

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. August 20, 2013 * Jefferson High School Library**
(Board packet available upon request at the Central Office.)

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.

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Student Report

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

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

1. Clerk/Business Manager
2. Principal
 - a. AD report
 - b. Handbook update
 - c. Activity Fund draft policy
3. Superintendent
 - a. Report of Decreased Tax Collection by the County
 - b. Ticket Sales for Plays – clarification
 - c. Welcome letter/packet/open-house/procedure book
 - d. Placement of teacher with service to JHS on matrix
 - e. Vacation buyout draft policy
 - f. Attendance Agreements

F. Unfinished Business

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

G. New Business

1. Approval of Budgets for all Budgeted Funds
2. Personnel – Action
 - a. Substitute Applications – Roy Tomich, custodial sub – action
 - b. One-time signing bonus consideration - action
 - c. Business – recommendation – action
 - d. Paraprofessional position(s) - recommendation – action
 - e. Part-time Physical Education – recommendation - action
 - f. Speech/Debate – recommendation – action
 - g. Resignation – Paul Petroff, custodian - action
 - h. Coaching Recommendation – Football volunteer
3. Activity Fund Revenue ideas – possible action
4. Approval of Transportation Agreements - action

H. Communication and Comments

1. Letters – Resignation
Recommendations and Recognition

J. Consent Agenda

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

From the desk of:

£ *orie*

August 2013

The Black Mountain Software training was quite helpful, although we seemed to have more questions than those for which the presenter had prepared. In the next couple weeks, Mr. Norbeck and I will be entering the expenditure details of each budgeted fund and will have a budget handout prepared by the September meeting.

The TFS will have been completed by this meeting and the budget will be submitted following the meeting as well.

The sheets with the details of the proposed budgets will follow under item G.2.b.

**Jefferson High School District #1
Board of Trustees**

Superintendent's Report

Date: August 20, 2013

Agenda Item: E-3

3a-Report of Decreased Tax Collections by the County

I have been in contact with Bonnie Ramey Clerk and Recorder for Jefferson County. I have invited her to address the JHS school board regarding delinquent taxes within Jefferson County. During our dialogue, she asked for specific questions regarding the issue which I then supplied. They include:

1. What is the long term outlook and pattern of delinquent taxes for Jefferson County?
2. Is there the ability to have relief funds available?
3. Is there the possibility of the county increasing the mill value?
4. If paid after the fiscal school year, where do funds go and how does it affect budget?
5. Does Jefferson County have an Action Plan for reducing taxes delinquencies?

Recommendation

Review the information to determine the direct affect on JHS and formulate a contingency plan according to the provided information.

3b-Ticket Sales for Plays - clarification

In confirming ticket sales proceeds, all funds have been going into the activity fund and have been specifically used to offset the costs of production. Other fundraising activities such as concessions and a silent auction have been used for the summer travel program. The protocol used here is in line with other non-school sponsored activities.

3c-Welcome letter/packet/open-house/procedure book

I have met with Mr. Mikesell and Mrs. Allen regarding packets for JHS students. Included is the information that was recently mailed to all students minus my back to school letter. Mr. Mikesell will provide an outline of freshman orientation procedures.

I have not been able to locate any procedure book but have researched other school districts for ideas regarding information that should be included in a procedural manual. A preliminary draft of what might be contained in the manual is provided. A good amount of the information for the manual is already created, but needs to be put in a for efficient document.

Recommendation

Form a committee of administration and staff to create an outline for a procedural manual pertinent to JHS and begin compiling the required information.

3d-Placement of teacher with service to JHS on matrix

I have researched this rare circumstance and have been provided the following information. An individual currently tenured as 2/7th FTE and being hired as a 1.0 FTE would remain tenured for 2/7th and start as a new teacher for the remaining 5/7th teaching position. At the end of the teaching contract, only the 5/7th can be addressed regarding tenure.

Recommendation

Language regarding this situation should be included in the Collective Bargaining Agreement for future clarification. These types of situations should also be clarified regarding salary matrix placement.

3e-Vacation cash out

Staff aligned to cash out includes the Superintendent, Business Manager, Technology Director, and Custodians. Current state law allows 2 times the maximum number of days earned annually for the next calendar year.

Recommendation

Provide a draft policy as follows:

As pursuant to Wage Hours Laws of the State of Montana Statute 2-18-617:

Annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation days not taken within 90 calendar days will be paid the employee.

3f-Attendance Agreements

I have looked into the responsibilities for attendance agreements and have found through OPI that school districts should be providing information regarding out of district students. I will be developing a plan with the help of OPI to gather both current and historical data regarding attendance agreements.

Jefferson High School
School District #1
P.O. Box 838
Boulder, Montana 59632



Home of the Panthers
Phone: (406) 225-3317
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Web Site: www.jhs.k12.mt.us

Superintendent's Back to School Letter

August 15, 2013

Dear Faculty, Staff, Students, Parents, and JHS Community:

As the 2013-14 school year nears, new beginnings, faces, challenges, and learning opportunities present themselves for the Jefferson High School community. I enter this new professional chapter of my life with a great level of excitement. During the short time on the job, I have been warmly welcomed by faculty, staff, students, and patrons. I am honored to lead such a fine school community and look forward to an exciting and rewarding school year.

Education, like no other profession, opens up endless possibilities. Today's students are tomorrow's leaders, professionals, and backbone of the workforce. Walking the halls are business leaders, innovative designers, political leaders, medical professionals, artists, and professions yet created. Also present are first generation young adults who may be the first high school graduate and college attendees in their families.

I look forward to working with the current staff as well as the new faces that will be joining the school district. JHS has a rich tradition of education which is evident in the success of the students. As schools move to more rigorous Common Core Standards, implementation of new curriculum opportunities will refine instructional practices and help reach new levels of student achievement.

A main area of importance within the school community is communication. A strong bond built within all entities of the school district is evident when all parties know what is happening. The multitude of communication tools must be used efficiently, ranging from a simple phone call to a properly updated website. Information regarding JHS must be accessible to the students, parents, patrons, and community.

I am excited and confident about the upcoming school year. The focus and energy spent with students is key to their success. Managing classroom time on task is a crucial component to the quality of both instruction and learning. Be that spark of hope, provide the vision, and raise the level of excitement that comes with the task of educating young people.

Your input is a valuable resource and I encourage all to be part of this journey. If you have any questions, comments, or concerns please feel free to contact me. Go Panthers!

Yours in Education,

Tim Norbeck, Superintendent
Jefferson High School

"Excellence in Education"

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Dear Students and Parents,

Welcome back to another year at Jefferson High School! An unfortunate fact of nature is seasons come and go in what seems like the blink of an eye. This past summer has been no different as it has snuck by and now we anxiously look forward to the start of another successful year at JHS.

The start to the school year will be very different from years past as we will be implementing a Freshman Orientation Day. Another change to the school's function is the inclusion of IMPACT testing for all students. This valuable tool allows the school staff to assess and monitor students that had experienced a head injury that could impede their ability to perform in class, for an organization, or on the playing field. IMPACT testing is required by all JHS students before they can participate in any PE class or sports practice. Students not having tested will have an opportunity to during the first few days school is in session.

Freshman Orientation:

On August 26 the staff at JHS will welcome our incoming freshman class for a Freshman Orientation Day. This day will allow freshman the chance to learn the layout of the school, practice transitioning through their schedule, and learn the guidelines the staff expects from students. This day is also an opportunity for students from our four different schools to meet one another and build bonds to last beyond the four years they will share classes. This day will start at 8:00 and will conclude at 4:06. Jefferson High School will run busses on our normal schedule including our late bus for students with after school engagements.

First Day of School:

August 27 marks the first day that students freshman through senior will share the facility at JHS. This will be the first day for students to interact with one another and to make changes to their schedules for both the first and second semester classes. After the third day of school classes are set and the only way a student can change a class is if it is a "year-long" class and is in jeopardy of failing at the semester. All class changes must be endorsed by the teacher of the class and approved by school administration. The reason for this change is to ensure students earn the proper credits for graduation and to encourage students to take ownership and plan their year and high school careers.

Parent Meetings:

Finally, on August 15 at 7:00 p.m. we invite all parents of students participating in Fall sports to attend a parent meeting where coaches will introduce themselves and explain their expectations for the upcoming season. Parents will also receive an overview of eligibility requirements and what guidelines student-athletes must follow to ensure they can participate in practices and games.

On August 27th at 6:00 p.m. we invite all parents to attend a parent meeting in the South Gym to allow our new Superintendent, Mr. Tim Norbeck, to introduce himself. Also, the school administrative team will discuss general guidelines for students and introduce revisions to the student handbook made after the 2012 legislative session.

Thank you for a tremendous first year to my administrative career and I look forward to another great year at Jefferson High School. If you have any questions, concerns, or comments you wish to share, please remember that my door is always open. If a phone call is easier, please feel free to call.

Go Panthers!

Sincerely,

Daryl Mikesell, Principal/AD

T.N.

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Jefferson High School

Student Photo Release Form

An integral component of the Jefferson High School curriculum involves the use of technology within the learning environment. Throughout the school year, teachers and staff will use multi-media, photographs, and the school web page as options available to supplement the context of curriculum. Most often, technology is used to enhance a lesson, collaborate with other teachers, and share with parents and school community.

The media may also use photographs or video for newspaper articles and extracurricular events to display the accomplishments of students at Jefferson High School. Additionally, with the school website and newspaper, student images may be displayed or printed to promote Jefferson High School.

The goal is that all students will be able to participate in these activities, and are seeking your permission for such use. If you have any questions regarding this form, please contact school administration at 225-3740.

Please check the appropriate box below.

Yes, I hereby give Jefferson High School the right to use pictures and film of my child to put to legitimate use without limitations or reservation.

No, I do not give Jefferson High School permission to take pictures and film of my child.

Parent or Guardian Signature _____ Date _____

Print Parent or Guardian Name _____ Date _____

Student's Signature _____ Date _____

Print Student Name _____ Date _____

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IMPORTANT INFORMATION!!!

Once again Northwestern Scholastic Insurers is offering affordable accident insurance. This is supplemental accidental bodily injury coverage; it covers accidental bodily injury occurring while the coverage is in force. Illnesses such as measles, sore throats, etc., are not covered!

WHO SHOULD CONSIDER BUYING THIS COVERAGE?

All families with no health insurance.

Families with policies having deductibles or co-pays.

PLEASE CONTACT LINDA ALLEN AT 225-3317 FOR MORE INFORMATION OR STOP BY THE JEFFERSON HIGH OFFICE TO PICK UP AN APPLICATION.

Jefferson High School 2013-14 Academic Calendar



Student Schedule:
 Mon - Thurs 8:00 - 4:08
 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	10
11	12	13	14	15	17	
18	20	21	22	23	24	
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	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17-20 Spring Break

September

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-Labor Day

January

S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9-2nd Semester Starts

10-PIR

13-Helena College and Tech Start

May

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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	8
9	10	11	12	13	14	15
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	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Graduation 4-Last Day of School

5-5 PIR

November

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

9-Daylight Savings 13 No School

17-Spring Sports Start

PIR

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JEFFERSON HIGH SCHOOL
 BUS SCHEDULE 2013-14

<u>ROUTE #4—CLANCY/SOUTH FRONTAGE RD</u>	<u>A.M.</u>	<u>P.M.</u>
GRUBER TURN AROUND	7:15	4:46
STANKEY	7:16	4:45
POST OFFICE	7:20	4:41
LEGAL TENDER	7:21	4:40
NURSING HOME/WARM CREEK SPRINGS RD	7:25	4:36
D'ARCY	7:28	4:33
JEFFERSON CITY (P.M. ONLY)		4:26
HIGH SCHOOL	7:50	4:06

ROUTE #5 MT. CITY (A.M. ONLY)

SADDLE MTN. MAIL BOXES	7:10
BITTERROOT MTN ROAD	7:12
MT. CITY STORE	7:20
JEFFERSON HIGH SCHOOL	7:50

ROUTE #6 BLUE SKY/NORTH FRONTAGE RD/JEFFERSON CITY

SADDLE MTN MAIL BOXES (P.M. ONLY)		4:47
BITTERROOT MTN ROAD (P.M. ONLY)		4:48
MT CITY STORE (P.M. ONLY)		4:43
BLUE SKY HEIGHTS MAIL BOXES	7:15	4:37
GRUBER ESTATES	7:19	4:31
BOOTLEGGER	7:20	4:30
PINECREST	7:21	4:29
MOUNTAIN VIEW	7:22	4:28
SHADY LANE	7:23	4:27
JEFFERSON CITY (A.M. ONLY)	7:28	
JEFFERSON HIGH SCHOOL	7:50	4:06

BASIN & VALLEY ROUTES ON REVERSE

ROUTE TIMES

VALLEY

STOP	Elementary High School		
	AM	PM	PM
Depart Boulder	6:56	3:25	4:12
Rocky Road	7:08	3:35	4:16
Carey			4:21
Bullock	7:22	3:50	4:36
Browns Gulch	7:29	3:53	4:43
Wortmaan	7:32	3:56	4:45
Fadness	7:34	3:58	4:47
Palmer	7:38	4:02	4:52
Rawhide Turn Around	7:40	4:04	4:54
High School	7:49		4:06
Boulder Elem	7:52	3:18	

BASIN

STOP	Elementary High School		
	AM	PM	PM
Bernice	7:15		4:35
Pottery Shop	7:25	3:44	4:25
Post Office	7:28	3:43	4:24
High Ore Exit	7:38	3:35	4:16
High School	7:50		4:06
Boulder Elem	7:52	3:25	

BASIN & VALLEY ROUTES ON REVERSE

Jefferson High School
School District #1
P.O. Box 838
Bozeman, Montana 59632



Home of the Panthers
Phone: (406) 225-3317
Fax: (406) 225-3289
Web Site: www.jhs.k12.mt.us

Dear Parent/Guardian:

Children need healthy meals to learn. Jefferson High School offers healthy meals every school day. Breakfast costs [N/A]; lunch costs \$2.50. Your children may qualify for free meals or for reduced price meals. Reduced price is [N/A] for breakfast and \$.40 for lunch.

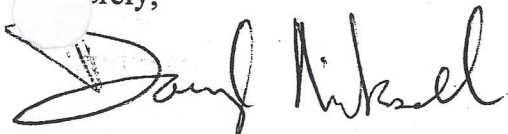
1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: [Name, Address, Phone Number].
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from [SNAP], [the Food Distribution Program on Indian Reservations] or [TANF], can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail [School, Homeless Liaison or Migrant Coordinator Information] to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at [Phone Number] if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

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8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: MR. DARRELL MIKESSELL, P.O. BOX 838, BOULDER, MT 59632, 406-225-3317, Darrell.mikesell@jhs.k12.mt.us.
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office.

If you have other questions or need help, call JEFFERSON HIGH SCHOOL 225-3317.

Sincerely,



INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), THE FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) OR TANF FOLLOW THESE INSTRUCTIONS:

Part 1: List all children and the name of school for each child. For children not enrolled in school list N/A under the name of school.

Part 2: List the case number for any household member (including adults) receiving SNAP, TANF or FDPIR benefits.

Part 3 & 4: Skip these parts.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 6: Answer this question if you choose to.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the homeless coordinator. Their name and number are listed on the cover letter sent with this application.

Part 4: Complete only if a child in your household isn't eligible under Part 3. See instructions for All Other Households.

Part 5: Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 4.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name for each child. Check the box indicating the child is a foster child.

Part 2, 3, & 4: Skip these parts.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

If some of the children in the household are foster children:

Part 1: List all children and the name of school for each child. Check the "No Income" box for children with no income. Check the box if the child is a foster child. Foster payments received by the family from the placing agency are *not* considered income.

Part 2: If the household does not have a case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school's homeless liaison, migrant coordinator). Their name and number are listed on the cover letter sent with this application. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members with income.
- **Box 2—Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, the amount earned *before* taxes and other deductions. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the *self-employed*, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the **Military Privatized Housing** Initiative or get combat pay, do not include these allowances as income.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List children and the name of school for each child. For children not enrolled in school list N/A under the name of school. Check the "No Income" box for children with no income.

Part 2: If the household does not have a case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the homeless coordinator. Their number is listed on the cover letter sent with this application. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all other household members. Check the "No Income" box if they receive no income.
- **Box 2—Gross Income and How Often It Was Received:** See Part 4, box 2 above for more information.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

PART 1. CHILDREN

Part 2. BENEFITS

Name of all children (Last, Middle Initial, First)	School	Student ID or Grade	Check if Foster Child	Check if NO income	List SNAP, TANF, or FDPIR case # for child household member (if any). Skip to Part 5 if you list a case #
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

PART 2. BENEFITS If any member of your household receives SNAP, TANF, or FDPIR *other* than those listed above provide name and case # for the person who receives benefits and skip to part 5. If no one receives these benefits, skip to Part 3.

NAME: _____ CASE NUMBER: _____

PART 3. If any child you are applying for is HOMELESS, MIGRANT, or a RUNAWAY check the appropriate box.
 HOMELESS MIGRANT RUNAWAY

PART 4. TOTAL HOUSEHOLD GROSS INCOME (LIST ALL OTHER FAMILY MEMBERS, INCLUDING CHILDREN WITH INCOME)

NAME	2. HOW MUCH AND HOW OFTEN IT WAS RECEIVED							
	Check if NO income	Earnings From Work before deductions		Welfare, child support, alimony		Pensions, retirement, Social Security, SSI, VA benefits		All Other
		Income	How Often	Income	How Often	Income	How Often	
	<input type="checkbox"/>	\$		\$		\$		\$
	<input type="checkbox"/>	\$		\$		\$		\$
	<input type="checkbox"/>	\$		\$		\$		\$
	<input type="checkbox"/>	\$		\$		\$		\$
	<input type="checkbox"/>	\$		\$		\$		\$

PART 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form also must list the last four digits of Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.) I promise that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose their meals and I may be prosecuted.

Sign here: _____ Print name: _____ Date: _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip Code: _____
 Last four digits of Social Security Number: ***-**-____ I do not have a Social Security Number

PART 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

Choose one ethnicity: Hispanic/Latino Not Hispanic/Latino
 Choose one or more (regardless of ethnicity):
 Asian American Indian or Alaska Native Black or African American
 White Native Hawaiian or other Pacific Islander

DO NOT FILL OUT THIS PART. THIS IS FOR SCHOOL USE ONLY.

Income: _____ Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12
 Household size: _____ Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year
 Income Eligibility: Free _____ Reduced _____ Error Prone _____ (document for error-prone/focused verification methods only)
 Directly Certified Free: DCA SNAP _____ (supersedes all sources) Direct Cert TANF/FDPIR/Homeless/Migrant/Runaway/Foster/Administrative _____
 Categorically Free (not in DCA): SNAP Letter but not Direct Cert _____ Categorically Free Case # on Application but not Direct Cert _____
 Reason: _____ Date Voluntarily Withdrawn: _____
 Determining Official's Signature: _____ Date: _____
 Verifying Official's Signature: _____ Date: _____ (verification)
 Confirming Official's Signature: _____ Date: _____ (verification)

children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART			
School Year 2013-2014			
Household size	Yearly	Monthly	Weekly
1	21,257	1,772	409
2	28,694	2,392	552
3	36,131	3,011	695
4	43,568	3,631	838
5	51,005	4,251	981
6	58,442	4,871	1,124
7	65,879	5,490	1,267
8	73,316	6,110	1,410
For each additional	7,437	620	144

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. Neither USDA and FNS do not evaluate, recommend, approve or endorse any software used for certification or verification purposes. There are no Federal specifications for software vendors. LEAs are responsible for assuring that the certification and verification processes meet all regulatory requirements and policies including the calculation of income frequencies discussed in Par 3, Section E. Therefore, if software is used to perform all or part of the certification or verification process, the LEA must assure the software used is performing correctly and meets all requirements. Because of the statutory change requiring only the last four digits of a social security number, the Privacy Act statement is no longer required. In lieu, the Use of Information Statement must be provided on the application. Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for the administration and enforcement of the lunch and breakfast Programs. We MAY share your eligibility information with other education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."



Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,935,342.54	78,645.78	10%	4.06%	0.00	1,243,552.28	691,790.26	41.00
10 Transportation	246,751.78	24,523.81	20%	9.94%	0.00	112,843.36	133,908.42	7.94
11 Bus Depreciation	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
13 Tuition	13,665.10		N/A		3,200.57	0.00	10,464.53	0.62
14 Retirement	240,503.00	48,100.60	20%	20.00%	20,402.91	220,100.09		
17 Adult Education	35,253.02	0.00	35%	0.00%	35,253.02	0.00	0.00	0.00
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	55,951.92	0.00	N/A	0.00%	17,193.61	3,758.31	35,000.00	2.07
29 Flexibility	13,576.47	0.00	N/A	0.00%	8,391.79	5,184.68	0.00	0.00
61 Building Reserve	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
Total of All Funds	2,541,043.83	151,270.19			84,441.90	1,585,438.72	871,163.21	51.63

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



**Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S**

01 General Fund

Adopted Budget	0001	1,935,342.54
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Budget Uses

Expenditure Budget	0002	1,935,342.54
Add To Fund Balance	0003	0.00

Estimated Funding Sources

Unreserved Fund Balance Reappropriated	0970	0.00
Direct State Aid	3110	791,905.65
Quality Educator	3111	59,495.44
At Risk Student	3112	1,912.91
Indian Education For All	3113	4,651.20
American Indian Achievement Gap	3114	2,000.00
State Spec Ed Allowable Cost Pymt to Districts	3115	60,753.49
Data For Achievement	3116	2,280.00
State Guaranteed Tax Base Aid	3120	172,317.08

Actual Non-levy Revenue

ax Title and Property Sales	1130	0.00
Interest Earnings	1510	343.33
Revenue from Community Services Activities	1800	0.00
Other Revenue from Local Sources	1900	0.00
Rentals	1910	0.00
Contributions/Donations from Private Sources	1920	0.00
Textbook Sales and Rentals	1940	0.00
Fees - Users/Resale of Supplies	1945	0.00
Services Provided Other School Districts or Coops	1950	0.00
Services Provided Other Local Governmental Units	1960	0.00
Summer School Fees	1981	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00

Anticipated Non-levy Revenue - BASE

Oil & Gas Revenues - BASE Budget	0171	0.00
Coal Gross Proceeds	1123	0.00
State School Block Grant	3444	124,027.83
State Combined Fund School Block Grant	3445	0.00
Federal Revenue in Lieu of Taxes	4800	0.00

Anticipated Non-levy Revenue - Over-BASE

Oil & Gas Revenues - OverBASE Budget	0172	0.00
Individual Tuition	1310	0.00
Tuition from Schl Dists Within State	1320	0.00
Tuition from Schl Dists Outside State	1330	0.00
State Tuition for State Placement	3117	23,865.35



Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S

01 General Fund

Other Non-levy Revenue

District Levy - Distn of Pr Yr's Prot/Dlq Taxes	1117	0.00
District Levy - Dept of Rev Tax Audit Receipts	1118	0.00
Penalties and Interest on Taxes	1190	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00

Levies

Mandatory Non-isolated Levy	1110(a)	0.00	
BASE Levy	1110(b)	357,560.16	
Over-BASE Levy	1110(c)	334,230.10	
District Tax Levy	1110		691,790.26
Total Estimated Revenues to Fund Adopted Budget	0004		1,935,342.54
Estimated Revenues Exceeding Adopted Budget	0004a		0.00



**Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S**

10 Transportation Fund

Adopted Budget	0001	246,751.78
Budget Uses		
Expenditure Budget	0002	229,751.78
Add To Fund Balance	0003	17,000.00
Transportation Schedule Data		
On-Schedule	0005	92,935.40
Contingency	0006	9,293.54
Over-Schedule	0011	144,522.84
Fund Balance for Budget		
Operating Reserve	TFS48	24,523.81
Unreserved Fund Balance Reappropriated	0961	24,523.81
Unreserved Fund Balance Reappropriated	0970	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Individual Transportation Fees	1410	0.00
Trans Fees from Other Schl Dists Within State	1420	0.00
Trans Fees from Other Schl Dists Outside State	1430	0.00
Other Transportation Fees	1440	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Tuition for State Placement	3117	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State School Block Grant	3444	10,614.42
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Reimbursements		
County On-Schedule Trans Reimb	2220	51,114.47
State On-Schedule Trans Reimb	3210	51,114.47
District Tax Levy	1110	133,908.42
District Mills	999	7.94
Total Estimated Revenues to Fund Adopted Budget	0004	246,751.78
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



**Budget Report
 FY2013-14
 22 Jefferson
 0457 Jefferson H S**

13 Tuition Fund

Adopted Budget	0001	13,665.10
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Budget Uses

Expenditure Budget	0002	13,665.10
Add To Fund Balance	0003	0.00

Fund Balance for Budget	TFS48	3,200.57
Unreserved Fund Balance Reappropriated	0970	3,200.57

Estimated Funding Sources

Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
Direct State Aid	3110	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	10,464.53
District Mills	999	0.62
Total Estimated Revenues to Fund Adopted Budget	0004	13,665.10
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



**Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S**

14 Retirement Fund

Adopted Budget	0001	240,503.00
Budget Uses		
Expenditure Budget	0002	240,503.00
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	68,503.51
Operating Reserve	0961	48,100.60
Unreserved Fund Balance Reappropriated	0970	20,402.91
Estimated Funding Sources		
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
County Retirement Distribution	2240	220,100.09
Total Estimated Revenues to Fund Adopted Budget	0004	240,503.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00

Excess Reserves Calculation

Transfer of excess Retirement Fund Operating Reserves
Due to TRS by October 1, 2013 **\$ 20,402.91**

Districts shall pay the greater of:

FY13 Retirement Fund Operating Reserves	\$ 47,398.02
<i>Less:</i>	
<u>20% of FY13 Adopted Retirement Fund Budget</u>	<u>\$ 42,162.00</u>
Total	\$ 5,236.02

OR

FY13 TFS Retirement Fund Balance	\$ 68,503.51
<i>Less:</i>	
<u>FY14 20% Adopted Retirement Fund Budget</u>	<u>\$ 48,100.60</u>
Total	<u>\$ 20,402.91</u>



Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S

17 Adult Education Fund

Adopted Budget	0001	35,253.02
Budget Uses		
Expenditure Budget	0002	35,253.02
Add To Fund Balance	0003	0.00
Fund Balance for Budget		
Operating Reserve	TFS48	35,253.02
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	35,253.02
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Fees for Adult Education	1340	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	35,253.02
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report
FY2013-14
22 Jefferson
0457 Jefferson H S

28 Technology Fund

Adopted Budget	0001	55,951.92
Budget Uses		
Expenditure Budget	0002	55,951.92
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	17,193.61
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	17,193.61
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Technology Aid	3281	3,758.31
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	35,000.00
District Mills	999	2.07
Total Estimated Revenues to Fund Adopted Budget	0004	55,951.92
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



**Budget Report
 FY2013-14
 22 Jefferson
 0457 Jefferson H S**

29 Flexibility Fund

Adopted Budget	0001	13,576.47
Budget Uses		
Expenditure Budget	0002	13,576.47
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	8,391.79
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	8,391.79
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State Payment in Lieu of Taxes - FWP	3302	0.00
State Combined Fund School Block Grant	3445	5,184.68
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	13,576.47
Estimated Revenues Exceeding Adopted Budget	0004a	0.00

August JHS Board Agenda Item 2b.

additional five hundred dollar (\$500) upon documented successful completion of the exam. In the event a retest is necessary, the district will reimburse the actual cost of one retake.

2. The district office must be notified prior to April 1st of the teacher's intent of application or retest.
3. Once the district office has received the National Board Certificate, the teacher will receive a two thousand dollar (\$2000) annual salary adjustment. A teacher will be granted one (1) lane on the salary matrix upon certification; however, a teacher cannot move from a BA lane to an MA lane with National Board Certification. If National Board Certification is not available, with documented evidence from the National Board for Professional Teaching Standards, for a particular staff member, a comparable plan may be presented to the Board of Trustees for approval.
4. Failure to maintain National Board Certification will result in the loss of the \$2000 salary increase.

C. As determined by the respective Board of Trustees, individual Jefferson High School staff members may be offered a separate contract while actively working towards a specific teaching endorsement if the endorsement is required for accreditations standards, not available with current staff, and the staff member is teaching in that field. The contract would be for an annual bonus of \$2000 when registered and while successfully following an endorsement plan approved by the Office of Public Instruction. A one-time \$2000 bonus will be paid in the year following the last annual bonus once certification is completed. New staff with the above described certification (s) may be eligible for a one time signing bonus of \$2000 as determined by the Board of Trustees. ★

6.4 The fifth year on the salary schedule will be defined as a planned program, mutually agreed upon between the teacher and the college.

The fifth (5th) year +2 (two) quarters will be placed on the salary schedule as an educational step one-half way between the Masters degree which is also the fifth (5th) Year +1 quarter step and the Masters +1(one) quarter step.

6.5 The 14th of each month will be pay day. If the 14th falls on a non-school day, checks will be issued on the school day prior to the 14th. The employee may elect to receive twelve (12) payments (June, July, and August) by providing the School Board clerk with the address or bank account number to which these payments can be mailed.

6.6 The employee may also elect to notify the School Board clerk to receive summer months'

8-6-13

AS OF Today 8-6-13
I AM giving My 2
week notice.

My last day AT JEFFERSON
HIGH SCHOOL IS 8-22-13.

PAUL H. PETROFF
"Howie"

Paul H. Petroff

07/30/13
16:19:40

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 7/13

Page: 1 of 3
Report ID: AP100H

School
... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/ Prog-Func	Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org			
15031	899 EMPIRE OFFICE MACHINES, INC.	13.06						
1	0183326-00 06/14/13 card stock	13.06	7841	201		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-610-							
	Claim Total for District	13.06						
15096	1828 MT HIGH SCHOOL ASSOCIATION	3,950.00						
1	07/22/13 dues/insurance	3,950.00*		201		720-3500		810
	Claim Total for District	3,950.00						
15097	1830 MT SCHOOL BOARDS ASSOCIATION	1,047.03						
1	28328 07/19/13 Policy Maintenance	1,047.03*		201		100-2300		800
	Claim Total for District	1,047.03						
15098	4264 WILLOW CREEK TOOL	176.92						
1	14118 07/16/13 sawstop cartridge	174.98	7627	201		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-							
2	14118 07/16/13 sawstop cartridge	1.94*		201		390-1641		615
	Claim Total for District	176.92						
15100	4675 HOME BAKING ASSOCIATION	180.00						
	07/30/13 baking curriculum	180.00*	7941	215		390-1000	610	93
	Claim Total for District	180.00						
15101	3959 AMERICAN EXPRESS	975.53						
1	2013072511 07/25/13 dvd's, books	975.53*	7940	215		390-1000	610	93
	Claim Total for District	975.53						
15102	2021 PEARSON EDUCATION	5,990.91						
1	7022449487 07/15/13 govt books 65 + tchr man	5,990.91	7889	201		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
	Claim Total for District	5,990.91						
15103	15 A-1 RENTALS	43.00						
1	41660 07/10/13 concrete tool rental	43.00*	7929	201		100-2600		610
	Claim Total for District	43.00						
15104	4646 Pan Handler	513.96						
1	302257 05/06/13 Tagine & Culinary Eq.	500.00	7803	215		999		87
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-660- 87							
2	302257 05/06/13 Tagine & Culinary Eq.	13.96*		215		394-1710	660	78
	Claim Total for District	513.96						
15105	899 EMPIRE OFFICE MACHINES, INC.	35.68						
1	0183980-00 07/23/13 markers/posterboard	27.00	7873	201		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1571-610-							
2	0183980-00 07/23/13 markers/posterboard	7.47	7840	201		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-610-							

07/30/13
16:19:40

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 7/13

Page: 2 of 3
Report ID: AP100H

School

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
3	0183980-00 07/23/13 markers/posterboard	1.21	7841	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-610-							
	Claim Total for District	35.68						
15106	4201 BRUCE, BECKY	161.00						
1	07/25/13 Meals fccla 7days	161.00	7804	215	999		87	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-582- 87							
	Claim Total for District	161.00						
15107	1451 L & P GROCERY	119.23						
1	0261710071 07/19/13 fcs supplies	13.74	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2	0261710071 07/19/13 chem lab supplies	100.00	7500	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
3	0261710071 07/19/13 bio/eco lab supplies	4.68	7504	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
4	0261710071 07/19/13 fcs supplies	0.81*		201	390-1710		610	
	Claim Total for District	119.23						
15108	4374 UNITED STATES POSTAL SERVICE	2,000.00						
	07/30/13 Postage	2,000.00*		201	100-2400		532	
	Claim Total for District	2,000.00						
	Total High School	15,206.32						

07/30/13
16:19:40

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 7/13

Page: 3 of 3
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$13,375.83
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$1,830.49
Total	\$15,206.32
Grand Total	\$15,206.32

08/15/13
19:37:53

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 8/13

Page: 1 of 6
Report ID: AP100H

School
.. Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
15109	899 EMPIRE OFFICE MACHINES, INC.	2,548.24					
1	227630 07/11/13 copier	1,400.00	7896	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-						
2	227629 07/11/13 Maintenance for Dist office	1,148.24*		201	100-1000	440	
	Claim Total for District	2,548.24					
15110	2152 CENTURY LINK	56.16					
1	232b 07/13/13 phone charges	56.16*		201	100-2400	531	
	Claim Total for District	56.16					
15111	2367 SIMPLICITY PATTERN CO	20.00					
1	5583666 07/25/13 Pat. for Text Class	20.00	7713	215	999	89	
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1000-610- 89						
	Claim Total for District	20.00					
15112	2899 WOODWORKER'S SUPPLY, INC.	1,102.70					
1	8410117-1 07/25/13 Woods Tools	1,102.70	7778	215	999	87	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660- 87						
	Claim Total for District	1,102.70					
3	1830 MT SCHOOL BOARDS ASSOCIATION	125.00					
	46437 07/31/13 Norbeck nego/policy wkshp	125.00*		201	100-2300	582	
	Claim Total for District	125.00					
15114	1910 MT SCHOOL EQUIP	3,104.00					
1	17865 07/30/13 chairs and tables	3,104.00	7818	215	999	87	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1170-660- 87						
	Claim Total for District	3,104.00					
15115	3767 LEARNING ZONE EXPRESS	183.60					
1	291027 07/23/13 posters,dvd,math in foods	170.65	7830	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	291027 07/23/13 posters,dvd,math in foods	12.95*		201	390-1710	610	
	Claim Total for District	183.60					
15116	2799 VERNIER SOFTWARE	340.00					
1	5106361 07/22/13 handheld computer/probe	329.00	7853	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-660-						
2	5106361 07/22/13 handheld computer/probe	11.00*		201	100-1511	660	
	Claim Total for District	340.00					
15117	3771 REALITY WORKS, INC.	113.00					
1	0000041698 07/23/13 writbands,bottle,diapers	113.00	7832	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
	Claim Total for District	113.00					

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Claim Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
15118	1846 NASCO MODESTO	379.92						
1	837296 07/24/13 PE supplies	20.41	7827	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-							
2	837662 07/25/13 PE supplies	359.51	7827	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-							
	Claim Total for District	379.92						
15119	968 FLINN SCIENTIFIC INC.	1,236.49						
1	1664944 07/24/13 chem supplies	216.97	7843	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
2	1665222 07/24/13 chem equipment	660.85	7844	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-660-							
3	1665222 07/24/13 chem supplies	1.76	7843	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-							
4	1665106 07/24/13 biology supplies	338.05	7850	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
5	1665106 07/24/13 biology supplies	18.86*		201	100-1511		610	
	Claim Total for District	1,236.49						
15120	4674 IMPACT	500.00						
	20135281 07/29/13 IMPACT testing - concussi	500.00*	7934	201	720-3500		610	
	Claim Total for District	500.00						
15121	3959 AMERICAN EXPRESS	1,339.98						
1	1000050423 06/26/13 conference rooms	576.36	7914	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-582-							
2	1000050419 06/26/13 conference rooms	576.36	7914	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-582-							
3	06/26/13 conference rooms	23.54*		201	100-2300		582	
4	06/26/13 fees	163.72*		201	100-2300		800	
	Claim Total for District	1,339.98						
15122	899 EMPIRE OFFICE MACHINES, INC.	48.65						
1	0184057-00 07/23/13 district office supplies	22.65	7900	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
2	0184057-00 07/23/13 Folders,etc	6.32	7933	215	999		85	
	PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610- 85							
3	0184057-00 07/23/13 Folders,etc	19.68	7933	215	999		86	
	PO Accounting (Org/Prog/Func/Obj/Proj: -427-1000-610- 86							
	Claim Total for District	48.65						
15123	4329 JOHN P. HUBLEY	417.89						
1	1004 08/01/13 E-rate services	417.89*		201	100-1000		321	
	Claim Total for District	417.89						

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Claim Warrant	Vendor #/Name	Claim \$			Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15124	375 MSHWP/BCBS OF MONTANA	588.56				
1	07/30/13 August Ret. Prem	588.56*		201	100-1000	260
	Claim Total for District	588.56				
15126	157 ACE HARDWARE	509.62				
1	60721 07/01/13 blade, ear plg, sunscreen	19.39*		201	100-2600	615
2	60729 07/01/13 wire tie rebar	15.98*		201	100-2600	615
3	60736 07/01/13 replacement blades	13.99*		201	100-2600	615
4	60782 07/02/13 nails	11.48*		201	100-2600	615
5	60797 07/02/13 sprayer	16.99*		201	100-2600	615
6	60811 07/03/13 drill bits, washer, screws	20.34*		201	100-2600	615
7	60938 07/08/13 spray pumpngo	37.98*		201	100-2600	615
8	60980 07/09/13 liq nail, washer, lags	9.07*		201	100-2600	615
9	61050 07/10/13 sprk plg, trmmr line	19.98*		201	100-2600	615
10	61257 07/17/13 oil, varnish, paintbrsh, roller	100.94*		201	100-2600	615
11	61282 07/17/13 trim roller, thinner	28.97*		201	100-2600	615
12	61320 07/18/13 mskg tape	14.98*		201	100-2600	615
13	61349 07/19/13 saw blades	29.98*		201	100-2600	615
14	61405 07/22/13 duster, toggle bolts	9.67*		201	100-2600	615
15	61436 07/23/13 caution tape, fasteners	8.57*		201	100-2600	615
	61437 07/23/13 plug rubber	5.79*		201	100-2600	615
	61457 07/23/13 pntbrsh, scrwstr, gasket	15.45*		201	100-2600	615
18	61487 07/24/13 liquid nail	16.74*		201	100-2600	615
19	61539 07/26/13 padlocks	99.90*	7932	201	390-1640	610
20	61594 07/29/13 padlocks	7.64*	7932	201	390-1640	610
21	61638 07/30/13 liquid nail silicone	5.79*		201	390-1640	610
	Claim Total for District	509.62				
15127	4637 Mastercard	538.69				
1	103800068 07/31/13 sdram server memory	295.96*	7937	228	100-1000	660
2	201307316 07/31/13 software for timeclocks	206.73*	7938	228	100-1000	680
3	103800068 07/31/13 sdram server memory	36.00*		228	100-1000	660
	Claim Total for District	538.69				
15128	4637 Mastercard	1,021.01				
1	07/23/13 shop supplies woods	1,021.01	7903	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-					
	Claim Total for District	1,021.01				
15129	2717 CITY OF BOULDER	2,060.47				
1	311-00 08/06/13 water	975.95*		201	100-2600	421
2	311-00 08/06/13 sewer	1,084.52*		201	100-2600	421
	Claim Total for District	2,060.47				

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Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15130	4633 COMMERCIAL ENERGY OF MT INC.	39.98				
1	NWE017924 08/01/13 power august	39.98*		201	100-2600	411
	Claim Total for District	39.98				
15131	3609 FOSTER, VICTORIA	350.00				
1	02739754 12/16/12 1/2 natl cert retake fee	350.00*		201	100-1000	321
	Claim Total for District	350.00				
15132	899 EMPIRE OFFICE MACHINES, INC.	54.69				
1	0010180 08/12/13 guidance supplies	54.69	7899	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-					
	Claim Total for District	54.69				
15133	4672 ITC INFORMATION TECHNOLOGY CORE	1,510.00				
1	731257 07/26/13 Computer for principal	1,510.00*	7928	228	100-1000	660
	Claim Total for District	1,510.00				
15134	1823 MT BROOM & BRUSH COMPANY	1,200.93				
1	911214 06/24/13 paper goods, cleaning sup	1,200.93	7867	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-					
	Claim Total for District	1,200.93				
15135	1086 GIULIO DISPOSAL SERVICES, INC.	141.00				
1	77126 07/31/13 disposal service	141.00*		201	100-2600	431
	Claim Total for District	141.00				
15136	3481 MT DOJ CRIMINAL RECORDS	218.00				
1	07/31/13 bkgrnd majors, reel, bulloc	69.75	7891	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-					
2	07/31/13 norbeck, wallace, heimann, s	109.00*	7930	201	100-2300	800
3	07/31/13 background checks	39.25*		201	100-2300	800
	Claim Total for District	218.00				
15137	1737 NORTHWESTERN ENERGY	2,328.90				
1	0133494-5 08/01/13 gas	1,013.93*		201	100-2600	411
2	0133494-5 08/01/13 electric	1,314.97*		201	100-2600	412
	Claim Total for District	2,328.90				
15138	4389 NITRO GREEN & CHRISTMAS DECOR	871.00				
1	336014 07/31/13 fert. and aeration	871.00	7892	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-330-					
	Claim Total for District	871.00				
15139	1910 MT SCHOOL EQUIP	8,190.00				
1	17742 08/05/13 backboard and lift	8,190.00	7794	224	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-730-					
	Claim Total for District	8,190.00				

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Claim	Warrant	Vendor #/Name	Claim \$						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
15140		2899 WOODWORKER'S SUPPLY, INC.	359.86						
1		8410117 07/24/13 Woods Tools	122.74	7778	215	999		87	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660- 87							
2		8410117-4 08/05/13 Woods Tools	237.12	7778	215	999		87	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660- 87							
		Claim Total for District	359.86						
15141		924 FINSTADS	763.10						
1		CG303635 07/31/13 base trim	453.75	7871	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							
2		CG303635 07/31/13 base trim	309.35*		201	100-2600		615	
		Claim Total for District	763.10						
15142		3866 BLICK ART MATERIALS	1,859.29						
1		1974112 08/07/13 art supplies	69.48	7894	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
2		1930868 07/24/13 art supplies	87.10	7894	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
3		1919501 07/22/13 art supplies	1,702.71	7894	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-							
		Claim Total for District	1,859.29						
15143		4543 MQEC	750.00						
1		05/17/13 membership	750.00*		201	100-2300		810	
		Claim Total for District	750.00						
		Total High School	34,870.73						

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$20,019.48
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$4,612.56
224 HARD ROCK MINING	
101	\$8,190.00
228 TECHNOLOGY FUND	
101	\$2,048.69
Total	\$34,870.73
Grand Total	\$34,870.73

Activities Director Report:

- Activity Account Discussion follow-up- Brought to the meeting is a draft policy aimed at concessions for the activity fund. It is being discussed that we allow our programs (SkillsUSA, BPA, FCCLA, etc) to sign up for concession opportunities before we open it to outside affiliations. This would bring tremendous relief to our activity fund and take some of the stress off the community because our organizations have needed to use alternative fundraising efforts in the past. Mr. Norbeck and I discussed having a 10% portion of the profit to be donated to the JHS activity fund with the 10% to not exceed \$100.

- Fall Sports Numbers: On 8/19 I will have a better understanding for student involvement, but at the moment we have the following numbers for Fall Activities:

- Football- 43
- Volleyball- 32 (Based on IMPACT testing numbers)
- Cross Country- 5 (Based on IMPACT testing numbers)
- Cheerleading- Cheer will hold sign-ups the first week of school and I will have numbers at the September meeting.

- IMPACT testing: I spoke with several parents and all are very pleased that JHS is taking the initiative brought forth by Mr. Norbeck to use IMPACT testing this school year. Parents are pleased that, though it is not required by state law or MHSA, that JHS is making a tremendous effort to monitor students that have experienced a concussion in both the classroom and the playing field/court. I would like to make a commendation to Mr. Norbeck for him bringing this valuable tool to JHS and his communication of the program to parents and coaches about the validity and necessity of its implementation.

- Schedules and Bus Departures: Schedules and bus departure times have been added to the JHS website. Parents and students will be able to see what teams are playing (Volleyball for C, JV, and V) and when the bus will depart. I plan to further update this feature to include when the bus will be picking up students on the route to the game/match/meet so parents know when they need to transport their child to JHS for departure or to be at the regularly scheduled bus pick-up/drop-off locations in Jefferson City, Clancy, and Montana City.

Principal Report:

- Upcoming/Past Events-

- Fall Sports Parent Meeting: Summary Attached
- Teacher PIR Day (August 23): Agenda Attached
- Freshman Orientation: (August 26): Agenda Attached
- Welcome Back Parent Meeting: (August 27): Agenda will be posted to school website 8/19

- Freshman Orientation Day: I have been working with Mr. McCauley and Mrs. Foster to schedule NHS students to be mentors for the Freshman Orientation and for those students throughout the 2013-14 year. Students will begin calling to introduce themselves and welcome freshman to JHS this week. I broke the incoming freshman class down into groups of 3-4 to make it more manageable for our NHS students to make a connection with freshman. Currently we have 43 freshman registered and I know of 3 more that have come to register since the start of last week. Mrs. Carey has been helping a tremendous amount in planning a BBQ for lunch on the 26th for freshman, NHS students, and staff. We will be eating at 12:05 and members from the Board are invited to attend if your schedule allows.

- Welcome Back Parent Meeting: We will host the "Welcome Back" parent meeting on August 27 at 6:00 in the South Gym. I will go over much of the items I discussed at the Fall Sports meeting since a good majority of our students will be involved in extra and co-curricular activities. Mr. Norbeck will introduce himself and discuss the IMPACT testing.

New Staffing Recommendations:

- Business Teacher (G2c): I would like to recommend the Board of Trustees hire AJ Armadeo to be the new Business teacher at JHS for the 2013-14 school year. He will also be teaching one period of PE/Health.

- Paraprofessional positions (G2d)- With SB 191 and some changes in staffing, Mr. Norbeck and I met and discussed hiring an additional para for the 2013-2014 school year. We would increase our paraprofessionals from 3 in 2012-13 to 4 in 2013-14. The reasons for an additional para are:

1. Mrs. Humphrey resigned and her duties were passed to Mrs. Drynan. Mrs. Drynan now will oversee all Special Education services at JHS and AYA/YDI. The most economical way to achieve this is to hire an additional aide for support her effort.
2. I have received confirmation that we will have an increase of high-need students this coming year at JHS. SB 191 was written specifically for this type of event. SB 191 allows JHS to do a permissive levy through our tuition fund to hire additional staff when an increase of high-need students are enrolled and the general fund budget does not have the funds to increase needed staff.
3. Hiring an additional para above our 2012-13 amount will allow JHS to meet its required MOE (Maintenance of Effort) for Special Education that is mandated by OPI and the State of Montana. Maintenance of Effort is determined by the amount of resource students enrolled and the amount of minutes of service included on student IEPs (Individual Education Plan). MOE was impacted by an increase in cases and the need to use a para in our PE/Health and Driver's

Education curriculum (see below).

Part-time Physical Education (G2e): I would like to recommend the Board of Trustees approve Clint Layng as a part-time PE/Health teacher (1 period) and part-time Driver's Education teacher for the 2013-14 school year.

Speech and Debate (G2f): I would like to recommend the Board of Trustees hire Whitney Wallace as the Speech/Debate advisor for the 2013-14 school year. We have not had a Speech/Debate team for approximately 5 years, but have set money aside on our stipend schedule from the general fund every year for this position. We didn't have anyone express interest in resuming the program until Ms. Wallace came forward.

Coaching Recommendation (G2h): I would like to recommend the Board of Trustees approve Hunter Nance as a volunteer assistant for Football for the 2013-14 season.

Unfilled Positions: We have several stipend positions that are not filled at this time, but will be filled once teaching staff returns for the school year. Those positions are:

- BPA Advisor
- Student Council Advisor
- Assistant Girl's Basketball
- Yearbook Advisor

I have some people in mind for some of these positions and will have recommendations to the board at the September Board Meeting.

- MAP Testing- I spoke with our representative from NWEA (Northwest Evaluation Association) about MAP testing for this school year. Mr. Smith and I are getting all necessary information to her to start the testing in early October before the teacher convention. We will need to schedule a PIR day for teachers to learn about MAP, how to administer the assessments, and how to read the data. We can not schedule the PIR until we have got all the the data to NWEA. The delay is caused from a transition from one representative to a new one, but we will be able to get the testing ready in time for it to be a benefit to the instruction at JHS. We will be assessing students twice a year to measure academic growth in the school year, identify areas of needed improvement in our curriculums, and track data over time to use as an indicator to how the students will perform on CRT, ACT, and SAT tests.

- Schoolwide Title 1- The committee will meet on September 10 at 5:30. We are currently looking for more members to be a part of the "Planning Board" and will seek out parents and community members at the "Welcome Back" meeting. We are currently analyzing collective (no names) CRT and MAP scores to identify trends in performance and planning how we can better use our enrichment time for at-risk students.

- Staff/Student/Coaches Handbooks- I received two revisions from the last meeting. I have those revisions made and have brought updated copies to this meeting. I appreciate the feedback and would like to ask if anyone is interested in being a part of the revision committee for the staff and student handbooks for this year. We are looking to make it more "user friendly" and easier to navigate for parents and staff new to the district. Mr. Norbeck has found several great examples of how to better organize our handbooks that he and I plan to use in the restructuring process.

Attachments:

Fall Sports Parent Meeting Summary
August 15, 2013 7:00 PM

7:00

- Parent/Participant Welcome (Cafeteria): Mr. Mikesell

- MHSA Eligibility Requirements (Cafeteria): Mr. Mikesell & Mr. Sturdevant
 - *Must have passed a minimum of 4 classes the previous semester*
 - *Summer school is not recognized as a term/semester*
 - *A student must be enrolled for 20 hours of instruction per week to participate
 - *10 hours must be in the school facility and 10 can be online**
 - *A student must be present at school for ½ of the school day to participate in that evening's event/practice.*

- JHS Eligibility Requirements (Cafeteria): Mr. Mikesell & Mr. Sturdevant
 - *Students can not have more than one "F" and must have a GPA above 2.0.*
 - *Student grades "wrap" from the previous year. This means if a student has two "F" grades and/or a GPA below 2.0 after the fourth quarter, he/she is ineligible to participate in contests at the start of the following school year. (MHSA mirrors this rule)*
 - *Once a student falls below the grade/GPA requirements, he/she must fill out a grade-check sheet and submit it to either Mr. Mikesell or Mr. Sturdevant before the end of school on Tuesday. If a form is not submitted, the student will not participate that week. It is the student's responsibility to get the form from the office on Monday of each week.*
 - *School discipline can involve consequences in athletic participation.*
 - *Students must have all forms of documentation, including the concussion parent informational sheet, submitted to the school and a current physical before participating in any practice or contest.*
 - *Students must purchase an activity pass before being eligible to participate in any game.*
 - *Grades are monitored by administration at every 4 ½ week grading period.*

- Training Rules (Cafeteria): Mr. Mikesell & Mr. Sturdevant
 - *A student having violated school training rules in the first half of the season will miss the remainder of that season.*
 - *A student having violated school training rules in the second half of the season will miss the remainder of that season and the first half of the next sport they choose to participate.*
 - *A student athlete is in violation if they are participating in use of or in attendance where drugs and/or alcohol is being used. Attendance does not include establishments where a parent/guardian are dining, weddings, airplanes, and/or family gathering events. Students are in violation if they consume/use drugs and/or alcohol at those events.*
 - *If a student self-reports before the school administration has knowledge of the infraction, the consequence is reduced by 50%. This can only be implemented one time*

in the student's high school career. Self-reporting is decided by the school administration to be accepted or not.

- If a coach feels a player's attitude and/or behavior is a detriment to the team or the image of the school, he/she can dismiss any player from the team at any time with the approval from administration. Coaches make all efforts to avoid dismissal of players.

- Simultaneous Participation (Cafeteria): Mr. Mikesell & Mr. Sturdevant

- Jefferson High school encourages students to take full advantage of the co-curricular and extracurricular offerings while in high school. If a student wants to participate in two sports, the activities directors will meet with the coaches of the activities to see if a reasonable arrangement can be made. Mr. Sturdevant and/or Mr. Mikesell will then allow the student to participate in both based on the arrangement or, if no arrangement can be made, tell the student to choose between the two. Coaches and activity directors make every effort to reach an agreement so the student can do both.

- Travel Release Forms/Procedure (Cafeteria): Mr. Mikesell & Mr. Sturdevant

*- Travel release forms are available at the front office.
- Travel release forms must be filled out and approved BEFORE leaving for the contest.
- Travel releases must be signed by a parent/guardian before school administration will approve the release.
- Parents do not need to fill out a form to take their own child home from an event. (Forms are needed for extended family, siblings, a friend's parent, etc...)
*** Parents taking their own child must provide some written note to the coach/advisor. The note can be written at the contest. ***
- Students must ride the bus to the event unless approved by Mr. Mikesell or Mr. Sturdevant before the bus's departure.*

- 24-Hour Rule (Cafeteria): Mr. Mikesell & Mr. Sturdevant

- Jefferson High School has a 24-Rule. This rule requires a parent and coach to refrain from discussing any concern either may have until 24 hours has passed. This allows either and/or both parties to gather their thoughts and decide if the meeting is still necessary. This also allows time for parties to meet in a hospitable and professional manner.

- IMPACT Testing and Procedures (Cafeteria): Mr. Norbeck

7:45-

Breakout Sessions:

- Volleyball: JHS Cafeteria*
- Cross Country: South Gym*
- Football: North Gym*

Breakout sessions will allow coaches to introduce themselves to parent to explain their philosophy on coaching, goals for the season, and their vision for the program. Parents can also ask specific questions about the requirements and guidelines specific to that sport.

Freshman Orientation Agenda:

- 8:00 Students Arrive: *Students will arrive and report directly to the North Gym for Orientation Assembly*
- 8:15 Opening Assembly: *Topics of discussion include:*
- Student Handbook
- Cell Phone Policy
- Attendance Policy
- Daily Routine (Tardies, Friday School, Food/Drink, Open Campus)
- 8:45 Lockers: *Students will work with their guides to practice opening and closing their lockers.*
- 9:00-12:05 Daily Schedule: *Teachers can review classroom expectations, goals, and objectives. Teachers may also choose to distribute textbooks and other classroom materials.*
- | | |
|-------------|----------------|
| 9:00-9:20 | First Period |
| 9:23-9:43 | Second Period |
| 9:46-10:06 | Third Period |
| 10:09-10:29 | Fourth Period |
| 10:33-10:53 | Fifth Period |
| 10:56-11:16 | Sixth Period |
| 11:19-11:39 | Seventh Period |
| 11:42-12:02 | Eighth Period |
- 12:05-12:35 Lunch: *Open campus for anyone not interested in eating lunch at school.*
- 12:35-2:35 Leadership Workshop- *Austin Lindsay, Logan Williams, Stephanie Massey, and Aaron Tuttle will lead students through a team-building workshop.*
- 2:38-3:30 Four-Square Volleyball Team Building Exercise
- 3:30-4:06 Closing Assembly

PIR Schedule: August 23, 2013

- 8:30-9:00 Staff Breakfast- Sponsored by Simplex & Grinnell
- 9:00-9:50 Superintendent and New Staff introductions
 Superintendent Greeting: "Parent Involvement in Education: Nine Truths Educators Must Know"

9:50-10:00 Morning Break

10:00-12:00 Overview of the Agenda
Negotiations Update/Stipend Expectations and Update
IMPACT Testing
School Secretary and Business Manager Greeting and Paperwork
Student Council's Role at JHS
Student Handbook Revisions and Distribution
Staff Handbook Revisions and Distribution
MAP Testing and Progress Monitoring
CRT Data Discussion
Schoolwide Title 1
Enrichment Period Expectations
Freshman Orientation Day
First Day of School Routine/ Changing of Classes
Librarian/Library Role
New Staff Mentoring

12:00-1:00 Walking Lunch- Sponsored by JHS Booster Club
- Teachers may choose to eat on the run and work in their classrooms or eat in the staff room.

1:00-1:30 New Teacher Orientation
- Teachers new to the district will meet with administration to review staff responsibilities, expectations, and procedures. Returning staff are free to work preparing their rooms for the first day of school.

1:30-2:30 Department Meetings
- Staff members will meet to discuss goals for their department and ways to encourage cross-curricular activities.

Departments are as follows:

<u>Math:</u>	Strozewski/Carey
<u>Social Studies:</u>	Beiler/Hohenthal
<u>Vocational:</u>	Bruce/Heimann/Business Teacher
<u>Fine Art:</u>	Newman/Hesford/Garnaas
<u>Science:</u>	McCauley/Williams/Ternes
<u>English:</u>	Foster/Hesford/Wallace/Kelly
<u>Special Education:</u>	Drynan
<u>Physical Education:</u>	Ternes/New PE/Health

Schedule of Departments:

1:30-1:45- - Departments solo meetings to define department goals

- 1:45-2:15- - Math, Social Studies, Science, and English meeting to discuss cross-curricular activities.
 - Vocational, Fine Arts, Special Education, and Physical Education discuss cross curricular activities.
- 2:15-2:45- - All departments come together to plan cross-curricular activities.
- 2:45-3:30 Teacher Preparation Time
 - Teachers are free to work to prepare their classrooms

*** Department meetings are to allow staff to sync planning efforts to allow consistency from one content area to the next. This will assist struggling learners to remember key components and reinforce referencing between content areas. This is not intended to be for every lesson for the school year, but for certain units that align. (For example, Social Studies could be teaching greek mythology, Physical Education does Olympic Games activities, and English writes a piece focusing on a fictional or nonfictional event happening during that era.) If this can happen 2-3 times per semester it will benefit our students. This does involve teachers realigning curriculums to match the schedule of their peers. ***

This is a very hefty agenda and there is a possibility that not all items will be addressed if we run into a time crunch. We will divert whatever is not covered to our first staff meeting to be held on September 3rd at 7:30 a.m.

I look forward to seeing everyone on August 23 and hope your time away was relaxing and allowed for some much-needed time with family. The year is upon us and let's work together as we had in the past to make this year as successful as possible.

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