Clancy precincts of 1 & 20 Jefferson High School election held in such County and State on the 7th day of May, 2013 pursuant to 13-15-403(4).

The Board, thus constituted, proceeded with the official recount of such returns to its completion and final determination.

The Board of Canvassers convened to canvass the returns of the recount board.

The Board, thus constituted, proceeded with the official canvass of the recount returns to its completion and final determination. A complete abstract of the returns is on record in the Election Administrator's office.

Meeting adjourned.

Denise Brunett
Election Administrator
Travis Pierce
Board Member
Stan Senechal
Board Member
Lorie Carey
Board Member

JHS Hiring Committee

Sabrina Steketeer, Denise Brunett, Tim Lloyd

Follow up to Monday, April 15th, assignment to present offer to Mr. Norbeck.

The final offer letter has been signed and returned by Mr. Norbeck and a copy is attached for inclusion in the board packet for the May 14 meeting.

A contract incorporating the terms of the offer letter is attached for board approval at the May 14 meeting.

In addition to the contract, the committee recommends that the board approve an additional salary expense of \$1442 so that Mr. Norbeck can work with Mr. Whealon the last week of June.

April 25, 2013

Committee Members Present: Pat Lewis, Travis Pierce, Sabrina Stekete

Also Present: Jim Whealon, Daryl Mikesell, Jan Anderson

Policy 2130 – this item has been tabled until August at which time Mr. Mikesell will have a “balanced scorecard” developed of the items we should track to measure our progress as a school.

Policy 7261 – the committee reviewed and approved the updated policy. It will be presented on first read at the May 14 board meeting with a recommendation to waive second read because these changes should be in effect as soon as possible.

Policy 4330 and associated policies and forms – the committee reviewed and approved the updated policy with a couple changes: leave Principal and A.D. phone numbers blank so they can be hand filled in, add “use a sign in sheet” to the additional items. The other changes to the policy had been reviewed at the previous meeting. The policy and forms/procedures will be presented to the board on first read at the May 14 meeting.

Policies relating to technology – Sabrina had just received some suggested policies from MTSBA and we will review them at the next policy meeting. Policy 3630 regarding cell phone use as drafted by Mr. Mikesell was reviewed and approved and will be presented to the board at the May 14 meeting.

Attendance policies – we were not sure what this item referred to. If anyone knows, please let us know! Identification of other policies for committee review – none were identified except the next item.

Policy Review for possible procedure creation – Sabrina had reviewed our policy manual to identify policies that might benefit from creation of a procedure. The list is quite long and will be attached to these notes. The committee intends to review these a couple at a time at a monthly committee meeting.

REVIEW OF POLICIES FOR POSSIBLE PROCEDURE DEVELOPMENT

review: In order to better deliver information to the board and make the information useful on an ongoing basis, some policies may benefit from the development of a procedure or from more specificity in content.

Note: As I was doing the policy review, I notice that we have policies that call for very specific reporting but we do not consistently adhere to it. It may be that the timeline index should be expanded to highlight these areas.

Initial review:

Policy 1230, Clerk "shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis."
- Consider making the reports monthly to the Board or to the Budget committee
- Consider specifying what reports and what information to be included

Policy 1312, Administrative Procedures, "when a written procedure is developed, the Superintendent shall submit it to the Board as an information item."

- Consider the current state of these procedures, are they written, are they in a manual form, is it current, are they available to the public (electronically)?

Policy 1332, Authorization of Signatures

- Extracurricular accounts, consider specifying the nature of the recordkeeping, the format, classifications and availability

- Contract authority: consider the current amount of \$25,000 that the Superintendent can sign without prior approval of the board, consider recordkeeping for all contracts (single file, index of current contracts with pertinent information such as duration, amount, renewal dates, last bid date.

Policy 1401, Records Available to the Public, consider specifying which records will routinely be available on the website such as current budget and activity for all funds, current negotiated agreements, etc.

Policy 1521, Board-Superintendent relationship, consider adding requirements that requests for reports or analysis or monitoring required be done in written form, possibly with goals, results in an ongoing manner.

Policy 1610, Annual goals and Objectives, consider adding that the Superintendent will maintain a historical record of the annual objectives and results on behalf of the board, consider adding framework for the Superintendent report to the board on accomplishment of goals and objectives.

Policy 2000, Instruction, consider adding requirements for the Superintendent's annual report as above.

Policy 2110, Continuous Progress Education, consider adding requirements for the Superintendent's annual report as above.

Policy 2120, Development and assessment, consider adding reporting requirements as above.

Policy 2130, Program Evaluation and Diagnostic Tests, consider adding Superintendent involvement in developing initial drafts of statement and plan.

Policy 2140, Guidance and Counseling, consider adding provision for staff planning and reporting on these.

Policy 3610, At Risk, requires that we designate an at-risk coordinator, do we? Also, requires drop out plan, consider formalizing the reporting in connection with this as above.

Policy 4000 and 4120, Community Relations, consider adding reporting

Policy 6110 and procedure, Superintendent Evaluation, consider specifying form and process, include review of policy reference/completion, consider making recommendation requirements written, measurable, etc. with reporting.

Policy 6410, Evaluation of Administrative Staff, consider specifying form, goals, measurable, plan for future.

Policy 7000, Financial Management goals, consider adding reporting

Policy 7110, Budget and Program Planning, consider adding specificity in supporting documentation, planning, including staff

Policy 7320, Purchasing, consider current bid limit requirement at \$50,000, consider recordkeeping of all current contracts.

Policy 7410, Fund Accounting System, review list funds to see if up-to-date, consider adding Fund 21, compensated Absences Fund, and Fund 27, Litigation Reserve fund.

Policy 7425, Extra- and Co-Curricular Funds, consider adding reporting, ledger format, categories/classification parameters.

Policy 7430, Financial Reporting and Audits, consider adding specificity for reporting

Policy 7500, Property Records, consider specificity of annual updating, availability of report/list

Policy 8300, Risk Management, consider specificity for annual review

Miscellaneous notes

Policy 1400, Board meetings, says are meetings take place at 7:00 p.m.

Policy 2160, Title 1, need to discuss with Jim how we are complying with this policy.

Policy 2166, Gifted Program, need to discuss with Jim how we are complying with this policy.

Policy 2310, Selection of Library Materials, has draft notes in it that should be considered and/or removed.

Policy 4210, School Support Organizations, has draft notes in it that should be considered and/or removed.

Policy 4210P, ditto

Policy 4600, NCLB, need to discuss with Jim how we are complying with this policy.

April 25, 2013

Committee Members Present: Micki LeTexier, Travis Pierce, Sabrina Stekete

Also Present: Jim Whealon, Brett Lutkehus, Daryl Mikesell, Jan Anderson

The committee heard information from technology coordinator, Brett Lutkehus, about the initiatives that have been undertaken in recent years, those that are under way and those that he recommends we pursue in the near future. Our technology infrastructure is up to date, we are a school that is called upon by other schools for advice and guidance on technology initiatives.

1-to-1 computing is a major recommendation of our technology coordinator and one the board has supported in past discussions at board meetings. It will be a three to five year process to get 1-to-1 computing properly and fully in place. In addition to the funds needs to obtain the hardware, a large investment in rewriting curriculum to incorporate this and professional development for our teachers to fully utilize the equipment will be needed. Our science teacher, Mary Williams, was mentioned as one that is especially adept at incorporating technology in her classroom and who could be one to help lead our efforts in the classrooms in this initiative. Mr. Lutkehus discussed that if the tech levy passes, the \$25,000 for this year should be carried forward in order to build funds enough to cover the initial costs of 1-to-1 computing.

The current technology plan was not available for review. There will be emphasis placed on completing this the first two weeks of May to the greatest extent possible so that we have as much of the recommendations and thoughts of our technology coordinator prior to his leaving the job on May 17.

The committee discussed transition planning for the new technology coordinator. If by chance someone was in place prior to May 17, they could train with Mr. Lutkehus. If not, Mr. Lutkehus has offered to be available in the evenings to the extent he can be to assist the new person. There are not documents in place that detail our current technology structure, policies and procedures and the committee discussed that compiling this type of documentation must be a top priority for the new person and for the future. The committee decided to recommend to the board that they fill the tech position as a full time position at a salary level of \$45,000. The funding for this is the current funding plus the funding that had been used by the admin position in the district office.

This committee will continue to meet to work on updating the website, to keep up to date on the transition in the tech position and to continue review of our technology program and plan.

First Negotiations Meeting April 22, 2013

Attendees:

School Board: Pat Lewis, Chair; Stan Senechal, Denise Brunett
BAT: Mike Hesford, Charles Garnaas, Samantha Humphrey
Administration: Jim Wheelon

Minutes:

Housekeeping issues:

When to meet: April 30, 2013 – 6:30 p.m. - C102
Future Meetings will be scheduled

Goal is to be completed by May 23, 2013

Issues – Last date to bring issues is the third meeting

Basis: Interest based bargaining

Term: Negotiate for one year contract because of the uncertainty of funding

Boulder Elementary School District removed from the contract. Would leave 4.6 that delineates the make up of the Insurance Committee which includes the BES District. – Stan offered to go through and Denise would like to have the contract more uniform in terms of formatting as well as paginated.

Issues:

1. Coaching Matrix - all agreed
2. Insurance – all agreed
- a. Payment of HSA (4.1)
3. Salaries – all agreed
4. Personal Leave – review prior changes – all agreed
5. Early Retirement – All agreed
6. Staff Evaluation Process – All agreed

Negotiations Committee Meeting Number 2
April 30, 2013
Minutes

Attendance

Board Members: Stan Senechal, Denise Brunett, Pat Lewis
Union Members: Mike Hesford, Samantha Humphrey
Administration: Jim Whealon, Superintendent and Tim Norbeck, Incoming Superintendent

Reviewed cleaned up version of contract as discussed at Meeting #1.

Discussion centered around some terminology issues that members questioned or was unclear. Topics included:

- Definitions and consistent use of "teachers"
- Evaluation process
- RIF process
- RIF usage to be consistent - not RIF and "Reduction In Force."

New Issues Added:

1. Sick Leave

Issues discussed:

1. Insurance & Salaries:

- We discussed the board has budgeted for full single coverage, which is approximately 7%. The district has not received any actual notice from Blue Cross/Blue Shield. A 7% increase would be \$7907.54.
- Worded was added to providing insurance coverage commensurate with Board has budgeted 1% for salaries increase.

Negotiations 2013-14
Issues

	Issue	Date Discussed:	Date Discussed:	Date Discussed:
1.	Coaching Matrix - all agreed			
2.	Insurance – all agreed A. Payment of HSA (4.1)	4/30/13		
3.	Salaries – all agreed			
4.	Personal Leave & Sick Leave – review prior changes – all agreed			
5.	Early Retirement –All agreed			
6.	Staff Evaluation Process – All agreed			

Present: Travis Pierce, Jim Whealon, Maria Pace(BES), Bob Wartle(BES), Eric Rykai(BES), Mike Benson(Harlow's Bus)

Mr. Benson presented the committee with Harlow's proposal for Transportation services for 2013-2018. He stated that his company has been breaking down the individual contracts within their company and the Boulder operation has been losing money. At this time they are in need of a fairly substantial increase to maintain service at current standards. The amount of increase proposed varies depending on the following circumstances:

To continue with current routes and conditions outlined in current contract Harlow is asking for an increase of 12% over current rates for the 2013-2014 school year, with an auto increase of 6% each on the second and third years, and years four and five increases tied to CPI-U. This increase would result in the district's cost per mile going from a current amount of \$2.34 to \$2.62 in the next school year, then bumping to \$2.778, then \$2.39446 in the two following years of the contract, the two final years would be tied to CPI-U. Overall cost of the current year(2012-2013) is \$171639.00 of which JHS is responsible for roughly 75%. The totals for the proposed would be \$192235(2013) \$203766(2014) \$215986(2015)***totals are the combined contract of which we should be responsible for 75%.

Second option, rewriting the age of buses clause in the contract, currently mandates 2 buses must be no older than 3 years, 3 no older than 6 years and 1 no older than 9 yo. No age limit on the spares. Harlow is proposing the new clause require that no bus be older than 9 years. Essentially allowing them to move forward this year without having to replace a bus, current buses are 2-2009, 1-2008, 2-2005, the activity bus is a 2008 and the spare is a 1999. Those have no age requirements. Next year the 2005s would be required to be replaced with current contract. If we change the contract they would reduce the increase to 10% Y1, 5%-Y2, 5%-Y3. Total cost 2013-\$188802, 2014-\$198243, 2015-\$208155. (Sorry I didn't figure the per mile costs))***totals are the combined contract of which we should be responsible for 75%.

The other major increase they are proposing is reimbursement for wait times at activities. Under the current agreement, the district only pays wait time on days when the buses aren't coming or going from the school. I.e., the Skills USA trip this week to Have, since the bus left JHS on Monday no wait time paid, Tues the district pays 8hrs, Wed no time paid since the bus returns to JHS. Harlow's cost is 8 hrs on Monday, 8 hrs on Tuesday, and probably 4-5 on Wed. Currently we reimburse at \$8.00/hr, they are looking for \$10.00 in new contract. They are also proposing the clock starts as soon as the driver starts waiting. A quick review of the numbers Mike had with him for March would be close to \$1400. One example was the wrestling team's matches in Fairfield would cost the district around \$730-740 in additional costs. I have requested Mike get me numbers so far for this school year on how much wait time we are looking at, but it would be a large increase that would need to be covered out of the activities budget.

Increases in the route transportation costs are permissible, so any increases would be automatically covered by the county and state through county taxes. However if people aren't paying taxes and there is a short fall from the county we would need to cover the costs out of our budgets. Jim has indicated we have not ever been that close, however with Tunnels not paying taxes, a large increase won't be helpful.

The district has not put the contract out for bid since 1989, and we are not required to put it out this time based on the requested increase, 12% is the threshold, any larger increase would by law require us to let it out for bid. When we include the activity rate increases we are going to be way over a 12% increase but since that cost will be cover out of our budget not the county/state it isn't factored in. I am leaning toward a flat rate per day for activities, if they are asking for a cap of 8 hours at \$80, I would say \$80 for days where the driver is not coming to or from the school, and maybe a flat \$40-50 for the days of to and from. Then we could at least plan it out. I also think if we don't hold them to the bus age criteria we should ask for more than a 2% break or keep it as is.



Transportation Contract

2 messages

mike.benson@harlowbussales.com <mike.benson@harlowbussales.com>
Fri, Apr 12, 2013 at 8:55 AM
To: Bob Warfle <bwarfle@mt.gov>, Eric Rykal <crimedog_132@yahoo.com>, jim <jim.whealon@jhs.k12.mt.us>, maria pace <maria.pace@bgs.k12.mt.us>, stan <ssenechal@simplexgrinnell.com>, Travis Pierce <tetepierce@msn.com>

Recap of the meeting on April 10th 2013. Just so it is clear in my mind what we discussed. Harlow's was asking for a 12% raise on the first year of a five year contract with a 6% raise on the second and third year with a CPI raise for the forth and fifth year. We discussed this and also talked about changing the year requirements from the current ones of having a six bus fleet consisting at the beginning of each year, two buses no more than three years old, three no more than six and one no more than nine years old. If we changed this to six buses no more than 10 Years old it would be a savings to Harlow's. Harlow's would drop the the rate increase request from 12, 6, 6, CPI, CPI, to 10, 5, 5, CPI, CPI. Here are the figures that we talked about at the meeting for the routes. Also here is a list of the driver wait time incurred for the last 10 school in session months. We had discussed Harlow's wants reimbursement for driver wait time on all trips not to exceed 8 hours on any given day with the current rate per mile of \$1.63 staying the same.

Thank You
Mike Benson
Harlow's School Bus Service
"Transporting the world's most precious cargo"

maria pace <maria.pace@bgs.k12.mt.us>
Fri, Apr 12, 2013 at 8:58 AM
To: mike.benson@harlowbussales.com, Bob Warfle <bwarfle@mt.gov>, Eric Rykal <crimedog_132@yahoo.com>, jim <jim.whealon@jhs.k12.mt.us>, stan <ssenechal@simplexgrinnell.com>, Travis Pierce <tetepierce@msn.com>

Thanks for putting this together Mike.

From: mike.benson@harlowbussales.com [mailto:mike.benson@harlowbussales.com]
Sent: Friday, April 12, 2013 8:55 AM
To: Bob Warfle; Eric Rykal; jim; maria pace; stan; Travis Pierce
Subject: Transportation Contract

[quoted text hidden]

From the desk of:

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May 2013

Election: The election polling places were open from 12:00 noon to 8:00 p.m. In addition to 3 judges in each of those, I had to get a panel of three more to address the absentee ballots received. They worked from 5 p.m. until ~11:00 p.m.

Following this report is a sheet with the preliminary results and the absentee ballots returned. The percentage of absentees returned averaged 60% which is down somewhat from last year. Each of the areas absentees returned for 2012 ranged from 54% to 72% with 4 of the 5 above 65%. Also notice the small number of people turning out at the polls.

Our district has just short of 5600 registered voters. Our turnout was ~25%. While this isn't fantastic, it's very similar to what we've had in the past.

Given the number of absentee ballots sent this year and the fact that the county continues to see an increase in this number, the school will most likely find it more economical to conduct the elections by mail alone. While more money would be spent on paper products, less would be spent on judges. The time spent sending out all the mail ballots would also increase but the time spent delivering and gathering the ballots from polling places would decrease. I would like to commend Bonnie Ramey and Leslie Martini at the court house for being so helpful in answering any questions about elections. They are very supportive.

Budget: I will be working on the major payrolls in the next couple of days and want to have that data entered in the system before I print a budget sheet. I will be bringing that to the meeting.

I talked to one of the commissioners just to make sure they know that the school is concerned with the non-collection of taxes from the mine and the effect it has on the reserves.

Day-to-day. As you can imagine, most of my time spent the last month has focused primarily on elections. Other items this time of year – 2nd transportation reports due in May, substitute teacher letters of intent sent, final requests for grant monies made, homeschool letters sent and recorded for OPI, to name a few.

It has come to my attention that the district office is required to archive a set of yearbooks as part of the school records. Ms. Piccolo seemed pleased to know that that was the case and has delivered the ones she has to my office. Ms. Getten also has contributed those from the library. They will be organized and hopefully displayed securely. It appears that it'll be necessary to ask people to help us gather those that are missing from the set.

**2013 JHS LEVY ELECTION
PRELIMINARY RESULTS**

		GENERAL FUND LEVY			TECHNOLOGY LEVY				
		FOR	AGAINST	NO VOTE	TOTAL	FOR	AGAINST	NO VOTE	TOTAL
MONTANA CITY	23	6	1	30	23	6	1	30	
CLANCY	21	29	0	50	20	30	0	50	
JEFFERSON CITY	12	17	0	29	13	16	0	29	
BASIN	6	2	0	8	6	2	0	8	
BOULDER	42	28	1	71	42	29	0	71	
ABSENTEES	104	82	2	188	104	83	1	188	
MONTANA CITY	247	229	1	477	231	245	1	477	
CLANCY	200	174	0	374	189	184	1	374	
JEFFERSON CITY	37	60	0	97	33	64	0	97	
BASIN	9	18	0	27	8	19	0	27	
BOULDER	117	149	1	267	116	150	1	267	
TOTALS	610	630	2	1242	577	662	3	1242	
MONTANA CITY	270	235	2	507	254	251	2	507	
CLANCY	221	203	0	424	209	214	1	424	
JEFFERSON CITY	49	77	0	126	46	80	0	126	
BASIN	15	20	0	35	14	21	0	35	
BOULDER	159	177	2	338	158	179	1	338	
GRAND TOTAL	714	712	4	1430	681	745	4	1430	
2013 ABSENTEE INFORMATION									
SENT									
RETURNED									
MONTANA CITY	852	477	56%						
CLANCY	607	374	62%						
JEFFERSON CITY	151	97	64%						
BASIN	48	27	56%						
BOULDER	421	267	63%						
	2079	1242	60%						

JEFFERSON HIGH SCHOOL

Statement of Expenditure - Budget vs. Actual Report

For the Accounting Period: 5 / 13

HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed	YTD	Original	Current	Available	%
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100 GENERAL						
100 GENERAL						
1000 GENERAL						
112 TEACHER SALARIES	448.24	15,849.56	13,167.00	13,167.00	-2,682.56	120 %
120 SUBSTITUTES	2,330.37	10,087.50	10,000.00	10,000.00	-87.50	100 %
250 WORKERS COMPENSATION	673.78	5,979.30	8,000.00	8,000.00	2,020.70	74 %
260 HEALTH INSURANCE	7,043.85	79,221.85	118,220.00	118,220.00	38,998.15	67 %
321 CURRICULUM DEVELOPMENT	0.00	340.66	1,000.00	1,000.00	659.34	34 %
440 REPAIR/MAIN/PARTS	0.00	3,672.54	5,500.00	5,500.00	1,827.46	66 %
582 TRAVEL/INSERVICE	30.67	535.16	1,400.00	1,400.00	864.84	38 %
610 SUPPLIES	0.00	379.81	6,452.00	6,452.00	6,072.19	5 %
640 BOOKS	0.00	190.25	5,237.00	5,237.00	5,046.75	3 %
840 PRINCIPAL	0.00	2,009.43	2,700.00	2,700.00	690.57	74 %
Function Total:	10,526.91	118,266.06	171,676.00	171,676.00	53,409.94	68 %
1140 ART R NEWMAN	2,122.25	19,100.25	25,467.00	25,467.00	6,366.75	75 %
112 TEACHER SALARIES	36.08	758.78	742.00	742.00	-16.78	102 %
610 SUPPLIES	0.00	0.00	2,114.00	2,114.00	2,114.00	0 %
Function Total:	2,158.33	19,859.03	28,323.00	28,323.00	8,463.97	70 %
1141 DRAMA - PICCOLO	2,545.48	22,829.75	30,616.00	30,616.00	7,786.25	74 %
112 TEACHER SALARIES	0.00	0.00	750.00	750.00	750.00	0 %
610 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0 %
Function Total:	2,545.48	22,829.75	31,366.00	31,366.00	8,536.25	72 %
112 ARTS - HESFORD	0.00	11,239.12	13,892.00	13,892.00	2,652.88	80 %
112 TEACHER SALARIES	0.00	11,239.12	13,892.00	13,892.00	2,652.88	80 %
Function Total:	0.00	11,239.12	13,892.00	13,892.00	2,652.88	80 %
1240 ENGLISH I PICCOLO	1,843.27	16,531.90	22,119.00	22,119.00	5,587.10	74 %
112 TEACHER SALARIES	0.00	0.00	147.00	147.00	147.00	0 %
610 SUPPLIES	0.00	250.80	0.00	0.00	-250.80	*** %
640 BOOKS	1,843.27	16,782.70	22,266.00	22,266.00	5,483.30	75 %
Function Total:	1,843.27	16,782.70	22,266.00	22,266.00	5,483.30	75 %
1241 ENGLISH V Postler	3,159.90	28,761.83	37,919.00	37,919.00	9,157.17	75 %
112 TEACHER SALARIES	0.00	107.58	0.00	0.00	-107.58	*** %
582 TRAVEL/INSERVICE	0.00	0.00	33.00	33.00	33.00	0 %
640 BOOKS	3,159.90	28,869.41	37,952.00	37,952.00	9,082.59	76 %
Function Total:	3,159.90	28,869.41	37,952.00	37,952.00	9,082.59	76 %
1242 ENGLISH M Hesford	0.00	14,898.32	18,415.00	18,415.00	3,516.68	80 %
112 TEACHER SALARIES	0.00	14,898.32	18,415.00	18,415.00	3,516.68	80 %
Function Total:	0.00	14,898.32	18,415.00	18,415.00	3,516.68	80 %
1243 ENGLISH M Kelly	587.92	5,291.28	7,055.00	7,055.00	1,763.72	75 %
112 TEACHER SALARIES	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
550 COPIES/PRINTING	0.00	0.00	198.00	198.00	198.00	0 %
610 SUPPLIES	0.00	639.00	639.00	639.00	0.00	100 %
680 COMPUTER SOFTWARE	587.92	5,930.28	10,092.00	10,092.00	4,161.72	58 %
Function Total:	587.92	5,930.28	10,092.00	10,092.00	4,161.72	58 %

JEFFERSON HIGH SCHOOL
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: 5 / 13

HIGH SCHOOL GENERAL FUND

Program-Function-Object Committed Current Month YTD Appropriation Original Current Available % Committed

100 GENERAL									
100 GENERAL									
1270 FOREIGN LANGUAGE V Foster									
112 TEACHER SALARIES	1,228.85	11,185.16	14,746.00	14,746.00	14,746.00	14,746.00	3,560.84	75 %	
610 SUPPLIES	0.00	35.98	358.00	358.00	358.00	358.00	322.02	10 %	
640 BOOKS	0.00	0.00	812.00	812.00	812.00	812.00	812.00	0 %	
Function Total:	1,228.85	11,221.14	15,916.00	15,916.00	15,916.00	15,916.00	4,694.86	70 %	
1340 PE D Terres									
112 TEACHER SALARIES	3,774.33	33,968.92	45,292.00	45,292.00	45,292.00	45,292.00	11,323.08	75 %	
610 SUPPLIES	0.00	0.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0 %	
Function Total:	3,774.33	33,968.92	46,542.00	46,542.00	46,542.00	46,542.00	12,573.08	72 %	
1341 PE D. HOHNTHAL									
112 TEACHER SALARIES	561.33	5,051.97	6,736.00	6,736.00	6,736.00	6,736.00	1,684.03	75 %	
Function Total:	561.33	5,051.97	6,736.00	6,736.00	6,736.00	6,736.00	1,684.03	75 %	
1440 MATH J Collins									
112 TEACHER SALARIES	0.00	22,060.50	25,318.00	25,318.00	25,318.00	25,318.00	3,257.50	87 %	
440 REPAIR/MAIN/PARTS	0.00	23.28	0.00	0.00	0.00	0.00	-23.28	*** %	
680 COMPUTER SOFTWARE	0.00	841.85	1,000.00	1,000.00	1,000.00	1,000.00	158.15	84 %	
Function Total:	0.00	22,925.63	26,318.00	26,318.00	26,318.00	26,318.00	3,392.37	87 %	
1441 MATH N Strozowski									
112 TEACHER SALARIES	448.24	21,594.80	20,341.00	20,341.00	20,341.00	20,341.00	-1,253.80	106 %	
610 SUPPLIES	0.00	7.00	24.00	24.00	24.00	24.00	17.00	29 %	
0 BOOKS	0.00	480.81	481.00	481.00	481.00	481.00	0.19	99 %	
0 COMPUTER SOFTWARE	0.00	3.70	100.00	100.00	100.00	100.00	96.30	3 %	
Function Total:	448.24	22,086.31	20,946.00	20,946.00	20,946.00	20,946.00	-1,140.31	105 %	
1470 MUSIC C Garnaas									
112 TEACHER SALARIES	2,940.42	26,463.78	35,285.00	35,285.00	35,285.00	35,285.00	8,821.22	75 %	
440 REPAIR/MAIN/PARTS	0.00	0.00	625.00	625.00	625.00	625.00	625.00	0 %	
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0 %	
Function Total:	2,940.42	26,463.78	36,910.00	36,910.00	36,910.00	36,910.00	10,446.22	71 %	
1510 SCIENCE D Terres									
112 TEACHER SALARIES	614.42	5,529.83	7,373.00	7,373.00	7,373.00	7,373.00	1,843.17	75 %	
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	500.00	500.00	0 %	
Function Total:	614.42	5,529.83	7,873.00	7,873.00	7,873.00	7,873.00	2,343.17	70 %	
1511 SCIENCE S McCauley									
112 TEACHER SALARIES	0.00	28,517.44	36,387.00	36,387.00	36,387.00	36,387.00	7,869.56	78 %	
582 TRAVEL/INSERVICE	0.00	676.00	676.00	676.00	676.00	676.00	676.00	0 %	
610 SUPPLIES	0.00	22.27	1,905.00	1,905.00	1,905.00	1,905.00	1,882.73	1 %	
640 BOOKS	0.00	0.00	48.00	48.00	48.00	48.00	48.00	0 %	
660 MINOR EQUIPMENT	0.00	0.00	850.00	850.00	850.00	850.00	850.00	0 %	
Function Total:	0.00	28,539.71	39,866.00	39,866.00	39,866.00	39,866.00	11,326.29	71 %	
1512 SCIENCE M Williams									
112 TEACHER SALARIES	4,009.50	36,085.50	48,114.00	48,114.00	48,114.00	48,114.00	12,028.50	75 %	
582 TRAVEL/INSERVICE	0.00	171.46	0.00	0.00	0.00	0.00	-171.46	*** %	
610 SUPPLIES	0.00	111.98	1,242.00	1,242.00	1,242.00	1,242.00	1,130.02	9 %	
Function Total:	4,009.50	36,368.94	49,356.00	49,356.00	49,356.00	49,356.00	12,987.06	73 %	

JEFFERSON HIGH SCHOOL

Statement of Expenditure - Budget vs. Actual Report

For the Accounting Period: 5 / 13

HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed	YTD	Original	Current	Available	%
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100 GENERAL

1570 HISTORY D Hohenhal

112 TEACHER SALARIES

610 SUPPLIES

Function Total: 3,448.17

1571 HISTORY F Bielel

112 TEACHER SALARIES

582 TRAVEL/INSERVICE

610 SUPPLIES

Function Total: 0.00

1770 DRIVER'S EDUCATION

112 TEACHER SALARIES

112 TEACHER SALARIES

Function Total: 0.00

2100 SUPPORT - GUIDANCE

112 TEACHER SALARIES

260 HEALTH INSURANCE

582 TRAVEL/INSERVICE

610 SUPPLIES

Function Total: 1,984.13

2220 LIBRARY

112 TEACHER SALARIES

0 HEALTH INSURANCE

0 REPAIR/MAIN/PARTS

0.00

0.00

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

For the Accounting Period: 5 / 13

HIGH SCHOOL GENERAL FUND

Program-Function-Object Committed YTD Original Current Available % Committed

Program-Function-Object	Committed	YTD	Original	Current	Available	%	Committed
100 GENERAL							
2400 PRINCIPAL'S							
532 POSTAGE	0.00	2,503.30	3,000.00	3,000.00	3,000.00	83%	496.70
582 TRAVEL/INSERVICE	35.75	569.43	500.00	500.00	500.00	113%	-69.43
610 SUPPLIES	0.00	32.46	1,148.00	1,148.00	1,115.54	2%	1,115.54
682 MEDIA SOFTWARE	0.00	119.00	119.00	119.00	119.00	100%	0.00
810 DUES/FEES	0.00	470.00	470.00	470.00	470.00	100%	0.00
2500 BUSINESS SERVICES	9,456.40	102,818.12	108,112.00	108,112.00	108,112.00	95%	5,293.88
Function Total:							
111 ADMINISTRATIVE SALARIES	2,872.17	29,439.74	30,827.00	30,827.00	30,827.00	95%	1,387.26
250 WORKERS COMPENSATION	14.49	76.99	0.00	0.00	0.00	***	-76.99
260 HEALTH INSURANCE	634.69	6,704.94	7,685.00	7,685.00	7,685.00	87%	980.06
310 ELECTION	1,420.62	2,054.20	6,000.00	6,000.00	6,000.00	34%	3,945.80
330 OTHER PROFESSIONAL SERVICES	880.00	4,400.00	4,400.00	4,400.00	4,400.00	100%	0.00
540 ADVERTISING	0.00	36.00	0.00	0.00	0.00	***	-36.00
582 TRAVEL/INSERVICE	407.20	552.20	550.00	550.00	550.00	100%	-2.20
610 SUPPLIES	15.16	342.42	400.00	400.00	400.00	85%	57.58
680 COMPUTER SOFTWARE	0.00	3,147.50	3,402.00	3,402.00	3,402.00	92%	254.50
Function Total:	6,244.33	46,753.99	53,264.00	53,264.00	53,264.00	87%	6,510.01
2600 OPERATION/MAINTENANCE							
114 TECHNICAL SALARIES	8,465.76	93,226.72	109,064.00	109,064.00	109,064.00	85%	15,837.28
0 SUBSTITUTES	533.80	4,081.16	10,000.00	10,000.00	10,000.00	40%	5,918.84
0 WORKERS COMPENSATION	423.11	4,229.79	6,000.00	6,000.00	6,000.00	70%	1,770.21
260 HEALTH INSURANCE	2,561.40	28,175.40	30,737.00	30,737.00	30,737.00	91%	2,561.60
411 Natural Gas	4,756.14	33,719.52	40,000.00	40,000.00	40,000.00	84%	6,280.48
412 ELECTRICITY	2,264.44	28,555.69	41,990.00	41,990.00	41,990.00	68%	13,434.31
421 WATER/SEWER	1,831.91	19,924.45	23,600.00	23,600.00	23,600.00	84%	3,675.55
431 DISPOSAL	141.00	3,204.50	4,000.00	4,000.00	4,000.00	80%	795.50
440 REPAIR/MAIN/PARTS	105.90	8,667.95	14,626.00	14,626.00	14,626.00	59%	5,958.05
540 ADVERTISING	0.00	20.00	0.00	0.00	0.00	***	-20.00
610 SUPPLIES	1,063.71	13,341.10	17,387.00	17,387.00	17,387.00	76%	4,045.90
615 Replacement Parts	0.00	15,215.66	15,301.00	15,301.00	15,301.00	99%	85.34
624 GASOLINE	0.00	482.58	850.00	850.00	850.00	56%	367.42
660 MINOR EQUIPMENT	451.54	1,225.52	2,000.00	2,000.00	2,000.00	91%	174.48
Function Total:	22,598.71	254,670.04	315,555.00	315,555.00	315,555.00	80%	60,884.96
Program Total:	91,604.29	1,025,022.91	1,310,746.00	1,310,746.00	1,310,746.00	78%	285,723.09
200 SPECIAL PROGRAMS							
280 STATE ALLOWABLE SP/ED							
1000 GENERAL							
112 TEACHER SALARIES	3,129.75	28,167.68	36,805.00	36,805.00	36,805.00	76%	8,637.22
115 CLERICAL/TECHNOLOGY SALARIES	264.38	2,484.72	2,000.00	2,000.00	2,000.00	124%	-484.72
117 AIDES	537.89	36,760.77	49,700.00	49,700.00	49,700.00	73%	12,939.23
250 WORKERS COMPENSATION	1.40	49.84	0.00	0.00	0.00	***	-49.84
260 HEALTH INSURANCE	1,344.74	16,009.70	30,737.00	30,737.00	30,737.00	52%	14,727.30
350 CONTRACTED SERVICES-OTHER DISTRICTS	0.00	2,543.03	2,500.00	2,500.00	2,500.00	101%	-43.03
582 TRAVEL/INSERVICE	0.00	175.00	315.00	315.00	315.00	55%	140.00
610 SUPPLIES	0.00	248.40	228.00	228.00	228.00	108%	-20.40

JEFFERSON HIGH SCHOOL
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: 5 / 13

HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed	YTD	Original	Current	Available	%
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700 EXTRACURRICULAR PROGRAMS						
710 SCHOOL SPONSORED EXTRACURRICUL						
3400 EXTRACURRICULAR ACTIVITIES	6,984.34	22,220.06	33,046.00	33,046.00	10,825.94	67%
150 STIPEND						
582 TRAVEL/INSERTICE	2,995.63	14,313.13	20,922.00	20,922.00	6,608.87	68%
610 SUPPLIES	0.00	0.00	781.00	781.00	781.00	0%
Function Total:	9,979.97	36,533.19	54,749.00	54,749.00	18,215.81	66%
Program Total:	9,979.97	36,533.19	54,749.00	54,749.00	18,215.81	66%
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS	15,146.50	26,396.50	27,647.00	27,647.00	1,250.50	95%
111 ADMINISTRATIVE SALARIES						
150 STIPEND	1,331.90	66,406.59	72,725.00	72,725.00	6,318.41	91%
440 REPAIR/MAIN/PARTS	0.00	34.00	0.00	0.00	-34.00	***%
540 ADVERTISING	27.60	739.35	1,800.00	1,800.00	1,060.65	41%
582 TRAVEL/INSERTICE	3,205.79	33,535.86	39,000.00	39,000.00	5,464.14	85%
610 SUPPLIES	0.00	206.11	0.00	0.00	-206.11	***%
660 MINOR EQUIPMENT	0.00	3,668.95	6,955.00	6,955.00	3,286.05	52%
810 DUES/FEES	0.00	3,915.00	4,003.00	4,003.00	88.00	97%
Function Total:	19,711.79	134,902.36	152,130.00	152,130.00	17,227.64	88%
Program Total:	19,711.79	134,902.36	152,130.00	152,130.00	17,227.64	88%
ENTERPRISE PROGRAMS						
FOOD SERVICES						
FOOD SERVICES						
FOOD SERVICES						
440 REPAIR/MAIN/PARTS	0.00	51.83	0.00	0.00	-51.83	***%
200.00	337.75	200.00	200.00	200.00	-137.75	168%
7,500.00	2,245.80	7,500.00	7,500.00	7,500.00	5,254.20	29%
Function Total:	351.42	2,635.38	7,700.00	7,700.00	5,064.62	34%
Program Total:	351.42	2,635.38	7,700.00	7,700.00	5,064.62	34%
Program Group Total:	141,369.57	1,411,072.90	1,839,729.00	1,839,729.00	428,656.10	76%
Fund Total:	141,369.57	1,411,072.90	1,839,729.00	1,839,729.00	428,656.10	76%
Grand Total:	141,369.57	1,411,072.90	1,839,729.00	1,839,729.00	428,656.10	76%

Activities Director Report:

Girls Volleyball Coach(es) - Mr. Whealon, Mr. Sturdevant, and I (via telephone due to a track meet) interviewed two candidates for the Volleyball position. We have offered the position to Mr. Mike Majors. He has tremendous resume including 7 state championships, 5 coach of the year awards, and a national coach of the year finalist (to name a few). He interviewed well and we are confident he will be a great asset to JHS. We have talked with the other candidate about filling the position of assistant and she is going to contact Mr. Majors to see if she feels comfortable working with him next season at JHS, a small pool of applications for the girls basketball coaching position, but had a highly qualified candidate apply in Mr. Mike Charlton. Dan and I are in the process of talking with Mike to see if he had a person in mind that could fill his former position as assistant. We may need to advertise that position should he be approved as head coach for the upcoming season.

Spring Sports/Activities Update - After talking with both Mr. Whealon and Mr. Sturdevant, I would like to recommend that Mr. Mike Charlton be hired as Head Coach for the upcoming season. It is important that we get a head coach in line before the end of school to allow him time to organize summer activities and open gyms.

We have a lot of finalizations of activities coming to a close with the end the school year rapidly approaching. Golf has shown tremendous improvement in its second year in existence at JHS. Coaches Comole and Terne are optimistic that the team may be able to qualify for state by placing in the top four in our division.

Also happening soon is the spring concert. This will take place on Thursday and will include performances from our local middle school bands. This is a great thing that Charles Garnas has done that brings Jefferson County students together.

Principal Report:

Mrs. Pico's room/Ceiling Tiles: Recently we have had a fair amount of talk about the ceiling tiles and artwork in Mrs. Pico's room. The fire marshal has informed us that these tiles were initially coated with a fire-resistant spray that loses its effectiveness once it is painted. Mr. Whealon, Mrs. Pico, and I have had a few discussions about this and it is required that we replace the tiles. Once the tiles are taken down, we have decided to possibly display them in the library to, both, take some of the echo out of the room and display the work where it is no longer a hazard. Mr. Peeler looked into the cost of replacing these tiles and found it to be nearly \$3,000. Due to this expense and potential risk, we can no longer allow tiles to be painted.

The artwork on the walls will be left to the incoming teacher, Mrs. Whitney Wallace. She can decide to keep some, all, or none of the artwork. The walls surrounding the artwork needs to be "touched up" as it has not been painted in some time. I plan to discuss the artwork when Ms. Wallace is able to come to the school to look at the work and make her decision. We will need her to decide as early as possible to give our engineers time to repaint if that is the outcome. The cost in paint, a possible door replacement, and replacing a painted heater vent are on included in the \$3,000 Mr. Peeler estimated on the tile.

English/Librarian, Vocational Ed, and Math Positions - We have two candidates that are needing board approval for the English/Librarian and Vocational positions. We recently had a resignation in the Math department in Ms. Collins and have already begun to advertise for that position to try and gather candidates before the summer hits. We plan to invite Mr. Norbeck for the interviews as we had with the vocational position. The posting is listed as "open until filled". It has been advertised on the school website and the jobs for teachers website provided through OPT.

2013-2014 School Calendar: A calendar has been provided for approval tonight and PIR days are going to be determined by the PIR committee. We are needing to discuss homecoming as we have used this a PIR day in the past. A readjustment of this day is needed because we need to ensure the PIR days are geared towards improving academic/instructional performance and preparing for the upcoming Common Core Standards. We also need to address the use of MAP testing in the high school and training to both gather the data accurately and to implement what findings the tests reveal. I plan to address homecoming through the student council to plan all events and to meet with teachers to decide how the week will run.

Student Council: Ms. Collins was the advisor of the Student Council and we are needing to find a person to fill this position. I would like to see if we can mirror what we are doing in the National Honor Society in bringing another staff person into assisting that organization. Also, I would like to change the student council to include representatives of each organization (Skills, BPA, FCCLA, Art Club, Drama, etc.) to create planning opportunities and to ensure we aren't pulling our students two different directions. I would also like to set our student council meetings on a monthly basis similar to our board meetings where we will have a student report to the board and to allow students to have a bigger role in providing me feedback from the student body.

Summer School: Mrs. Humphrey is getting things put together for summer school. Right now it will last three-five weeks (depending on funding) and will start June 17. We will also be providing instruction out at AYA through the summer months. Many staff members will be working out there and that will last for three weeks.

Keys/Access: Much discussion has been brought up about access at JHS. At the moment, we require anyone interested in hosting and open gym/weight room to go through Mr. Sturdevant to ensure he can walk them through the procedure in the event of an emergency/injury. Mr. Newman has gotten a key to access the weight room and we plan to get things in line to get that same key to access the locker rooms for his "breakfast club" weight training club that happens on Monday and Wednesday mornings. We do need to be cautious in granting too many keys to the weight room and gyms because we need to keep a level of accountability in the event damage occurs and we can narrow it down to how it happened so we can prevent it from continuing or happening again to prevent unpredicted expenses. We also must remember that the weight room is a classroom for Mr. Turner's weight training class and for the 9th/10th grade weight training/health classes that will be offered starting next year. To ensure those classes are able to run smoothly, we must ensure that that area is organized so that the class isn't reorganizing after a mess has been left. Mr. Newman

has done a good job maintaining that area and if we choose to expand that access, we must do it in small steps. Like all changes, there are bumps. We had some damage, but we have addressed this and have a plan in place to prevent it from happening again. Mr. Newman earned the access by showing initiative in starting the program and going through Mr. Sturdevant to get a key. Library access has been a discussion for the entire school year and we have increased access tremendously in the hiring of a librarian/english person. This person will also assist classrooms in writing projects and performing research on both the internet and paperback resources. The new librarian has a lot of past experience in teaching APA and MLA citation and this will be a portion of her responsibilities as librarian.

Recognitions: I would like to recognize Mrs. Piccolo for her final stage performance in "You can't take it with you". This is her final curtain call as the JHS drama teacher and have heard tremendous amounts of feedback on how well the performance went on both evenings. I would also like to recognize Mr. Newman for his art show. This was his first at JHS and had an outstanding display of art from our students. There were more than 300 pieces of art on display and were of the highest quality. I would like to recognize our staff for the dedication they have exhibited throughout the school year. With the close rapidly approaching they all have put a lot of effort into setting personal time aside to meet with students that may be at risk of not passing a class for the semester to give them the added "boost" they may need to get those assignments turned in to ensure credit is earned. I would like to recognize Mr. Garnaas for all the time and effort he put into the district and state music festivals. We had a lot of success at the festival and he is again tirelessly preparing for the Spring concert to be held this Thursday. Finally, I would like to recognize Lorie Carey for her amount of time and effort into putting together the election for the past levy and Mrs. Allen and Mrs. Getten for their efforts in getting the schedules put together for next year.



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

day notes:

Jim whealon <jim.whealon@jhs.k12.mt.us> Fri, May 10, 2013 at 11:09 AM
To: Sabrina Stekete <sabrina@gopartnerz.com>, Denise <jhsparther_fan@yahoo.com>, Stan Senechal <Ssenechal5@gmail.com>, Pat Lewis <lewis@radomine.com>, Tim Lloyd <tllloyd@jeffbb.net>, Travis Pierce <teperice@msn.com>, Micky Letexier <moleteixer@aol.com>, Lorie Carey <lorie.carey@jhs.k12.mt.us>, daryl mikesell <daryl.mikesell@jhs.k12.mt.us>, tim norbeck <tim.norbeck@jhs.k12.mt.us>

The girls tennis team is at Townsend today for Divisional Tennis. The Track team will leave Saturday at 6:45 am for Divisional in Bozeman.
The teacher's union wanted to know what per cent of the general fund is consumed by personal services cost. The answer is 91%. Our general fund reserve for this years budget was 4.2% and we expect next year to be in the 3% range. The general fund reserve is necessary to meet cash flow needs between July 1 and November when the first tax payments come in. The union wants this type of information for negotiations. It is all public information.

Today we took the east backboard down in the south gym. It weighs over 400 lbs. The crank system was very unsafe and the backboard could not be raised to a point necessary to properly light the stage. After cranking it up myself today I can see why our staff was reluctant to operate it. We are also taking down the old heater coil the West end of the South Gym. This has not worked in decades. We planned on doing both of these last summer but we took on too many jobs last summer. School opening prevented us from getting all of them done. We will be the end of last summers work list and we will be ready to start this summers work. Adding the front and last last summer was too much. This summers plans are not as big and will cost a lot less.

Next week we have negotiations with the classified staff on the 13th at 6:30 pm in JHS's library. The Board meeting is the 14th at 6:30 pm. Negotiations with the teachers is the 16th at 6:30 pm. Graduation is Sunday the 19th at 2:00 pm. Boulder Elementary has settled with the teachers and classified. They gave both unions a 2% on salaries and full single coverage on insurance according to what I have been told.
We will start our summer watering this week end. The fields are dry and the grass has not picked up as we would like.

Mr. Newman and his students had the annual art show yesterday. It went very well for his first show.
We are down to 8 days for the students and paras and 9 for the teachers.
Ms Collins has submitted her resignation and it will be on your agenda for the 14th. Math teachers have been hard to find and we need to get looking. We may have on on staff if she finishes it this summer.

Jim Whealon
Superintendent/Principal
Jefferson High School

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



School Administrators of Montana (SAM) was successful in working together throughout the legislative session to re-established an alliance of education groups including the Montana Association of School Business Officials (MASBO), MEA-MFT, Montana Rural Education Association (MREA), Montana Quality Education Coalition (MQEC), and the Montana School Board Association (MTSBA). This group, called the Essential Truths Alliance, met together with OPI, the Board of Public Education, and Montana Small Schools Alliance to build capacity to support or oppose bills throughout the session. This alliance came together as a result of the work of the K-12 Vision Group and review of the Delegate Assembly positions and resolutions established by each Association. When common ground was established, communication was enhanced, and the ability to work together to impact legislation presented itself through the thousands of members that represent the Essential Truths Alliance. The effort of members to contact legislators expressing their perspectives on key bills, created the atmosphere of support for K-12 education issues during this legislative session.

During the session, SAM tracked 127 bills related to our interests in established categories – School Funding, Privatization with Public Funds, Pensions, and Standards Implementation. A final status of these bills can be reviewed on the SAM website (www.sammt.org) under the Legislature 2013 tab (or just click [HERE](#)).

SAM represented the bills and issues important to our positions and resolutions during the session by providing testimony in committees and through individual contact with legislators by the Executive Director and our members. The Executive Director testified on 42 bills in committees, sometimes multiple times (57 total), as the bills worked their way through the legislature. The influence of our members on specific legislation was significant. Thank you to the SAM Legislative Network with representatives from all six affiliates of SAM, who assisted with effective communication throughout the session. Thanks also to the many SAM members who made contacts to legislators and shared information – this **IS** what made the difference for K-12 education during the 63rd legislative session!

The rest of this executive summary details the final status and key elements of bills important to the Essential Truths Alliance (Part I and II) as well as SAM (Part III and IV). The future holds great promise for K-12 education as we work together to promote the essential truths about the great work of Montana's public schools, helping our communities and legislature support our excellent schools focused on the whole child and enhancing their learning!

Sincerely,

Kirk J. Miller, Ed.D.
Executive Director
School Administrators of Montana

POST SESSION NARRATIVE AND BILL SUMMARY OF THE ESSENTIAL TRUTHS ALLIANCE

APRIL 24, 2013

The Public Education Advocacy Groups that collaborated in preparing the Essential Truths Regarding the Great Work of Montana's Public Schools and that worked together to pass what the press is calling an "historic rewrite of state funding for public schools" in Senate Bill 175 have worked hard throughout the 2013 Session to advance and protect the interests of the students served throughout the state in Montana's public schools. We want to thank our collective members for their excellent advocacy throughout the 2013 Legislative Session. In spite of facing significant challenges, including the introduction of an unprecedented 7 public school attack/privatization bills, K-12 public education came out of the 2013 Legislative Session not only intact but with several important victories.

The list of 20 bills below is intended to provide a brief summary of outcome for key bills in the 2013 Legislative Session. This is not intended as a comprehensive analysis of all bills that either passed or failed that will affect our members, but rather is a list limited to those bills upon which we specifically collaborated through our new coalition, founded out of a common belief that Montana's public schools are succeeding, improving, innovative, efficient, supported by voters and in need of adequate funding to continue their good work with kids. The outcome of the bills listed below is a direct reflection of the value of our new and growing coalition and our commitment to use of the K-12 Vision Group process in setting our legislative priorities going forward.

Even without the prospect of the Governor's help, upon which we are counting in hopefully defeating Senate Bill 81 and House Bill 239 through a Governor's veto, our success rate on the bills below is 90%. We hope the success rate will rise to 100% once the Governor has determined whether to pass Senate bill 81 and House Bill 239.

PART I: BILLS THAT THE ESSENTIAL TRUTHS ALLIANCE SUPPORTED:

Bill, Sponsor, Short title, Status	Key Elements
<p>SB 175, Jones, Generally revise school finance laws, Passed the legislature, pending governor's signature. <i>Please ask Governor to sign in its present form without any line item veto.</i></p>	<ul style="list-style-type: none"> • Inflation on Per-ANB • New prorated basic entitlement with substantial increase in first entitlement and second and subsequent entitlements at 50% of first entitlement. • New Data for Achievement Payment • Addresses Oil and Gas Impacts through concentric circles, 25% general fund budgeting obligation and exceptions from 130% retention level for small and growing districts • Three enrollment counts per year to improve accuracy of ANB. Unusual enrollment increase trigger at lesser of 4% or 40 ANB. Allows levy authority to highest of 5 previous years. • Allows proficiency-based ANB in the absence of required seat time. • Provides authority to trustees to manage levy authority among different funds. • Provides a dedication of excess interest and income from state



<ul style="list-style-type: none"> Effect of the bill would have been to void a rule of the Board of Public Education. A 1992 opinion of Judge Sherlock of the First Judicial District held that the Board of Public Education has constitutional-based rulemaking authority, independent of legislative control or oversight. This bill directly contradicted that holding. Given our reliance on the same Article X of the Montana Constitution for the constitutional power of elected school boards, we opposed this bill. 	<p>HB 181, Balance, Allow trustees to define library media ratios (violated Board of Public Education's constitutional authority), Dead - Tabled in Senate Education</p>
<p>Key Elements</p>	<p>Bill, Sponsor, Short Title, Status</p>

PART II: BILLS THAT THE ESSENTIAL TRUTHS ALLIANCE OPPOSED:

<ul style="list-style-type: none"> lands to tax relief and school facilities repairs. Freezes BASE property taxes starting in 2015 until state aid grows by at least \$50 million per year. Restores Actuarial Soundness of TRS system. Restores Actuarial Soundness of TRS system. Increases employer and employee contributions. Uses state land revenues as a base-funding source for TRS. Restricts school district retirement accounts to 20% reserves and uses sweep to help restore actuarial soundness. Restores Actuarial Soundness of PERS system. Restores Actuarial Soundness of PERS system. Increases employer and employee contributions. Revises GABA. Allows use of tuition levy on a nonvoted basis to pay for unusual levy for special ed costs, Passed the legislator, pending governor's signature. Increases school district access to information regarding criminal wrongdoing by students processed through the Youth Court and Corrections systems. Allows school districts to access reserves in almost any fund (important exception for retirement, compensated absence and debt service) to fund school safety-related facilities improvements. Provides a more stable and predictable process for estimating and ensuring funding for costs associated with Board of Public Education changes to the accreditation standards. Requires incorporation of costs associated with Board of Public Education rule changes in the present law base for K-12 education. Provides funding for growth in enrollments in the Digital Academy funding, Passed the legislator, signed by the governor. Increases bonding capacity for school districts from 50% of taxable value (current law) to 100% of taxable value (under HB 301). 	<ul style="list-style-type: none"> HB 377, Woods, Restore actuarial soundness for TRS, Passed the legislator, pending governor's signature. HB 454, McChesney, Restore actuarial soundness for PERS, Passed the legislator, pending governor's signature. SB 191, Brown, Use of tuition levy for special ed costs, Passed the legislator, pending governor's signature. SB 348, Thomas, School safety act, Passed the legislator, pending governor's signature. SB 302, Arntzen, Revise board of education laws related to defining substantial fiscal impact, Passed the legislator, Vetoed by the governor. HB 210, McClafferty, Digital academy funding, Passed the legislator, signed by the governor. HB 301, Halvorson, Revise/ increase school district bonding limits, Passed the legislator, pending governor's signature.
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<ul style="list-style-type: none"> • Provided a \$550 tax credit for tuition paid to a private school with no limits on parochial education. • As originally introduced, would have allowed a single, unrelated individual to redirect existing tax liability into a multi-million dollar credit by paying \$550 for tuition of each private school student in the state. • Even as amended, would have cost approximately \$4 million annual in state general fund support through the tax credit. 	<p>HB 213, Fitzpatrick, Tax credit for nonpublic education, Dead, Tabled in Senate Education</p>
<ul style="list-style-type: none"> • Would require written permission of a parent before a child could attend a course of instruction, class period, assembly, organized school activity or instruction of any type that includes human sexuality issues. • Provides a complete exception from compulsory attendance for any child excused from even one class. • Appears to be designed to override book challenge, opt out and other school district policies. • Included a legal review note from legislative staff indicating the bill could violate the Board of Public Education's authority to exercise general supervision over the public schools of Montana. 	<p>HB 239, Smith, Opt in for curriculum or activities involving sexual content or issues, Passed the legislature, Governor's veto possible. Please ask Governor Bullock to veto HB 239.</p>
<ul style="list-style-type: none"> • Pay voucher bill that would have funded such vouchers by removing funding from the school district where the student attends. 	<p>HB 288, Schwaderer Special education savings account for private education, Dead, Missed Revenue Transmittal Deadline.</p>
<ul style="list-style-type: none"> • Proposed charter schools using an out of state template for anti-public education charter schools. Would have usurped authority of existing elected school boards and voters by allowing publicly funded education without elected school boards. 	<p>HB 315, Knudson, Charter Schools without elected school boards, Dead, Missed Revenue Transmittal Deadline.</p>
<ul style="list-style-type: none"> • Pay voucher bill that would have funded such vouchers by removing funding from the school district where the student attends. 	<p>HB 357, Hansen, Special education savings account for private education, Dead, Missed Revenue Transmittal Deadline.</p>
<ul style="list-style-type: none"> • Would have allowed students to store guns in their cars on school grounds. Also included confusing and illogical definitions of what is not a gun. 	<p>HB 384, O'Neil, Guns on school grounds Dead, Missed General Transmittal Deadline.</p>
<ul style="list-style-type: none"> • Pay voucher bill that would have funded such vouchers by removing funding from the school district where the student attends. 	<p>HB 390, McNiven, Special education scholarships for private education, Dead, Missed General Transmittal Deadline.</p>
<ul style="list-style-type: none"> • Same bill as HB 239 above, but was drafted as a referendum bill that was not subject to the Governor's veto. 	<p>HB 423, Smith, Opt in for curriculum or activities involving sexual content or issues, Dead, Failed Third Reading in the Senate and then indefinitely postponed.</p>

Adding these five bills to the list of bills supported or opposed with a successful outcome on all, increases the SAM/Essential Truths Alliance to 23 of 25, or 92% success rate during the session. Possibly 24 of 25, given the action of the Governor who vetoed SB 302 (we supported) and may veto SB 81 (we opposed), leading to a 96% success rate.

SAM followed our original goals to support or oppose bills that were consistent with our positions and resolutions as established by the Delegate Assembly process. On behalf of SAM, the Executive Director testified on 42 bills, in many cases in front of multiple committees (57 total), to represent the positions of the SAM organization. SAM categorized bills on School Funding, Pensions, Privatization with Public Funds, and Standards Implementation throughout the session. The following bills are in addition to the Essential Truths Alliance. My thanks to our many members of the SAM Legislative Network who worked throughout the session contacting legislators to describe our position on key bills!

**POST SESSION NARRATIVE OF ADDITIONAL BILLS FOLLOWED BY SAM
MAY 1, 2013**



<ul style="list-style-type: none"> • Would have eliminated the defined benefit retirement plans for both TRS and PERS for new hires. • Would have substantially harmed recruitment and retention of employees in our public schools. 	<p>SB 333, Arthun, Eliminate defined benefit retirement plan and replace with cash balance plan, Dead, Missed appropriation transmittal deadline.</p> <p>SB 81, Lewis, Provide tax credits for contributions to private scholarship organizations, Passed the legislature, Please ask Governor Bullock to veto SB 81.</p> <p>SB 374, Lewis, Charter schools without elected school boards, Dead, Tabled in house education after we passed a substitute amendment replacing the entire bill.</p>
<ul style="list-style-type: none"> • Provides a tax credit for donations to private organizations that provide scholarships for private education. • Tax credit was set at 40% of donation for individuals and 20% for corporations and capped total tax credits to \$2.5 million in 2013 and increased by 30% for each year thereafter. • Scheduled to sunset December 31, 2019 and is applied retroactively to FY13 and onward. 	<p>SB 374, Lewis, Charter schools without elected school boards, Dead, Tabled in house education after we passed a substitute amendment replacing the entire bill.</p>
<ul style="list-style-type: none"> • Was virtually identical to HB 315 as introduced. Proposed charter schools using an out of state template for anti-public education charter schools. Would have usurped authority of existing elected school boards and voters by allowing publicly funded education without elected school boards. • We successfully drafted and helped pass an amendment that struck the entire contents of the bill and replaced it with a charter school model based on Board of Public Education rule. Sponsor and original supporters defeated their own bill after our amendments passed the Senate. 	<p>SB 374, Lewis, Charter schools without elected school boards, Dead, Tabled in house education after we passed a substitute amendment replacing the entire bill.</p>



PART III: BILLS THAT THE SAM SUPPORTED:

Bill, Sponsor, Short title, Status	Key Elements
<p>HB 313, Schreiner, Revise school truancy laws, Passed the legislature, signed by the governor.</p>	<ul style="list-style-type: none"> • Provides school districts with the options to clarify (increase) consequences to a truant child and the child's parent or guardian. • Clarifies definitions for habitually truant child that may be referred to youth court.
<p>SB 161, Tropilla, Change the requirements for establishing a special speed zone, Passed the legislature, signed by the governor.</p>	<ul style="list-style-type: none"> • In the case of a school zone adjacent to a state highway, the highway commission is not required to base its speed determination solely upon the results of the engineering and traffic investigation. • Allows the use of electronic signs for special limits applied to school zones.
<p>SB 230, Wanzentried, Revise laws governing board of speech-language pathologists and audiologists, Passed the legislature, signed by the governor.</p>	<ul style="list-style-type: none"> • Defines the use of "telepractice" for audiology and speech-language pathology. • Allows the use of "telepractice" services for audiology and speech-language pathology under the supervision of the Board of audiologists and speech-language pathologists.
<p>SB 199, Thomas, Revise laws related to technology acquisition and depreciation funding, Passed the legislature, signed by the governor.</p>	<ul style="list-style-type: none"> • Supports district ability to use technology levy for cloud computing and technology infrastructure, and licensed-based or pay-per-use service accessed over the internet. • When new levy is established, it reduces the burden of paperwork for depreciation. • Lasts for up to 10 years. • Allows districts with permanent levies to continue this levy if they so choose not to request an additional tech levy. • Modernizes the ability to use the levy and provides districts with the flexibility they need.

PART IV: BILLS THAT SAM OPPOSED:

Bill, Sponsor, Short Title, Status	Key Elements
<p>HB 635, Shaw, Revise education laws related to transfers of territory between districts, Dead, Tabled in Senate Taxation Committee following.</p>	<ul style="list-style-type: none"> • Removes resident school-aged children as a criteria from the current territory transfer statute. Removing this criteria serves no educational purpose other than changing the territory's tax consequences. • As long as the districts agree, it does not create an issue. However, when districts don't agree, it comes to the county superintendent for a hearing on the matter. Creates added work load for county offices and county superintendents, affecting school elections and taxable values. • Would create statewide unintended consequences allowing residents to move their territory to a district with lower school tax levies if they choose to do so, reducing tax value for the "losing" district.



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

rwd: MTSBA Spring Workshops - Register Today!

1 message

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

To: daryl mikesell <daryl.mikesell@jhs.k12.mt.us>, Denise Brunett <jhsphanther_fan@yahoo.com>, "Patricia Lewis (@JEFFBB)" <jim.whealon@jhs.k12.mt.us>, micki letexier <moletexier@aol.com>, Stan Senechal <Senechal51@gmail.com>, Sabrina Stekete <sabrina@gopartnerz.com>, Travis Pierce <tetepierce@msn.com>

FYI

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

From: **Carol Will** <noreply@boardsolutions.com>
Date: Mon, Apr 22, 2013 at 9:03 AM
Subject: MTSBA Spring Workshops - Register Today!
To: lorie.carey@jhs.k12.mt.us

MTSBA's Spring Workshops and Regional Trustee Meetings

Coming to a Location Near You

Member Benefit - No Charge!

As many of you know, MTSBA's Spring Workshops and Regional Trustee Meetings are designed to provide enhanced professional development opportunities for newly elected trustees, veteran trustees, administrators, business managers, and county superintendents. MTSBA Staff will be traveling to 10 different locations around the state and the comprehensive day-long programming is designed to benefit those that want the basics (the focus of the morning session) and those that want an overview of the 2013 Legislative Session (the afternoon session). We will finish the day with a MTSBA Regional Trustee Meeting (3:00-4:00 p.m.) where we will engage in informal discussions with those in attendance on how to "move upward and outward" as we continue to enhance student achievement in Montana.

Don't miss out - Register Today!!! Complete agenda is attached.

Date Location - Click on the Location to Register

May 13 Frenchtown

May 14 Whitefish

May 14 Have

May 15 Culbertson

May 16 Bozeman

May 16 Miles City

May 17 Billings

May 20 Butte

May 21 Conrad

May 23 Lewistown

A \$25 no show fee applies.

Lore J. Carey, Business Manager
Jefferson High School

 **Spring Workshop and Regional Meeting Agenda.pdf**
26K



Spring Workshop and Regional Meeting Agenda

9:00 – 9:30 am Registration

9:30 – 11:45 am **Morning Session – Content Emphasis for Newly Elected Trustees:**

The focus of this session will be the nuts and bolts of legal, policy and personnel issues with the intent to orient newly-elected trustees to their positions on local school boards and to provide them with an overview of what to expect at the Newly-Elected Trustee Symposium, June 8th in Helena. **Others are welcome to attend this session!!!**

- Trustee authority, duties and responsibilities
- Overview of Montana's Open Meeting Laws
- Overview of Montana's Collective Bargaining Laws
- The importance of school district policy
- The importance of short-term and long-term strategic planning

11:45 – 1:00 pm Lunch on your own

Afternoon Session – Content Emphasis for ALL Trustees,

Administrators and Business Officials: The focus of this session will be an overview of the 2013 Legislative Session:

- What schools can expect in funding over the next biennium
- Other bills that impact Montana's K-12 public education
- Next steps including possible litigation (depending upon the outcome of the Legislative Session), regrouping and expanding the K-12 Vision Group and preparing for the 2015 and 2017 Legislative Sessions

2:45 – 3:00 pm Break

Regional Trustee Meeting:

After hearing from MTSBA on the outcome of the 2013 Legislative Session, we will have round-table discussions with a focus on the following mega issue:

- **Mega Issue:** In moving forward, how do we ensure that Montana's K-12 public schools have the necessary resources to ensure that the full potential of EACH child attending Montana's K-12 Public is realized?

3:00 – 4:30 pm

Montana School Boards Association
 Lance L. Melton, Executive Director
 The Compass Block, 863 Great Northern Blvd., Suite 301, Helena, MT 59601
 (406) 442-2180 FAX (406) 442-2194
www.mtsba.org

Jefferson High School Board of Trustees

Sabrina Stekete and Denise Brunett, Hiring Committee Representatives

312 S. Main Street, PO Box 838

Boulder, MT 59632

April 17, 2013

Mr. Tim Norbeck

3120 Burlington

Butte, MT 59701

DELIVERY VIA EMAIL ATTACHMENT

Dear Mr. Norbeck:

Based on our conversations with you this week, we are happy to provide the following details of the tentative agreement we have reached for your new position as Superintendent of the Jefferson High School District:

- Three year contract that covers twelve months per year contract commencing July 1, 2013 and ending June 30, 2016
- \$75,000 base salary per year with annual review. 75% of this amount is reimbursement for your activities as Superintendent. 25% is for other duties that have not yet been assigned. It will be our recommendation to the board that you determine the best use of that time and salary as you prepare the district budget for the upcoming year.
- \$16,400 District contribution toward your health insurance coverage and/or Health Savings Account. Should you choose an insurance option with premiums higher than this amount, the additional premium would be at your expense but those premium contributions can be deducted from your earnings pre-tax.
- 18 days paid vacation. Unused vacation may be carried forward two years. On termination, unused vacation would be paid out at 100%.
- 12 days paid sick leave. Unused sick leave may be carried forward with no limit on accrual but on termination would be paid out at only 25%.
- Holiday pay as per state statute.
- Statutory district retirement contributions
- All mandatory benefits (Social Security, Medicare, State and Federal unemployment)
- \$25 per month expense reimbursement for cell phone
- Mileage reimbursement at federal deduction amount (currently 52 cents per mile). This does not apply to miles driven to school from home or back.
- Professional membership dues in national and state superintendent/administrator associations.

An additional item is orientation time for you on-site with the current superintendent. We will recommend to the board that if year-end funds allow, one week salary (\$1,442) is allocated for you to work on-site the last week of June. You have further indicated your availability and flexibility during these upcoming two months and we appreciate that, especially to be involved in discussions regarding the open teaching positions, budgeting and class schedules for the upcoming year.

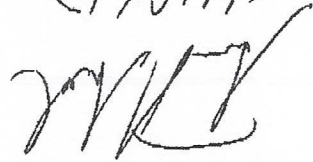
Please let us know if we have missed anything. If everything looks good, please indicate your acceptance of these items and the position by signing below and returning a copy within 48 hours via fax to us at (406)225-3289 marked to the attention of District Clerk Lorie Carey. Upon receipt, we will submit this letter to the full board for their review and approval at the May board meeting. Once board approval has been obtained, a contract will be prepared that reflects these terms.

Tim, it was great speaking with you this week, we are so excited about working with you!

Sincerely,

Denise Brunett, Trustee

Hiring Committee Representative



4/19/13

Sabrina Steketeer, Trustee

Hiring Committee Representative

3. COMPENSATION:

3.1. Salary. The District will provide the Superintendent with an annual salary of **\$75,000.00 (seventy-five thousand)**. An added annual salary amount of **\$300.00 (three hundred)** will be paid to the said employee for expenses related to use of a personally owned cell phone during the performance of their duties. The annual salary(s) will be paid to the Superintendent in installments consistent with the Board's policies. The salary referenced in this section will be paid on the basis of a 12 - month contract year.

3.2. Salary Adjustments. On an annual basis, the Board may review the salary of the Superintendent and may adjust the salary, but in no event will the Superintendent be paid less than the salary set forth in Section 3.1 of this Agreement without written consent from both parties.

3.3. Vacation & Sick Leave. The Superintendent is entitled to vacation and sick leave benefits under the provisions of Title 2, Chapter 18, Part 6, MCA. The benefit is 12 days of sick leave and 21 days of vacation leave. The Superintendent shall inform the District Clerk in advance of use of vacation leave. Vacation days taken by the Superintendent should be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Agreement.

3.4. Holidays. The Superintendent is entitled to days off with pay on those holidays specified in Section 20-1-305, MCA, subject to the provisions of that section.

3.5. Insurance Benefits. The District will pay up to \$16,400 per year toward coverage for group health insurance in accordance with the District's plan of insurance and shall provide the Superintendent with all other benefits on the same basis as other classified employees of the District. Should the insurance coverage the Superintendent requires cost less than \$16,400, the difference may be put toward a Health Savings Account a full value or taken as compensation at 70% of the gross amount.

3.6. Professional Liability. The Board will provide for the immunization, defense, and indemnification of the Superintendent as provided in Section 2-9-305, MCA.

3.7. Professional Memberships and Activities. The District will pay for membership fees for the Superintendent to maintain membership in the American Association of School Administrators and the Montana Association of School Superintendents, along with other memberships mutually agreed upon.

3.8. Travel Reimbursement. The District will reimburse the Superintendent for use of a personally owned automobile in conducting business on behalf of the District in accordance with Section 2-18-503, MCA.

4. REVIEW AND PERFORMANCE:

4.1. Time and Basis of Evaluation. The Board will evaluate and assess, in writing, the performance of the Superintendent at least once per year during the term of this agreement, no later than January 15.

4.2. Evaluation Format and Procedure. The evaluation format and procedure will be in accordance with the Board's policies and federal and state law.

5. RENEWAL AND NON-RENEWAL:

Renewal and non-renewal will be in accordance with the Board's policies and applicable federal and state law.

6. TERMINATION OF EMPLOYMENT CONTRACT:

6.1. Mutual Agreement. This Agreement may be terminated by the mutual agreement of the Superintendent and the Board in writing, with a 30-day notice or term mutually agreed upon.

6.2. Death, Retirement, Disability. This Agreement will be terminated upon the death of the Superintendent or upon the Superintendent's retirement under the Teacher Retirement System of Montana or upon the termination of employment, whichever is first. If, in the opinion of the Board, the Superintendent becomes unable to perform the duties of the job with reasonable accommodations by the District, this agreement will be terminated.

6.3. Dismissal for Good Cause. Throughout the term of this agreement, the Superintendent will be subject to discharge for good cause, provided that the Superintendent will have the right to service of written charges, notice of hearing, and a hearing before the Board. If the Superintendent chooses to be accompanied by legal counsel at such hearing, the Superintendent will pay all such personal legal expenses. Failure to comply with the terms and conditions of this agreement will be sufficient cause for discharge as provided in this agreement.

6.4. Termination Procedure. In the event that the Board terminates this Agreement for good cause, the Superintendent will be afforded all rights set forth in Board policy, state and federal laws.

7. MISCELLANEOUS:

7.1. Controlling Law. The laws of the State of Montana will govern this Agreement.

7.2. Amendment. All existing agreements and contracts, both verbal and written, between the parties hereto regarding the employment of the Superintendent, are superseded by this Agreement. This Agreement embodies the entire agreement between the parties and cannot be amended except by written agreement of the parties.

7.3. Savings Clause. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

7.4. Acceptance. This offer will expire unless signed and returned to the Board or its authorized representatives within 2 days.

Executed this _____ day of _____, 2009.

ATTEST:

Chair, School District #1:

Clerk, School District #1:

Superintendent, School District #1:

Phone: 406-225-3317 • Fax: 406-225-3289 • Web: www.jhs.k12.mt.us



Jessie K. Collins

Jessie Collins

I regret to inform you that I will not be returning for the 2013-2014 school year for personal reasons. This has been a very difficult decision for me as I have come to love teaching here with such wonderful administration and staff. Thank you for all you have done for me in the past and for all you will continue to do for others.



Mr. Mikessell
Mr. Whealon

May 6, 2013

SCHOOL DISTRICT #1
Box 838
BOULDER, MT 59632

Jefferson High School



Phone: 406-225-3317 • Fax: 406-225-3289 • Web: www.jhs.k12.mt.us



Jessie K. Collins

Jessie Collins



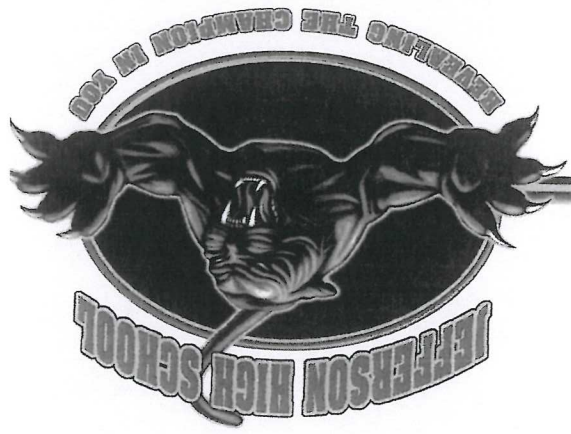
I hereby resign from my position as Student Council Advisor, effective at the completion of the 2012-2013 school year.

Mr. Mikesell:

May 6, 2013

SCHOOL DISTRICT #1
BOX 838
BOULDER, MT 59632

Jefferson High School



JEFFERSON HIGH School District #1
 PERSONNEL REPORT

Employee	Current Position Status	Salary	Action	Recommendation	Effective Date	Comment
1. TENURED, FULL-TIME; RENEWAL Bieler, Fritz Bruce, Becky Collins, Jessie Foster, Victoria Garraas, Charles Hesford, Mike Hohenthal, Dave McCauley, Steve Temes, Dave	Soc. Studies FCS Math English/Span. Music English Soc. Studies Science P.E.			Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14 Offer Contract for 2013/14	July 1, 2013 July 1, 2013 July 1, 2013 July 1, 2013 July 1, 2013 July 1, 2013 July 1, 2013 July 1, 2013 July 1, 2013	FTE= 67 JHS, 33BES
2. TENURE YEAR, RENEWAL Tanya Getten	Counselor			Offer Contract for 2013/14	July 1, 2013	
3. NON-TENURE Stezewski, Nicole Williams, Mary Newman, river Drynan, Mary Andariese, Dennis Kelly, Mark	Math Science/Broad Art Special Ed. Wood/Constr. Journalism					
4. RESIGNATIONS Allen, Matt Piccolo, Linda	CT Ed. English/Drama		Accept Resignation Accept Resignation			

JEFFERSON HIC District #1
 PERSONNEL REPORT - CLASSIFIED

Employee	Current Position Status	Salary	Action	Recommendation	Effective Date	Comment
Allen, Linda	Secretary			Offer contract for 2012/13	July 1, 2013	
Carey, Cathy Butler, Laura Layng, Cling	Special Ed. Aide Special Ed. Aide Special Ed. Aide			Offer contract for 2012/13 Offer contract for 2012/13 Offer contract for 2012/13	July 1, 2013 July 1, 2013 July 1, 2013	
Futkebas, Brett	Head Custodian			Offer contract for 2012/13	July 1, 2013	
Peeler, Lance Kosola, Matt Petroff, Paul Sandoval, Joe	Head Custodian Custodian Custodian Custodian			Offer contract for 2012/13 Offer contract for 2012/13 Offer contract for 2012/13	July 1, 2013 July 1, 2013 July 1, 2013	

Jefferson High School Staff



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

board meeting

victoria foster <victoria.foster@jhs.k12.mt.us>
To: Lorie Carey <lorie.carey@jhs.k12.mt.us>

Tue, Apr 30, 2013 at 9:17 AM

Hey, Lorie. Would you please put me on the agenda for the May board meeting to speak to them about reimbursement for the National Certification retake?

Thank you.

(What is the date of that meeting?)

Victoria Foster
English/Spanish Instructor
Jefferson High School
(406) 225-3317

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

Metal Mines Tax Reserve Fund

Revenues received by the district statutorily derived from impact, proceeds or production from metal mining activities and deposited in the district's metal mines or hard rock fund account shall collectively comprise a non-budgeted special revenue metal mines tax reserve fund held by the district trustees for the benefit of the district according to the provisions of this policy.

1. Any amount in this fund may be expended for a specific purpose by affirmative majority vote of the Board of Trustees only after posting on a regular meeting agenda.
2. The Board will designate these funds as assigned for expenditure. The Board may expend any amount, up to 100 per cent of the current balance at the time of appropriating. Authorized expenditures must be approved by the trustees for legitimate purposes consistent with supplementing or supplanting existing programs or obligations, developing new or revised curricula, pilot programs and projects, facilities maintenance or improvements, tax impact mitigation in budgeted funds, or other special or innovative uses that, in the opinion of the trustees enrich, enhance or improve the basic mission of the district or any other use authorized by law.
3. Any amount of annual investment earnings not appropriated for use as specified under #2 above will automatically be added to this fund.
4. Expenditure plans for this fund will be adopted by the Board as the Board sees a need for the funds.
5. Money held in the fund cannot be considered as fund balance for the purpose of reducing mill levies.

Policy History:

Adopted on: 4/10/2007
 Reviewed on: April 2013
 Revised on: May 14, 2013

Metal Mines and Hard Rock Funds

Revenues received by the district statutorily derived from impact, proceeds or production from metal mining activities and deposited in the district's metal mines or hard rock fund account shall collectively comprise a permanent endowment held in trust by the district trustees for the benefit of the district according to the provisions of this policy.

1. Any amount in this fund may be expended for a specific purpose by affirmative majority vote of the Board of Trustees only after posting on a regular meeting agenda.

2. The Board will designate these funds as assigned for expenditure. The Board may expend any amount, up to 100 percent of the current balance at the time of appropriating. Authorized expenditures must be approved by the Board for legitimate purposes consistent with supplementing or supplanting existing programs or obligations, developing new or revised curricula, pilot programs and projects, facilities maintenance or improvements, tax impact mitigation in budgeted funds, or other special or innovation uses that, in the opinion of the Board enrich, enhance, or improve the basic mission of the district or any other use authorized by law.

3. Any amount of annual investment earnings not appropriated for use as specified under number 2 above will automatically be added to this fund.

4. Expenditure plans for this fund will be adopted by the Board as the Board sees a need for the funds.

5. Money held in the fund cannot be considered as fund balance for the purpose of reducing mill levies (20-9-231MCA).

Policy History:

36Adopted on: 4/10/2007

37Reviewed on:

38Revised on:

A RESOLUTION BY THE BOARD OF TRUSTEES
OF JEFFERSON HIGH SCHOOL DISTRICT #1

F7261

The Board of Trustees of Jefferson High School Boulder, Montana, hereby resolves to authorize the

expenditure of funds from Fund 224 Metal Mines in the amount of \$ _____

to be expended during the period of _____ to _____ for

the purpose of _____

The motion was duly made by trustee _____

The motion was seconded by _____

The motion passed _____ for and _____ against.

Passed and adopted on this _____ day of _____.

Signature _____, Chairman of the Board of Trustees

Attest _____, District Clerk/Business Manager

JHS Policy 4330, Community Relations, Community Use of School Facilities

The District recognizes the importance and value of the school facilities to the public and is committed to providing public access to district facilities to the greatest extent possible while still

- providing primary facility availability for school activities
- being mindful of district budget and expense limitations
- providing adequate safeguards for the care and maintenance of the facilities and persons using the facilities.

Other than the regular conduct of school district teaching, athletics and activities for students, the types of use that can be approved in District facilities and their requirements include but are not limited to:

Student Open Gym	X																			
Community Open Gym		X																		
MHSA Open Gym		X																		
Adult Education activity																				
Private individual																				
Private organization																				

Student Open Gym and Adult Education activities are scheduled and coordinated through the regular instructional and activities/athletics program.

Generally, Montana High School Association (MHSA) Rules and Regulations preclude coaching of a student at events other than school practices and contests. Exceptions do exist, however, and the interested person should contact the Activities Director for more information or consult the MHSA Official handbook.

Community Open Gym is scheduled and coordinated through the office of the Activities Director as part of planning for all school activities. As a school-sponsored event, Community Open Gym must be supervised by a **non-student adult** supervisor paid by the district. Due to this expense, the availability of Community Open Gym will be limited. The District goal is to provide at least one two-and-a-half hour Community Open Gym on a regular basis per month or more as facility availability and budget permit.

Private individual and private organization use of district facilities is coordinated through the office of the Activities Director. A facilities agreement is required (Form 4330F1). Private general liability insurance may be required. Rental fees, deposits and cleaning fees may be required. On-site supervisor provided by an approved **non-student adult** supervisor for the setup, event and clean-up may be required. Organizations or individuals found to have violated this policy or its associated Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or location decision may be made to the Board but the Board decision is final.

the Activities Director will publish the dates during the upcoming summer and school year for which the school south gym may be available for non-school use and will coordinate the schedule and use of the gym throughout the year and maintain an updated schedule. Availability of other District facilities and grounds will be determined by the Activities Director upon request. The Activities Director will maintain a list of **non-student adult** individuals approved to act as event facility supervisors.

current facility schedule will be posted by the Activities Director at the front entrance to the school and at the entrance to the gym at all times.
A permanent sign will be displayed at the entrance to the school and at the entrance to the south gym with information on how to arrange for facility use and the most important rules and regulations for facility use.

POLICY HISTORY:

Adopted on: October 24, 2011

Revised on: May 14, 2013

Revision notes: Revisions added phrase "non-student adult" to the requirements for supervision, added contact information and "additional items" section to training checklist and to other areas of policy to match, added policy history to pages.



PRIVATE INDIVIDUAL OR ORGANIZATION SCHOOL FACILITY USE AGREEMENT

District Policy Form 4330F1

Facility Requested	Date and Hours of Use	Phone	Address	Name of Organization or Individual ("User")
Purpose of Use	Anticipated # of Participants	Email Address	Attendance or Admission Fees Charged	Does User have liability insurance for this event
Dollar Amount of Attendance or Admission Fees				
Liability Insurance Carrier and Policy Number, Agent Name and Phone Number				

The organization or individual signing this agreement (hereinafter referred to as "User") assumes responsibility for seeing that the terms of this agreement and the rules and regulations as specified on the accompanying "Rules and Regulations" sheet are followed.

User agrees to pay the District \$_____ as rent for the facility and as payment for special services, if any, plus the amount of \$_____ as a cleaning deposit. This shall be due ten days in advance of the event. All costs for damage to the building or its contents resulting from this use of the facility will be reimbursed to the district by User at the actual cost of repair or replacement within 10 days of User being presented with a request for reimbursement by the District. User agrees to additionally pay the District for custodial services needed to return the facility to its regular condition. The charge for these custodial services is \$30 per labor hour with a one-hour minimum. Should the User vacate the facility already cleaned and in its regular condition, the cleaning deposit will be refunded.

User agrees to provide adequate non-student adult supervision of the facility and event attendees to insure proper use and care of the facilities including at least one non-student adult District-approved supervisor whose name must be confirmed to the school prior to the event. The list of approved non-student adult supervisors is available from the Activities Director. User and/or supervisor shall ensure that only the portion of the District facility specified above in "Facility Requested" shall be used unless permission is given by a school official. Supervisor will be in attendance during the entire event including setup and cleanup.

User required to provide separate liability insurance: Yes No
 If "yes," refer to "Insurance Requirements for Facility Use" document and attach required information to this application.
 If "No," initial to acknowledge that User understands and accepts all risk and liability for damage or injury to the facility and its contents, any property of any kind, and/or any person resulting from User's or attendees use of the facility and that the District will not be liable and District liability insurance will not apply. (initial)

User guarantees that they shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any and all liability, expenses, costs (including attorneys' fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the Users' use of the District facility. User agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

Additional requirements if any: _____
 Additional needs (AV equipment, kitchen, microphones): _____
 The District reserves the right to cancel this agreement if at any time it is determined by the District that the facilities are needed for school purposes.

Agreed: _____ (date)
 Approved by: JHS Administrator _____ (date)

Form History:

Promulgated on: October 24, 2011, Revised on: May 14, 2013

organization or individual (the "User") signing this assumes responsibility for seeing that these rules and regulations are followed during the course of their use of a school facility:

- 1) Rental Fees are \$200 for each main area rented. Fees may be waived for private non-profit groups or individuals that do not charge attendance or admission fees. **Cleaning deposits and fees for cleaning may not be waived.**
- 2) The use of the school premises may be denied when in the opinion of the Superintendent or the Board of Trustees the use of the activity is deemed to be solely for commercial purposes, there is a probability of damage or injury to school property, or if in case of loss or damage to school property or any person, in connection with the User's use of the facility, the organization or individual signing the "School Facility Use Agreement" shall be fully responsible and liable.
- 3) The District reserves the right to require a certificate of insurance from the User. If a certificate is required, said certificate requirements are specified on the "Insurance Requirements for Facility Use" document.
- 4) No alcoholic beverages, tobacco, nicotine products or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, members, guests or attendees.
- 5) No profanity or other disrespectful or disruptive language or gestures may be used, no quarrelling, fighting or gambling is permitted.
- 6) No illegal games of chance or lotteries will be permitted.
- 7) No handguns, knife blades or weapons or any kind may be brought to or used in a District facility without prior administrative approval.
- 8) Middle school, elementary and younger kids must be accompanied by an adult.
- 9) No horsplay. No dunking or hanging on rims. Only clean gym shoes may be worn on the gym floor.
- 10) No alteration of the premises or changes in the use of such premises or movement of fixtures or furniture shall be made without specific written consent of the District.
- 11) Adequate non-student adult supervision must be provided by the User to ensure proper care and use of District facilities including the use of a non-student adult District-approved event supervisor if required in the Facility Use Agreement for this event. The User and/or Supervisor must remain in attendance during the event including setup and cleanup. If the superintendent finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of use of the facility at User expense.
- 12) Doors will not be propped open. Only the portion of the building arranged to be used may be entered. Locker rooms are to remain locked.
- 13) No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought on to the premises or used in any way while occupying any portion of any District property unless permission is given in advance by a school official.
- 14) Wax or other preparations ordinarily used on dance floors is not to be used on gymnasium floors.
- 15) User must give written notice to the District of any accident resulting in bodily injury or damage to property of the School or others occurring on the premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.
- 16) Persons or groups not following these rules must be made to immediately leave the facility by the event Supervisor.
- 17) Organizations or individuals found to have violated the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or revocation decision may be made to the Board but the Board decision is final.
- 18) User(s) are to observe the following additional conditions:

Approved by:

Approved by:

(date)

(date)

Form History:

Promulgated on: October 24, 2011, Revised on: May 14, 2013

District may, in the sole discretion of the Superintendent or the Board of Trustees, require a User of District facilities to provide of insurance coverage for the event. In determining whether to require such insurance, the Superintendent or Board will consider such factors as whether the event is being held for commercial purposes and/or if there is a probability of damage or injury to school property and any other factors having to do with the facility and its contents or individuals using the facility.

When required by the District, the User of the facility shall provide the School District with a certificate of insurance. Said certificate shall name the School District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the use of the facility. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall also contain information regarding the coverage for worker's compensation or self insured status as per Montana insurance guidelines. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the School District written notice at least 10 days before the effective date of the cancellation or non-renewal.

In an effort to give guidance to administration and the community regarding when separate insurance might be required, the Board has compiled the following examples. This is not a definitive list and these decisions will be made by administration or the Board on a case by case basis.

Types of events that would not usually require insurance include but are not limited to:

- District resident or group use (individuals, families, bake sales, Scouts, 4H, County Health, local funerals, community public forums)
- Local non-profit organizations (Booster Club, Local Development Corporation, Boulder Area Chamber, Christmas Bazaar)
- Similar low risk events

Types of events that would usually require insurance include but are not limited to:

- Commercial for profit or revenue-generating events (Tool sales event, professional performance events)
- Any event with potential risk to the district facilities (Donkey Basketball, circuses)
- Any event for any organization that maintains event or medical liability insurance so that their insurance is primary to ours
- Events with some risk but that provide proof of their own organization's insurance that would cover this event (Little Guy Wrestling, Collegiate-sponsored or other sports camps or clinics, Helena Titans, Spay/Neuter Clinic, Red Cross Blood Drawing, other school's events)

Procedure History:

Promulgated on: October 24, 2011

Revised on: May 14, 2013

Name:	
Address:	
Phone and Email:	

JHS Facilities Approved for:

- All JHS buildings and grounds
- South Gym
- North Gym and Cafeteria
- Classroom wing
- Grounds

Training Areas

Security

- Access Codes/Keys
- Doors
- Alarms
- Gates, Barriers
- Fire escape and response plan
- Exits
- MSDS/Hazmat
- Emergency procedures and contact information
- Appropriate methods for dealing with individuals or groups that break rules

Additional Items

- Use/turn-in a sign-in sheet
- No foul language
- Locker rooms are to remain locked
- Clean gym shoes only
- No tobacco use or alcohol
- Middle school, elementary and younger kids must be accompanied by an adult

Facility Use Agreement and Rules and Regulations

- Maintenance
- Supplies and Equipment location and use
- Heating/Cooling
- Lighting

Special Equipment

- Location and use
- Approval for use requirements
- Setup and take down

Report all incidents to school administration

- including accidents or damage
- No dunking or hanging on rims
- No horseplay
- Make sure area is clean before leaving
- Check all doors to make sure they are locked.

By initialing below, Supervisor indicates that they understand and agree that when they are the designated Supervisor for an event they must remain on duty and present in the facility for the entire event including any setup or cleanup prior to or after the event.

Supervisor initials _____

Facility Use Supervisor training provided on _____ by _____

Approved by: _____

JHS Administrator (date)

Form History:

Promulgated on: October 24, 2011
Revised on: May 14, 2013

Language regarding Open Gym, Facility Use, Weight Room will be used in all Handbooks (Coaches, Student, Student Activity and others)

District Facility Use

Use of all District facilities, including the school building, gyms, weight room, playing fields and gym is coordinated through the office of the Activities Director. District policy requires that all use of District facilities be pre-approved by the Activities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits and separate insurance. Contact the Activities Director to find out when any Open Gym's are scheduled or to arrange for use of any District facility by calling the main school number 225-3317.

Procedure History:
Promulgated on: October 24, 2011
Revised on: May 14, 2013

LANGUAGE FOR INFORMATIONAL SIGN AT ENTRANCE TO SCHOOL AND ENTRANCE TO SOUTH GYM

District Policy Procedure 4330P3

Welcome to Jefferson High School.

Use of District facilities and grounds by the public for non-school purposes is encouraged but must be pre-arranged through the office of the Activities Director. You may contact the Activities Director by calling the main school number at 225-3317.

Ground Rules for District Facility Use

- Use of the facility must be pre-approved by the Activities Director.
- Use of District facilities must be supervised by an approved non-student adult District facility supervisor.
- Facility use fees may be required. Cleaning deposits are required.

- Only the portion of the facility and/or equipment that has been approved for use may be used.
- Only those persons or group who have been approved may use the facility.
- Middle school, elementary and younger children must be accompanied by an adult.

- Care and respect for District property must be observed.

- No profanity or other disrespectful or disruptive language or gestures may be used.

- No alcohol, tobacco, nicotine products or any illegal substance may be used or brought to a District facility.
- No handguns, knife blades or weapons of any kind may be brought to or used in a District facility without prior administration approval.

- No door may be left propped open during facility use.

- Only clean gym shoes may be worn on the gym floor.

- No horseplay, no hanging or dunking on rims.

- Facilities must be left in good and clean condition and all doors locked.

- The school reserves the right to cancel approval for use of the facility on short notice if needs for school use arise.

- Persons or groups not following these rules or those rules contained in the Facility Agreement will be made to immediately leave the facility.

- Organizations or individuals found to have violated these Ground Rules, the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their

- privilege to use the facility suspended for a period of time or revoked indefinitely.

- ANY DAMAGE OR INJURY TO THE FACILITY, EQUIPMENT OR PERSONS IS THE SOLE RESPONSIBILITY OF THE USER AS AGREED IN THE FACILITY USE AGREEMENT AND MUST BE PROMPTLY REPORTED TO ADMINISTRATION.

Procedure History:

Promulgated on: October 24, 2011

Revised on: May 14, 2013

JHS Policy 4330, Community Relations, Community Use of School Facilities

The District recognizes the importance and value of the school facilities to the public and is committed to providing public access to district facilities to the greatest extent possible while still

- ▶ providing primary facility availability for school activities
- ▶ being mindful of district budget and expense limitations
- ▶ providing adequate safeguards for the care and maintenance of the facilities and persons using the facilities.

Other than the regular conduct of school district teaching, athletics and activities for students, the types of use that can be approved in District facilities and their requirements include but are not limited to:

Student Open Gym	X																			
Community Open Gym		X																		
MHSA Open Gym		X																		
Adult Education activity										X										
Private individual																				X
Private organization																				X

Student Open Gym and Adult Education activities are scheduled and coordinated through the regular instructional and activities/athletics program.

Generally, Montana High School Association (MHSA) Rules and Regulations preclude coaching of a student at events other than school practices and contests. Exceptions do exist, however, and the interested person should contact the Activities Director for more information or consult the MHSA Official handbook.

Community Open Gym is scheduled and coordinated through the office of the Activities Director as part of planning for all school activities. As a school-sponsored event, Community Open Gym must be supervised by a non-student adult supervisor paid by the district. Due to this expense, the availability of Community Open Gym will be limited. The District goal is to provide at least one two-and-a-half hour Community Open Gym on a regular basis per month or more as facility availability and budget permit.

Private individual and private organization use of district facilities is coordinated through the office of the Activities Director. A facilities agreement is required (Form 4330F1). Private general liability insurance may be required. Rental fees, deposits and cleaning fees may be required. On-site supervision provided by an approved non-student adult supervisor for the setup, event and clean-up may be required. Organizations or individuals found to have violated this policy or its associated Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or location decision may be made to the Board but the Board decision is final.

spring, the Activities Director will publish the dates during the upcoming summer and school year for which the school south may be available for non-school use and will coordinate the schedule and use of the gym throughout the year and maintain an updated schedule. Availability of other District facilities and grounds will be determined by the Activities Director upon request. The Activities Director will maintain a list of non-student adult individuals approved to act as event facility supervisors.



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current facility schedule will be posted by the Activities Director at the front entrance to the school and at the entrance to the gym at all times.

A permanent sign will be displayed at the entrance to the school and at the entrance to the south gym with information on how to arrange for facility use and the most important rules and regulations for facility use.

POLICY HISTORY:

Adopted on: October 24, 2011

Revised on: May 14, 2013

Revision notes: Revisions added phrase "non-student adult" to the requirements for supervision, added contact information and "additional items" section to training checklist and to other areas of policy to match, added policy history to pages.

PRIVATE INDIVIDUAL OR ORGANIZATION SCHOOL FACILITY USE AGREEMENT

District Policy Form 4330F1

Name of Organization or Individual ("User")	Facility Requested
Address	Date and Hours of Use
Phone	Purpose of Use
Email Address	Anticipated # of Participants
Attendance or Admission Fees Charged	Dollar Amount of Attendance or Admission Fees
Does User have liability insurance for this event	Liability Insurance Carrier and Policy Number, Agent Name and Phone Number

The organization or individual signing this agreement (hereinafter referred to as "User") assumes responsibility for seeing that the terms of this agreement and the rules and regulations as specified on the accompanying "Rules and Regulations" sheet are followed.

User agrees to pay the District \$_____ as rent for the facility and as payment for special services, if any, plus the amount of \$_____ as a cleaning deposit. This shall be due ten days in advance of the event. All costs for damage to the building or its contents resulting from this use of the facility will be reimbursed to the district by User at the actual cost of repair or replacement within 10 days of User being presented with a request for reimbursement by the District. User agrees to additionally pay the District for custodial services needed to return the facility to its regular condition. The charge for these custodial services is \$30 per labor hour with a one-hour minimum. Should the User vacate the facility already cleaned and in its regular condition, the cleaning deposit any will be refunded.

User agrees to provide adequate non-student adult supervision of the facility and event attendees to insure proper use and care of the facilities including at least one non-student adult District-approved supervisor whose name must be confirmed to the school prior to the event. The list of approved non-student adult supervisors is available from the Activities Director. User and/or supervisor shall ensure that only the portion of the District facility specified above in "Facility Requested" shall be used unless permission is given by a school official. Supervisor will be in attendance during the entire event including setup and cleanup.

User required to provide separate liability insurance: Yes No

If "yes," refer to "Insurance Requirements for Facility Use" document and attach required information to this application.

If "No," initial to acknowledge that User understands and accepts all risk and liability for damage or injury to the facility and its contents, any property of any kind, and/or any person resulting from User's or attendees use of the facility and that the District will not be liable and District liability insurance will not apply. (initial)

User guarantees that they shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any and all liability, expenses, costs (including attorneys' fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the Users' use of the District facility. User agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

Additional requirements if any: _____
 Additional needs (AV equipment, kitchen, microphones): _____

The District reserves the right to cancel this agreement if at any time it is determined by the District that the facilities are needed for school purposes.

Signed: _____

Approved by: _____

(date)

JHS Administrator

(date)

Form History:

Propulgated on: October 24, 2011, Revised on: May 14, 2013

organization or individual (the "User") signing this assumes responsibility for seeing that these rules and regulations are followed during the course of their use of a school facility:

- 1) Rental Fees are \$200 for each main area rented. Fees may be waived for private non-profit groups or individuals that do not charge attendance or admission fees. Cleaning deposits and fees for cleaning may not be waived.
- 2) The use of the school premises may be denied when in the opinion of the Superintendent or the Board of Trustees the use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or if the activity is deemed to be improper to hold in a school.
- 3) In case of loss or damage to school property or any person, in connection with the User's use of the facility, the organization or individual signing the "School Facility Use Agreement" shall be fully responsible and liable.
- 4) The District reserves the right to require a certificate of insurance from the User. If a certificate is required, said certificate requirements are specified on the "Insurance Requirements for Facility Use" document.
- 5) No alcoholic beverages, tobacco, nicotine products or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, members, guests or attendees.
- 6) No profanity or other disrespectful or disruptive language or gestures may be used, no quarrelling, fighting or gambling is permitted.
- 7) No illegal games of chance or lotteries will be permitted.
- 8) No handguns, knife blades or weapons or any kind may be brought to or used in a District facility without prior administrative approval.
- 9) Middle school, elementary and younger kids must be accompanied by an adult.
- 10) No horsplay. No dunking or hanging on rims. Only clean gym shoes may be worn on the gym floor.
- 11) No alteration of the premises or changes in the use of such premises or movement of fixtures or furniture shall be made without specific written consent of the District.
- 12) Premises to be left in clean condition. All doors are to be locked before leaving.
- 13) Adequate non-student adult supervision must be provided by the User to ensure proper care and use of District facilities including the use of a non-student adult District-approved event supervisor if required in the Facility Use Agreement for this event. The User and/or Supervisor must remain in attendance during the event including setup and cleanup. If the superintendent finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of use of the facility at User expense.
- 14) Doors will not be propped open. Only the portion of the building arranged to be used may be entered. Locker rooms are to remain locked.
- 15) No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be bought on to the premises or used in any way while occupying any portion of any District property unless permission is given in advance by a school official.
- 16) Wax or other preparations ordinarily used on dance floors is not to be used on gymnasium floors.
- 17) User must give written notice to the District of any accident resulting in bodily injury or damage to property of the School or others occurring on the premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.
- 18) Persons or groups not following these rules must be made to immediately leave the facility by the event Supervisor.
- 19) Organizations or individuals found to have violated the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or revocation decision may be made to the Board but the Board decision is final.
- 20) User(s) are to observe the following additional conditions:

 Approved by:

 JHS Administrator (date)

 User (date)

Form History:

Promulgated on: October 24, 2011, Revised on: May 14, 2013

District may, in the sole discretion of the Superintendent or the Board of Trustees, require a User of District facilities to provide... of insurance coverage for the event. In determining whether to require such insurance, the Superintendent or Board will consider such factors as whether the event is being held for commercial purposes and/or if there is a probability of damage or injury to school property and any other factors having to do with the facility and its contents or individuals using the facility.

When required by the District, the User of the facility shall provide the School District with a certificate of insurance. Said certificate shall name the School District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the use of the facility. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall also contain information regarding the coverage for worker's compensation or self insured status as per Montana insurance guidelines. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the School District written notice at least 10 days before the effective date of the cancellation or non-renewal.

In an effort to give guidance to administration and the community regarding when separate insurance might be required, the Board has compiled the following examples. This is not a definitive list and these decisions will be made by administration or the Board on a case by case basis.

Types of events that would not usually require insurance include but are not limited to:

- District resident or group use (individuals, families, bake sales, Scouts, 4H, County Health, local funerals, community public forums)
- Local non-profit organizations (Booster Club, Local Development Corporation, Boulder Area Chamber, Christmas Bazaar)
- Similar low risk events

Types of events that would usually require insurance include but are not limited to:

- Commercial for profit or revenue-generating events (Tool sales event, professional performance events)
- Any event with potential risk to the district facilities (Donkey Basketball, circuses)
- Any event for any organization that maintains event or medical liability insurance so that their insurance is primary to ours
- Events with some risk but that provide proof of their own organization's insurance that would cover this event (Little Guy Wrestling, Collegiate-sponsored or other sports camps or clinics, Helena Titans, Spay/Neuter Clinic, Red Cross Blood Drawing, other school's events)

Procedure History:

Promulgated on: October 24, 2011
Revised on: May 14, 2013

Name:	
Address:	
Phone and Email:	

JHS Facilities Approved for:

- All JHS buildings and grounds
- South Gym
- North Gym and Cafeteria
- Classroom wing
- Grounds

Training Areas

Security

- Access Codes/Keys
- Doors
- Alarms
- Gates, Barriers
- Fire escape and response plan
- Exits
- MSDS/Hazmat
- Emergency procedures and contact information
- Appropriate methods for dealing with individuals or groups that break rules

Facility Use Agreement and Rules and Regulations

- Maintenance
- Supplies and Equipment location and use
- Heating/Cooling
- Lighting

Special Equipment

- Location and use
- Approval for use requirements
- Setup and take down

Additional items

- Use/turn-in a sign-in sheet
- No foul language
- Locker rooms are to remain locked
- Clean gym shoes only
- No tobacco use or alcohol
- Middle school, elementary and younger kids must be accompanied by an adult

By initialing below, Supervisor indicates that they understand and agree that when they are the designated Supervisor for an event they must remain on duty and present in the facility for the entire event including any setup or cleanup prior to or after the event.

Supervisor initials _____

Facility Use Supervisor training provided on _____ by _____.

Approved by: _____

JHS Administrator _____ (date)

Form History:

- Promulgated on: October 24, 2011
- Revised on: May 14, 2013

language regarding Open Gym, Facility Use, Weight Room will be used in all Handbooks (Coaches, Student, Student Activity and others)

District Facility Use

Use of all District facilities, including the school building, gyms, weight room, playing fields and gym is coordinated through the office of the Activities Director. District policy requires that all use of District facilities be pre-approved by the Activities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits and separate insurance. Contact the Activities Director to find out when any Open Gym's are scheduled or to arrange for use of any District facility by calling the main school number 225-3317.

Procedure History:

Promulgated on: October 24, 2011
Revised on: May 14, 2013



LANGUAGE FOR INFORMATIONAL SIGN AT ENTRANCE TO SCHOOL AND ENTRANCE TO SOUTH GYM

District Policy Procedure 4330P3

Welcome to Jefferson High School.

Use of District facilities and grounds by the public for non-school purposes is encouraged but must be pre-arranged through the office of the Activities Director. You may contact the Activities Director by calling the main school number at 225-3317.

Ground Rules for District Facility Use

- Use of the facility must be pre-approved by the Activities Director.
- Use of District facilities must be supervised by an approved non-student adult District facility supervisor.
- Facility use fees may be required. Cleaning deposits are required.

Only the portion of the facility and/or equipment that has been approved for use may be used.

Only those persons or group who have been approved may use the facility.

Middle school, elementary and younger children must be accompanied by an adult.

Care and respect for District property must be observed.

No profanity or other disrespectful or disruptive language or gestures may be used.

No alcohol, tobacco, nicotine products or any illegal substance may be used or brought to a District facility.

No handguns, knife blades or weapons of any kind may be brought to or used in a District facility without prior administration approval.

No door may be left propped open during facility use.

Only clean gym shoes may be worn on the gym floor.

No horsplay, no hanging or dunking on rims.

Facilities must be left in good and clean condition and all doors locked.

The school reserves the right to cancel approval for use of the facility on short notice if needs for school use arise.

Persons or groups not following these rules or those rules contained in the Facility Agreement will be made to immediately leave the facility.

Organizations or individuals found to have violated these Ground Rules, the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely.

ANY DAMAGE OR INJURY TO THE FACILITY, EQUIPMENT OR PERSONS IS THE SOLE RESPONSIBILITY OF THE USER AS AGREED IN THE FACILITY USE AGREEMENT AND MUST BE PROMPTLY REPORTED TO ADMINISTRATION.

Procedure History:

Promulgated on: October 24, 2011

Revised on: May 14, 2013

Cell Phones, Smart Phones, iPods, and Other Electronic Equipment

7 Student cell phones, smart phones, iPods, and other electronic devices are permitted to be used during transition periods within the hallway setting.

10 Upon entering the classroom, all devices must be set to silent (no vibration) and placed on the student desk in view of the classroom teacher. At no point during the classroom time is a student permitted to access his/her cell phone unless for use within the confines of the lesson with teacher permission. If the phone is in use during class time, it must be for educational purposes only.

16 Cell phones, smart phones, iPods, and other electronic devices are prohibited from use in all locker rooms and bathrooms at all times and places.

19 Administration will develop guidance and discipline procedures as necessary for this policy. Such guidance and discipline procedures will be included in the student handbook.

Policy History:

3 Adopted on: February 2007
Revised on: May 14, 2013

26 Revision Notes: Policy was substantially revised to allow rather than prohibit cell phone use at school and establish parameters for such use.

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**REPRESENTATIVE
to the
PRICKLY PEAR COOPERATIVE
MANAGEMENT BOARD**

Please accept this as official notification that

Tim Norbeck

(Name)

will represent

Jefferson HS

(School District)

as a voting member of the
Prickly Pear Cooperative Management Board
for the term, of

July 1, 2013 to June 30, 2014

signed,

(Board Chair)

May 14, 2013

(Date)

(Clerk Attest)

RETURN NO LATER THAN MAY 17, 2013



lorie.carey@jhs.k12.mt.us

dan.sturdevant@jhs.k12.mt.us
Fri, Apr 12, 2013 at 6:27 PM

To: Sabrina Steketeer <sabrina@gopanterz.com>, jim whealon <jim.whealon@jhs.k12.mt.us>, daryl mikesell <daryl.mikesell@jhs.k12.mt.us>, Neil & Denise Brunnett <jhsphanther_fan@yahoo.com>, Pat Lewis <lewis@radomline.com>, Stan Senechal <ssenechal51@gmail.com>, Tim Lloyd <mtlloyd24@gmail.com>, Travis Pierce <tetepierce@msn.com>
Cc: Lorie Carey <lorie.carey@jhs.k12.mt.us>

Good afternoon,
I know there is a lot of talk about keys going around and I just wanted to explain a few things about how and why the system was put in place.
Four years ago everyone had keys to everything in the school. This included some adults and kids who had no connection to the school. I know this for a fact as I watched kids enter the school on many occasions and they showed me their keys. Mr Mikesell and I were talking to a parent the other day who told us he had a key to the school when he was in school here. We had no control over any part of the school and did not have any idea who had been in here. People would use the shop or the welding area, tools would be missing and gas cylinders left on. Things disappeared from the offices, including money at times and it was a disaster.

Three years ago we started changing the locks and a code system was put on the exterior doors. It only took a month before kids had the codes figured out and many times there were kids in the building at all hours of the night. They would stand behind a coach or teacher and watch them put in the code or in some cases coaches or teachers would give their code out so that system was no good. Many times I came into the school and found destruction and filth in the building and received several calls at night saying there were people in the building

We then went to the job system for the exterior doors and it has worked well. It took more than a year to change the interior locks on the doors and each class room, office, kitchen, gyms, shop, welding area, library, etc has its own key. This is also working very well. Yes it is at times inconvenient but it has stopped most, if not all, the theft and damage to the school. Head coaches have keys to the sporting areas as they are the only ones who really need access to those areas. They work well with their assistants when access is needed. Teachers have keys to their own room only, the same as office personnel have keys to their office only. This is working very well. We do not give keys to people who are here for open gyms, etc. but we make sure there is someone here to open the doors, lock up and check for any damage when the function is over.

In the case of the open weight room in the mornings, when Mr Newman approached Mr Mikesell and I about this idea we all agreed that he would come the night before and get the key, then return it the next day. In some cases I have left the key in his mail box. We do the same for other school personnel, like Mr McCauley when he needs to set up the gym for NHS. This is certainly a small inconvenience but we need to have control over the school and what is happening here. We need to be responsible to the tax payers in keeping the school in a good and clean condition. This school will be 13 years old this September and will no doubt be here in some form for another 100 years. As responsible people we control the future of this school and a big part of this is knowing who is here and for what reason. We can't do that if keys and access is not controlled. We have had damage in the wrestling room during the morning weight exercises. One of our newer mats had five rips put in it when the mats were placed on them. This is a \$10,000.00 item and once rips are in them they will continue to tear, making them dangerous and unusable. We are hosting the divisional wrestling tournament next year and really need both mats. Signs were put up saying do not put anything on the mats but it happened anyway.
I would really appreciate if any or all of you would like to come in and talk to me about this.

Sincerely,

Dan Sturdevant

Dan Sturdevant
AAD
Jefferson High School
PO Box 838
Boulder, MT 59632

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

Get more information and register online at
[HTTP://AASA.ORG/SUMMER.ASPX](http://AASA.ORG/SUMMER.ASPX)



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CONFERENCE AGENDA

WEDNESDAY, JUNE 26

2:00pm – 3:00pm

3:30pm – 5:00pm



RICK HESS

Registration
General Session — Cage-Busting Leadership: Combating the Culture of Can't in K-12

Resident Scholar and Director of Education Policy Studies, American Enterprise Institute, Arlington, VA

It is true, as would-be reformers often argue, that statutes, policies, rules, regulations, contracts and case law make it tougher than it should be for school and system leaders to drive improvement and, well, lead. However, it is also the case that leaders have far more freedom to transform, reimagine and invigorate teaching, learning and schooling than is widely believed. Hess highlights how leaders can leverage time, tools, talent and money much more powerfully to cultivate and sustain outstanding cultures of teaching and learning.

Welcome Reception

6:00pm – 7:00pm

THURSDAY, JUNE 27

7:30am – 8:30am

8:45am – 10:00am



GENE BOTTOMS

Continental Breakfast
General Session — Why Rigorous Career Pathway Programs of Study? Heads-On, Hands-On, Career Tech + Common Core Academics = More Graduates Ready for College and Careers

Senior Vice President, Southern Regional Education Board, Atlanta, GA

Share the Southern Regional Education Board's initiative with 10 states to create AP-like career/technical (CT) courses that result in students being given rigorous assignments requiring them to draw upon academic and technical skills to complete. Explore why it's important to have rigorous pathway programs of study and the benefits these provide to the student, the school and society at large.

Break

10:00am – 10:15am

10:15am – 11:30am



CHARLOTTE DANIELSON

General Session — Assessing Teacher Effectiveness for Evaluation and Professional Growth

Founder, The Danielson Group, Princeton, NJ

In the current educational landscape, it's essential to assess teacher effectiveness, evaluating not only what teachers do, but the impact they can demonstrate on their students' learning. This presentation provides an overview of the current "scene" with respect to teacher evaluation, and offers guidance on how to design systems of teacher evaluation that

For an updated schedule, visit
<http://aasa.org/summer.aspx>

are not only rigorous enough to form the basis of consequential decisions about teachers, but are also "educative," promoting professional learning by teachers.

11:30am – 12:00pm

Book Signing

12:00pm – 1:00pm

Lunch

1:15pm – 2:30pm

Breakout Session — Principal Training Programs
Are Important

ALVIN WILBANKS

Superintendent, Gwinnett County Public Schools,
Suwanee, GA

GLENN PETHEL

Executive Director Leadership Development, Gwinnett County
Public Schools, Suwanee, GA

Gwinnett County Public Schools in Georgia is committed to preparing
"world-class leadership" for their school system. Learn about their
innovative work in leadership preparation.

Breakout Session — Southern Regional Education Board

GENE BOTTOMS

Senior Vice President, Southern Regional Education Board,
Atlanta, GA

Let's take a deeper dive into the Common Core Standards work and
look at Preparation for Tomorrow and how we are building new CT
courses. Discuss selection of the career fields around which to build
these courses.

Breakout Session — Effective Principals in Schools Takes
Commitment and Focus

HEATH MORRISON

Superintendent, Charlotte-Mecklenburg Schools, Charlotte, NC

ANN B. CLARK

Deputy Superintendent, Charlotte-Mecklenburg Schools,
Charlotte, NC

Charlotte-Mecklenburg Public Schools, NC shares its story on the
amazing work it's doing in preparing the current workforce for
leadership positions in the county.

Breakout Session — AASA Federal Policy Update

SASHA PUDELSKI

Government Affairs Manager, AASA, Alexandria, VA

Learn how changes in key leadership positions in the 113th Congress
influence the likelihood of an ESEA reauthorization and a more education-
friendly budget cycle. We will cover funding, ESEA reauthorization/
waivers, rural education, school safety legislation IDEA and more.

2:45pm – 4:00pm

2:45pm – 4:00pm

1:15pm – 2:30pm

1:15pm – 2:30pm

FRIDAY, JUNE 28

7:30am - 8:15am

Continental Breakfast

8:30am - 10:30am

General Session — School Safety:

Where You Are; Where Should Your School Be Headed?

DONALD SMITH

Emergency Planning and Response Management Coordinator,
Center for Safe Schools, Camp Hill, PA

This interactive session, presented by a former school administrator and emergency responder, focuses on steps that district and school administrators should be taking to plan and prepare for events that could impact the safety of students and staff. Covered in the program are: what your school all-hazards plan should look like; prevention and preparedness steps for schools; components of physical security; why pre-incident collaboration with responders is essential; and a perspective on looking forward after the Sandy Hook tragedy.

Breakout Session — Safe and Secure Schools

Breakout Session — When Peace Takes Precedence:
Abington School District's Safe School Initiative

AMY SICHEL

Superintendent, Abington School System, Abington, PA

Abington School District's Safe School Initiative is aligned with AASA's position on school safety. This presentation emphasizes the importance of a strong partnership between Abington School District and the Abington Township Police Department. We must prepare for school violence; however, our plans must deal with working to stop substance abuse, bullying, and other actions or threats to students or staff. Creating an environment that positively impacts students' education with school pride, academic achievement, healthy behavior and respectful treatment of others is the cornerstone of our initiative.





JUNE 26-28, 2013

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Jefferson High School

2013-14 Academic Calendar

Student Schedule:
 Mon - Thurs 8:00 - 4:06
 No School on PIR Days
Teacher Schedule:
 Mon - Thurs 7:30 - 4:30



August

S	M	T	W	TH	F	S
				1	2	3
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
						31

16-FB Starts

19th -VB & CC Start

23 PIR 26-1st Day: 9th 27-1st Day: 10th-12th

December

S	M	T	W	TH	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

12/20-1/5 Winter Break

April

S	M	T	W	TH	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30		

17-20 Spring Break

September

S	M	T	W	TH	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30				

2-Labor Day

January

S	M	T	W	TH	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

9-2nd Semester Starts

13-Helena College and Tech Start

May

S	M	T	W	TH	F	S
				1	2	3
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
						31

26 Memorial Day

October

S	M	T	W	TH	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

10-11 Homecoming

17-18 MEA-PIR(Belgrade)

February

S	M	T	W	TH	F	S
					1	
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28

17-President's Day

June

S	M	T	W	TH	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30				

1 Graduation

5-5 PIR

4-Last Day of School

November

S	M	T	W	TH	F	S
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
						30

21-Wrestling starts 25-Bball Starts

27-28 Thanksgiving Break

March

S	M	T	W	TH	F	S
					1	
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

9-Daylight Savings

13 No School

17-Spring Sports Start

PIR

8/27/2013	6
10/17 & 18	12
1/10	6
6/5	3
Atomic Learning	6
Teacher/PIR Committee	9
	42

May 14, 2013

Service Learning Year End Wrap Up

We have enjoyed an active year for Service Learning with a wide variety of offerings.

In November Mrs. Bruce's Early Childhood Development classes created flannel story boards and characters and presented to kindergartners at the three area schools.

In December my beginning drama class put on their costumes and presented little acting workshops to area second and third graders at the three schools.

In January we brought all the area second and third graders to JHS for Matinee of "Thumbelina."

In February Mrs. Humphrey brought her Personal Finance students to Mt City to play _____

In March Mr. Newman took a dedicated group of Art students to Montana City to instruct Ledger Art, a Native American art form.

In April Mrs. Bruce's Culinary students presented the very popular "Healthy Snacks, Healthy Bodies" workshop to Mt. City students.

In May Clancy and Boulder 5th graders came to JHS for a variety of outdoor workshops on ecology and climate change as well as some indoor experiments. These were jointly conducted by Mrs. Williams and Mr. Mc Cauley and utilized our Native Garden and outdoor classroom.

A total of 107 JHS students took part and earned credit in Service Learning in the 2012-3 school year. We received positive press coverage from the Independent Record and the Boulder Monitor.

I am pleased with the direction this program has taken in its four years and the forward thinking our board and administration are taking in awarding graduation credit. Stephanie Thennis and Steve Connole at Mt. City School have been enthusiastic supporters. Clancy School continues to be more difficult. We need to continue to reach out to that school and staff.

Again this year, I want to thank Mrs. Bruce, Mrs. Humphrey, Mr. Mc Cauley, Mrs. Williams and Mr. Newman for taking the time and effort to make Service Learning possible for their students. I truly believe Service Learning is the best way for students to process, learn and retain material. I strongly urge you to continue this program and keep JHS the leader in education it has been through Service Learning.

Linda Piccolo

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 4/13

School

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/	Obj Proj
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14869	899 EMPIRE OFFICE MACHINES, INC.	445.98	226063 04/16/13 Election Supplies	445.98	7776	201	100-2500	310
14870	734 DOOR AND HARDWARE UNLIMITED	132.00	026211 04/01/13 door alarm	132.00	7772	201	100-2600	615
14871	3766 ACADIA MONTANA	1,299.98	6697179 04/15/13 Alta Care	1,299.98*		215	280-1000	330 524
14872	4640 Sweet Grass County High School	90.00	04/08/13 Sweet Grass High Golf Fee	90.00		201	720-3500	582
73	734 DOOR AND HARDWARE UNLIMITED	65.00	026225 04/02/13 I.C C4 20-740-626	65.00	7767	201	100-2600	615
14875	1987 PACIFIC STEEL	1,117.77	1049574 04/18/13 Expanded Metal #9	221.18	7768	201	100-2600	615
			1049574 04/18/13 Sq. Tubing 20'	572.47	7768	201	100-2600	615
			1049574 04/18/13 Angle 20'	133.63	7768	201	100-2600	615
			1049574 04/18/13 Angle 40'	171.39	7768	201	100-2600	615
			04/18/13 20' Square Tube	19.10	7768	201	100-2600	615
14877	4201 BRUCE, BECKY	25.25	860384 04/17/13 Fuel	25.25		201	710-3400	582
14878	1451 L & P GROCERY	42.16	0161651021 02/11/13 chem/physics/science supp	14.83	6994	201	999	
			0161651021 02/11/13 chem/physics/science supp	5.68		201	100-1512	610
			0161652041 04/10/13 chem/physics/science supp	21.65		201	100-1512	610
14879	1055 DAILEY, GREG	150.00	03/28/13 (2) piano tunnings	150.00	7541	201	999	
			Accounting (Org/Prog/Func/Obj)/Proj: -100-1470-440-	150.00				
			Claim Total for District	150.00				

JEFFERSON HIGH SCHOOL

Claim Approval List
For the Accounting Period: 4/13

School

* ... Over spent expenditure

Line #	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/	Obj Proj
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14880	1	3959 AMERICAN EXPRESS	3109005396 04/19/13 fcs supplies	51.32	201	999		
	2		3109213580 04/19/13 fcs supplies	127.93	201	999		
			PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-					
14881	1	2793 AMERICAN WELDING & GAS, INC.	01795222-0 04/04/13 gas, supplies	30.20	201	999		
			PO Accounting (Org/Prog/Func/Obj/Proj): -390-1640-610-					
14882	1	4637 Mastercard	03850001 03/12/13 Gas Billings	57.50	201	7742	710-3400	582
	2		1611009 03/12/20 Gas Billings	54.25	201	7742	710-3400	582
	3		170065652 03/09/13 Rent Van from AVIS	190.47	201	7742	710-3400	582
	4		170065652 03/09/13 Rent Van from AVIS	98.93	201	7742	710-3400	582
			03/09/13 Gas Billings	42.49	201	7742	710-3400	582
	0		03/09/13 Gas Billings	38.99	201	7742	710-3400	582
			82573653 03/12/13 5 htl rooms billings	1,315.26	201	7727	710-3400	582
			Claim Total for District	1,797.89				
14883	1	9022796 03/26/13 Pine Board	03/26/13 Crescent Wrench	15.36	201	7760	100-2600	615
	2		03/26/13 Welding Wire	34.97	201	7760	100-2600	615
	3		9022796 03/28/13 misc small cust tools	63.97	201	7760	100-2600	615
	4		7023179 03/28/13 misc small cust tools	43.64	201	7760	100-2600	660
			Claim Total for District	157.94				
14884	1	375 MSHWP/BCBS OF MONTANA	May2013 04/03/13 Retiree Prem	1,182.34	201		100-1000	260
			Claim Total for District	1,182.34				
14885	1	1079 GAGNON'S DIGITAL IMAGING	56222 04/17/13 copier charges	252.95	201		100-1000	440
			Claim Total for District	252.95				
14886	1	4633 COMMERCIAL ENERGY OF MT INC.	NWEO16109 04/01/13 Gas charges	2,447.93	201		100-2600	411
	2		NWEO16110 04/01/13 Gas Charges	48.22	201		100-2600	411
			Claim Total for District	2,496.15				
14887	1	4642 CONNOLLY, SCOTT	04/24/13 golf fees Bozeman	60.00	201		720-3500	582
			Claim Total for District	60.00				

For the Accounting Period: 4/13

School

... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Acct/Source/	Obj Proj
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14888	3704 FOX RIDGE GOLF CLUB	100.00	Course use fee	100.00	201	720-3500			582
Claim Total for District 100.00									
14889	3194 MT DEPT OF LABOR & INDUSTRY	93.00	006365 04/15/13 Boiler fee 24295	31.00	201	100-2600			440
			006366 04/15/13 Boiler fee 24296	31.00	201	100-2600			440
			006367 04/15/13 Boiler fee 24297	31.00	201	100-2600			440
Claim Total for District 93.00									
14890	4643 MADISON MEADOWS GOLF COURSE	50.00	04/25/13 GOLF fees	50.00	201	720-3500			582
Claim Total for District 50.00									
Total High School 10,019.11									

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$8,719.13
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$1,299.98
Total	\$10,019.11
Grand Total	\$10,019.11

Line #	Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/	Obj Proj
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14359	1	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	13,111.95	9 05/01/13 May 13 contract pymt	13,111.95*	210	100-2700		513
Claim Total for District									
14892	1	4644 NEWMAN, RIVER	185.99	04/30/13 392.2M1 x .565 Track	185.99	201	720-3500		582
Claim Total for District									
14893	1	4295 HAMPTON INN - GREAT FALLS	196.60	84055089 04/17/13 MAFCs Kaiispell	196.60*	215	394-1000		582 89
Claim Total for District									
14894	1	1365 JEFFERSON COUNTY TREASURER	187.60	04/25/13 Registers	187.60	201	100-2500		310
Claim Total for District									
14898	1	968 FLINN SCIENTIFIC INC.	56.18	1642077 04/25/13 service learning	25.51	201	100-1000		610
14899	2	1642077 04/25/13 service learning	30.67		30.67	201	100-1000		610
Claim Total for District									
14899	1	4201 BRUCE, BECKY	90.40	05/02/13 FCCLA 80 x 2 x 565	90.40	201	710-3400		582
Claim Total for District									
14900	2	2970 MT SKILLS USA VICA	970.00	05/27/13 Night Adv SkillsUSA	414.00*	215	395-1000		582 90
14901	3	05/27/13 Night Std SkillsUSA	276.00*		276.00*	215	395-1000		582 90
14901	4	05/27/13 Reg. Skills USA	280.00*		280.00*	215	395-1000		582 90
14901	1	3766 ACADIA MONTANA	1,397.50	6764868 04/29/13 Alta Care	1,397.50*	215	280-1000		330 524
Claim Total for District									
14902	1	4645 BILL ROBERTS GOLF COURSE	310.00	04/26/13 tournament fees	310.00	201	720-3500		582
Claim Total for District									

Claim Approval List
For the Accounting Period: 5/13

... Over spent expenditure
School

Line #	Claim Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/Obj Proj
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14903	1	1451 L & P GROCERY	109.52	0160911040 04/02/13 fcs supplies	5.45	7489	201	999
	2			0145929043 04/02/13 fcs supplies	11.09	7489	201	999
	3			0261976042 04/02/13 fcs supplies	40.15	7489	201	999
	4			0146143042 04/02/13 fcs supplies	33.49	7489	201	999
	5			0127471041 04/02/13 fcs supplies	16.55	7489	201	999
	6			0258531040 04/02/13 fcs supplies	2.79	7489	201	999
				PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-				
14904	1	2276 SAFEWAY, INC	89.97	1872387 04/16/13 fcs supplies	89.97	7491	201	999
				PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-				
5	5	2793 AMERICAN WELDING & GAS, INC.	188.95	02189025 04/04/13 gas, supplies	188.95	7510	201	999
				PO Accounting (Org/Prog/Func/Obj/Proj): -390-1640-610-				
14906	1	1648 MDM SUPPLY CO.	126.50	s2191746.0 05/02/13 Wall Flange Kit	39.36	7799	201	610
	2			s2191746.0 05/02/13 1 1/4" Tall Piece	87.14	7799	201	610
				Claim Total for District	126.50			
14907	1	385 BOULDER MONITOR & JEFFERSON CO.	788.40	04/09/13 Panther Press	675.00	7447	201	999
	1			PO Accounting (Org/Prog/Func/Obj/Proj): -100-1243-550-				
	2			04/09/13 Ad teaching Pos.	49.80			540
	3			04/09/13 Ad coaches Pos.	27.60			540
	4			04/09/13 Election Notice	36.00			310
				Claim Total for District	788.40			
14908	1	1823 MT BROOM & BRUSH COMPANY	40.80	898102 04/23/13 sprayer triggers and bott	40.80	7796	201	610
				Claim Total for District	40.80			
14909	1	4563 TRIPP & ASSOCIATES	880.00	05/01/13 Audit of School District	880.00			330
				Claim Total for District	880.00			
				Total High School	20,887.83			

JEFFERSON HIGH SCHOOL

Fund Summary for Claims

For the Accounting Period: 5/13

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$3,391.81
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$13,111.95
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$4,384.07
Total	\$20,887.83
Grand Total	\$20,887.83

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 5/13

* ... Over spent expenditure

Line #	Claim Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/	Prog-Func	Obj Proj
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14910	1	32545604 03/29/13 Service Learning	42.90		582	201	710-3400			582
	2	32545604 03/29/13 English Class	35.75*		582	201	100-2400			582
	3	32545604 03/29/13 Pro Start	136.95		582	201	710-3400			582
	4	32545604 03/29/13 Route Costs March	2,604.67		624	210	100-2700			624
14911	1	4639 WEX BANK	4,679.25		582	201	720-3500			582
	2	32807560 04/30/13 golf	572.53		582	201	720-3500			582
	3	32807560 04/30/13 tennis	300.64		582	201	720-3500			582
	4	32807560 04/30/13 fccia	275.55		582	201	710-3400			582
	5	32807560 04/30/13 Service Learning	52.81		582	201	710-3400			582
	6	32807560 04/30/13 SKILLS	287.05		582	201	390-1640			582
	7	32807560 04/30/13 band	163.13		582	201	710-3400			582
	8	32807560 04/30/13 art	36.08*		582	201	100-1140			582
		32807560 04/30/13 fccia kalispell	37.01		582	201	710-3400			582
		32807560 04/30/13 drivers ed	108.68*		624	218	100-1000			624
		32807560 04/30/13 route fuel April	2,466.14		624	210	100-2700			624
		32807560 04/30/13 school foods fuel	55.46*		624	201	910-3100			624
14912	1	4319 LIAN, SHARON	88.36		310	201	100-2500			310
		05/09/13 9.5 x 7.8 Meals 4 Miles	88.36							
14913	1	4647 TALBOT, MONICA	92.32		310	201	100-2500			310
		05/09/13 9.5 x 7.8 11 MILES MEALS	92.32							
14914	1	4318 MAZUREK, CAROLYN	92.88		310	201	100-2500			310
		05/09/13 9.5hrs x 7.8 12 miles meals	92.88							
14915	1	4648 JOHNSON, ROSE	82.20*		582	201	100-2500			582
		05/09/13 9HRS x 7.80 Meal	82.20*							
14916	1	4511 MOLITOR, MARY	82.20		310	201	100-2500			310
		05/09/13 9hrs x 7.8 Meals	82.20							
14917	1	4595 OLSON, SUSAN	82.20		310	201	100-2500			310
		05/09/13 9hrs x 7.8 Meals	82.20							
		Claim Total for District	82.20							
		Claim Total for District	82.20							
		Claim Total for District	82.20							
		Claim Total for District	92.88							
		Claim Total for District	92.32							
		Claim Total for District	88.36							
		Claim Total for District	4,679.25							
		Claim Total for District	2,820.27							

JEFFERSON HIGH SCHOOL

Claim Approval List
For the Accounting Period: 5/13

School
... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
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14918	3833 DAVIDSON, KAREN	78.30	05/09/13 8.5hrs x 7.8 Meals	78.30	201	100-2500		310
14919	4649 RHODES, DEMA	78.30	05/09/13 8.5hrs x 7.8 Meals	78.30	201	100-2500		310
14920	4651 STUKER, BECKY	77.79	05/09/13 8hrs x 7.8 Miles Meals	77.79	201	100-2500		310
14921	4596 KREIZWALD, CYNTHIA	103.56	05/09/13 10hrs x 7.8 24 miles	103.56	201	100-2500		310
22	4652 NUBBEL, BEVERLY	88.36	05/09/13 9.5 x 7.8 4 miles meal	88.36	201	100-2500		310
	4654 HAYES, TONNI	68.73	05/09/13 7hrs x 7.8 25 Miles	68.73	201	100-2500		310
14924	3403 CRAFF, GARY	62.70	05/09/13 6.5hrs x 7.8 Meal	62.70	201	100-2500		310
14926	4661 JAMES, O. KATY	83.33	05/09/13 8.5hrs x 7.8 Meals	83.33	201	100-2500		310
14927	4656 COOPER, DEBORAH	83.33	05/09/13 9hrs x 7.8 Meal 2 Miles	83.33	201	100-2500		310
14928	4156 BENJAMIN, BONNIE	90.62	05/09/13 9.5hrs x 7.8 8 Miles Meal	90.62	201	100-2500		310
14929	4598 PEARSON, ARLENE	68.94	05/09/13 7.25hrs x 7.8 6 Miles Meals	68.94	201	100-2500		310
	Claim Total for District	68.94		68.94				

Claim Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/	Obj Proj
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14930	4655 SCHUEPETER, BETTIE	62.70	05/09/13 7.8 x 6.5hrs Meal	62.70	201	100-2500		310
14931	4080 BROADWATER HIGH SCHOOL	50.00	tennis registration	50.00	201	720-3500		582
14932	1650 MRADOW GOLD GREAT FALLS	295.96	60214402 04/01/13 milk	46.63	201	910-3100		630
			216660 04/04/13 milk	46.63	201	910-3100		630
			60214580 04/11/13 milk	62.79	201	910-3100		630
			60214723 04/18/13 milk	77.12	201	910-3100		630
			60214851 04/25/13 milk	62.79	201	910-3100		630
14933	3766 ACADIA MONTANA	1,495.00	174702 05/06/13 Altacare	1,495.00*	215	280-1000		330 524
4	1346 JOSTENS INC	50.00	51013 05/06/13 diploma covers/trophies	50.00	201	999		
			PO Accounting (Org/Prog/Func/Obj/Proj): -100-2400-610-					
14935	1737 NORTHWESTERN ENERGY	5,429.84	05/01/13 May gas charges	3,165.40	201	100-2600		411
			05/01/13 May elec charges	2,264.44	201	100-2600		412
14936	4633 COMMERCIAL ENERGY OF MT INC	3,993.98	NMEO16515 05/01/13 May Gas charges	3,993.98	201	100-2600		411
14937	2717 CITY OF BOULDER	1,831.91	311-00 05/06/13 water	975.95	201	100-2600		421
			311-00 05/06/13 sewer	855.96	201	100-2600		421
14938	1086 GIULIO DISPOSAL SERVICES, INC.	141.00	75734 04/30/13 disposal	141.00	201	100-2600		431
14939	386 BOULDER AUTO PARTS	105.90	791 05/07/13 staff car repair	105.90	201	100-2600		440
			Claim Total for District	105.90				
			Claim Total for District	141.00				
			Claim Total for District	1,831.91				
			Claim Total for District	3,993.98				

Cancelled

For the Accounting Period: 5/13

... Over spent expenditure
School

Line #	Warrant	Vendor #/Name	Claim \$	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
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14940	1	4662 FORT BENTON SCHOOLS	15.16	05/10/13 Timeclock shipping	15.16	7807	201	100-2500	610
Claim Total for District									
14941	1	1577 MANHATTAN PUBLIC SCHOOLS	259.25	05/10/13 meals for track	259.25	7808	201	720-3500	582
14941	2	05/10/13 meals/golf	50.00		50.00	7810	201	720-3500	582
Claim Total for District									
14942	1	157 ACE HARDWARE	466.41	04/02/13 maint supplies	466.41		201	100-2600	610

1	58290	04/02/13 maint supplies	84.96		84.96	201	100-2600	610
2	58266	04/02/13 maint supplies	1.79		1.79	201	100-2600	610
3	58355	04/04/13 maint supplies	12.98		12.98	201	100-2600	610
4	58384	04/05/13 maint supplies	4.61		4.61	201	100-2600	610
5	58445	04/08/13 maint supplies	3.58		3.58	201	100-2600	610
6	58500	04/10/13 maint supplies	75.97		75.97	201	100-2600	610
7	58511	04/10/13 maint supplies	47.45		47.45	201	100-2600	610
8	58530	04/11/13 maint supplies	3.79		3.79	201	100-2600	610
9	58605	04/15/13 maint supplies	14.99		14.99	201	100-2600	610
10	58617	04/16/13 maint supplies	4.56		4.56	201	100-2600	610
11	58693	04/19/13 maint supplies	22.00		22.00	201	100-2600	610
12	58696	04/19/13 maint supplies	10.57		10.57	201	100-2600	610
13	58820	04/26/13 maint supplies	7.21		7.21	201	100-2600	610
14	58824	04/26/13 maint supplies	101.97		101.97	201	100-2600	610
15	58835	04/26/13 maint supplies	16.49		16.49	201	100-2600	610
16	58862	04/29/13 maint supplies	16.49		16.49	201	100-2600	610
17	58896	04/30/13 maint supplies	23.84		23.84	201	100-2600	610
18	58894	04/30/13 maint supplies	13.16		13.16	201	100-2600	610

Total High School 23,100.75

Claim Total for District 466.41



10/13 11:32:50

JEFFERSON HIGH SCHOOL

Fund Summary for Claims

For the Accounting Period: 5/13

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	\$16,426.26
210 HIGH SCHOOL TRANSPORTATION FUND	\$5,070.81
215 HIGH SCHOOL MISC PROGRAMS FUND	\$1,495.00
218 HIGH SCHOOL TRAFFIC EDUCATION	\$108.68
Total	\$23,100.75
Grand Total	\$23,100.75