

**AGENDA for the REGULAR MEETING**  
**OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**  
**\* 6:30 p.m. September 17, 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](http://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. Staff Report – Alan Smith/Technology**

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

1. Policy committee – notes included

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

1. Clerk/Business Manager
  - a. Budget handout
  - b. Transportation Budget clarification
2. Principal/A.D.
3. Superintendent
  - a. Math plan for year and coordination with elementary schools
  - b. “8 Keys of Excellence” program continuation from elementary schools to JHS
  - c. JHS student portfolio project

**Unfinished Business**

1. Update on Boulder Monitor second lawsuit against District, possible closed session for litigation strategy, possible action if needed
2. Activity Fund revenue ideas – possible action
3. Strategic Planning – meeting dates for year, board self-evaluation, objectives for upcoming year, next steps - action

**H. New Business**

1. Personnel – Action
  - a. Substitute Applications
2. Policies from list of policies for procedure development – first read - Action
  - a. 1312P1 – Administrative Procedures
  - b. 1332 – Authorization of Signatures
  - c. 1401P1 – Records Available to the Public
3. Policy 5334 and 5334P– pay out of unused vacation leave - Action
4. Trustee committee assignments – Action
5. December meeting/holiday staff dinner
6. Disposal of assets
7. School Breakfast program/Maria Pace, Boulder Elementary School

**I. Communication and Comments**

1. Letters to the Board

**Commendations and Recognition**

**K. Consent Agenda**

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

#### **L. Follow-up/Adjournment – upcoming three months**

1. Chair/Superintendent article for paper
2. October meeting – Math Department Strategic Plan, presentation of plan document by staff
3. October meeting – Board formulates annual objectives per policy 1610
4. October meeting – Instructional program plan per policy 2130
5. October meeting – Board reviews at-risk plan per policy 3610
6. December meeting – Superintendent presents administrative training plan for year to Board per policy 6420

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. October 15, 2013**  
**BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY OF THE MONTH PRIOR TO THE BOARD MEETING.**

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

#### **Draft Mission Statement**

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

#### **Our vision for the future, second draft:**

##### **Students:**

- *Achieve high test scores and graduation rates that are competitive nationally;*
- *Graduate with a plan for life that they feel well equipped to pursue;*
- *Choose our school over other options because of our solid reputation;*
- *Feel happy, challenged, safe and supported throughout their time here;*
- *Appreciate and fully engage in our activities that augment our core curriculum; and*
- *Have access to technology that enhances their learning opportunities.*

##### **Teachers:**

- *Actively support students with their time, attention and obvious commitment;*
- *Have the tools and resources necessary to do optimal work;*
- *Are proud to work here and of their contribution to the school;*
- *Are committed to continuing education and the use of best practices;*
- *Look at our District as a long-term career commitment; and*
- *Feel confident about the Board's decisions and plans.*

##### **Our Administration and Board**

- *Commit to be knowledgeable about best practices*
- *Establish, devote themselves to, and evaluate their priority goals on a regular basis; and*
- *Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.*

##### **Our communities:**

- *Are knowledgeable of and highly respect our commitment to excellence; and*
- *Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.*

**Announcements and Public Comment.** The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item's point on the agenda. Comments on non-agenda items may be made during the "Public Comment" 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 upon and as time permits. 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.





JHS Policy Committee Meeting Notes

September 4, 2013

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

Also Present: Tim Norbeck, Daryl Mikesell

The committee addressed these policies:

**Policy 2151, Interscholastic Athletics/Activities**

This policy/procedure/forms draft was initially done last year but was put on the back burner. The draft was reviewed by the committee and administration. The committee agreed unanimously to put the draft in the hands of administration for review and working with the coaching staff and others.

Tim and Daryl will bring back the draft to a later meeting of the policy committee, tentatively in October or November.

**Policy 1230, Clerk (Recordkeeping for Trustees)**

The committee reviewed a draft procedure to be attached to this policy specifying certain financial reports the Trustees and the public would benefit from having available to them on a recurring basis, posted on the District website.

The draft policy is included in the board packet but the committee would like the Budget committee to review the draft before it is brought to the board.

**Policy 1312, Administrative Procedures**

The committee reviewed a draft procedure to be attached to this policy outlining the goals and requirements for the administrative procedure manual specified in Policy 1312. Although the policy has been in place for a long time requiring a procedures manual, no manual currently exists.

The draft procedure is attached and will be on the board agenda for first read.

**Policy 1332, Authorization of Signatures**

The committee reviewed this policy for possible addition of a procedure but decided to expand within the policy itself instead.

The first change was to move responsibility for the school extracurricular funds and accounts from the principal to the district clerk, to formalize the system used for this accounting and to improve the reporting capabilities for the funds through categorizing each revenue and expense. This is in line with suggestions of the auditor to firm up the accounting of these funds.

The second change was to clarify that ALL contracts, not just Goods, Services and Leases are subject to this policy. This is a follow-up to a situation in which a contract was approved without board knowledge because it was deemed to be a type of contract other than a good, services or lease (it was an insurance contract).



The third change is to specify that a central file with timeline index will be maintained for all contracts and agreements and posted on the District website. This will improve transparency of district operations for trustees and the public and improve the district's ability to negotiate the best contracts by being organized about contract dates and amounts. This policy as amended will be on the agenda of the regular meeting for first read.

#### **Policy 1401, Records Available to the Public**

The committee reviewed a draft procedure to be attached to this policy that outlines the reports and information that should be made available to the public routinely on the website. The draft procedure is attached and is on the regular meeting agenda for first read.

The committee would like all trustees to review the list and come to the regular board meeting prepared with any additions to the list they would like to consider on first read.

The committee agreed to meet every second Thursday of the month. The next meeting will be October 10 at 5:30. The agenda will be the next four policies from the "Policies for Procedure" list: Policies 1521, 1610, 2000 and 2110 and any other policy issues which may come up in the meantime.

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09/17/13  
18:23:22

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 13

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Report ID: B100

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1000 GENERAL						
112 TEACHER SALARIES	0.00	7,073.55	26,667.00	26,667.00	19,593.45	26 %
120 SUBSTITUTES	455.80	455.80	12,300.00	12,300.00	11,844.20	3 %
250 WORKERS COMPENSATION	724.86	1,148.62	8,000.00	8,000.00	6,851.38	14 %
260 HEALTH INSURANCE	8,678.72	9,055.94	145,000.00	145,000.00	135,944.06	6 %
321 CURRICULUM DEVELOPMENT	0.00	767.89	4,500.00	4,500.00	3,732.11	17 %
440 REPAIR/MAIN/PARTS	134.26	1,282.50	5,500.00	5,500.00	4,217.50	23 %
582 TRAVEL/INSERVICE	0.00	0.00	7,400.00	7,400.00	7,400.00	0 %
610 SUPPLIES	79.00	79.00	5,787.00	5,787.00	5,708.00	1 %
640 BOOKS	0.00	2,548.70	5,237.00	5,237.00	2,688.30	48 %
840 PRINCIPAL	168.75	168.75	2,700.00	2,700.00	2,531.25	6 %
<b>Function Total:</b>	<b>10,241.39</b>	<b>22,580.75</b>	<b>223,091.00</b>	<b>223,091.00</b>	<b>200,510.25</b>	<b>10 %</b>
1001 NATIONAL TEACHER CERTIFICATION						
112 TEACHER SALARIES	166.66	166.66	6,000.00	6,000.00	5,833.34	2 %
<b>Function Total:</b>	<b>166.66</b>	<b>166.66</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>5,833.34</b>	<b>2 %</b>
1140 ART R NEWMAN						
112 TEACHER SALARIES	2,238.92	2,450.26	26,867.00	26,867.00	24,416.74	9 %
582 TRAVEL/INSERVICE	0.00	0.00	742.00	742.00	742.00	0 %
610 SUPPLIES	0.00	0.00	2,114.00	2,114.00	2,114.00	0 %
<b>Function Total:</b>	<b>2,238.92</b>	<b>2,450.26</b>	<b>29,723.00</b>	<b>29,723.00</b>	<b>27,272.74</b>	<b>8 %</b>
1141 DRAMA - Hesford						
112 TEACHER SALARIES	0.00	0.00	13,406.00	13,406.00	13,406.00	0 %
610 SUPPLIES	0.00	0.00	1,150.00	1,150.00	1,150.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>14,556.00</b>	<b>14,556.00</b>	<b>14,556.00</b>	<b>0 %</b>
1142 ARTS - HESFORD						
112 TEACHER SALARIES	1,681.30	1,681.30	0.00	0.00	-1,681.30	*** %
<b>Function Total:</b>	<b>1,681.30</b>	<b>1,681.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,681.30</b>	<b>*** %</b>
1170 Business - Angelo						
112 TEACHER SALARIES	2,406.69	2,406.69	0.00	0.00	-2,406.69	*** %
<b>Function Total:</b>	<b>2,406.69</b>	<b>2,406.69</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,406.69</b>	<b>*** %</b>
1240 ENGLISH Wallace						
112 TEACHER SALARIES	1,082.33	1,082.33	12,988.00	12,988.00	11,905.67	8 %
610 SUPPLIES	0.00	0.00	147.00	147.00	147.00	0 %
<b>Function Total:</b>	<b>1,082.33</b>	<b>1,082.33</b>	<b>13,135.00</b>	<b>13,135.00</b>	<b>12,052.67</b>	<b>8 %</b>
1241 ENGLISH V Foster						
112 TEACHER SALARIES	3,221.88	3,221.88	46,027.00	46,027.00	42,805.12	7 %
<b>Function Total:</b>	<b>3,221.88</b>	<b>3,221.88</b>	<b>46,027.00</b>	<b>46,027.00</b>	<b>42,805.12</b>	<b>7 %</b>
1242 ENGLISH M Hesford						
112 TEACHER SALARIES	2,228.70	2,228.70	25,589.00	25,589.00	23,360.30	8 %
<b>Function Total:</b>	<b>2,228.70</b>	<b>2,228.70</b>	<b>25,589.00</b>	<b>25,589.00</b>	<b>23,360.30</b>	<b>8 %</b>
1243 ENGLISH M Kelly						
112 TEACHER SALARIES	587.92	587.92	7,193.00	7,193.00	6,605.08	8 %
550 COPIES/PRINTING	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
610 SUPPLIES	0.00	0.00	285.00	285.00	285.00	0 %
<b>Function Total:</b>	<b>587.92</b>	<b>587.92</b>	<b>9,978.00</b>	<b>9,978.00</b>	<b>9,390.08</b>	<b>5 %</b>



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201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1570 HISTORY D Hohenthal						
112 TEACHER SALARIES	4,088.00	4,088.00	49,056.00	49,056.00	44,968.00	8 %
610 SUPPLIES	0.00	0.00	55.00	55.00	55.00	0 %
<b>Function Total:</b>	<b>4,088.00</b>	<b>4,088.00</b>	<b>49,111.00</b>	<b>49,111.00</b>	<b>45,023.00</b>	<b>8 %</b>
1571 HISTORY F Bieler						
112 TEACHER SALARIES	3,515.68	3,515.68	34,123.00	34,123.00	30,607.32	10 %
260 HEALTH INSURANCE	0.00	588.48	0.00	0.00	-588.48	*** %
582 TRAVEL/INSERVICE	0.00	0.00	138.00	138.00	138.00	0 %
610 SUPPLIES	9.00	9.00	155.00	155.00	146.00	5 %
<b>Function Total:</b>	<b>3,524.68</b>	<b>4,113.16</b>	<b>34,416.00</b>	<b>34,416.00</b>	<b>30,302.84</b>	<b>11 %</b>
1770 DRIVER'S EDUCATION						
112 TEACHER SALARIES	966.56	966.56	11,741.00	11,741.00	10,774.44	8 %
260 HEALTH INSURANCE	0.00	95.80	0.00	0.00	-95.80	*** %
440 REPAIR/MAIN/PARTS	0.00	0.00	40.00	40.00	40.00	0 %
<b>Function Total:</b>	<b>966.56</b>	<b>1,062.36</b>	<b>11,781.00</b>	<b>11,781.00</b>	<b>10,718.64</b>	<b>9 %</b>
2100 SUPPORT - GUIDANCE						
112 TEACHER SALARIES	2,979.46	2,979.46	35,753.00	35,753.00	32,773.54	8 %
260 HEALTH INSURANCE	581.64	581.64	6,980.00	6,980.00	6,398.36	8 %
582 TRAVEL/INSERVICE	0.00	0.00	1,015.00	1,015.00	1,015.00	0 %
0 SUPPLIES	0.00	0.00	1,820.00	1,820.00	1,820.00	0 %
<b>Function Total:</b>	<b>3,561.10</b>	<b>3,561.10</b>	<b>45,568.00</b>	<b>45,568.00</b>	<b>42,006.90</b>	<b>7 %</b>
2220 LIBRARY						
112 TEACHER SALARIES	1,608.13	1,608.13	19,298.00	19,298.00	17,689.87	8 %
260 HEALTH INSURANCE	342.14	342.14	5,337.00	5,337.00	4,994.86	6 %
440 REPAIR/MAIN/PARTS	0.00	0.00	400.00	400.00	400.00	0 %
582 TRAVEL/INSERVICE	0.00	0.00	395.00	395.00	395.00	0 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
640 BOOKS	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
650 PERIODICALS	0.00	0.00	943.00	943.00	943.00	0 %
682 MEDIA SOFTWARE	0.00	0.00	550.00	550.00	550.00	0 %
<b>Function Total:</b>	<b>1,950.27</b>	<b>1,950.27</b>	<b>29,623.00</b>	<b>29,623.00</b>	<b>27,672.73</b>	<b>6 %</b>
2225 OTHER CURRICULAR MATERIALS						
113 PROFESSIONAL SALARIES	0.00	479.00	33,831.00	33,831.00	33,352.00	1 %
<b>Function Total:</b>	<b>0.00</b>	<b>479.00</b>	<b>33,831.00</b>	<b>33,831.00</b>	<b>33,352.00</b>	<b>1 %</b>
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARIES	6,275.00	18,825.00	39,274.00	39,274.00	20,449.00	47 %
260 HEALTH INSURANCE	1,366.66	5,837.85	16,422.00	16,422.00	10,584.15	35 %
520 INSURANCE	0.00	26,996.00	26,996.00	26,996.00	0.00	100 %
540 ADVERTISING	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL/INSERVICE	107.80	537.14	1,860.00	1,860.00	1,322.86	28 %
800 OTHER	60.00	1,419.00	6,500.00	6,500.00	5,081.00	21 %
810 DUES/FEES	0.00	3,413.00	2,797.00	2,797.00	-616.00	122 %
<b>Function Total:</b>	<b>7,809.46</b>	<b>57,027.99</b>	<b>94,849.00</b>	<b>94,849.00</b>	<b>37,821.01</b>	<b>60 %</b>

201 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 SPECIAL PROGRAMS						
280 STATE ALLOWABLE SP/ED						
1000 GENERAL						
260 HEALTH INSURANCE	3,387.84	4,277.41	41,055.00	41,055.00	36,777.59	10 %
350 CONTRACTED SERVICES-OTHER DISTRICTS	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
582 TRAVEL/INSERVICE	0.00	0.00	430.00	430.00	430.00	0 %
610 SUPPLIES	0.00	0.00	228.00	228.00	228.00	0 %
640 BOOKS	21.00	21.00	262.00	262.00	241.00	8 %
682 MEDIA SOFTWARE	0.00	0.00	250.00	250.00	250.00	0 %
<b>Function Total:</b>	<b>9,887.20</b>	<b>11,024.15</b>	<b>128,875.00</b>	<b>128,875.00</b>	<b>117,850.85</b>	<b>8 %</b>
<b>Program Total:</b>	<b>9,887.20</b>	<b>11,024.15</b>	<b>128,875.00</b>	<b>128,875.00</b>	<b>117,850.85</b>	<b>8 %</b>
<b>Program Group Total:</b>	<b>9,887.20</b>	<b>11,024.15</b>	<b>128,875.00</b>	<b>128,875.00</b>	<b>117,850.85</b>	<b>8 %</b>
300 GENERAL						
390 CTE						
1170 Business - Angelo						
112 TEACHER SALARIES	0.00	1,517.37	24,269.00	24,269.00	22,751.63	6 %
260 HEALTH INSURANCE	574.79	574.79	8,211.00	8,211.00	7,636.21	7 %
610 SUPPLIES	0.00	0.00	670.00	670.00	670.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	200.00	200.00	200.00	0 %
<b>Function Total:</b>	<b>574.79</b>	<b>2,092.16</b>	<b>33,350.00</b>	<b>33,350.00</b>	<b>31,257.84</b>	<b>6 %</b>
40 Voc Trades - Heimann						
2 TEACHER SALARIES	2,411.00	2,411.00	28,932.00	28,932.00	26,521.00	8 %
260 HEALTH INSURANCE	479.00	6,729.00	15,211.00	15,211.00	8,482.00	44 %
440 REPAIR/MAIN/PARTS	0.00	0.00	150.00	150.00	150.00	0 %
582 TRAVEL/INSERVICE	0.00	0.00	400.00	400.00	400.00	0 %
610 SUPPLIES	0.00	159.68	5,350.00	5,350.00	5,190.32	2 %
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	320.00	320.00	320.00	0 %
<b>Function Total:</b>	<b>2,890.00</b>	<b>9,299.68</b>	<b>51,363.00</b>	<b>51,363.00</b>	<b>42,063.32</b>	<b>18 %</b>
1641 Voc Trades - Andariese						
112 TEACHER SALARIES	1,457.00	1,457.00	17,484.00	17,484.00	16,027.00	8 %
260 HEALTH INSURANCE	684.28	684.28	8,211.00	8,211.00	7,526.72	8 %
610 SUPPLIES	0.00	0.00	2,965.00	2,965.00	2,965.00	0 %
615 Replacement Parts	0.00	1.94	0.00	0.00	-1.94	*** %
<b>Function Total:</b>	<b>2,141.28</b>	<b>2,143.22</b>	<b>28,660.00</b>	<b>28,660.00</b>	<b>26,516.78</b>	<b>7 %</b>
1710 FCS - Bruce						
112 TEACHER SALARIES	3,075.08	3,075.08	36,901.00	36,901.00	33,825.92	8 %
260 HEALTH INSURANCE	684.28	684.28	8,211.00	8,211.00	7,526.72	8 %
440 REPAIR/MAIN/PARTS	0.00	0.00	1,459.00	1,459.00	1,459.00	0 %
610 SUPPLIES	0.00	13.76	6,250.00	6,250.00	6,236.24	0 %
650 PERIODICALS	43.82	43.82	115.00	115.00	71.18	38 %
<b>Function Total:</b>	<b>3,803.18</b>	<b>3,816.94</b>	<b>52,936.00</b>	<b>52,936.00</b>	<b>49,119.06</b>	<b>7 %</b>
<b>Program Total:</b>	<b>9,409.25</b>	<b>17,352.00</b>	<b>166,309.00</b>	<b>166,309.00</b>	<b>148,957.00</b>	<b>10 %</b>
<b>Program Group Total:</b>	<b>9,409.25</b>	<b>17,352.00</b>	<b>166,309.00</b>	<b>166,309.00</b>	<b>148,957.00</b>	<b>10 %</b>

## ROUTES

Basin		# of days	Total miles	BES %	JHS %	BES Miles	JHS Miles	Total Miles
Basin 2	Shared am M-Th	144	22	0.5	0.5	1584	1584	3168
Basin 2a	BES am Fridays	39	22	1	0	858	0	858
Basin 2b	BES pm	182	22	1	0	4004	0	4004
Basin 2c	JHS pm	147	22	0	1	0	3234	3234
Basin 2c	JHS am	3	22	0	1	0	66	66
						6446	4884	11330

Valley		# of days	Total miles	BES %	JHS %	BES Miles	JHS Miles	Total Miles
Valley 3	Shared am	144	37.5	0.5	0.5	2700	2700	5400
Valley 3a	BES am Fridays	39	37.5	1	0	1462.5	0	1462.5
Valley 3b	BES p.m.	182	37.5	1	0	6825	0	6825
valley 3c	JHS pm	147	37.5	0	1	0	5512.5	5512.5
Valley 3c	JHS am	3	37.5	0	1	0	112.5	112.5
						10987.5	8325	19312.5

Northend		# of days	Total miles	BES %	JHS %	BES Miles	JHS Miles	Total Miles
4	Clancy/S Hwy 282	147	81.2		1		11936.4	11936.4
5	MT City/Jeff City	147	109		1		16023	16023
6	BS Heights/North 282	147	98.3		1		14450.1	14450.1
							42409.5	42409.5

CPI-U	0					MILES	17433.5	55618.5	73052
2010 rate	<u>2.55</u>					CONTRACT MILES			73350
	0.00					Remainder			298
2012 rate	2.55					TOTAL MILES EACH	17433.5	55618.5	
miles	73350						2.55	2.55	
	187043						44455.43	141827.18	186282.60
rounded	\$ 187,042.50						71.12	226.88	
BES	44636.77	10	4463.68				0.238645075	0.761354925	
JHS	\$ 142,405.73	10	14240.57						



## Board Packet

9/17/2013

### Principal Report

#### Testing dates:

CRT testing: Sophomores will take the CRT between 3/3-3/6. Initially OPI reported schools would be testing Juniors, but legislation was not signed before the start of the school year. This means we will continue to test Sophomores for one more year. Mrs. Bruce and her culinary class has been requested to offer breakfast on those days for students prior to testing.

MAP testing: MAP testing will take place on October 14-24. We will be testing all Freshman, Sophomores, and Juniors. I have been working with NWEA (Northwest Evaluation Association) to set this testing up and will have that completed by 9/20 when we have our "go live" call. I also plan to take core teachers to Montana City during the week they are administering the MAP test (9/30-10/4) to see how they use the web-based testing. I will again meet with administration at Montana City to see how they deliver the data to their classroom teachers. Once the testing has been set for this year, we will be able to administer the first round of MAP testing in September of each year.

ASVAB testing: All Juniors will take the ASVAB test on 9/17 from 8-11. The National Guard administers those tests.

Student Report (Item C): A student will present on the issue of backpacks in the hallways and classrooms to the board of trustees. This has sparked some conflict with students when they were told that they had to have them in their lockers per the student handbook. I plan to use student council to work with students to offer feedback on possible revisions to the handbook.

National Board Certification Recognition: Today our own Becky Bruce was given her certificate signifying her National Board Certification status. This is a tremendous feat since less than 10% of teachers make this in their first attempt as Ms. Bruce accomplished.

College Fair at Montana Tech: Mrs. Getten will be taking Juniors and Seniors to the Montana Tech College Fair in Butte on 9/23. Students will have the chance to get packets for different schools and pick up scholarship packets where available. They usually are in Butte for half of the day and need to have registered before leaving JHS.

Beginning of School Summary: The start of the school year has been very busy with many new students joining the classes at JHS. I will have an enrollment number for you at the October meeting and this year will be the first year that ANB will be determined through three different counts. Counts are in October, December and February.

The Freshman Orientation was a tremendous success and I would like to recognize the students that volunteered their time to come and show students around the building and help make the transition into high school a lot smoother than years past. Those students are: Logan Williams, Jacob Smith, Janessa Williams, Stephanie Massey, Sarah Strausser, Scott Ferguson, Sam Fletcher, Darcie Bullock, Lauren Wrzesinski, Kyle Listoe, Anniston Driear, Ryan Hasner, Tristian Pierce, AJ Eckmann, Tia Davis, Jaden Rogne, Rickelle Powers, Kendra Lloyd, and Mallory Herzog.

## AD Report:

Activity Fund Revenue Ideas (G2): In an effort to find new revenue ideas, I discussed with Mr. Sturdevant and Mr. Norbeck the idea of including restructuring the activity fund procedure and structure. We may not need to generate a tremendous amount of more revenue, but instead generate a little and revamp our spending to operate more efficiently.

Recommendation: I recommend to the Board the fund be restructured to resemble the general fund budget. Changes to current practice would be:

1. Each club would no longer have its own budgeted amount.
2. The school would identify how much is needed to carry over to the next year. The amount would be the stipend amounts for a coach for each activity. This is the determined amount to ensure we would be able to sustain our clubs, sports, and activities in the event of a change in general fund budget (failed mill levy, unexpected event like replacing a boiler, etc..)
3. The school would also purchase the "must haves". "Must haves" include basketballs, volleyballs, score books, reconditioning helmets, knee pads, nets, etc...
4. Once "must haves" are purchased, whatever amount is over the "carry over" can be used for requisitions that were submitted by coaches. Each coach/advisor must submit them by June 30 for the upcoming school year. Requisitions must be prioritized.
5. On July 1, Mr. Norbeck, Mr. Sturdevant, and I will look through the requisitions and approve those that can be purchased while remaining under the requirements for title 9 and the Ridgeway Act. Those requisitions not approved will be returned to coaches/advisors. Coaches/advisors can then choose to submit the same requisition(s) the next year. All requisitions after 6/30 will not be approved.
6. Coaches/Advisors wanting to make purchases for reimbursement must have submitted a requisition prior to 6/30. If they make a purchase after 6/30, they will not be reimbursed and cannot apply for reimbursement the next year.

Homecoming 2013: Attached is a copy of what I would like to use for an agenda for the homecoming festivities. I worked with the student council representatives to plan the activities. I will briefly summarize key items on the list and will be able to answer whatever questions or concerns you may have.

Fall Sports Update: Fall sports are off to a great start and there is a tremendous amount of excitement in the air. The volleyball team has played in several tough matches and came out victorious in many including a second place finish in the Manhattan tournament. The cross country team has a bigger team than years past with all participants performing well and improving each meet. The football team is undefeated thus far in the season and have a two-week road schedule before returning to JHS for homecoming. Our numbers as of 9/10 are:

Football: 46                      Volleyball: 34                      Cross Country: 7

Concussion Presentation: Mr. Norbeck scheduled a parent meeting for Concussion Awareness by Dr. Nick DeGovan for 9/18 at 6:30. We are hoping for a big turnout and plan to hold this in the North Gym. Advertisements were sent to Boulder Elementary, Clancy School, Montana City School, the Helena IR, and the Boulder Monitor.



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

**Superintendent's Report**

Date: September 17, 2013

Agenda Item: E-3

**3a-Math plan for year and coordination with elementary schools**

I have reviewed the math content with the elementary schools that feed JHS and found continuity on content covered and curriculum expectations. High school credit is given for 8<sup>th</sup> grade level classes that fit the profile of Algebra I. I also visited with Bruce Dyer at Boulder Elementary regarding the actions taken to increase student scores. He indicated that he became a math coach and worked with each level to pinpoint standards and benchmarks that should be reached. The most important component put in place though was tutoring of students to increase understanding and provide support.

The math curriculum at JHS follows the standards and benchmarks that have been set. In order to increase student success, the following components must be addressed. They include teacher retention, expanded tutoring opportunities, and expanded teaching methods. MAP testing implementation will be used to identify areas of need as well as strengths and weaknesses.

Tutoring opportunities will begin immediately. They include a morning session at 7:30, a lunch session, and during the enrichment period. Me and Mr. Mikesell will monitor these sessions and I will facilitate the morning and lunch sessions. The development of a Friday Learning Center is also under review. This includes possible multimedia usage for students unable to meet at JHS.

The National Council of Teachers of Mathematics (NCTM) provides valuable resources for teaching methods, workshops, and materials. Access to this information can be a vital component to increasing math success at JHS and should be available to the teaching staff. Other resources such as the Khan Academy can be accessed directly by teachers, students, and parents.

**Recommendation**

Provide membership opportunities to access NTCM materials to be used as components of the math curriculum. Determine the financial availability to provide coaching stipends for a Friday Learning Center. Develop a schedule for JHS math teachers to meet with math teachers from Boulder, Clancy, and Montana City.

**3b-"8 Keys of Excellence" program continuation from elementary schools to JHS**

The 8 Keys of Excellence is a program of Quantum Learning that provides concepts and strategies backed by demonstrated methodology to provide a framework for educational success that involves teachers, administration, students, and parents. The program helps generate measurable results that lead to increased student achievement.



The program helps students transition from middle to high school as well as provide programs to help improve student attendance and graduation rates. I have included a copy of the 8 Keys with definitions and descriptions.

Recommendation

Adopt the 8 Keys of Excellence program at JHS and identify funding needed for implementation.

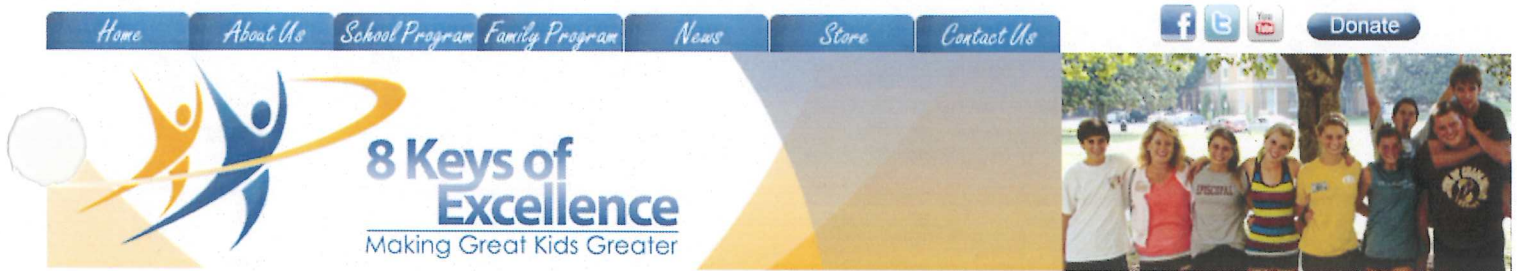
**3c-JHS student portfolio project**

I have met with Mr. Angelo regarding the current status of the portfolio project at JHS. Although it has been initiated through the Business Department, no concrete details or outline have been developed for all students at JHS. A number of meetings have occurred with Mr. Angelo and sample portfolios have been shared.

Some of the areas that need to be considered include goal setting, annual review, curriculum components, testing data, application requirements, etc. I have attached a few samples of what could be included in a portfolio.

Recommendation

Form a committee of administration and staff to create an outline for a portfolio that best fits the needs of students at JHS. Implementation should occur as soon as possible.



## The 8 Keys of Excellence – Definitions and Descriptions



### INTEGRITY – Match behavior with values

*Demonstrate your positive personal values in all you do and say. Be sincere and real.*

Living in integrity means that everything we say and everything we do are true reflections of what we value, what's important to us. Think about what your behavior says about you. Does it clearly show others what you value? Do you show up as honest and committed, or dishonest and indifferent? Are you spending your time with the people and activities you value, or is your focus elsewhere?

When we live in integrity we are sincere and true to ourselves—we don't say or think one thing and do another. People trust and respect us, our relationships are solid, and we feel good about ourselves. Those positive feelings from others and within ourselves reinforce our values and build our reputation and self-esteem, leading us to greater success in all areas of our lives.



### FAILURE LEADS TO SUCCESS – Learn from mistakes

*View failures as feedback that provides you with the information you need to learn, grow, and succeed.*

When we live the Key of Failure Leads to Success we see failures as feedback, we learn from them and make the changes needed to be more successful in the future.

To live this Key successfully we may need to change the way we think about failure. Rather than viewing failure in a negative way where we put ourselves down and think WE are a failure, think of failure as a valuable learning experience. When we look at our mistakes with a view to learning from them, rather than sending ourselves negative messages, we are on

the path to success.

We may be reluctant to try different things because we're afraid of failing. Fear of failure does nothing but keep us in our comfort zone where we stick with the familiar, the "safe" choices where we don't "risk" another failure. When we step out of our comfort zone—when we're willing to try something new—that is when we take a step toward success.

The only real failure is not learning from our mistakes. The key to success is to look carefully at what went wrong, change what we did the first time, and try again by applying what we learned.



### SPEAK WITH GOOD PURPOSE – Speak honestly and kindly

*Think before you speak. Make sure your intention is positive and your words are sincere.*

### Enroll Your Family Now

Create a login and password to access our Family Portal and "8 Keys Focus on Family" program. [Register now >>](#)

### Become an 8 Keys of Excellence Advocate

Stay informed on news about 8 Keys of Excellence and the Excellence Effect movement.

[Sign up for email announcements >>](#)

### Donate

Your donation will help inspire more young people toward a life of excellence by funding the outreach of this movement in families and schools.

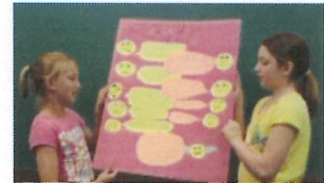
[Donate >>](#)

### Partner with us

Partner with the Excellence Effect in a corporate sponsorship role.

[Learn more >>](#)

### Watch This Video



Two 5th grade students talking about the 8 Keys - [Watch now](#)

### Contact Us

We would love to hear from you! Please call, email, fax, or write us today.

8 Keys of Excellence  
 c/o Learning Forum International  
 1938 Avenida del Oro, Suite A  
 Oceanside, CA 92056  
 Phone: 760-305-7317  
 Fax: 760-722-3507  
[info@learningforum.org](mailto:info@learningforum.org)

Words are powerful! They have the power to uplift and enlighten or put down and depress. A few cutting words spoken in a moment of anger can affect us for a long time, perhaps even a lifetime. On the other hand, a few kind words can make a very positive difference in how we feel about ourselves ... sometimes for a lifetime.

What we say to others—and to ourselves—can have a huge impact. Speaking with good purpose is about always considering the intention of our words. It's about communicating directly, clearly, honestly, and with a positive purpose. The first step is awareness. If we always think before we speak instead of just blurting out whatever comes to mind, we can learn to consider the reason for our words and make sure we are speaking with good purpose ... will our words build someone up or put them down? We all sometimes have negative thoughts, but we don't have to say everything we think.

There will be times when we need to share critical thoughts. At these times, if our purpose and how we phrase our words is considered first, sharing honest and direct feedback can be very positive and powerful, and build trust.

Speaking with good purpose is the cornerstone of healthy relationships. This Key fosters a positive emotional environment where people are happier, more productive, and more likely to succeed.



### **THIS IS IT! – Make the most of every moment**

*Focus your attention on the present moment. Keep a positive attitude.*

This Is It! is about focusing on NOW instead of later, or next week, or next month, or next year, or yesterday, etc., and making the most of it. A positive This Is It! attitude can make everything we do and every day productive, fulfilling, and fun!

Life is full of distractions and opportunities to do something else, something other than what we're doing now. Many of us spend a lot of time thinking about those other things. Instead of making what we're doing now "it" our focus is often elsewhere—on things we wanted to do, could have done, should have done, or want to do "sometime." Whenever our thoughts are occupied with something other than what we're doing, we miss what's going on around us in the moment ... while we're waiting for the next moment to arrive the present moment slips away.

When we live in the NOW we have power! With a This Is It! attitude we make the present "it" and find joyful moments that we might otherwise have missed!



### **COMMITMENT – Make your dreams happen**

*Take positive action. Follow your vision without wavering.*

Commitment is the breathtaking moment of making a compelling decision, jumping in, and going forward with gusto. Once a commitment is made, indecision is eliminated—there is no more "Should I or shouldn't I?" ... "Will I or won't I?" A commitment is not made lightly—it's about making a decision so strong that there is no going back ... like a skydiver who has jumped from the plane!

The decisive act of making a commitment—when we decide to do "whatever it takes" to reach a goal—sets in motion an energy field that propels us forward on our path. At each step along the way, our commitment inspires us to take positive action and overcome obstacles, and pushes us on until we "make it happen."





### **OWNERSHIP – Take responsibility for actions**

*Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.*

Ownership is our willingness to take responsibility for the choices we make. When we take responsibility for our choices, others know they can count on us and we earn their respect.

If you tell a friend you'll meet him at a certain time but you're two hours late because you were hanging out with another friend, take responsibility for your choice. Don't make up excuses like “I couldn't help it ... Billy just wouldn't let me go.” Take ownership by saying, “I was wrong not to meet you as planned or call you when I realized I'd be late.”

When we take ownership of everything we do and say and stop blaming things outside ourselves for situations that occur in our lives, we have greater control. We may not be able to control everything that happens in our lives but we can control how we respond to what happens. By taking ownership of our actions we create a huge shift in our life.

Ownership is a whole-life concept. We can take ownership of our education, our relationships, our fitness, our fun—all areas of our life. And when we take ownership we take pride and feel confident and fulfilled.



### **FLEXIBILITY – Be willing to do things differently**

*Recognize what's not working and be willing to change what you're doing to achieve your goal.*

Flexibility is the willingness to try something different when we realize that what we're doing isn't working. Many times a day we are faced with situations that are different from what we had originally planned. One way to deal with these situations is to be rigid and continue to do things in the same way over and over—another is to handle them with flexibility. Being flexible is responding to changing or new situations in ways that move us forward.

Flexibility is about not getting locked in to one way of doing something. If we're trying to achieve something (like getting up on time in the morning) and it's just not working, we try another way (like moving the alarm clock to the other side of the room so we have to get up to shut it off). Flexibility is about recognizing all kinds of habits or patterns or activities in our life that aren't working and changing them, and even changing them again until we find the one that works!



### **BALANCE – Live your best life**

*Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.*

When we're in balance we make time for the things that are important to us. Staying in balance is an ongoing process about choices. We're constantly making choices about what we do, what we say, how we feel, what we think, etc.

When questions arise about how we spend our time, we make choices depending on what's important in the moment. We may choose to give up time with friends to finish a project for work or school, or we may choose to put aside something we're doing to help a friend. Many of the choices we make every day—choices about school, work, hobbies, sports, family, friends, health, etc.—are about balance.

Balance is not about rigidly devoting equal time to everything that matters to us, and it's not

## FINAL REFLECTION PAPER

Outline your academic and extra-curricular experiences in high school. Explain how your portfolio represents your educational growth and the educational significance of the pieces you chose to include in the portfolio.

The following questions should be considered in depth with thoughtful reflection:

1. Based on your overall high school experience, explain how you have grown as a person. (Think academically, socially, creatively, and emotionally.)
2. Explain three things you learned about yourself during high school. Are these things represented in your portfolio? If not, why?
3. How did your level of participation in extra-curricular activities and organizations affect your overall high school experience? Which activities or organizations were particularly important to you? Why? What did you learn from these activities or organizations that you will take with you into the next phase of your life?
4. What was the most valuable experience you had in high school? What was special about this experience? What kinds of things did you learn from this experience?
5. What advice would you give to incoming freshmen concerning how to succeed (or survive) in high school?

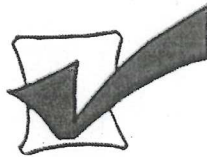
All papers should be typed and double-spaced. At the top of the first page, include the following information:

High School Reflection Paper

(Name)

McFarland High School

(Year of Graduation)



## PORTFOLIO CHECKLIST

Student: \_\_\_\_\_

Advisor: \_\_\_\_\_

### PORTFOLIO REQUIREMENTS

#### INTRODUCTION TO STUDENT

- RÉSUMÉ
- YEARLY GOALS:
  - Freshman Goal
  - Sophomore Goal
  - Junior Goal
  - Senior Goal
- Freshman Goal Reflection
- Sophomore Goal Reflection
- Junior Goal Reflection
- PERSONAL EXPERIENCE STATEMENT
- CAREER EXPERIENCE/PLAN
- PERSONAL DATA SELECTION (Academic And Testing Information--optional)
- FINAL REFLECTION PAPER

#### STUDENT ACHIEVEMENTS—be sure to label all your documents

**FOUR FROM CORE CLASSES** (one from each of the following areas)

- English
- Social Studies
- Math
- Science

**TWO FROM A NON-CORE ELECTIVE** (this includes courses in any area other than those listed above as Core Classes)

- \_\_\_\_\_
- \_\_\_\_\_

**SIX FROM ANY CLASSES** (core or elective)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**TWO OUTSIDE SAMPLES**

- \_\_\_\_\_
- \_\_\_\_\_

Keep this checklist in your portfolio and  
update it as you add portfolio items.





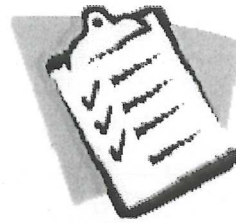
## CAREER EXPERIENCE/PLAN

Create an item that:

- a. demonstrates the value of a work experience, or
- b. presents a career plan.

This may include:

- a write-up of the student/parent/guidance conference from junior year,
- description of work experience,
- a career project from a class,
- descriptions of experiences with job-shadowing programs,
- letters of recommendation from employers/co-workers,
- volunteer work,
- future career goals.



## TOP 10 LIST

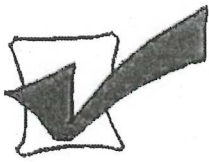
**Directions:** Create a Top 10 List of things you wish you knew as a freshman. (Include this sheet in your portfolio.) Then, as an advisee group, brainstorm and compile a group list to save and share with next year's freshman class.

**Guidelines:**

1. HAVE FUN!
2. Try to be constructive—think about what you really wish you knew when you first started in the fall of your freshman year.
3. Avoid using names or personal slams.
4. Keep it positive!

### TOP 10 LIST OF THINGS I WISH I KNEW AS A FRESHMAN

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



# PORTFOLIO PROGRESS REPORT

## Freshman Class

Student: \_\_\_\_\_

Advisor: \_\_\_\_\_

Dear Parent:

As part of McFarland High School's graduation requirements, students must complete a portfolio and participate in a senior exit interview. Advisee meetings are scheduled throughout the school year to help students develop their portfolio. Below you will find an update of your child's portfolio progress to date.

Students are not expected to have all the following completed at this point.

### PORTFOLIO REQUIREMENTS

(Check mark indicates completion)

#### INTRODUCTION TO STUDENT

- |  |  |
|--|--|
| <input type="checkbox"/> Résumé                        | <input type="checkbox"/> Freshman Goal Reflection  |
| <input type="checkbox"/> Freshman Goal Activity        | <input type="checkbox"/> Sophomore Goal Reflection |
| <input type="checkbox"/> Sophomore Goal Activity       | <input type="checkbox"/> Junior Goal Reflection    |
| <input type="checkbox"/> Junior Goal Activity          |  |
| <input type="checkbox"/> Senior Goal Activity          |  |
| <input type="checkbox"/> Personal Experience Statement |  |
| <input type="checkbox"/> Career Experience/Plan        |  |
| <input type="checkbox"/> Final Reflection Paper        |  |

#### STUDENT ACHIEVEMENTS

**FOUR FROM CORE CLASSES** (one from each)

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Math    | <input type="checkbox"/> Science        |

**TWO FROM A NON-CORE ELECTIVE** (this includes courses in any area other than those listed above as Core Classes)

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
|--------------------------------|--------------------------------|

**SIX FROM ANY CLASSES**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

**TWO OUTSIDE SAMPLES**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
|--------------------------------|--------------------------------|

\* Please discuss with your child the plans he or she has for portfolio completion.

Portfolio currently not in school



# SUGGESTED TIMELINE

## For Portfolio Requirements

### FRESHMAN YEAR

- Résumé
- Freshman Goal  Freshman Goal Reflection
- TWO FROM CORE CLASSES* (English, Math, Social Studies, Science)
- \_\_\_\_\_  \_\_\_\_\_
- TWO FROM ANY CLASSES* (core or elective)
- \_\_\_\_\_  \_\_\_\_\_

### SOPHOMORE YEAR

- Sophomore Goal  Sophomore Goal Reflection
- Career Experience/Plan
- TWO FROM CORE CLASSES* (English, Math, Social Studies, Science—include the 2 core areas not chosen last year)
- \_\_\_\_\_  \_\_\_\_\_
- TWO FROM ANY CLASSES* (core or elective)
- \_\_\_\_\_  \_\_\_\_\_

### JUNIOR YEAR

- Junior Goal  Junior Goal Reflection
- Personal Data Selection (Academic And Testing Information--optional)
- TWO FROM CORE CLASSES* (English, Math, Social Studies, Science)
- \_\_\_\_\_  \_\_\_\_\_
- TWO FROM ANY CLASSES* (core or elective)
- \_\_\_\_\_  \_\_\_\_\_

### SENIOR YEAR

- Updated Résumé
- Senior Goal
- Personal Experience Statement
- Final Reflection Paper
- TWO FROM CORE CLASSES* (English, Math, Social Studies, Science)
- \_\_\_\_\_  \_\_\_\_\_
- TWO FROM ANY CLASSES* (core or elective; at least 2 total from electives)
- \_\_\_\_\_  \_\_\_\_\_
- TWO OUTSIDE SAMPLES*
- \_\_\_\_\_  \_\_\_\_\_

**NOTE:** Following this timeline will provide you with more than the required portfolio items.

# English Portfolio Ideas

## English 9

- To Kill a Mockingbird Essay
- Descriptive "Place" Paper
- Romeo and Juliet
- or
- Mockingbird Projects

## English 10

- Writing Assessment
- Poetry Anthology
- Poetry Analysis/Explication
- Crucible Test

## College Literature

- Close Reading Paper
- Other Formal Writing Assignments

## Creative Writing

- Poetry Booklet
- Scary Story
- Children's Story
- Final Project on Creativity

## Composition

- Research Paper
- Comparison/Contrast Paper
- Credo
- Critical Book Review
- Character Sketches

## Mystery and Suspense

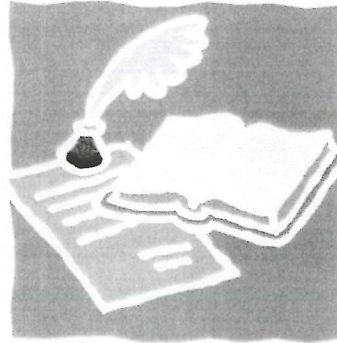
- Misery Review
- Birds Comparison/Contrast Essay
- Final Projects

## Multi-Cultural Lit

- Final Projects

## AP Comp.

- Any Formal Writing Assignment



## Shakespeare

- Sonnets Project

## American Novels

- Choice Novel Project

## Communication

## Arts

- Speech Grade Sheets

# MATH PORTFOLIO IDEAS

- Homework from one complete unit or your "Stamp Packet"
- Homework QUIZ report forms
- Journals/Reflections
- Notes from one complete course/unit
- Papers used as projects
- Note cards that were used for testing
- Test Reporting Form (This is a form that will be explained to you in your math class.)
- Good grams or special notes given to you from your math teacher(s)

## PHY. ED & Health Portfolio Ideas



- ∇ Fitness Gram Computerized Fitness Report
- ∇ Health - VIP Assignment
- ∇ The Rape Trial Assignment
- ∇ Peer Teaching Activity
- ∇ Strength & Speed Journals & Tests
- ∇ Health Tests

## World Languages

- Labeled drawing of a room/apartment
- Autobiography
- Self-portrait
- Illustrated short stories
- Illustrated poems
- Copy of journal entries
- Photograph of poster(s) prepared for cultural presentations
- Writing samples
- Evaluations





## Content Rubric

Area/Points	4	3	2	1	0
Lifelong Learners	Portfolio is complete. In addition, the portfolio provides more than what was required in two or more areas.	Portfolio is complete. One part of this section is judged to be of particular excellence, going beyond what was required.	Portfolio is complete. This section does not go beyond the required materials in any area.	Portfolio is incomplete, failing to include the minimum requirements in one area.	Portfolio is not complete in two or more areas or does not include a reflection.
Career Choice	Portfolio is complete. All items are of outstanding quality and demonstrate that the student has actively pursued career or college interests.	Portfolio is complete. One part of this section shows an active interest in a career or college choice.	Portfolio is complete. This section does not go beyond the required materials in any area.	Portfolio is incomplete, failing to include the minimum requirements in one area.	Portfolio is not complete in two or more areas or does not include a reflection.
Community Involvement	Portfolio is complete. This section demonstrates a wide range of community involvement.	Portfolio is complete. One part of this section demonstrates a deep involvement in a community activity.	Portfolio is complete. This section does not go beyond the required materials in any area.	Portfolio is incomplete, failing to include the minimum requirements in one area.	Portfolio is not complete in two or more areas or does not include a reflection.

Total Points: \_\_\_\_\_ (Minimum points required to pass = 6)

## Reflection Rubric

Area/Points	4	3	2	1	0
Relevance and Proof	Reflection speaks directly to the portfolio area. Clearly focuses on the guiding question with multiple examples.	Reflection speaks to the portfolio area; however, it provides limited connection to the guiding question.	Reflection speaks to the portfolio area but provides no connection to the guiding question.	Reflection only tangentially addresses the portfolio area. Guiding question is not addressed.	Reflection does not seem to be related to portfolio area.
Connection and Communication	Reflection clearly connects the student's experiences with his/her work in this area. She/he talks about how these skills will be used in life after high school.	Reflection connects the student's experiences with his/her work in this area. She/he makes limited connection between skills developed and future plans.	Reflection connects the student's experiences with his/her work in this area. She/he makes no connection between current skills and future plans.	Reflection makes limited connection between experiences and skills with no connection between current skills and future plans.	Reflection does not connect experiences with skills and makes no connection between current skills and future plans.
Conventions	No obvious errors in grammar or writing mechanics. Reflection is well written and fluid.	Well written but with several errors of grammar, mechanics, or spelling. Points are still clearly understood.	Several errors of grammar, mechanics, or spelling. Points are understood but errors limit ability to get message across.	Multiple errors of grammar and mechanic. Structure of reflection is limited but message is still clear.	Errors of grammar, mechanics, and/or spelling make it reflection unclear and difficult to follow.

Total Points: \_\_\_\_\_ (Minimum points required to pass = 6)

**Administrator Performance Appraisal**

**\*1. Boardmembers, please enter your name here:**

**\*2. Performance Criteria I: Vision of Learning**

**§ An administrator is an educational leader who promotes the success of all students/programs by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school district.**

**Performance Indicators:**

- Sets priorities in the context of improving student achievement.**
- Articulates and promotes high expectations for teaching and student learning.**
- Develops and communicates strategies to stakeholders of progress toward district mission**

Exemplary                       Meets Expectations                       Does Not Meet Expectations

**\*3. Performance Criteria II: The Culture of Learning**

**§ An administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.**

**Performance Indicators:**

- Provides leadership for assessing, developing and improving school environment and culture.**
- Recruits, interviews and recommends teachers and staff to support quality instruction.**
- Displays leadership, initiative, encouragement for effective teaching and learning experiences for all students.**
- Evaluates staff and provides direction for improving instruction.**
- Demonstrates awareness of professional issues and developments in education.**

Exemplary                       Meets Expectations                       Does Not Meet Expectations



**\*6. Performance Criteria VI: The Political, Social and Cultural Context of Learning**

**§ A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.**

**Performance Indicators:**

- Serves as effective spokesperson for the welfare of all members of the learning community.**
- Engages in dialogue with other decision-makers to improve teaching and learning.**
- Knows and supports the building improvement plans and accurately reports on progress of goals.**

Exemplary                       Meets Expectations                       Does Not Meet Expectations

**\*7. Performance Criteria V: Integrity, Fairness, and Ethics in Learning**

**§ An administrator is an educational leader who promotes the success of students by acting with integrity, fairness, and in an ethical, professional manner.**

**Performance Indicators:**

- Demonstrates ethical, trustworthy, and professional behavior.**
- Demonstrates values, beliefs, initiative, and attitudes that inspire others to higher levels of performance.**
- Applies policies and procedures in a fair and equitable manner.**

Exemplary                       Meets Expectations                       Does Not Meet Expectations

**8. If you have specific items you would like to see discussed in this evaluation, please enter that information here:**

# JHS Superintendent Evaluation

## JHS Superintendent Evaluation

Every community is vitally interested in the quality of education provided by its local school system. The Jefferson High School Board of Trustees ("the Board") believes that one critical factor contributing to the high quality of education is effective building leadership. It also believes that leadership development is enhanced when performances are evaluated with a view to stimulating professional growth and improving leadership performance.

This instrument is designed to provide for meaningful dialogue between the Board and the Superintendent for the development of leadership skills leading to a total and effective education for all students. The Superintendent will be evaluated in the areas of visionary leadership, instructional leadership, management and organizational leadership, and parent and community leadership.

It is incumbent upon the Board, as evaluator, to assess the extent of progress in the administrator's professional performance, specify improvement recommendations, and to express administrative commendation of successful professional service.

### EVALUATION PROCEDURE

The Board will evaluate the performance of the Superintendent in writing before December 31 of the school year.

The Superintendent will be provided a blank evaluation form and will be allowed at least 10 days to complete the self-evaluation and prepare documentation.

Each Board member will independently complete an evaluation of the Superintendent, and specify any recommendations and commendations. The Board Chairman will compile the individual Board member evaluations onto a single form.

Upon completion of the evaluations, the Board will schedule an Executive Session with the Superintendent. During this Executive Session, both parties will discuss their respective evaluations, present any support or additional documentation, and revise their evaluations as warranted.

Within 10 days after the Executive Session, the Board Chairman will consolidate the two evaluations with supporting documentation, recommendations, and commendations onto a single evaluation form. The Board Chairman will then secure the Superintendent's signature on the document, and enter the evaluation into the Superintendent's personnel file.

### Definitions:

**Proficient: Highly competent in the art, skills or field of knowledge of education.**

**Basic: Has the foundation expected by professional standards, but is not able to demonstrate application in every situation.**

**Unsatisfactory:** Does not meet acceptable standards of the profession. Rating in the Unsatisfactory category must be supported by comments and/or documentation.

**Not Enough Information:** Used for Evaluator only to indicate that the Evaluator feels s/he has not been provided enough data/information to make an informed evaluation in the particular area.

### \*1. Trustee name



# JHS Superintendent Evaluation

## \*4. Management and Organizational Leadership

	P - Proficient	B - Basic	U - Unsatisfactory	NI - Not enough information
High visibility throughout the school and at activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency planning and readiness.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regular and efficient communication of school activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervision and leadership of school departments and committees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of effective conflict management practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstration of sound judgment and effective decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes systematic use of annual staff feedback for self-assessment of own performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops and oversees effective student management practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates effective day-to-day building management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add constructive comments or information to support your choices:

## \*5. Family and Community Leadership

	P - Proficient	B - Basic	U - Unsatisfactory	NI - Not enough information
Provides regular parent and community leadership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports and develops volunteer programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops effective teacher communications with parents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add constructive comments or information to support your choices:

## 6. Trustee's commendations on the past year for the superintendent

Commendation 1

Commendation 2

Commendation 3



**STUDENTS**

In all actions undertaken the first and foremost consideration is what is best for the students, without distinction as to whom they are or what their background. Proposals and complaints are evaluated in the greatest good for the greatest number of children

Disciplinary procedures and policies are reviewed on a regular basis for adequacy, fairness, and consistency.

**CURRICULUM AND ACADEMICS**

Instructional materials are under continuous review and assessment.

Teachers have a major role in recommending the selection of materials.

The views of administrators, parents, community, and students are given serious consideration in the selection process. Materials chosen are consistent with the district's educational philosophy and instructional goals and objectives.

Each student has access to an adequate supply of instructional materials

Teachers and students are supplied with up-to-date, educationally valid materials

The Superintendent is asked for frequent and periodic reports on with respect to the curriculum "What are we doing in reading?" "What's The establishment of curriculum revision committees and study groups is actively encouraged.

After the board makes its decisions about curriculum changes or the introduction of new content and new emphasis in subject matter it follows up with an in-  
**PERSONNEL**

The board makes it possible through salary consideration and working conditions to secure top-flight educators to fill vacancies as they occur.

A written board policy establishing objective standards to assist in weighing the qualifications of applicants is utilized

The entire staff has a profound effect upon the success of education and is considered, informed and involved.

The board relies upon the Superintendent, in accordance with established board policy, to supervise the work of all employees

The school Board encourages the superintendent in his/her efforts toward professional growth.

**POLICIES**

The policies adopted are comprehensive and are continuously being reviewed and updated.

The board ensures that the policies are implemented and enforced by the administration

Policies are kept current in handbooks for each board member, the administration, the staff and public.

Input from administration, staff, students and citizens is obtained before final adoption of policies.

Policies are revised when the need for a change is realized.

Board and administrative procedures are reviewed to ensure consistency with policy.

**BUSINESS AND FINANCIAL**

The school board makes every effort possible to provide adequate financial resources to support the school system.

The school board is well informed concerning all possible sources of revenue for the support of the schools.

The board reviews regular monthly financial reports on school operations.

The school board takes an active part in state as well as local efforts to improve the support of public education.

An effort is made to obtain adequate public participation in the budgeting process, and the public is kept informed about budget developments and budget

insurance coverage adequacy is reviewed on an annual basis.

The budget includes adequate contingency for the unexpected.

Extra-curricular accounts are controlled by clear policies and are reviewed by the board.

The budget is an outcome of a well-thought-out plan not vice versa.

Needs, goals, objectives, priorities and alternatives are established in the early stages of budget planning.

The board reviews the adequacy of equipment and supplies on hand at inventory.

The board makes every effort to comply with all state laws in the operation of the District.

Clear and concise supporting documents are supplied for every major portion of the budget.

County officials and OPI are adequately consulted within the budgeting process.

**FACILITIES**

Adequacy of facilities to support student enrollment, curriculum and programs, both present and future, is reviewed.

Surveys of buildings and grounds are made on a regular basis to ensure safety of same.

The Board ensures participation by administration, staff, students, and community in facilities decisions affecting them.

The written facilities maintenance program for the school is reviewed.

Adequacy of property insurance is reviewed.

**COMMUNICATION**

The public is informed of significant educational issues through the distribution of new letters and other descriptive reports.

	1	2	3	4	6
In all actions undertaken the first and foremost consideration is what is best for the students, without distinction as to whom they are or what their background. Proposals and complaints are evaluated in the greatest good for the greatest number of children	2	2	1	0	0
Disciplinary procedures and policies are reviewed on a regular basis for adequacy, fairness, and consistency.	1	2	1	1	0
	0	1	2	1	0
Instructional materials are under continuous review and assessment.	0	0	0	3	0
Teachers have a major role in recommending the selection of materials.	0	0	2	0	0
The views of administrators, parents, community, and students are given serious consideration in the selection process. Materials chosen are consistent with the district's educational philosophy and instructional goals and objectives.	0	1	1	1	0
Each student has access to an adequate supply of instructional materials	0	1	0	1	0
Teachers and students are supplied with up-to-date, educationally valid materials	0	1	0	1	0
The Superintendent is asked for frequent and periodic reports on with respect to the curriculum "What are we doing in reading?" "What's	0	1	2	2	0
The establishment of curriculum revision committees and study groups is actively encouraged.	0	1	0	2	0
After the board makes its decisions about curriculum changes or the introduction of new content and new emphasis in subject matter it follows up with an in-	0	0	1	2	0
<b>PERSONNEL</b>					
The board makes it possible through salary consideration and working conditions to secure top-flight educators to fill vacancies as they occur.	0	0	3	2	0
A written board policy establishing objective standards to assist in weighing the qualifications of applicants is utilized	0	0	1	2	0
The entire staff has a profound effect upon the success of education and is considered, informed and involved.	0	1	2	1	0
The board relies upon the Superintendent, in accordance with established board policy, to supervise the work of all employees	0	2	3	0	0
The school Board encourages the superintendent in his/her efforts toward professional growth.	0	2	2	0	0
<b>POLICIES</b>					
The policies adopted are comprehensive and are continuously being reviewed and updated.	1	0	4	0	0
The board ensures that the policies are implemented and enforced by the administration	0	0	3	2	0
Policies are kept current in handbooks for each board member, the administration, the staff and public.	0	1	1	2	0
Input from administration, staff, students and citizens is obtained before final adoption of policies.	0	0	4	1	0
Policies are revised when the need for a change is realized.	0	1	4	0	0
Board and administrative procedures are reviewed to ensure consistency with policy.	0	0	3	2	0
<b>BUSINESS AND FINANCIAL</b>					
The school board makes every effort possible to provide adequate financial resources to support the school system.	0	2	2	1	0
The school board is well informed concerning all possible sources of revenue for the support of the schools.	0	1	1	3	0
The board reviews regular monthly financial reports on school operations.	0	1	2	1	0
The school board takes an active part in state as well as local efforts to improve the support of public education.	0	0	2	2	0
An effort is made to obtain adequate public participation in the budgeting process, and the public is kept informed about budget developments and budget	0	0	3	2	0
insurance coverage adequacy is reviewed on an annual basis.	0	1	2	1	0
The budget includes adequate contingency for the unexpected.	0	1	1	2	0
Extra-curricular accounts are controlled by clear policies and are reviewed by the board.	0	0	1	2	1
The budget is an outcome of a well-thought-out plan not vice versa.	0	2	1	2	0
Needs, goals, objectives, priorities and alternatives are established in the early stages of budget planning.	0	2	1	1	0
The board reviews the adequacy of equipment and supplies on hand at inventory.	0	0	0	4	0
The board makes every effort to comply with all state laws in the operation of the District.	0	2	3	0	0
Clear and concise supporting documents are supplied for every major portion of the budget.	0	0	0	5	0
County officials and OPI are adequately consulted within the budgeting process.	0	1	1	1	0
<b>FACILITIES</b>					
Adequacy of facilities to support student enrollment, curriculum and programs, both present and future, is reviewed.	2	1	2	0	0
Surveys of buildings and grounds are made on a regular basis to ensure safety of same.	1	2	2	0	0
The Board ensures participation by administration, staff, students, and community in facilities decisions affecting them.	0	1	2	2	0
The written facilities maintenance program for the school is reviewed.	0	0	2	1	0
Adequacy of property insurance is reviewed.	0	1	2	1	0
<b>COMMUNICATION</b>					
The public is informed of significant educational issues through the distribution of new letters and other descriptive reports.	0	1	0	3	1



## Quote

09/13/2013



Jefferson High School

Lorie Carey

PO Box 838

Boulder, MT 59632-0838

lorie.carey@jhs.k12.mt.us

145 Southlake Crest, Ste 1

Polson, MT 59860

Phone 800.353.8829

Fax 406.883.1029

Melissa Chowning

800-353-8829

<i>Product Description</i>	<i>Purchase Price</i>	<i>Annual Fees</i>	<i>One-Time Conversion</i>	<i>Total</i>
<b>Student Accounts</b>	3,375.00	675.00	510.00	4,560.00
Subtotals:	<b>\$ 3,375.00</b>	<b>\$ 675.00</b>	<b>\$ 510.00</b>	
Grand Total:				<b>\$ 4,560.00</b>

## Terms

- 1) Black Mountain makes every effort to ensure the content contained within this quote is complete and accurate. Black Mountain reserves the right to correct any error or omission related to price, product description or availability. To completely understand this quote, you must consider, in addition to product and prices, the terms and conditions that follow either on this separate pages.
- 2) Prices quoted herein do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof, which taxes are the responsibility of the buyer. Buyer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Black Mountain Software will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
- 3) Training is included with installation of each software product. Unless specifically arranged, initial training will be conducted on-line. After initial training, free on-line training is always available for you and your staff as part of the annual service and support fee. Advanced scheduling is required. Except for initial training, hourly charges apply for training physically provided On-site (your offices) or In-house (our offices).
- 4) All costs are based on prices in effect for 60 days from the date of this bid.
- 5) Annual service and support includes software updates and support via toll free telephone numbers. The price shown is for the first year, is billed annually, and is subject to change in subsequent years.
- 6) If travel is required, actual expenses are billed as follows: When flying, charges include airfare, travel time at \$35 per hour per person, meals at \$42 per day, lodging at local rates, and rental car. When driving, charges include mileage at 56.5 cents per mile, travel time at 45 cents per mile per person, meals at \$42 per day, and lodging at local rates.
- 7) Normal billing procedures for new clients or stand alone applications for current clients is 25% down payment billed at commitment and 75% final payment billed upon completion of installation and initial training. Add on applications for current clients are billed for full purchase price only at commitment and maintenance begins upon completion of installation and/or training. All billing will commence in full for all products after 1 year from commitment unless other arrangements have been made.
- 8) All of our software products are multi-user, with an unlimited number of licenses (seats). In addition, 'Read Only' access is available to limit data changes for specified users, while still providing lookup and printing capabilities.

1 **Jefferson High School District #1**

2  
3 **THE BOARD OF TRUSTEES**

1312P1

4  
5 Administrative Procedures

6  
7 The goals of written administrative procedures are:

- 8  
9 - A clear understanding and expectation of how recurring important tasks are done  
10 consistently and well within the district is shared among administration, staff, students,  
11 trustees and the public, and  
12 - Achievement of district goals is enhanced through communication and implementation of  
13 procedures tied to goals, and  
14 - Transitions between former and new staff are improved, less time is spent “reinventing  
15 the wheel.”  
16

17 To this end, the Superintendent shall develop and maintain administrative procedures in such a  
18 way that:

- 19  
20 1. An electronic manual of procedures is created and maintained by the district office under  
21 the direction of the superintendent and available in PDF format to the public upon  
22 request.  
23 2. Any recurring task for which it is important that the task be done consistently and in a  
24 certain manner has a written procedure in the procedure manual.  
25 3. A timeline index is created and maintained as part of the procedures manual.  
26 4. Each procedure clearly identifies the need for the task, the steps involved, who is  
27 responsible, when the task must be done, any measurements for success that are  
28 appropriate and a reference to any corresponding district goal or policy.  
29 5. The manual uses a style, format and numbering scheme, consistent with the District  
30 policy manual.  
31  
32  
33

34 Procedure History:

35 Adopted on:

36 Revised on:



1 **Jefferson High School District #1**

2  
3 **THE BOARD OF TRUSTEES**

1332

4  
5 Authorization of Signatures

6  
7 For the conduct of the business of the District, the Board may grant authority to specific staff to  
8 sign certain documents on behalf of the District. The Chairperson and Clerk are authorized to  
9 use a facsimile signature plate or stamp.

10  
11 Warrants: The Chairperson and Clerk are authorized to sign all District warrants by facsimile  
12 signature on behalf of the Board.

13  
14 Claim Forms: Staff employed by the District in the following designated positions are  
15 authorized to certify voucher or invoice claims against or for the District:

- 16  
17 • Superintendent  
18 • High School Principal  
19 • Activities Director

20  
21 Checks: ~~The school principal~~ district clerk is designated as the custodian of each school building  
22 extracurricular fund account. The clerk shall maintain such accounts in the same system and in a  
23 similar manner as that used for all District accounting. Extracurricular revenue and expenditures  
24 shall be coded in a manner that the applicable event date, sport/activity title and gender are  
25 identified and easily reported on.

26  
27 ~~Contracts for Goods and Services and Leases:~~ The Superintendent is authorized to sign, on  
28 behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under  
29 \$25,000 without prior approval of the Board. The types of goods and services contracted for  
30 must be pre-approved by the Board.

31  
32 Personnel Contracts: The Board Chairperson and Clerk are authorized to sign personnel  
33 contracts and agreements of employment on behalf of the Board, by facsimile signature.

34  
35 Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board  
36 Chairperson and the Clerk.

37  
38 Contract and Agreement Maintenance: The Superintendent shall maintain on the District  
39 website on a page designed for this purpose an electronic file PDF of a copy of all contracts and  
40 agreements currently in place. A Master List and Timeline of all contracts and agreements  
41 currently in place will also be maintained and posted to the District website on a page designed  
42 for this purpose.

43  
44 For each contract or agreement, the Master List and Timeline will include:

- 45  
46 - the name of the party with which the contract or agreement was executed,

- 1 - a brief description of the goods or services provided,
- 2 - who signed the contract on behalf of the district,
- 3 - the start and end dates,
- 4 - the annual and total dollar value,
- 5 - any required renewal or expiration notice dates or requirements,
- 6 - whether the contract is bid,
- 7 - the last bid date and the next bid date.

8  
9  
10

11 Policy History:

12 Adopted on: February 2007  
13 Revised on: September 2013

1 **Jefferson High School District #1**

2  
3 **THE BOARD OF TRUSTEES**

1401P1

4  
5 Records Available to Public

6  
7 In order to enhance the availability of district information to the public and increase the  
8 transparency of district operations, the following information, at a minimum, will be available on  
9 the district website on a page designed for this purpose and with a direct link from the main page  
10 of the website:

- 11
- 12 - Current and previous three years Board of Trustees meeting agendas and minutes (within
  - 13 five days of approval), including committees
  - 14 - Current District Strategic Plan
  - 15 - District policy and procedure manual
  - 16 - Current collective bargaining agreements
  - 17 - Current employment contracts and compensation levels for all staff
  - 18 - Year-to-date per month General Fund Budget
  - 19 - Year-to-date expenditures tied to each General Fund account and by payee
  - 20 - All current contracts and agreements
  - 21 - Previous three years General Fund Budget
  - 22 - Previous three years budget and expenditures for all other funds
  - 23 - Previous three years academic measurements data including:
    - 24 o ACT/SAT scores
    - 25 o Graduation rates
    - 26 o Montana standardized test data
  - 27 - JHS student headcounts as reported to the State for purposes of calculating Average
  - 28 Number Belonging
  - 29 - Any other information or reports that would be helpful in achieving the goal of increased
  - 30 availability of information and transparency of district operations
- 31

32 All posted files shall be in the PDF format, downloadable and printable but locked against  
33 editing.

34  
35 Procedure History: DRAFT September 2013

36 Adopted on:

37 Revised on:

38



1 **Jefferson High School District #1**

2  
3 **PERSONNEL**

5334P  
page 1 of 2

4  
5 Vacations

6  
7 All classified employees, except those in a temporary status, serving more than six (6) months,  
8 are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits  
9 may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued  
10 vacation leave credits may be carried over to the next season, if management has a continuing  
11 need for the employee, or paid out as a lump-sum payment to the employee when the season  
12 ends (generally in June). The employee may request a lump-sum payment at the end of each  
13 season.

14  
15 Vacation is earned according to the following schedule:

16  
17 RATE-EARNED SCHEDULE

18  
19

<u>Years of</u> <u>Employment</u>	<u>Working Days</u> <u>Credit per Year</u>
20 1 day - 10 years	15
21 10 - 15 years	18
22 15 - 20 years	21
23 20 years on	24

24  
25

26 Time as an elected state, county, or city official, as a school teacher, or as an independent  
27 contractor, does not count toward the rate earned. For purposes of this paragraph, an employee  
28 of the District or the university system is eligible to have school district or university  
29 employment time count toward the rate-earned schedule, if that employee was eligible for annual  
30 leave in the position held with the school district or university system.

31  
32 Maximum Accrual of Vacation Leave

33  
34 All full-time and part-time employees serving in permanent and seasonal positions may  
35 accumulate two (2) times the total number of annual leave credits they are eligible to earn per  
36 year, according to the rate-earned schedule.

37  
38 Sick Leave Bank

39  
40 An employee may contribute accumulated vacation leave to the sick leave bank provided for in  
41 2-18-618, MCA. Donation of vacation leave credits to and use of vacation leave credits in the  
42 sick leave bank are governed by terms of the current collective bargaining agreement.

43  
44 Annual Pay-Out

45  
46 The District ~~may, in its sole discretion will,~~ and/or subject to the terms of a collective bargaining

1  
2  
3  
4 agreement, provide cash compensation in January of each year for unused vacation leave in lieu  
5 of the accumulation of vacation leave.  
6

7 Lump-Sum Payment Upon Termination  
8

9 An employee who terminates employment for reasons not reflecting discredit on the employee  
10 shall be entitled, upon the date of such termination, to cash compensation for unused vacation  
11 leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611,  
12 MCA. The District shall not pay accumulated leaves to employees who have not worked the  
13 qualifying period.  
14  
15  
16

17 Legal Reference: § 2-18-611 - § 2-18-617, MCA  
18

19 Procedure History:

20 Promulgated on: February 2007

21 Revised on: September 2013  
22

23 *Note: Revision added "Sick Leave Bank" procedures if the classified have a sick leave bank.*

24 *Note: September 2013 revision aligned the policy with the district practice of paying out*  
25 *vacation leave by changing the cashout language from "may" to "will."*

## DISPOSAL OF ASSETS

Several sets of sports uniforms have been retired from use and been replaced according to the uniform rotation.

This board item has been placed on the agenda for the board to discuss/decide whether these items could be disposed.



h 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
15147	157 ACE HARDWARE	588.17				
1	61721 08/01/13 tape and blade	23.26*		201	100-2600	615
2	61822 08/05/13 paint supplies	19.28*		201	100-2600	615
3	61856 08/06/13 brush, roller and liquid nails	25.52*		201	100-2600	615
4	61843 08/06/13 primer and paint	23.98*		201	100-2600	615
5	61895 08/07/13 drill bit	9.58*		201	100-2600	615
6	61867 08/07/13 screws, washers, and bits	26.33*		201	100-2600	615
7	61893 08/07/13 anchor wedge	2.97*		201	100-2600	615
8	61917 08/08/13 washers and nuts	4.92*		201	100-2600	615
9	61919 08/08/13 roller and glue	8.28*		201	100-2600	615
10	62017 08/12/13 washers and nuts	13.49*		201	100-2600	615
11	62037 08/12/13 drill bit and tape	7.48*		201	100-2600	615
12	62051 08/13/13 weight filler and fiberglass	16.28*		201	100-2600	615
13	62117 08/14/13 sandpaper and caulk	12.98*		201	100-2600	615
14	62129 08/14/13 drill bit	10.37*		201	100-2600	615
15	62100 08/14/13 drill bit	6.98*		201	100-2600	615
16	62152 08/15/13 spraypaint and drill bit	16.46*		201	100-2600	615
17	62155 08/15/13 roller	16.74*		201	100-2600	615
18	62225 08/16/13 valve ball	15.99*		201	100-2600	615
19	62224 08/16/13 nut	9.49*		201	100-2600	615
	62227 08/16/13 coupler	6.99*		201	100-2600	615
	62200 08/16/13 clamp, cable, and wire	9.64*		201	100-2600	615
22	62241 08/17/13 cover	2.49*		201	100-2600	615
23	62289 08/19/13 screw and anchor	19.44*		201	100-2600	615
24	62296 08/19/13 wheel grind	3.99*		201	100-2600	615
25	62284 08/19/13 tie-down ratchet	47.98*		201	100-2600	615
26	62265 08/19/13 paintbrush	8.49*		201	100-2600	615
27	62281 08/19/13 fasteners	4.98*		201	100-2600	615
28	62357 08/21/13 blades, screws, and washers	52.44*		201	100-2600	615
29	62381 08/22/13 screws and washers	34.13*		201	100-2600	615
30	62414 08/22/13 battery	32.97*		201	100-2600	615
31	62432 08/23/13 screws, bits, and anchor	13.86*		201	100-2600	615
32	62425 08/23/13 ratchet, screws, and nuts	43.56*		201	100-2600	615
33	62426 08/23/13 corner brace	4.29*		201	100-2600	615
34	62489 08/26/13 lighter charcoal	11.98*		201	100-2600	615
35	62510 08/27/13 grip	8.99*		201	100-2600	615
36	62526 08/27/13 switch and wallplate	5.07*		201	100-2600	615
37	62574 08/28/13 screw, nuts, and washers	2.00*		201	100-2600	615
38	62596 08/29/13 nut and washer	4.50*		201	100-2600	615
	<b>Claim Total for District</b>	<b>588.17</b>				
15148	157 ACE HARDWARE	540.00				
1	62565 08/28/13 tables outdoor classroom	540.00*		215	100-1000	660 111
	<b>Claim Total for District</b>	<b>540.00</b>				

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 9/13

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... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
15149	764 TERNES, DAVE	65.00					
1	08/01/13 coachs clinic						
	<b>Claim Total for District</b>	65.00*		201	720-3500	582	
		65.00					
15150	375 MSHWP/BCBS OF MONTANA	638.42					
1	08/15/13 ret prem						
	<b>Claim Total for District</b>	638.42*		201	100-1000	260	
		638.42					
15152	3484 SCHOLASTIC CLASSROOM MAGAZINE	158.22					
1	M5227897 09/04/13 subscription/magazine	114.40	7833	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-650-						
2	M5227897 09/04/13 subscription/magazine	43.82*		201	390-1710	650	
	<b>Claim Total for District</b>	158.22					
		158.22					
15154	1823 MT BROOM & BRUSH COMPANY	242.47					
1	920787 08/05/13 cutting brds,pans,cartrid	242.47	7831	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-660-						
	<b>Claim Total for District</b>	242.47					
		242.47					
15155	859 EPES SOFTWARE, INC.	119.00					
	4141 08/30/13 activity accounting	119.00*		201	100-2400	682	
	<b>Claim Total for District</b>	119.00					
		119.00					
15156	4439 MSU-COT GREAT FALLS	150.00					
1	201350 05/16/13 miet conf	150.00	7820	215	999		87
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1170-582- 87						
	<b>Claim Total for District</b>	150.00					
		150.00					
15157	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	14,240.57					
1	09/15/13 Route Fuel	14,240.57*		210	100-2700	513	
	<b>Claim Total for District</b>	14,240.57					
		14,240.57					
15158	2226 ROTO ROOTER	250.00					
1	20864 09/13/13 kitchen sink repair	250.00*		201	910-3100	440	
	<b>Claim Total for District</b>	250.00					
		250.00					
15159	1648 MDM SUPPLY CO.	495.24					
1	s2230433.0 09/06/13 plumbing supplies	455.95	7864	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
2	s2230433.0 09/10/13 plumbing supplies	39.29	7864	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
	<b>Claim Total for District</b>	495.24					
		495.24					
15160	3248 CONTINENTAL FENCE AND SUPPLY	296.67					
1	27577 08/26/13 16' chain link ftball fie	296.67*	7945	201	720-3500	610	
	<b>Claim Total for District</b>	296.67					
		296.67					

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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
15161	2717 CITY OF BOULDER	2,060.47				
1	09/25/13 Water	975.95*		201	100-2600	421
2	09/25/13 sewer	1,084.52*		201	100-2600	421
	<b>Claim Total for District</b>	<b>2,060.47</b>				
15162	4677 GRAPHICS PLUS	60.00				
1	3822 09/10/13 Staff jackets	60.00*		201	100-2300	800
	<b>Claim Total for District</b>	<b>60.00</b>				
15163	1595 MARKS LUMBER	1,470.00				
1	4705 08/19/13 bleacher repair	1,456.00	7869	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-615-					
2	4705 08/19/13 bleacher repair	14.00*		201	720-3500	615
	<b>Claim Total for District</b>	<b>1,470.00</b>				
15164	1211 INNOVATIONS ASSOCIATES	139.00				
1	3002 08/23/13 current events sweep	130.00	7874	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1571-610-					
2	3002 08/23/13 current events sweep	9.00*		201	100-1571	610
	<b>Claim Total for District</b>	<b>139.00</b>				
15165	2899 WOODWORKER'S SUPPLY, INC.	220.79				
1	8410117-5 08/23/13 Woods Tools	220.79	7778	215	999	87
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660- 87					
	<b>Claim Total for District</b>	<b>220.79</b>				
15166	4201 BRUCE, BECKY	101.70				
1	08/19/13 FCS travel	101.70*		215	394-1000	582 78
	<b>Claim Total for District</b>	<b>101.70</b>				
15167	3959 AMERICAN EXPRESS	450.00				
1	46534 08/09/13 MCEL registration	225.00*	7950	201	100-2400	582
2	46534 08/09/13 MCEL registration	225.00*	7950	201	100-2300	582
	<b>Claim Total for District</b>	<b>450.00</b>				
15168	385 BOULDER MONITOR & JEFFERSON CO.	10.00				
1	15901 08/06/13 budget meeting ad	10.00*		201	100-2500	540
	<b>Claim Total for District</b>	<b>10.00</b>				
15169	4678 NORBECK, TIM	79.80				
1	07/25/13 travel to mtsba	79.80*		201	100-2300	582
	<b>Claim Total for District</b>	<b>79.80</b>				
15170	2259 EKBL0M, ROBERT	35.00				
1	08/09/13 coaching course	35.00*		201	720-3500	582
	<b>Claim Total for District</b>	<b>35.00</b>				



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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
15171	4629 LAYNG, CLINT	65.00				
1	310 08/05/13 coaches clinic	65.00*				
	Claim Total for District	65.00		201	720-3500	582
15172	4678 NORBECK, TIM	28.00				
1	07/01/13 parking	28.00*				
	Claim Total for District	28.00		201	100-2300	582
15173	3548 NICO ELECTRONIC SYSTEMS, INC.	522.60				
1	1219 08/20/13 s. gym access control	522.60*				
	Claim Total for District	522.60		201	100-2600	440
15174	1055 DAILEY, GREG	150.00				
1	1117087 08/23/13 piano tunings	150.00				
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-440-	150.00	7875	201	999	
	Claim Total for District	150.00				
15175	4370 STURDEVANT, DANIEL	65.00				
1	39 08/07/13 coaches clinic	65.00*				
	Claim Total for District	65.00		201	720-3500	582
15176	899 EMPIRE OFFICE MACHINES, INC.	13.50				
1	228424 08/22/13 pencils	6.02	7841	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-610-	7.48	7849	201	999	
2	228424 08/22/13 tagboard, markers, etc.					
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-					
	Claim Total for District	13.50				
15177	4629 LAYNG, CLINT	35.00				
1	2391296500 08/07/13 coaching class	35.00*				
	Claim Total for District	35.00		201	720-3500	582
15178	899 EMPIRE OFFICE MACHINES, INC.	3,150.00				
1	228366 08/19/13 paper	3,150.00				
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-		7896	201	999	
	Claim Total for District	3,150.00				
15179	4234 WELLS FARGO FINANCIAL LEASING	168.75				
1	5000414344 09/15/13 panasonic copier lease	168.75*				
	Claim Total for District	168.75		201	100-1000	840
15180	2226 ROTO ROOTER	155.00				
1	20837 08/30/13 fcs sinks	155.00*				
	Claim Total for District	155.00		201	100-2600	440

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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
15181	899 EMPIRE OFFICE MACHINES, INC.	91.81					
1	184597.002 08/27/13 history class supplies	14.05	7883	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1570-610-						
2	184597.001 08/26/13 history class supplies	77.76	7883	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1570-610-						
	<b>Claim Total for District</b>	<b>91.81</b>					
15182	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	77590 08/31/13 disposal service	141.00*		201	100-2600		431
	<b>Claim Total for District</b>	<b>141.00</b>					
15183	321 BRUCO, INC	531.00					
1	317711 09/03/13 Battery for Scruber	531.00	7669	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
	<b>Claim Total for District</b>	<b>531.00</b>					
15184	2366 SIMPLEXGRINNELL	337.00					
1	69304257 08/30/13 alarm service/panel batterie	337.00*		201	100-2600		440
	<b>Claim Total for District</b>	<b>337.00</b>					
15185	2366 SIMPLEXGRINNELL	382.48					
	76430674 09/03/13 alarm monitoring contract	382.48*		201	100-2600		440
	<b>Claim Total for District</b>	<b>382.48</b>					
15186	4344 PEARSON SCHOOL	283.23					
1	4022384106 08/29/13 sped workbooks and TE's	262.23	7877	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
2	4022384106 08/29/13 sped workbooks and TE's	21.00*		201	280-1000		640
	<b>Claim Total for District</b>	<b>283.23</b>					
15187	1650 MEADOW GOLD GREAT FALLS	113.01					
1	60216446 08/22/13 milk	48.17*		201	910-3100		630
2	60216551 08/29/13 milk	64.84*		201	910-3100		630
	<b>Claim Total for District</b>	<b>113.01</b>					
15188	4679 EAGLE ELECTRIC	169.00					
1	17469 09/05/13 Scoreboard repair	169.00*		201	720-3500		440
	<b>Claim Total for District</b>	<b>169.00</b>					
15189	899 EMPIRE OFFICE MACHINES, INC.	96.89					
1	184631.001 08/29/13 tagboard,markers, etc.	62.81	7849	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
2	08/29/13 guidance supplies	34.08	7899	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-						
	<b>Claim Total for District</b>	<b>96.89</b>					

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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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	
15190	3959 AMERICAN EXPRESS	91.46						
2	fccla member pins							
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1000-610- 89	70.00	7723	215	999		89	
3	2 1/4 patch cables							
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1141-660- 94	21.46	7754	215	999		94	
	<b>Claim Total for District</b>	<b>91.46</b>						
15191	2152 CENTURY LINK	232.30						
1	232b 08/13/13 phone							
	<b>Claim Total for District</b>	<b>232.30*</b>		201	100-2400		531	
		<b>232.30</b>						
15192	1079 GAGNON'S DIGITAL IMAGING	134.26						
1	56721 08/20/13 panasonic copies							
	<b>Claim Total for District</b>	<b>134.26*</b>		201	100-1000		440	
		<b>134.26</b>						
15193	4077 BLACKBOARD ENGAGE	1,785.00						
1	708933 08/16/13 email archive/behave-monitorin							
	<b>Claim Total for District</b>	<b>1,785.00*</b>		228	100-1000		680	
		<b>1,785.00</b>						
15194	924 FINSTADS	67.50						
	cb304020 08/21/13 rubber wall trim							
	<b>Claim Total for District</b>	<b>67.50*</b>		201	100-2600		615	
		<b>67.50</b>						
15196	173 ARCHIE BRAY FOUNDATION	800.00						
1	11743 08/14/13 clay							
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-	800.00	7895	201	999			
	<b>Claim Total for District</b>	<b>800.00</b>						
		<b>800.00</b>						
15197	1828 MT HIGH SCHOOL ASSOCIATION	500.00						
1	letter 09/09/13 dues for speech/drama/debate							
	<b>Claim Total for District</b>	<b>500.00*</b>		201	720-3500		810	
		<b>500.00</b>						
15198	2461 SEWING PALACE BERNINA	1,293.80						
1	82013 08/20/13 Machine repair							
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-440-	1,155.00	7834	201	999			
2	82013 08/20/13 needles/parts							
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-	138.80	7834	201	999			
	<b>Claim Total for District</b>	<b>1,293.80</b>						
		<b>1,293.80</b>						
15199	3959 AMERICAN EXPRESS	65.76						
1	3239343640 08/27/13 fcs groceries							
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-	31.56	7835	201	999			
2	05145115 09/04/13 fcs groceries							
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-	34.20	7835	201	999			
	<b>Claim Total for District</b>	<b>65.76</b>						
		<b>65.76</b>						



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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	
15200	4672 ITC INFORMATION TECHNOLOGY CORE	265.00						
1	731600 08/28/13 Phone headset	265.00*	7948	228	100-1000	610		
	<b>Claim Total for District</b>	<b>265.00</b>						
15201	781 EAGLE GLASS	614.40						
1	130813 08/13/13 safety glass/south gym entranc	614.40*		201	100-2600	440		
	<b>Claim Total for District</b>	<b>614.40</b>						
15202	1910 MT SCHOOL EQUIP	27.00						
1	18087 09/10/13 keys for 109`	27.00*		201	100-2600	615		
	<b>Claim Total for District</b>	<b>27.00</b>						
15203	1451 L & P GROCERY	84.91						
1	1464370829 08/29/13 fcs groceries	29.51	7836	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2	0151450082 08/26/13 fcs groceries	55.40	7836	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	<b>Claim Total for District</b>	<b>84.91</b>						
15204	1823 MT BROOM & BRUSH COMPANY	157.50						
	922431 08/12/13 blk strip pad 20"	64.20*	7939	201	100-2600	610		
	925764 08/26/13 blk strip pad 20"	62.20*	7939	201	100-2600	610		
3	925766 08/26/13 blk strip pad 20"	31.10*	7939	201	100-2600	610		
	<b>Claim Total for District</b>	<b>157.50</b>						
15205	1823 MT BROOM & BRUSH COMPANY	572.00						
1	915055 07/11/13 paper goods, cleaning sup	503.97	7867	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
2	915055 07/11/13 paper goods, cleaning sup	68.03*		201	100-2600	610		
	<b>Claim Total for District</b>	<b>572.00</b>						
15206	1823 MT BROOM & BRUSH COMPANY	142.20						
1	927366 09/03/13 blk strip pad 20"	124.00*	7939	201	100-2600	610		
2	927366 09/03/13 blk strip pad 20"	18.20*		201	100-2600	610		
	<b>Claim Total for District</b>	<b>142.20</b>						
15207	2899 WOODWORKER'S SUPPLY, INC.	180.60						
1	8410117.6 09/09/13 Woods Tools	180.60	7778	215	999		87	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660- 87							
	<b>Claim Total for District</b>	<b>180.60</b>						
15208	321 BRUCO, INC	51.65						
1	315466.1 07/08/13 scrubber pads	51.65	7669	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							
	<b>Claim Total for District</b>	<b>51.65</b>						

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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	
15209	4637 Mastercard	175.33						
1	t55560 08/26/13 lab drawer/cabinet locks	118.36	7852	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-							
2	t55560 08/26/13 lab drawer/cabinet locks	56.97*		201	100-2600		615	
	<b>Claim Total for District</b>	<b>175.33</b>						
15210	4637 Mastercard	115.59						
1	123202 09/01/13 drama supplies	115.59	7857	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1141-610-							
	<b>Claim Total for District</b>	<b>115.59</b>						
15211	4637 Mastercard	232.10						
1	1231423204 08/09/13 concrete, caulkgun,weldwir	232.10*		201	100-2600		615	
	<b>Claim Total for District</b>	<b>232.10</b>						
15212	4680 DUNNE COMMUNICATIONS	1,068.12						
1	20502 10/01/12 front entrance antenna move	1,050.00*		260	100-2600		440	
2	20502 10/01/12 front entrance antenna move	18.12*		201	100-2600		440	
	<b>Claim Total for District</b>	<b>1,068.12</b>						
13	4681 DUNLAP INDUSTRIES	2,276.40						
	13830 12/12/12 Gym floor covering	2,276.40*		215	100-2600		615	18
	<b>Claim Total for District</b>	<b>2,276.40</b>						
	<b>Total High School</b>	<b>39,841.67</b>						

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 9/13

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Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND 101	
210 HIGH SCHOOL TRANSPORTATION FUN 101	\$18,940.15
215 HIGH SCHOOL MISC PROGRAMS FUND 101	\$14,240.57
228 TECHNOLOGY FUND 101	\$3,560.95
260 HIGH SCHOOL BUILDING FUND 101	\$2,050.00
	\$1,050.00
<b>Total</b>	<b>\$39,841.67</b>
<b>Grand Total</b>	<b>\$39,841.67</b>