

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

* 6:30 p.m. October 15, 2013 *

Jefferson High School Library

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

This agenda is subject to changes until the Friday preceding the meeting. Please check the school website at www.jhs.k12.mt.us for the most current agenda and the packet of associated materials for the meeting.

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Student Report

D. Staff Report – Math Department

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

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

1. Clerk/Business Manager
 - a. Budget handout
2. Principal/A.D.
 - a. MAP testing
 - b. Uniform Sales
 - c. Schoolwide Title I
3. Superintendent
 - a. Report of School Breakfast Program

G. Unfinished Business

1. Update on Boulder Monitor second lawsuit against District, possible closed session for litigation strategy, possible action if needed
2. Date for December Meeting/Dinner

H. New Business

1. Personnel – Action
 - a. Substitute Applications – Anderson, Witschen
 - b. Assistant Girls’ Basketball recommendation
2. Student concerns – Backpacks, hats, attire
3. Policies from list of policies for procedure development – second read - Action
 - a. 1312P1 – Administrative Procedures
 - b. 1401P1 – Records Available to the Public
 - c. Policy 5334P– pay out of unused vacation leave - Action
4. Board formulates annual objectives per policy 1610
5. Instruction program plan per policy 2130
6. Board reviews at-risk plan per policy 3610
7. Establishment of account for student activity – Mariah’s Challenge
8. Spanish 101 proposed Costa Rica trip – permission/fundraising

I. Communication and Comments

1. Letters to the Board - Auditor

J. 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. December meeting – Superintendent presents administrative training plan for year to Board per policy 6420
3. January meeting – Board evaluates Superintendent performance
4. January meeting – District may cash-out unused vacation

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. November 19, 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

MATHEMATICS

STRATEGIC

PLAN

JHS Mission

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.

JHS Vision Statements

Students:

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Our Administration and Board:

- Establish, devote themselves to, and evaluate their priority goals on a regular basis;
- Are knowledgeable of and engage in training about education best practices;

and

- Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.

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- Supports our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

JHS Mathematics Mission

In accordance with the guidelines of the vision statement, the JHS mathematics department is committed to:

- Create effective lessons that encourage student growth and increase problem solving and inquiry skills.
- Work collaboratively in curriculum planning
- Align curriculum through guidance of OPI benchmarks and Common Core standards.
- Model teaching strategies that support student growth through encouragement, flexibility, and compassion to build mathematical skills to reach their highest potential.
- Increase teaching and learning skills through Professional Development participation associated with subject specific opportunities
- Communicate the math curriculum to stakeholders

Stakeholders

The Mathematics Strategic Plan is developed in conjunction with the views expressed by the following groups:

- Administration
- Faculty and Staff
- Students
- School Board Trustees
- Community and patrons

Reference Sources

The following sources are used to provide input for the implementation of the strategic plan.

- MontCAS testing
- MAP testing
- OPI guidelines and recommendations
- NCTM standards
- Valid assessment models and trends

Mathematics Action Plan

The following areas will be identified as goals for implementation of the strategic plan

- Action Plan 1: Curriculum Development
- Action Plan 2: Curriculum Assessment
- Action Plan 3: Curriculum Alignment
- Action Plan 4: Professional Development
- Action Plan 5: Curriculum Communication

Action Plan 1: Curriculum Development

Expectation:

The curriculum must be presented in a written form that is sequential to ensure students are learning at an appropriate cognitive level. Teacher's expectations need to be developed from student experiences in prior classes and educational goals expected in subsequent courses.

Curriculum development should include:

- Content alignment and sequential order of curriculum
- Written expectations that are consistent, clear, concise, and understood
- Include real-world exposure
- Techniques to motivate students and staff that increase learning and comprehension
- Written questions that involve problem solving through inquiry
- Implement STEM strategies for cross-curriculum connections
- Availability for all students to be involved and reach their highest potential

Action Plan 2: Curriculum Assessment

Expectation:

Appropriate assessment tools will be used to measure student's progress to assess what has been learned. Grade level expectations will be measured to assess student progress and maximize learning potential.

- Analyze collected data to identify student performance and areas of need
- Use formative assessment for immediate feedback
- Modify teaching strategies in accordance with assessment data
- Design assessment models in collaboration with all team members
- Use a variety of teaching strategies to meet the diversity of learning styles among all students

- Provide student feedback on assessments as a tool for improved student performance and growth
- Be aware of specific learning needs to design level appropriate assessment for all students
- Assess student engagement and parent satisfaction through the utilization of surveys
- Provide access for high achieving students to accelerated learning opportunities
- Provide access for students needing extra assistance by creating multiple levels of systems of support

Action Plan 3: Curriculum Alignment

Expectation:

In order to maximize student learning potential, the framework for curriculum alignment should parallel guidelines and benchmarks associated with best practices in the academic field.

- Analyze curriculum framework to set guidelines for alignment
- Use OPI benchmarks and guidance of Common Core curriculum to assure proper alignment
- Create a curriculum model for courses in terms of requirements, needs, and expectations
- Use best practices to interface curriculum alignment with other core subjects

Action Plan 4: Curriculum Communication

Expectation:

The ability to demonstrate growth within the mathematics curriculum requires a level of communication that creates a consensus with the faculty, students, and community.

- Facilitate orientation of new faculty to the math curriculum's strategic plan, scope, and sequence
- Use of strategic plan to plan department meetings that include faculty input and staff collaboration
- Assessment design within department policy outlining and defining student assessment
- Communication of enrichment and support opportunities available the all students
- Development of a plan that consistently communicates the math curriculum that includes parental involvement, use of the website, and relevant publication opportunities
- Faculty communication of the math curriculum that is consistent, proactive, and presented in a knowledgeable way

From the desk of:

 *orie*

October 2013

Current district office day-to-day business includes attendance agreements for YDI students; transportation data entry; TOE, SEID's, and TEAMS data entry; claims; payroll; filing of previous year info not needed for audit; preparation for audit (Nov. 11-15); etc.

I attended a veteran clerk workshop October 3 & 4 in Helena. We were given the opportunity for some hands-on training in pivot tables for manipulating data. We also learned a bit about Google and the GEMS site. I have asked Alan to set up some equipment at the meeting so that the board can have a short review of the site.

MCEL starts the 16th. Mr. Mikesell, Mr. Norbeck, and I will all be going.

New Business – Personnel

Two (2) substitute applications have been received:

Judy Anderson	Subbed at the elementary, has a background as a psychiatric aide, currently working as the paraprofessional at Basin so may no longer wish to sub.
Katlin Witschen	Currently student teaching at Clancy Elementary.

New Business – Activity account Mariah's Challenge

The board is required to approve any new accounts in the front office for activities. Mariah's Challenge last year was improperly run through an account at the bank. Ms. Drynan, the new JHS advisor, will now maintain the proper accounting procedures for this activity.

Principal/AD Report

October 15, 2013

Principal Report:

Robotics Presentation- On November 6 the Computer Science Department from Montana State University will be presenting a robotics presentation to our science classes. Hunter Lloyd from MSU will present in the North Gym during the first three periods of the day. This outreach program is one of many MSU offers. I spoke with the coordinator from MSU, Sharlyn Gunderson-Izurieta, and she will be contacting me with other opportunities to present.

Principal Meeting- On October 9, I attended an area administrator's meeting in Three Forks. We discussed items like the Common Core, school safety, methods for increasing school pride, limiting student entitlement, and concussions in sports. We will have another one of these meetings on December 11 to discuss other items that are becoming more prevalent in our schools. If the Board would like feedback on any items from surrounding schools for me to report back, please email me those and I will get them on the agenda with Alex Ator for discussion. A lot of great feedback came from this meeting. Any questions you have about any of these topics I can answer if you like.

MAP Testing- (Item F2A) Mr. Smith and I have gotten MAP testing ready to go for this week. By the time of the meeting we will have tested students in Math and Language Arts. On Wednesday, we will be testing students in Science. This is our benchmark test for our students and I will try and make projections toward the CRT once all the data has been compiled (NWEA produces a document to cross-reference MAP data to CRT scores). I will also be reporting to our percentage of "At-Risk" students in each category. I will also be planning an inservice for teachers to MAP students into three categories (Advanced/Proficient, Nearing Proficient, and Novice) in the very near future. I would like to do a "late arrival" on a day in early November to do this. I can explain what I would like that day to look like at the meeting and would like feedback.

Schoolwide Title 1: (Item F2C) We have been operating schoolwide with our title 1 funds for the past four years. This is fine because we have always been above 40% free-and-reduced lunches for our population. This year we are not above that mark yet, but are awaiting more forms to come back to get a more concrete number. I have spoke with OPI to discuss how our population at AYA rapidly fluctuates having a direct impact on our F&R numbers. I will have an answer from OPI at our meeting.

MCEL: MCEL is being held in Billings on October 16-18. Mr. Norbeck, Mrs. Carey, and I will leave on Wednesday afternoon to attend the Wednesday evening items. Mrs. Carey, Mr. Norbeck, and I plan to look over the agenda at MCEL to separate and attend different seminars of interests and report back to one another. We will also be drafting a summary of MCEL for the November meeting.

Common Core Training/Resources OPI: As discussed at the Strategic Planning meeting this month and discussed at the administrator meeting in Three Forks this week, RESA4U has been brought up as a great tool for training all staff, administration, and Board members for the transition to Common Core. OPI also has individuals assigned to each curriculum area if a question arises. I have those resources in the event any should come up.

Testing/AYP: At the meeting in Three Forks, we also were informed that there is a very good possibility that Smarter Balance will be adopted as the new CRT in Montana. Also, Superintendents in Montana were polled to discuss "double testing" this school year with CRT and Smarter Balance with a large majority coming back stating not to "double test". Instead, OPI feels confident that we will freeze all measures of AYP for this school year (Drop Out Rate, Math CRT, Reading CRT) and have all juniors take the Smarter Balance in Math and Reading while sophomores will take the old CRT for Science. It is OPI's belief that Smarter Balance will have a Science test drafted for the 14-15 school year to allow all juniors to take all three areas in that year and sophomores not being tested.

AD Report:

Uniform Sales: (Item F2B) We have had tremendous turnout for purchasing old uniforms. We will box up the remainders and sell them at Basketball games this winter. We will also be selling the old football uniforms at that time because they are currently in use as practice uniforms. I have spoke with Coach Layng and discussed having the students get a practice jersey with the packets they get when they pay for the football camp. It wouldn't add any additional cost to those packets. This is a huge advantage because Mr. Layng and JHS would not need to inventory practice jerseys because they would be the property of the student. Any student unable to purchase their packet due to financial restrictions could get one through our angel fund. We have used angel fund in the past to help students will items needed for school and activities.

Coaching Recommendation: (New Business H1B) I would like to recommend AJ Angelo for the assistant girl's basketball position for this upcoming season.

Homecoming- Homecoming is/was a tremendous success. The hallways "looked better than they ever have" one staff member stated. Also, our volleyball team played a tremendous match against Townsend with an even better turnout from our junior high teams showing their support. Today (Friday) we have a busy day with the Powder Puff/Macho Volleyball matches/games being played, the parade, community BBQ, and football game. I look forward to it all as the kids have been exceptionally well behaved and showing a lot of school spirit.

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**

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

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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.

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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."*

1 **Jefferson High School District #1** **R**

2
3 **THE BOARD OF TRUSTEES** 1610

4
5 Annual Goals and Objectives

6
7 Each year, at the regular October Board meeting, the Board will formulate annual objectives for
8 the District and will have available a written comprehensive philosophy of education with goals
9 that reflect the District's philosophy of education. The philosophy of education and goals shall
10 be in writing and shall be available to all.

11
12 At the conclusion of the year at the regular June Board meeting, the Superintendent shall submit
13 a report to the Board which reflects the degree to which annual objectives have been
14 accomplished.

15
16
17
18 Legal Reference: 10.55.701, ARM Board of Trustees

19
20 Policy History:
21 Adopted on: February 2007
22 Revised on: February 15, 2011

Possible JHS School Board Objectives for 2013-2014 school year

Objectives tied to Strategic direction F – trustee education, board certification

- Continue the commitment to trustee education including bringing at least six hours of training in-house for all trustees at the same time.
- Work on reaching out to the elementary schools in our district to share training or other collaboration possibilities
- Expand strategic planning to include staff and community, including action step development from staff in each department and board representation on the Leadership Committee.
- Fully develop our superintendent and principal evaluation process so it is a fair and ongoing process that ties in with achievement of our strategic plan and provides professional positive career development for our administrators.
- Achieve certified board status with MTSBA as a result of logging enough training hours.

Objectives tied to Strategic direction H – raise money, pass levies, explore additional funding sources

- Improve and streamline our fundraising efforts to avoid community overload.
- Work more closely with Boosters and generate more recognition for their efforts and the benefits brought to the school through their efforts and the contributions of their donors.
- Reach out to elementary schools to coordinate fundraising efforts.
- Pass a tech levy.
- Explore and possibly join school district purchasing and training cooperatives.
- Update the evaluation of the four day week to make sure it is effective and that the public understands and supports it.

Additional Objectives

- Update Board self-evaluation so that it is tied to strategic planning and so that it measures the things the board truly feels are important to the success of the school and the strategic plan.
- Make the Strategic Plan document effective as a working tool.
- Fully develop and implement the student career planning portfolio (Strategic Direction A)
- Create and institutionalize meaningful recognition for staff and students (Strategic Direction B)

5 Program Evaluation and Diagnostic Tests

7 The Board strives for efficiency and effectiveness in all facets of its operations. To achieve this
8 goal, at the regular October Board meeting the Board will set forth:

- 10 1. A clear statement of expectations and purposes for the District instructional program;
- 11
- 12 2. A provision for staff, resources, and support to achieve stated expectations and purposes;
- 13 and
- 14
- 15 3. A plan for evaluating instructional programs and services to determine how well
- 16 expectations and purposes are being met.
- 17

18 The District will utilize a variety of assessment processes to:

- 20 1. Determine the effectiveness of the instructional programs;
- 21
- 22 2. Assess the progress of individual students in attaining student learning objectives; and
- 23
- 24 3. Diagnose the needs of individual students who are not progressing at their expected rates.
- 25

26 Parents who wish to examine any assessment materials may do so by contacting the
27 Superintendent. Parental approval is necessary before administering an individual intelligence
28 test or a diagnostic personality test. No tests or measurement devices which include questions
29 about a student's or the student's family's personal beliefs and practices in family life, morality,
30 and religion will be administered, unless the parent gives written permission for the student to
31 take such test, questionnaire, or examination.

35 Legal Reference:	20 U.S.C. § 1232h	Protection of pupil rights
36	10.55.603, ARM	Curriculum Development and Assessment
37	10.56.101, ARM	Student Assessment

39 Policy History:

40 Adopted on: February 2007

41 Revised on: February 15, 2011

1 **Jefferson High School District #1**

2

3 **STUDENTS**

3610
page 1 of 2

4

5 Programs for At-Risk/Disadvantaged Students

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7 The District will designate one (1) at-risk coordinator to collect and disseminate data regarding
8 dropouts in the District and to coordinate the District's program for students who are at high risk
9 of dropping out of school.

10

11 Each school year in September, the at-risk coordinator will prepare a dropout reduction plan that
12 identifies:

13

- 14 1. The number of District students who dropped out in the preceding regular school term;
- 15
- 16 2. The number of students in grades 9-12 who are at risk of dropping out;
- 17
- 18 3. The District's dropout rate goal for the next school year;
- 19
- 20 4. The dropout reduction programs, resources, and strategies to be used during the school
21 year.

22

23 The Board will review and approve the plan, at the regular October Board meeting, and will
24 make it available to the public.

25

26 The District is not required to prepare a dropout reduction plan if fewer than five percent (5%) of
27 its students are identified as "at risk" of dropping out.

28

29 At-Risk Students

30

31 In determining whether a student is at high risk of dropping out of school, the District will
32 consider the student's academic performance as well as whether the student is adjudged
33 delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives
34 compensatory or remedial education; is sexually, physically, or psychologically abused; is
35 pregnant; is a slow learner; enrolls late in the school year; stops attending school before the end
36 of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that
37 indicate the student is at high risk of dropping out of school.

38

39 Programs and District Plan

40

41 The District will provide a remedial and support program for any student who is at risk of
42 dropping out of school.

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44 The District will have a plan designed to retain students in a school setting. The District plan
45 will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

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1. Emphasize a comprehensive team approach that includes the Superintendent, principal, parent/guardian, teacher, student, community service provider, business representative, or others;
2. Include objectives designed to meet the identified needs of at-risk students and to retain those students in school;
3. Be designed to use community resources that are available to serve at-risk youth;
4. Provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. Provide for review of individual profiles for at-risk students.

The District plan may also:

1. Include alternatives; and
2. Provide for the referral of students who drop out to programs such as adult basic education, Job Training Partnership Act programs, or other options.

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011

MINUTES

Jefferson High School Dist. 1
Regular Meeting

September 17, 2013
JHS Board Meeting

Board members present:

Travis Pierce **Pat Lewis** **Denise Brunett** **Micki LeTexier** **Larry Rasch** **Sabrina Steketee**

Board members absent: Stan Senechal

Administrators present:

Tim Norbeck, Superintendent Lorie Carey, Business Manager Daryl Mikesell, Principal

Visitors: Jan Anderson, Jackson McGinnis, Lauren Wrzesinski, Ryan Hasner, Allen Smith, Maria Pace, Cathy Carey, Laura Butler

CALL BOARD TO ORDER Ms. Steketee called the meeting to order at 6:30. The pledge was said.

ANNOUNCEMENTS AND PUBLIC COMMENT None.

STUDENT REPORT Jackson McGinnis presented points to address the possible use of backpacks during school, to pack them between classes. He polled about 50 students who overwhelmingly supported the use of backpacks and hats in class. He also said that students wished to have the 3-finger rule reduced to a 2-finger rule. (concerning the width of straps on shirts) Mr. Mikesell asked Jackson to speak to the board so that they were aware of student concerns. Mr. Mikesell also asked the board to give him feedback about those points. Ms. Brunett asked Jackson to express which concerns were shared with him concerning backpacks. They were – tripping hazard and concealed weapons.

Lauren Wrzesinski gave a brief report about Student Council. Nerd, Twin, Pajama, Spirit days will be held. Theme will be chosen this week by the student body. Dance will be held until 12 p.m. after the football game.

NEW BUSINESS Item 7 Maria Pace spoke to the board concerning the possibility of JHS participating in a “grab-and-go” breakfast program. Boulder Elementary School suggested that JHS split the cost of the staff member which would be about \$5,000 for JHS. She also suggested that the school consider a “grab-and-go” lunch option. Board members expressed interest in receiving more information concerning the breakfast proposal – possible participation, cost, scheduling feasibility, grant opportunities, etc.

STAFF REPORT Alan Smith gave a report of his first 2 ½ months at JHS. He stated that the primary concern expressed by staff was the focus on Google Apps. He added that students should be exposed to many options and that Microsoft has more affordable options available at this time. He is also looking to make the website available to student input along with general updates on it. He also asked for input from the board, parents, and staff. The board tech committee will schedule a meeting.

COMMITTEE REPORTS **Committee reports:** Included in the packet.

CLERK REPORT **Clerk Report** Presented in written form. Yearly expenditure budget was presented. September budget to actual was presented as well. Clerk is to consult with BES about Mr. Garnaas’ insurance that currently is covered 100% by JHS. Transportation fund clarification was presented.

PRINCIPAL REPORT **Principal report.** Presented in written form. He asked for feedback about the proposed Homecoming activities. Powderpuff football and macho volleyball will return with supervision. MAPP testing will occur October 14 – 24. CRT March 3-6, ASVAB occurred today.

SUPERINTENDENT REPORT **Superintendent report.** Presented in written form and briefly reviewed. He asked for encouragement to the students to spend time with him before school and during lunch for math assistance. Discussion about the math program ensued. Ms. Steketee suggested that staff or administration call parents to get input and share information about the math program.

UNFINISHED BUSINESS **Lawsuit update.** Brief filed with Supreme Court. Opposing counsel has 30 days to respond. Decisions are desired in about 180 days but they have been running 1 to 2 years.

Activity Fund Revenue ideas. Mr. Mikesell reviewed how the activity fund is structured. He suggested that the procedures to run this fund be changed so that the funds would be handled a little more like a budgeted fund at the district level.

UNFINISHED BUSINESS
(Cont.)

Strategic Planning. In 2012/13 the board set aside 3 months in which a second board meeting was held for strategic planning. Board members expressed interest in having more staff and community involvement. October 1 5:30 p.m. is the 1st meeting for the year. Ms. Steketee presented a prior board self-evaluation for the board to review and to offer suggestions for improvement or replacement. October – set the objectives for the year. Ms. Steketee and Mr. Norbeck will compile the previous notes and minutes in a more concise form. The superintendent and principal evaluations were presented to be dove-tailed with strategic planning.

NEW BUSINESS

Personnel. Substitutes. Mr. Pierce moved to approve the applications of Leslie Woodrow, Victor Johnson, and Jordan Rugg pending background checks. Mr. Pierce seconded the motion which passed unanimously.

Policy 1312 P1 Administrative procedures. Mr. Pierce moved to approve the policy on 1st reading. Ms. LeTexier seconded the motion which passed unanimously by the 5 present. Ms. Brunett was out of the room.

Policy 1332 Authorization of signatures. Mr. Rasch moved to approve on 1st reading. Ms. Lewis seconded the motion. Discussion ensued. Ms. Carey provided information concerning the cost of converting activities accounting to Black Mountain Software. Mr. Rasch withdrew the motion with no objection and the item was tabled. It will return to policy committee.

Policy 1401P1. Records available to the public. Mr. Pierce moved to approve on 1st reading. Ms. LeTexier seconded the motion. Mr. Norbeck suggested that many of the items for the website might be able to be linked to other sources (OPI, GEMS) so that duplication can be minimized. The motion passed unanimously.

Policy 5334P. Personnel. Mr. Rasch moved to approve on 1st reading. Ms. LeTexier seconded the motion which passed unanimously.

Trustee Committee assignments. Mr. Rasch was assigned to Technology and Building/Grounds/Transportation.

December meeting/holiday staff dinner. Mr. Pierce moved to have the December meeting as a holiday dinner with the staff. Mr. Rasch seconded the motion which passed unanimously. Mr. Mikesell and Mr. Norbeck will consult the schedule to see if the first week of December would be a good time to have the dinner. The FCS students will be asked to prepare the meal.

Disposal of Assets. Ms. LeTexier moved to hold a sale of the uniforms that had reached the end of their useful lives. Mr. Rasch seconded the motion which passed unanimously. Ms. Brunett will assist with the sale.

COMMUNICATION AND
COMMENTS

None.

COMMENDATIONS AND
RECOGNITION

Commendations. – Ms. Steketee wished to commend the staff members who enrolled her niece at JHS. Mr. Norbeck wished to commend Mr. Hesford and the drama classes for the cleaning they've done in the drama area. Ms. LeTexier commended all the teachers for the smooth start to the year. Mr. Mikesell commended the students who helped with the freshmen orientation. He added a commendation for Ms. Bruce's accomplishments as a nationally certified teacher.

CONSENT AGENDA

Minutes and Claims Ms. Lewis moved to approve the consent agenda with the correction. Mr. Pierce seconded the motion which passed unanimously. (Correction Ms. Brunett wasn't at the August meeting.)

FOLLOW UP
/ADJOURNMENT

Follow-up/Adjournment.

Chair/Superintendent article.

Recognize staff and great start to school year.

Ms. Bruce's national certification.

Math tutoring.

Link between JHS and elementary schools – visiting with staff

October meeting:

1st reading of Policy 1332

FOLLOW UP
/ADJOURNMENT (Cont.)

2nd readings of Policies 1312P1, 1401P1, and 5334P.

Breakfast program

Student concerns – backpacks, tank top straps, hats

Activity Fund funding update

Annual board objectives – policy 1610

Instruction program plan – policy 2130

At-Risk Plan – Policy 3610

December meeting:

Administrative training plan for year – policy 6420

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

JHS Strategic Planning Meeting Notes, Tuesday, October 01, 2013

Present: **Trustees** Denise Brunett, Stan Senechal, Sabrina Steketee, Pat Lewis, Larry Rasch, and Travis Pierce, Superintendent Tim Norbeck, Principal Daryl Mikesell, Clerk/Business Manager Lorie Carey, Jan Anderson

- Review of work-to-date
 - Strategic direction F – trustee education, board certification
 - Trustees reached consensus to continue the commitment to trustee education. Discussed the difficulty of getting out to training due to trustee’s having full-time jobs and families. Discussed the benefit of having all trustees present for trainings so that the training material can be learned and discussed by everyone at once to get the same picture. Decided to work on bringing training opportunities in for trustees, inviting the elementary schools to join in, and emphasizing that the training meetings are open to the public. Discussed that there are a couple thousand dollars possibly available in the budget for this and that bringing a trainer in is likely to cost about \$150 per hour. Discussed these training topics:
 - Legal
 - Safety
 - Common Core
 - HR
 - Legislative
 - Open Meeting
 - Superintendent/principal evaluation
 - Trustees would like to schedule training this year. Hopefully one full day on a Saturday to cover multiple topics and also a work session training as soon as possible to develop the Superintendent and Principal evaluation form and process. Discussed that first evaluations should not occur earlier than 90 days after the form and process are approved so the superintendent and principal know what they are being evaluated on. Clarified that the board evaluates the superintendent. The superintendent evaluates the principal but it is appropriate for the board to be involved in developing the principal evaluation form and process.
 - Sabrina will contact MTSBA and possibly others about providing training. Mr. Norbeck will reach out to MT Tech and possibly other organizations about training options.
 - Discussed that training is ongoing and will lead to other topics as we progress.
 - The board would like to track training in pursuit of the MTSBA Certified Board status.
 - Strategic direction H – raise money, pass levies, explore additional funding sources
 - The board discussed fundraising efforts and how they benefit the school but could possibly be better coordinated in order to avoid fundraising overload on the community. Also discussed the vital role the Booster Club plays in fundraising and the donors to the Booster Club.
 - Decided on these action steps:
 - The board will make a determined effort to avoid meeting conflicts with Booster Club meetings. Micki will talk to the Booster Club about meeting scheduling.
 - Daryl will add a space on the fundraising approval form for the Booster Club to acknowledge new fundraising efforts to avoid duplication and overload.
 - As the board liaison to Boosters and the chair of the tech committee, Micki will lead a board effort to
 - Establish a web page on the JHS site just for listing all fundraising efforts (who, what, when, why), recognize contributors and the results of fundraising efforts, recognize the Booster Club, its history and significance.
 - Have fundraising events listed on the JHS calendar for the time they are being held

- Reach out to the elementary schools to also list their fundraising events on our calendar.
 - Increase the recognition of donors and the results of fundraising by having a sign placed in the school near the Booster signs and on the football stadium, updated with the fundraising dollars raised and what has been accomplished for the school and students as a result.
 - Identify/implement other ways to increase recognition such as a page in the annual.
 - The board discussed the need for a successful tech levy next spring. The board will not start working on this until January but noted that our new tech director should be aware of this and start as soon as possible to identify the needs for any proposed tech levy.
 - The board discussed the RESA4U school district co-op program and that this might be a good time to join because of the cost savings and training opportunities they are providing. Sabrina will contact Bruce Grubbs to get information for the next board meeting.
 - The board briefly discussed the 4-day week, noted that the evaluation information on the 4-day week is outdated and it is possibly time to revisit the evaluation. This will be added as a priority strategic direction.

- Future planning structure
 - Board self-evaluation – reviewing current and others, tying evaluation to strategic planning
 - – not addressed at this meeting, carry over to next.
 - Tying Supt and Principal evaluation to strategic planning, evaluating forms
 - – Sabrina will contact MTSBA to request training from them on this process. Mr. Norbeck will gather his previous evaluation from Butte Central to use as a starting point.
 - Board members on Leadership Committee
 - Micki and Travis will join the Leadership Committee and will between them make sure that at least one is at each meeting. Daryl suggested and the board agreed that the current Title 1 committee is a natural fit to be the Leadership Committee as it is actively meeting now and is comprised of administration, teachers and community members. In addition to fulfilling the responsibilities imposed by OPI on the committee regarding improving our math and reading outcomes, Micki and Travis will bring the Board strategic planning to this committee as a way of broadening involvement in the plan including action steps within the school among teaching and other staff.
 - A report from the Leadership Committee will be a regular agenda item under committees.
 - Board member at staff meetings
 - This will be covered by having Micki and Travis on the Leadership Committee
 - Expanding planning to include staff with action items
 - This will be part of working with the Leadership Committee by Micki and Travis
 - Objectives for coming year per policy
 - Sabrina will list the items we discussed at this meeting as objectives for the board to consider at the regular board meeting
 - Strategic Plan document rewrite/organization – Sabrina, Micki and Mr. Norbeck assigned
 - Strategic planning meeting dates for current school year
 - The first training, Superintendent/principal evaluation is the priority and as soon as we have a trainer (MTSBA most likely), we will schedule that meeting.
 - The next training would be the full day multi-topic training, 6 hours on a Saturday

- Selection of next priority item
 - The board identified Priority A and B as the next strategic directions to put through the process. The board did not set a meeting date for the next strategic planning and will wait until the trainings are scheduled.

MINUTES

Jefferson High School Dist. 1
Special Meeting

October 2, 2013
JHS Library

Board members present:

Pat Lewis Sabrina Stekettee Denise Brunett Stan Senechal Travis Pierce Larry Rasch

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager Daryl Mikesell, Principal

Visitors: Jan Anderson

CALL BOARD TO ORDER Ms. Stekettee called the meeting to order at 5:38 p.m.

PUBLIC COMMENT None.

NEW BUSINESS **Student A hearing.** Ms. Stekettee stated that the public's right to know was exceeded by the student's right to privacy so the hearing would be closed. Before the board adjourned to closed session, Ms. Anderson asked if a weapon had been involved and whether there was a threat of violence toward others. Mr. Mikesell responded that there had been no weapon involved and that a threat had been made. She additionally asked whether there was the possibility of continued danger. That question was not answered and the closed session began. At 6:10 p.m. the public portion of the meeting resumed. Mr. Senechal moved to accept the administration's recommendation of expulsion for Student A. Ms. Brunett seconded the motion which passed unanimously.

ADJOURNMENT **Student B hearing.** Ms. Stekettee again stated that the public's right to know was exceeded by the student's right to privacy so the hearing would be closed. Ms. Anderson again asked the questions about weapons and threats. This time the questions were not answered but Ms. Stekettee stated that once counsel was contacted for advice on those questions, Ms. Anderson would be contacted. At 6:11 the closed hearing for student B commenced. At 7:37 the open portion of the meeting resumed. Mr. Pierce moved to accept the administration's recommendation. Mr. Senechal seconded the motion which passed unanimously, with the exception that Mr. Rasch abstained.

The meeting adjourned at 7:40 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

09/20/13
11:14:36

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

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func		
15214		4637 Mastercard	815.65					
1		1085437273 09/04/13 Books - Unbroken	815.65*		215	100-1000	640	99
15215		1049 GREAT FALLS TRIBUNE	203.95					
1		3055184 09/05/13 subscription	203.95		201	100-2220	650	
15216		1737 NORTHWESTERN ENERGY	2,411.86					
1		01334945 08/04/13 natural gas	1,047.75		201	100-2600	411	
2		01334945 08/04/13 electricity	1,364.11		201	100-2600	412	
15217		4256 MAIL FINANCE	251.10					
1		N4196852 09/10/13 postage machine lease	251.10		201	100-2400	532	
15218		4633 COMMERCIAL ENERGY OF MT INC.	30.18					
1		NWE018599 09/06/13 Nat. gas	30.18		201	100-2600	411	
15219		4049 AMAZON.COM	1,790.54					
1		1422850276 08/14/13 "Night" by E. Wiesel	149.25	7943	201	100-1000	640	
2		1180816711 09/05/13 college writing pocket re	433.20	7890	201	999		
3		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-2329945025 09/05/13 college writing books	227.50	7890	201	999		
4		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-1180846260 09/05/13 college writing books	183.84	7890	201	999		
5		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-2329907285 09/06/13 college writing books	183.84	7890	201	999		
6		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-0732733716 09/05/13 trades math & alg books	569.97		201	100-1000	640	
7		0276498602 09/06/13 algebra books	42.94		201	100-1000	640	
15220		3388 THREE BROTHERS PLUMBING & HEATING	170.00					
1		29046 09/18/13 grease trap clogged kitchen	170.00		201	910-3100	440	
15221		4326 INTERNATIONAL ACADEMY OF SCIENCE	79.00					
1		460096 09/12/13 Gold key	79.00	7953	201	100-1000	610	
15222		3184 NORTHWEST EVALUATION ASSOCIATION	4,125.00					
1		INV0001308 09/08/13 MAP testing	4,125.00*		201	100-1000	321	
15223		3502 FEDEX	124.78					
1		239762111 09/11/13 scoreboard shipping	124.78*		201	720-3500	440	
		# of Claims	10	Total:			10,002.06	
							10,002.06	

09/20/13
11:14:36

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

Page: 2 of 2
Report ID: AF110

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$9,186.41
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$815.65
Total:	\$10,002.06

09/20/13
11:14:36

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

Page: 2 of 2
Report ID: AF110

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