

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

*** 6:30 p.m. January 21, 2014 ***

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

E. Committee Reports - brief review, written report(s) provided in board packet

1. Policy

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

1. Clerk/Business Manager

- a. Budget handout
- b. TOE
- c. Compensation Expenditures
- d. Preliminary Election Report

2. Principal/A.D.

- a. Cheer Program Review
- b. Weightlifting Club
- c. In-Service for staff / late student arrival

3. Superintendent

- a. Administrative training plan for year per policy 6420
- b. December count
- c. TEAMS
- d. Breakfast data/update

G. Unfinished Business

1. Update on Boulder Monitor second lawsuit against District, possible closed session for litigation strategy, possible action if needed
2. Board formulates annual objectives per policy 1610
3. Instruction program plan per policy 2130

H. New Business

1. Personnel – Action
 - a. Substitute Applications – Woodrow, Samson, Moran, Nance, Palmer
 - b. Custodial Applications
2. Draft Policy – backpacks
3. Finalize Superintendent Evaluation process and form – possible action
4. Policy 1332 1st^d Reading – action
5. Superintendent Evaluation – possible executive session
6. Staff Evaluations – possible executive sessions
7. Possible Cash-out of unused vacation

I. Communication and Comments

1. Letters to the Board – BAT (Teacher's Association), V. Foster, Nyby.

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. February meeting – February count

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

From: <moletexier@aol.com>

Date: Thu, Nov 7, 2013 at 1:13 PM

Subject: minutes

To: daryl.mikesell@jhs.k12.mt.us

And now here are the minutes;

Tech Meeting Jefferson High School

Oct 22 2013

Staff lounge at the High School

Members present: Travis, Larry, Micki, Daryl, Tim and tech director.

The director reported on the current licenses that Jefferson High School Owns, he presented a package. He will continue to find out what each license is used for and if it is necessary for the school to keep.

He reported that we have 5 IP addresses that JHS owns.

The director reports that he has all of the certified staff with a useable computer and laptop for those who requested.

The discussion of one to one was approached and all committee members would like to get more information on the cost. We would like to have each student with a computer

Some discussion followed about firewall and protection of information. The director will get information and present to members at the next tech meeting. We would like to run a levy to get the one to one computers and realize this will take work educating the parents and community.

Items for future meeting;

Director will get a list of licenses and Tim and Daryl will review and bring a cost analysis to the next meeting.

Web page is to be updated.

Meeting adjourned 6:30pm

From the desk of:

 £ orie

January 2014

Budget – report is included.

T.O.E – Terms of Employment is a new reporting requirement of OPI (Office of Public Instruction). This reporting should be relatively easy to complete once OPI gets all the kinds worked out. Over the course of the last couple years that it's been in development, OPI has sent over 20 different emails changing times, processes, etc. To say the least, it's been quite frustrating. This year, 2012/13 information was uploaded and then 13/14 information was uploaded. Unfortunately for me and I would guess many others in the state, if 12/13 wasn't rolled over at the OPI level before the 13/14 was uploaded, then 12/13 disappeared. Nice!

Compensation Expenditures – This is another part of the TOE. Once the 12/13 TOE was uploaded, then the compensation expenditures for that year could be uploaded. Oddly enough, my TOE mentor didn't mention that this report should come between the two TOES (would that make it toe jam?!). Thus, I had to have her reopen 12/13 to get the expenditures to enter. Once that was completed, it showed that there were TOE records missing. No problem – I thought I'd just run the TOE for 12/13 in my system again to get that info. Think again – given the type of info needed and the way that it must be put in a csv file and once a TOE year is completed and a new one started, the old TOE info is not retrievable. To solve this problem, I had to manually enter the TOE records on the OPI system. It wasn't difficult but clearly time-consuming.

Preliminary Election Report – Before we know it the election will be upon us. In the past few years, the board has mentioned the desire to consider a mail ballot election. To help with that decision, I prepared a rough estimate of the increase in cost for that decision. The election calendar is included in this board packet.

NEW BUSINESS #7

Cash-out of Unused Vacation – there is only one employee over the acceptable amount of hours. The cost to cash it out is about \$1050.

JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 14

1 HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
1340 PE D Ternes						
112 TEACHER SALARIES	3,848.35	19,241.76	46,027.00	46,027.00	26,785.24	41 %
610 SUPPLIES	0.00	0.00	1,353.00	1,353.00	1,353.00	0 %
Function Total:	3,848.35	19,241.76	47,380.00	47,380.00	28,138.24	40 %
1341 PE Layng						
112 TEACHER SALARIES	394.24	1,971.20	4,733.00	4,733.00	2,761.80	41 %
Function Total:	394.24	1,971.20	4,733.00	4,733.00	2,761.80	41 %
1342 PE Angelo						
112 TEACHER SALARIES	510.93	2,382.21	4,045.00	4,045.00	1,662.79	58 %
Function Total:	510.93	2,382.21	4,045.00	4,045.00	1,662.79	58 %
1440 MATH C Carey						
112 TEACHER SALARIES	2,819.50	14,097.50	25,909.00	25,909.00	11,811.50	54 %
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
660 MINOR EQUIPMENT	1,346.30	1,346.30	1,385.00	1,385.00	38.70	97 %
680 COMPUTER SOFTWARE	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	4,165.80	15,443.80	28,469.00	28,469.00	13,025.20	54 %
1441 MATH N Strozewski						
112 TEACHER SALARIES	2,329.58	11,647.90	27,955.00	27,955.00	16,307.10	41 %
610 SUPPLIES	0.00	0.00	24.00	24.00	24.00	0 %
680 BOOKS	0.00	0.00	481.00	481.00	481.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	2,329.58	11,647.90	28,560.00	28,560.00	16,912.10	40 %
1470 MUSIC C Garnaas						
112 TEACHER SALARIES	2,998.17	14,990.85	35,978.00	35,978.00	20,987.15	41 %
440 REPAIR/MAIN/PARTS	0.00	0.00	1,350.00	1,350.00	1,350.00	0 %
610 SUPPLIES	0.00	0.00	2,060.00	2,060.00	2,060.00	0 %
Function Total:	2,998.17	14,990.85	39,388.00	39,388.00	24,397.15	38 %
1510 SCIENCE D Ternes						
112 TEACHER SALARIES	626.48	3,132.39	7,671.00	7,671.00	4,538.61	40 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	626.48	3,132.39	8,171.00	8,171.00	5,038.61	38 %
1511 SCIENCE S McCauley						
112 TEACHER SALARIES	4,196.17	20,980.85	42,429.00	42,429.00	21,448.15	49 %
582 TRAVEL/INSERVICE	0.00	0.00	725.00	725.00	725.00	0 %
610 SUPPLIES	39.09	57.95	1,252.00	1,252.00	1,194.05	4 %
660 MINOR EQUIPMENT	0.00	11.00	850.00	850.00	839.00	1 %
Function Total:	4,235.26	21,049.80	45,256.00	45,256.00	24,206.20	46 %
1512 SCIENCE M Williams						
112 TEACHER SALARIES	4,088.00	20,440.00	49,056.00	49,056.00	28,616.00	41 %
610 SUPPLIES	0.00	0.00	1,235.00	1,235.00	1,235.00	0 %
Function Total:	4,088.00	20,440.00	50,291.00	50,291.00	29,851.00	40 %
1570 HISTORY D Hohenthal						
112 TEACHER SALARIES	4,088.00	20,440.00	49,056.00	49,056.00	28,616.00	41 %
610 SUPPLIES	0.00	9.00	55.00	55.00	46.00	16 %
Function Total:	4,088.00	20,449.00	49,111.00	49,111.00	28,662.00	41 %

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JEFFERSON HIGH SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 14

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HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
2400 PRINCIPAL'S						
610 SUPPLIES	0.00	152.37	1,165.00	1,165.00	1,012.63	13 %
682 MEDIA SOFTWARE	0.00	119.00	119.00	119.00	0.00	100 %
810 DUES/FEES	0.00	0.00	470.00	470.00	470.00	0 %
Function Total:	6,569.84	48,861.59	100,448.00	100,448.00	51,586.41	48 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARIES	2,889.14	19,501.69	25,633.00	25,633.00	6,131.31	76 %
250 WORKERS COMPENSATION	11.91	79.01	0.00	0.00	-79.01	*** %
260 HEALTH INSURANCE	677.77	4,744.39	8,211.00	8,211.00	3,466.61	57 %
310 ELECTION	0.00	0.00	8,300.00	8,300.00	8,300.00	0 %
330 OTHER PROFESSIONAL SERVICES	0.00	3,200.00	4,400.00	4,400.00	1,200.00	72 %
440 REPAIR/MAIN/PARTS	33.52	33.52	0.00	0.00	-33.52	*** %
540 ADVERTISING	0.00	25.00	0.00	0.00	-25.00	*** %
582 TRAVEL/INSERVICE	0.00	771.84	1,000.00	1,000.00	228.16	77 %
610 SUPPLIES	55.57	55.57	400.00	400.00	344.43	13 %
680 COMPUTER SOFTWARE	3,473.00	3,473.00	3,402.00	3,402.00	-71.00	102 %
Function Total:	7,140.91	31,884.02	51,346.00	51,346.00	19,461.98	62 %
2600 OPERATION/MAINTENANCE						
114 TECHNICAL SALARIES	5,049.20	46,104.41	112,376.00	112,376.00	66,271.59	41 %
115 SUBSTITUTES	2,016.99	7,242.99	10,000.00	10,000.00	2,757.01	72 %
117 WORKERS COMPENSATION	195.21	2,519.05	6,000.00	6,000.00	3,480.95	41 %
260 HEALTH INSURANCE	1,368.56	15,093.70	32,844.00	32,844.00	17,750.30	45 %
411 Natural Gas	2,709.32	12,691.57	40,000.00	40,000.00	27,308.43	31 %
412 ELECTRICITY	1,085.52	18,133.39	41,990.00	41,990.00	23,856.61	43 %
421 WATER/SEWER	976.95	13,111.21	26,000.00	26,000.00	12,888.79	50 %
440 REPAIR/MAIN/PARTS	2,107.43	5,141.53	4,000.00	4,000.00	1,424.50	64 %
610 SUPPLIES	0.00	598.54	17,922.00	17,922.00	17,323.46	3 %
615 Replacement Parts	307.10	7,403.60	15,301.00	15,301.00	7,897.40	48 %
624 GASOLINE	0.00	204.77	850.00	850.00	645.23	24 %
660 MINOR EQUIPMENT	0.00	682.98	2,000.00	2,000.00	1,317.02	34 %
Function Total:	15,957.28	131,503.24	323,909.00	323,909.00	192,405.76	40 %
Program Total:	100,774.91	633,861.36	1,408,115.00	1,408,115.00	774,253.64	45 %
Program Group Total:	100,774.91	633,861.36	1,408,115.00	1,408,115.00	774,253.64	45 %
200 SPECIAL PROGRAMS						
280 STATE ALLOWABLE SP/ED						
1000 GENERAL						
112 TEACHER SALARIES	2,647.58	13,484.92	31,771.00	31,771.00	18,286.08	42 %
115 CLERICAL/TECHNOLOGY SALARIES	200.33	1,322.02	2,957.00	2,957.00	1,634.98	44 %
117 AIDES	4,926.38	28,506.73	49,422.00	49,422.00	20,915.27	57 %
250 WORKERS COMPENSATION	0.00	1.86	0.00	0.00	-1.86	*** %
260 HEALTH INSURANCE	2,813.05	16,902.56	41,055.00	41,055.00	24,152.44	41 %
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	39.99	228.00	228.00	188.01	17 %
640 BOOKS	0.00	21.00	262.00	262.00	241.00	8 %
682 MEDIA SOFTWARE	0.00	0.00	250.00	250.00	250.00	0 %
Function Total:	10,587.34	60,279.08	128,875.00	128,875.00	68,595.92	46 %

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HIGH SCHOOL GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700 EXTRACURRICULAR PROGRAMS						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
111 ADMINISTRATIVE SALARIES	1,168.75	8,181.25	29,325.00	29,325.00	21,143.75	27 %
150 STIPEND	5,257.83	44,486.22	73,787.00	73,787.00	29,300.78	60 %
440 REPAIR/MAIN/PARTS	0.00	293.78	0.00	0.00	-293.78	*** %
540 ADVERTISING	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
582 TRAVEL/INSERVICE	4,917.17	31,978.30	51,000.00	51,000.00	19,021.70	62 %
610 SUPPLIES	0.00	840.52	0.00	0.00	-840.52	*** %
615 Replacement Parts	0.00	14.00	0.00	0.00	-14.00	*** %
660 MINOR EQUIPMENT	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
810 DUES/FEES	0.00	4,450.00	4,450.00	4,450.00	0.00	100 %
Function Total:	11,343.75	90,244.07	170,362.00	170,362.00	80,117.93	52 %
Program Total:	11,343.75	90,244.07	170,362.00	170,362.00	80,117.93	52 %
Program Group Total:	14,748.54	105,861.78	222,343.00	222,343.00	116,481.22	47 %
900 ENTERPRISE PROGRAMS						
910 FOOD SERVICES						
3100 FOOD SERVICES						
440 REPAIR/MAIN/PARTS	0.00	420.00	2,000.00	2,000.00	1,580.00	21 %
624 GASOLINE	48.93	157.69	200.00	200.00	42.31	78 %
630 FOOD	0.00	1,344.57	7,500.00	7,500.00	6,155.43	17 %
Function Total:	48.93	1,922.26	9,700.00	9,700.00	7,777.74	19 %
Program Total:	48.93	1,922.26	9,700.00	9,700.00	7,777.74	19 %
Program Group Total:	48.93	1,922.26	9,700.00	9,700.00	7,777.74	19 %
Fund Total:	137,845.62	868,864.02	1,935,342.00	1,935,342.00	1,066,477.98	44 %
Grand Total:	137,845.62	868,864.02	1,935,342.00	1,935,342.00	1,066,477.98	44 %

SCHOOL ELECTIONS CALENDAR 2014

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 135 days, or later than 40 days before	Sunday, December 22 through Thursday, March 27	<p>Trustee candidates file for election. Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</p> <p><i>Candidate must be registered to vote at the time the petition is filed.</i></p>	<p><u>13-10-201(6)</u></p> <p><u>20-3-305</u></p> <p><u>20-3-344</u></p>
Within 5 days of becoming a candidate	Friday, December 27 through Tuesday, April 1	<p>Contact the Montana Commissioner of Political Practices (MCPP) office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more. The filing of C-1-A is required within 5 days of becoming a candidate.</p>	<p><u>13-37-206</u></p> <p><u>13-37-201</u></p>
At least 70 days before	Tuesday, February 25	<p>Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</p>	<p><u>13-19-202</u></p> <p><u>13-19-203</u></p>
At least 60 days before	Friday, March 7	<p>Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).</p>	<p><u>13-19-205</u></p>
At least 40 days before	Thursday, March 27	<p>Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college.</p> <p><i>Bond Elections are subject to additional requirements (see 20-9-422, MCA).</i></p>	<p><u>20-20-201</u></p> <p><u>20-20-203</u></p> <p><u>20-9-422</u></p>
At least 38 days before	Friday, March 28	<p>Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<p><u>20-3-305</u></p>
At least 35 days before	Tuesday, April 1	<p>Last day to file resolutions for school election with county election administrator.</p>	<p><u>20-20-201(2)</u></p>
No later than the 30th day before	Friday, April 4	<p>Deadline to notify election judges of appointment.</p>	<p><u>13-4-102</u></p>
30 days before	Monday, April 7	<p>Voter registration closes. A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.</p>	<p><u>20-20-311</u></p> <p><u>20-20-312</u></p>
30 days before	Monday, April 7	<p>Absentee ballots must be available for bond elections. If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.</p>	<p><u>20-9-426</u></p>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Day before	Monday, May 5 (By Noon)	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>**Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	<u>13-13-211</u> <u>13-13-214</u>
Day before	Monday, May 5	Deliver certified copy of the lists of registered electors for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	<u>20-20-313</u>
Election Day 	Tuesday, May 6	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	Title 13 <u>20-20-105</u> <u>20-20-401</u> <u>20-20-411</u>
Following receipt of the tally sheets from all polls and within 15 days after election	Wednesday, May 21	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<u>20-20-415</u> <u>20-20-416</u>
Within 5 days after the official canvas	Monday, May 12 through Monday, May 27	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding 1/4 of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<u>13-16-201</u>
Within 15 days after receipt of certificate of election	Wednesday, May 21	Candidate completes and files Oath of Office with the County Superintendent. <i>**Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i>	<u>20-3-307</u> <u>20-1-202</u> <u>1-6-101</u>
Within 15 days of election	Wednesday, May 21	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	<u>20-3-321</u>
12 days before and 20 days after	Thursday, April 24 through Monday, May 26	Filing Report: Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices.	<u>13-37-226(4)</u>
June 1	Friday, May 30	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<u>20-20-417</u>

Special instances are identified with green lettering

Principal/AD Report

January 21, 2014

Principal Report:

Tutoring Pilot: I met with Mr. Norbeck and Mrs. Lorie Carey and would like to discuss the possibility of offering tutoring on Fridays during the second semester. I would ask that the budget committee look into offering a stipend for this position. I would also like to set some guidelines as to how this would look with feedback from the staff. The first step is to see if this would be an option with our budget. If the program is effective and reduces the number of students failing courses, we may try and expand this option to one in Clancy and Montana City.

First Semester Summary and Credit Recovery Plan: We have completed the first semester at JHS as of January 10. Mrs. Getten has been meeting with students and teachers to make changes to student schedules. Students are now registered into the classes they need and the second semester has hit the ground running.

23 students at JHS failed to earn a credit in one more classes during the first semester. I have been discussing with Mr. Norbeck and teaching staff as to a solution into how we can get these students those credits to keep them on pace to graduate.

The plan I would like to start is:

1. Any student that failed a class will be registered into Acellus to retain the credit they did not earn during the first semester. Acellus is an online course I have helped two students with to attain credit. We are also currently using Acellus to create the hybrid math classes. We recently got a grant to purchase licenses for \$12.50 per student. These licenses last for one calendar year and allow students to take as many classes as they would like. The original cost of licenses is \$50 without E-rate and grant discounts. Course offerings can be found at the website www.acellus.com. See below for more information on the grant.
2. Students will choose two of the following options:
 - A. Meet at noon with Mr. Mikesell to work on acellus classes for the remainder of the semester.
 - B. Meet after school on Monday and Wednesday evenings. Monday Mr. Mikesell will work with students and Mr. Norbeck will work with students on Wednesdays. Students will take the late bus home if they live outside of Boulder.
 - C. Meet each Friday from 9:00-12:00 with Mrs. Strozewski to work on courses. Mr. Mikesell and Mr. Norbeck will also be available on a substitute basis to ensure coverage. This optioned depends on whether the budget committee feels that tutoring works with the budget.
 - D. Register in summer school.
3. Students will report to Mrs. Getten and Mrs. Allen when they have completed the course. Once they complete the course(s) they need, the student no longer will need to report to the planned meeting times/places.

The reason for this plan is to find an alternative method for retaining credit. Currently, we register the student into the same class(es) the following semester. This does two things detrimental to our programs. First, it occupies "seats" from other students. This means underclassmen lose the opportunity to take a class because someone older failed it and needs to retake it. Second, it puts the student back into the same setting they already failed in. This often leads to repeat failure, behavior issues, and often impact on other

National Guard collects the GPA's from schools and recognizes the top three in the state. The collective GPA's for fall sports are as follows:

Volleyball: 3.316

Football: 3.414

Cheer: 3.338

Boy's Cross Country: 3.282 (Teams must have 5 members to compete for state accolades. This prevented the Girl's Cross Country because they had 3 members).

The Football team was second in the entire state in average GPA falling short of Forsyth (3.455). The Cheer Squad was third in the state falling behind Whitehall (3.480) and Cut Bank (3.580). Volleyball went Forsyth (3.690), Florance/Carlton (3.692), and Broadwater (3.926). Boy's Cross Country went Columbus (3.520), Whitehall (3.560), and Broadwater (3.844).

This is a great representation of the hard work and dedication students throughout the state invested. I would like to recognize the Cheer, Volleyball, Football, and both Cross Country teams for such outstanding success in the classroom while also achieving success in competition.

MHSA/MIAAAA Meeting: Mr. Norbeck, Mr. Sturdevant, and I attended the annual MHSA/MIAAAA meeting in Great Falls this past Sunday and Monday. This meeting instructs schools into different proposals in changes of MHSA rules and guidelines. We have several on the ballot for this upcoming meeting. I will report to the outcome of those votes at the meeting.

Jefferson High School District #1

ADMINISTRATION

6420

Professional Growth and Development

The following are professional organizations and conferences for school administration to continue to participate for professional growth.

- SAM-School Administrators of Montana
- MTSBA
- OPI
- MHSA
- MCEL
- MASBO
- Prickly Pear Coop
- 4 Rivers-Principal Consortium
- 4 Rivers-Superintendent Consortium

Remaining 2013-14 Conferences

- SAM Spring Conference March 17-18 Helena
- OPI Conference Schoolwide Title I April 23-24 Billings

MASS Summer Conference

Data needed for TEAMS entry

Special Education Positions

Information for each Special Education Position:

- Percentage of FTE for 3 to 5 year olds

Alternative Education

Information each Alternative Education Program:

- Where are students served?
- How are high school graduation requirements modified?
- Program Name
- Program Description
- Program Phone Number
- Program Director Name *(Enter SEID number.)*
- Select classes held at the Alternative Education Program.
- Enrollment Count

Indian Education (District Level)

- 5 questions regarding the use of Indian Education for All funds.
- 2 questions regarding the American Indian Student Achievement Gap Funds.

Distance Learning

Information for each Distance Learning class offered:

- Distance Learning Provider
- Distance Learning Provider's teacher
- Distance Learning Provider's Course

Coordinators

- SC Code
- SEID number of coordinator
- Coordinator Type
- Coordinator Phone Number
- Coordinator Physical Address
- Coordinator Mailing Address

Dual Enrollment

Information needed for each Dual Enrollment class offered:

Classes offered at the high school location

- Concurrent credit Enrollment Count
- Postsecondary Partner Name

Classes offered at postsecondary institution

- SC code
- MT K-12 Course Code
- Session Type
- Session Number
- Session Code
- SEID number of postsecondary instructor
- Concurrent credit Enrollment Count
- Postsecondary Partner Name

Internships

Information for each person currently in an Internship: *(choose one)*

- First year intern
- Making progress toward completion of internship and will continue this year.
- No longer enrolled in internship/No longer employed by district.

Instructional Paraprofessional

Information for each Instructional Paraprofessional:

- HQT By *(assessment, college, etc.)*
- Supervising Teacher *(SEID Number)*
- Covering Classroom Overload? *(yes or no)*
 - If overload, hours/day covering overload

Off-Site Location (i.e., attendance center)

Information needed for each Off-Site Location:

- Site Name
- SC code
- Address



Backpacks in the hallway revisions in student handbook:

Current:

DRESS AND GROOMING

(See Policy 3224)

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards.

1. Any dress deemed to disrupt the educational process is inappropriate. This includes those having pictures or words, which contain profanity, suggestive phrases or references to alcohol, tobacco products, drugs or violence.
2. Student will keep all bags and jackets in their lockers. A student with a shirt deemed inappropriate will be asked to remove that shirt and another more acceptable shirt will be provided.
3. Special requirements may be given for extracurricular activities and special areas such as the shop, science lab or home economics classroom.

Proposed Change:

DRESS AND GROOMING

(See Policy 3224 and Policy 3231)

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards.

1. Any dress deemed to disrupt the educational process is inappropriate. This includes those having pictures or words, which contain profanity, suggestive phrases or references to alcohol, tobacco products, drugs or violence.
2. Students will keep jackets in lockers. Backpacks and bags determined to be reasonable size by school administration may be used in class and between classes to transport materials. Bags must be able to be stored under desks and not in a place that can create a trip hazard for others. Students choosing to use backpacks must also understand policy 3231 allows school administration, teachers, and support staff the right to search bags if there is reasonable suspicion that illegal items may be hidden or contained within the backpack. If use of backpacks create a hazard or restrictions are being ignored, backpacks can be revoked from us by school administration.
3. A student with a shirt deemed inappropriate will be asked to remove that shirt and another more acceptable shirt will be provided.
4. Special requirements may be given for extracurricular activities and special areas such as the shop, science lab or home economics classroom.

1 **Jefferson High School District #1**

2
3 **STUDENTS**

3231
page 1 of 2

4
5 Searches and Seizure

6
7 The goal of search and seizure with respect to students is meeting the educational needs of
8 children and ensuring their security. The objective of any search and/or seizure is not the
9 eradication of crime in the community. Searches may be carried out to recover stolen property,
10 to detect illegal substances or weapons or to uncover any matter reasonably believed to be a
11 threat to the maintenance of an orderly educational environment. The Board authorizes school
12 authorities to conduct reasonable searches of school property and equipment, as well as of
13 students and their personal effects, to maintain order and security in the schools
14

15 The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified
16 at its inception, and (2) reasonably related in scope to the circumstances which justified the
17 interference in the first place.
18

19 School authorities are authorized to utilize any reasonable means of conducting searches,
20 including but not limited to the following:

- 21 1. A "pat down" of the exterior of the student's clothing.
- 22 2. A search of the student's clothing including pockets;
- 23 3. A search of any container or object used by, belonging to or otherwise in the
24 possession or control of a student; and/or
- 25 4. Devices or tools such as breath-test instruments, saliva test strips, etc.
26

27 School Property and Equipment and Personal Effects of Students

28
29 School authorities may inspect and search school property and equipment owned or controlled
30 by the District (such as lockers, desks, and parking lots).
31

32 The Superintendent may request the assistance of law enforcement officials, including their use
33 of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and
34 other school property and equipment for illegal drugs, weapons, or other illegal or dangerous
35 substances or material.
36

37 Students

38
39 School officials may search any individual student, his/her property, or district property under
40 his/her control when there is a reasonable suspicion that the search will uncover evidence that
41 he/she is violating the law, Board policy, administrative regulation, or other rules of the district
42 or the school. Reasonable suspicion shall be based on specific and objective facts that the search
43 will produce evidence related to the alleged violation. The types of student property that may be
44 searched by school officials include, but are not limited to, lockers, desks, purses, backpacks,
45 student vehicles parked on district property, cellular phones, or other electronic communication
46 devices.

1
2
3
4 Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles
5 on school property. While on school property, vehicles may be inspected at any time by staff, or
6 by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs,
7 drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug
8 paraphernalia, or weapons are present, including by alert trained dogs, the student's vehicle will
9 be searched, and the student expressly consents to such a search.

10
11 Also, by parking in the school parking lots, the student consents to having his/her vehicle
12 searched if the school authorities have any other reasonable suspicion to believe that a violation
13 of school rules or policy has occurred.

14
15 Seizure of Property

16
17 When a search produces evidence that a student has violated or is violating either a law or
18 District policies or rules, such evidence may be seized and impounded by school authorities and
19 disciplinary action may be taken. As appropriate, such evidence may be transferred to law
20 enforcement authorities.

21
22
23 Legal Reference: *Redding v. Safford Unified School District,*
24 *---F.3d---*, 2007 WL 2743594(C.A. 9 (Ariz.))
25 *Terry v. Ohio*, 392 U.S. 1, 20 (1968)
26 *B.C. v. Plumas*, (9th Cir. 1999) 192 F.3d 1260

27
28 Policy History:

29 Adopted on: February 2007
30 Revised on: April 21, 2009

31
32 Note" The revision included the addition of lines 15-25 on page 1.

Jefferson High School District #1

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 is designated as the authorizer of expenditures from
22 extracurricular fund accounts. The district clerk is designated as the accounting oversight
23 manager for extracurricular fund accounts and shall ensure that these accounts are maintained in
24 a similar manner as that used for all District accounting. Extracurricular revenue and
25 expenditures shall be coded in a manner that the applicable event date, sport/activity title and
26 gender (when applicable) are identified and easily reported on.

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

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

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

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

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

**Boulder Association of Teachers
P.O. Box 848
Boulder, MT 59632**

January 8, 2014

Jefferson High School Dist. #1
P.O. Box 848
Boulder, MT 59632

Dear Mr. Norbeck and Members of the Board of Trustees,

This letter serves as notification that the Boulder Association of Teachers, in accordance with sections 9.1 and 9.2 of the Negotiated Agreement, intend to open contract negotiations. All sections of the Negotiated Agreement, shall be considered, with specific items delineated during the negotiation process.

The Association members serving on the negotiations committee are Charles Garnaas, Fritz Bieler, and Mike Hesford.

Please Contact me with some proposed dates and times for our initial negotiations session.

Sincerely,



Michael Hesford
President, BAT

DARYL + DAN,

I WOULD LIKE TO THANK YOU FOR
YOUR HOSPITALITY AND YOUR FINE
EFFORTS TO MAKE OUR PLAYOFF
GAME IN BOULDER A REWARDING
EXPERIENCE FOR OUR STUDENTS,
FANS, PARENTS AND COACHES.

THANK YOU!!

COACH NYBY

11/27/13
13:45:37

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 11/13

School
.. Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
15318	3766 ACADIA MONTANA	3,530.92						
1	7089226 10/07/13 alta care	1,165.86*		215	280-1000	330	524	
2	7101097 10/14/13 alta care	1,349.09*		215	280-1000	330	524	
3	7122820 10/28/13 alta care	1,015.97*		215	280-1000	330	524	
	Claim Total for District	3,530.92						
15319	4380 BIRTHWAYS	254.82						
1	7220 11/06/13 V-blad, rib belt, and cap	254.82*	7982	215	394-1000	610	89	
	Claim Total for District	254.82						
15320	4686 ANGELO, AJ	35.00						
1	1678798 11/11/13 coaches education	35.00		201	720-3500		582	
	Claim Total for District	35.00						
15321	3366 JHS ACTIVITIES	188.50						
1	11/04/13 quinn trust	188.50*		215	100-1000	800	169	
	Claim Total for District	188.50						
15322	4572 FIRST BOULDER VALLEY BANK	377.00						
	11/04/13 quinn trust	377.00*		215	100-1000	800	169	
	Claim Total for District	377.00						
15323	2152 CENTURY LINK	232.59						
1	10/13/13 phone bill	232.59		201	100-2400		531	
	Claim Total for District	232.59						
15324	1740 MT REPERTORY THEATRE	550.00						
1	10/13/13 performance	550.00		201	710-3400		582	
	Claim Total for District	550.00						
15325	4672 ITC INFORMATION TECHNOLOGY CORE	1,400.00						
1	731703 09/06/13 ahway backup	1,400.00	7946	228	100-1000		680	
	Claim Total for District	1,400.00						
15326	1365 JEFFERSON COUNTY TREASURER	1,548.50						
1	10/10/13 taxes	778.25		201	100-2600		431	
2	10/10/13 taxes	770.25		201	100-2600		431	
	Claim Total for District	1,548.50						
15327	1451 L & P GROCERY	37.90						
1	0146049102 10/28/13 fcs groceries	37.90	7836	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	Claim Total for District	37.90						

11/27/13
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JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 11/13

School
.. Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
15337	3481 MT DOJ CRIMINAL RECORDS	54.50				
1	43764 10/09/13 bkgrnd Angelo, Demers	27.25	7966	201	100-2300	800
2	43765 10/09/13 bkgrnd Angelo, Demers	27.25	7966	201	100-2300	800
	Claim Total for District	54.50				
15338	1645 VERIZON BUSINESS	169.56				
1	9677051 10/25/13 phone service	169.56		201	100-2400	531
	Claim Total for District	169.56				
15339	1086 GIULIO DISPOSAL SERVICES, INC.	141.00				
1	78509 10/31/13 disposal fees	141.00		201	100-2600	431
	Claim Total for District	141.00				
15340	3374 J.W.PEPPER & SON, INC.	67.99				
1	03367775 11/15/13 music selections	67.99	7882	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-					
	Claim Total for District	67.99				
15341	3584 GEYER INSTRUCTIONAL AIDS CO., INC.	132.65				
	4996 11/08/13 graph paper, rulers, etc	132.65	7854	201	999	
	Accounting (Org/Prog/Func/Obj/Proj: -100-1440-610-					
	Claim Total for District	132.65				
15342	4234 WELLS FARGO FINANCIAL LEASING	151.87				
1	5000583982 10/15/13 copier lease	151.87		201	100-1000	840
	Claim Total for District	151.87				
15343	385 BOULDER MONITOR & JEFFERSON CO.	15.00				
1	00016135 10/01/13 Surplus uniform ad	15.00*		201	100-2500	540
	Claim Total for District	15.00				
15344	4694 MORRIS, JOSH	35.00				
1	07/22/13 coaches ed	35.00		201	720-3500	582
	Claim Total for District	35.00				
15345	4695 MORRIS, ERICA	35.00				
1	09/04/13 coaches ed	35.00		201	720-3500	582
	Claim Total for District	35.00				
15346	3766 ACADIA MONTANA	4,663.47				
1	7158063 11/11/13 altacare	1,399.04*		215	280-1000	330 524
2	7145699 11/01/13 altacare	1,482.31*		215	280-1000	330 524
3	7167671 11/18/13 altacare	1,782.12*		215	280-1000	330 524
	Claim Total for District	4,663.47				

11/27/13
13:45:37

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 11/13

School
.. Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
15357	4637 Mastercard	487.28						
1	17367613 10/25/13 drama supplies	39.82	7857	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1141-610-							
2	1611 10/25/13 drama supplies	407.24	7857	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1141-610-							
3	17367613 10/25/13 drama supplies	40.22	7857	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1141-610-							
	Claim Total for District	487.28						
15358	4637 Mastercard	1,664.55						
1	2664370 10/03/13 shop supplies	390.51	7901	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
2	006740 10/24/13 shop supplies	1,015.09	7901	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
3	10/02/13 FCCLA shirts	240.00*	7970	215	394-1000	610	78	
4	10/02/13 shipping	18.95*	7970	215	394-1000	610	78	
	Claim Total for District	1,664.55						
15359	4637 Mastercard	104.87						
	51770 10/18/13 meals	40.00	7775	201	999			
	Accounting (Org/Prog/Func/Obj/Proj: -710-3400-582-							
	10083 10/16/13 Band/Choir Meals Fri.	41.00	7775	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-582-							
3	356974 10/16/13 Band/Choir Meals Fri.	23.87	7775	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-582-							
	Claim Total for District	104.87						
15360	4637 Mastercard	85.00						
1	464512 10/14/13 TV control board	85.00*	7979	228	100-1000	440		
	Claim Total for District	85.00						
15361	4637 Mastercard	405.00						
1	2655279068 10/28/13 books - richest man in to	405.00*	7984	229	100-1000	610		
2	2655279068 10/28/13 books - richest man in to	0.00*	7984	229	100-1000	610		
	Claim Total for District	405.00						
15362	4637 Mastercard	225.88						
1	222935 11/01/13 friday meals vball	121.50	7987	201	720-3500	582		
2	11/02/13 saturday noon meals vball	104.38	7987	201	720-3500	582		
	Claim Total for District	225.88						
15363	4637 Mastercard	302.03						
1	12282 11/01/13 band/cheer friday meals	158.00	7986	201	720-3500	582		
2	000379 11/02/13 band/cheer saturday meals	144.03	7986	201	720-3500	582		
	Claim Total for District	302.03						

11/27/13
12:45:37

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 11/13

Page: 8 of 8
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$26,004.99
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$16,706.37
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$10,230.35
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$46.41
228 TECHNOLOGY FUND	
101	\$1,485.00
229 FLEX FUND	
101	\$405.00
Total	\$54,878.12
Grand Total	\$54,878.12

Fund Summary for Claim Check Register
For the Accounting Period: 12/13

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$10,984.48
228 TECHNOLOGY FUND	
101	\$393.54
Total:	\$11,378.02

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	
15385	4234 WELLS FARGO FINANCIAL LEASING	151.87					
1	5000665850 11/18/13 copier lease payment	151.87		201	100-1000	840	
	Claim Total for District	151.87					
15386	1645 VERIZON BUSINESS	160.54					
1	09845813 11/25/13 phone	160.54*		201	100-2400	531	
	Claim Total for District	160.54					
15387	385 BOULDER MONITOR & JEFFERSON CO.	27.70					
1	00016307 11/05/13 custodial ads	27.70		201	100-2300	540	
	Claim Total for District	27.70					
15388	4699 SMITH, ALAN	42.00					
1	3337003449 12/03/13 reim. meat/cheese tray	42.00		201	100-2300	800	
	Claim Total for District	42.00					
15389	1079 GAGNON'S DIGITAL IMAGING	374.65					
1	56975 10/14/13 copier charges	374.65		201	100-1000	440	
	Claim Total for District	374.65					
	1650 MEADOW GOLD GREAT FALLS	516.98					
	60217846 11/07/13 milk	115.37		201	910-3100	630	
2	60217985 11/14/13 milk	84.78		201	910-3100	630	
3	60218121 11/21/13 milk	34.74		201	910-3100	630	
4	60218170 11/25/13 milk	25.02		201	910-3100	630	
5	60218237 12/02/13 milk	68.14		201	910-3100	630	
6	60218323 12/05/13 milk	85.69		201	910-3100	630	
7	30218459 12/12/13 milk	85.69		201	910-3100	630	
8	60218590 12/19/13 milk	17.55		201	910-3100	630	
	Claim Total for District	516.98					
15391	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	78976 11/30/13 disposal	141.00		201	100-2600	431	
	Claim Total for District	141.00					
15392	2717 CITY OF BOULDER	2,060.47					
1	311-00-13 12/04/13 water	975.95		201	100-2600	421	
2	311-00-13 12/04/13 sewer	1,084.52		201	100-2600	421	
	Claim Total for District	2,060.47					
15393	4700 KLASS, KARSON	35.00					
1	1700415 11/21/13 COACHES ED	35.00		201	720-3500	582	
	Claim Total for District	35.00					

12/31/13

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 12/13

11:01

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	
15401	4639 WEX BANK	4,800.91						
1	35048329 11/30/13 route fuel	3,638.16		210	100-2700	624		
2	35048329 11/30/13 vball fuel	246.00		201	720-3500	582		
3	35048329 11/30/13 xcounrty fuel	157.29		201	720-3500	582		
4	35048329 11/30/13 band-volleyball fuel	156.78		201	720-3500	582		
5	35048329 11/30/13 football	161.42		201	720-3500	582		
6	35048329 11/30/13 fccla	110.36		201	710-3400	582		
7	35048329 11/30/13 field trips science,anatomy,	123.26		201	100-1000	582		
8	35048329 11/30/13 elementary outreach	78.39		201	710-3400	582		
9	35048329 11/30/13 jhs admin	22.11		201	100-2300	582		
10	35048329 11/30/13 jhs activity	27.17		201	720-3500	582		
11	35048329 11/30/13 drivers ed	79.97*		218	100-1000	624		
	Claim Total for District	4,800.91						
15402	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,106.52						
1	11/30/13 volleyball	777.51		201	720-3500	582		
2	11/30/13 xcounrty	497.15		201	720-3500	582		
3	11/30/13 football	510.19		201	720-3500	582		
4	11/30/13 band	495.52		201	720-3500	582		
	11/30/13 fccla	348.82		201	710-3400	582		
	11/30/13 field trips	389.57		201	100-1000	582		
	11/30/13 elementary outreach	247.76		201	710-3400	582		
8	11/30/13 downtime	840.00		201	720-3500	582		
	Claim Total for District	4,106.52						
15403	157 ACE HARDWARE	588.93						
1	64255 11/01/13 batteries	26.98		201	100-2600	615		
2	64259 11/01/13 nails	1.91		201	100-2600	615		
3	64350 11/05/13 chuck head	7.49		201	100-2600	615		
4	64437 11/07/13 mails	132.18		201	100-2600	615		
5	64461 11/08/13 wrench	129.98		201	100-2600	660		
6	64531 11/12/13 galv plugs	9.96		201	100-2600	615		
7	64533 11/12/13 galv plug	4.98		201	100-2600	615		
8	64608 11/14/13 goo gone	3.49		201	100-2600	610		
9	64609 11/14/13 razor blades	4.79		201	100-2600	615		
10	64629 11/15/13 bulbs, paint	75.69		201	100-2600	615		
11	64633 11/15/13 pvc trap	8.99		201	100-2600	615		
12	64639 11/15/13 flared cap	6.98		201	100-2600	615		
13	64641 11/15/13 cmprsn cap	1.00		201	100-2600	615		
14	64683 11/18/13 key cut	3.00		201	100-2600	615		
15	64692 11/18/13 key cut	3.00		201	100-2600	615		
16	64721 11/20/13 locknut, packing sheet	9.08		201	100-2600	615		
17	64722 11/20/13 gasket basin	3.58		201	100-2600	615		
18	64749 11/21/13 hose flexogen	19.99		201	100-2600	615		
19	64842 11/25/13 retract knife	14.45		201	100-2600	615		
20	64890 11/26/13 pvc	11.98		201	100-2600	615		

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 12/13

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$23,827.78
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$17,878.73
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$12,934.83
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$79.97
228 TECHNOLOGY FUND	
101	\$5,370.00
Total	\$60,091.31
Grand Total	\$60,091.31

01/17/14
12:11:26

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 1/14

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
15423	899 EMPIRE OFFICE MACHINES, INC.	1,384.25					
1	227899 07/23/13 calculators	37.95	7856	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1440-610-						
2	227899 07/23/13 calculators	1,346.30		201	100-1440	660	
	Claim Total for District	1,384.25					
15424	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	79437 12/31/13 disposal	141.00		201	100-2600	431	
	Claim Total for District	141.00					
15425	3766 ACADIA MONTANA	2,465.00					
1	311551 01/06/14 Altacare	2,465.00*		215	280-1000	330	524
	Claim Total for District	2,465.00					
15426	4639 WEX BANK	3,643.56					
1	35295488 12/13/13 gbb	248.09		201	720-3500	582	
2	35295488 12/13/13 bbb	408.23		201	720-3500	582	
3	35295488 12/13/13 wrest	352.31		201	720-3500	582	
4	35295488 12/13/13 MUN	173.71		201	710-3400	582	
5	35295488 12/13/13 photography	163.94		201	710-3400	582	
	35295488 12/13/13 speech & debate	59.71		201	710-3400	582	
	35295488 12/13/13 school foods	48.93		201	910-3100	624	
8	35295488 12/13/13 drivers ed	32.35*		218	100-1000	624	
9	35295488 12/13/13 route fuel	2,156.29		210	100-2700	624	
	Claim Total for District	3,643.56					
15427	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	5,461.70					
1	12/31/13 gbb	744.91		201	720-3500	582	
2	12/31/13 bbb	1,225.76		201	720-3500	582	
3	12/31/13 wrest	1,057.87		201	720-3500	582	
4	12/31/13 MUN	521.60		201	710-3400	582	
5	12/31/13 photography	492.26		201	710-3400	582	
6	12/31/13 speech	179.30		201	710-3400	582	
7	12/31/13 downtime activities	360.00		201	710-3400	582	
8	12/31/13 downtime athletics	880.00		201	720-3500	582	
	Claim Total for District	5,461.70					
15428	4698 BMC Helena	305.46					
1	15126630 12/19/13 plywood,spf,glue,screws	305.46	8002	201	100-2600	615	
	Claim Total for District	305.46					
15429	3012 BLACK MOUNTAIN SOFTWARE	3,473.00					
2	17888 01/01/14 Acct, Payroll, Budget Support	3,473.00*		201	100-2500	680	
	Claim Total for District	3,473.00					

01/17/14
12:11:26

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 1/14

Page: 4 of 5
Report ID: AP100H

School

... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
15436	608 CAROLINA BIOLOGICAL	120.84						
1	48605178 12/10/13 biology kits	81.75	7848	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
2	48605178 12/10/13 biology kits	39.09		201	100-1511		610	
	Claim Total for District	120.84						
15437	3186 TRI-COUNTY MECHANICAL &	1,006.31						
1	14628-1 10/13/13 boiler repair	1,006.31		201	100-2600		440	
	Claim Total for District	1,006.31						
15438	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	14,240.57						
1	January Contract	14,240.57		210	100-2700		513	
	Claim Total for District	14,240.57						
	Total High School	43,246.11						



Accreditation Preparation Checklist

Accreditation is forefront in the minds of many these days. *Yes*, there is a new system that is replaces the old ADC (Annual Data Collection) system. *No*, it is not fully available yet. *Yes*, we are rigorously testing the system, including the functionality, performance, and security roles. We have signed off on over 75% of the screens and are quickly moving through the remaining. *Yes*, you will have at least seven weeks to enter accreditation information. The system will close February 21, 2014.

So what can you do to get ready for 2014 Accreditation? Here is a checklist.

[Click here if you would like a process flow chart.](#)

TEAMS Security

*****CRITICAL*****

Make sure everyone who needs access to TEAMS has access to TEAMS. In order to have access to TEAMS when the accreditation piece is launched, the Authorized Representative must submit a [TEAMS Security Form](#) to the OPI for anyone requiring TEAMS access. The seven different security roles are described on the application form. If you believe you should have access to TEAMS, please confirm access with your Authorized Rep and then contact the OPI for login instructions.

Complete TOE for FY 2012-2103

The OPI is collecting employment information for *every* employee of a district through the Terms of Employment (TOE). TEAMS Authorized Rep or TEAMS Human Resource access is necessary to enter TOE information. This information must be **complete by December 16** in order to complete the Compensation Expenditure report through MAEFAIRS. More information is found on the School Staffing website through these links.

- [Terms of Employment \(TOE\)](#)
- [OPI Position Codes](#)
- [SEID/TOE Getting Started Video](#)
- [SEID/TOE Getting Started Video Script \(if the video won't load\)](#)

Complete TOE for FY 2013-2014

*****CRITICAL*****

This TOE collection is used as part of the accreditation process through TEAMS. *This information must be completed prior to any other accreditation information being entered into TEAMS. Many districts have already completed this step, but if you have not, now is the time to do it!*

Review TEAMS Informational Handout

This document provides summary level information about the various screens users will encounter in TEAMS, as well as which screens (and the data collected within) different users are required to fill out.

- [TEAMS Informational Handout](#)

Collect District Accreditation Information

TEAMS will reuse as much information as possible, utilizing the information already gathered through the TOE and the Teacher-Class in order to prepopulate district accreditation tables. There are twelve district screens for the collection of accreditation and other required reporting. More information is found on the School Staffing website through this link.

- [Data Needed for TEAMS Entry](#)

Collect School Accreditation Information

Similar to the district accreditation screens, there are three school screens (not including the school-level Teacher-Class screen). The information gathered in these screens will also aid in accreditation and other reporting. More information is found on the School Staffing website through these links.

- [Data Needed for TEAMS Entry](#)

TEAMS User Manual & Reference Guide

As soon as TEAMS is fully functional and available for all data entry, a complete and comprehensive *TEAMS User Manual and Reference Guide* will be available. *When in doubt, check out the user manual!*

For more information, contact:

TEAMS Help	School Staffing Webpage	406.444.9444	OPITEAMS@mt.gov
Danielle Murphy	School Staffing Project Manager	406.444.1625	dmurphy@mt.gov
Effie Benoit	Accreditation Data Specialist	406.444.2410	ebenoit@mt.gov
Teri Wing	Accreditation Compliance Specialist	406.444.4436	twing@mt.gov
Joan Anderson	TEAMS Project Support (Part Time)	406.444.0701	janderson3@mt.gov



Informational Handout

For more information, contact:

TEAMS Help	School Staffing Webpage	406.444.9444	OPITEAMS@mt.gov
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School Staffing Brief Overview

The School Staffing project is an integral component of the Montana statewide longitudinal data system for K-12 education being developed in Montana. This multi-system data project is focused on reducing district/school reporting burdens while collecting the information necessary to allow for reliable and accessible reporting to the public, legislators, and others interested in the successful outcomes for Montana students.



The School Staffing project consists of two data systems connected by School Employee Identifiers (SEID), formerly known as folio numbers, which are now required for every school employee. MSEIS is the MT State Educator Information System which handles the tasks related to licensing educators. TEAMS is the Terms of Employment, Accreditation and Master Schedule system which will collect the employment status of each employee of a district in the Terms of Employment (TOE) data collection and replace the existing Annual Data Collection (ADC) system. In order to complete all necessary reporting requirements during the fall data collection, the following process must be followed in TEAMS.



TOE

In the Terms of Employment (TOE) data collection, information is gathered about the employment status of all employees requiring a SEID. A public school district or special education cooperative must report every employee paid by the entity using TOE records. A Montana state-funded school, accredited nonpublic school or residential treatment center must report all employees with positions that are governed by accreditation standards (i.e., administrators, teachers, instructional paraprofessionals, librarians, counselors and other licensed professionals).

The following data fields are in the TOE:

- | | |
|-------------------------|------------------------------------------------|
| • Legal Entity Code | • Contract Hours |
| • School Code | • FTE |
| • Employment Start Date | • Employment Hours Code (Part-Time/Full-Time) |
| • Employment End Date | • Employment Status Code (Temporary/Permanent) |
| • Base Salary | • Position Code |
| • Contract Days | |

This information can be uploaded into the TEAMS system via (1) a multi-line comma-delimited (.csv) file or (2) individually through a manual process.

A couple of key items to note when gathering this information:

1. Each employee must have a record for each individual position he/she holds and for each individual school where he/she works. For example, if Mary Smith is a curriculum coordinator and a special education teacher at School A and a special education teacher at School B, she will have three TOE records:
 - a. Mary Smith, School A, Curriculum Coordinator (AD39)
 - b. Mary Smith, School A, Teacher – Special Education (TC03)
 - c. Mary Smith, School B, Teacher – Special Education (TC03)
2. The TOE will be collected each fall and will contain the information for the entire fiscal year. Each school district has the opportunity to update the TOE at the end of the fiscal year to accurately reflect changes that have occurred during the school year.
3. This year there will be two TOE collections: (1) FY 2012-2013 and (2) FY 2013-2014. This is an anomaly due to the delay in releasing TEAMS.

More information can be found in the following documents online at the School Staffing website:

- [Terms of Employment \(TOE\)](#)
- [OPI Position Codes](#)

Other ADC Screens

After the SIED, TOE, and Teacher-Class screens in TEAMS, there are a multitude of screens related to both the accreditation process and other official reporting the OPI is required to do at both the state and federal levels. The following is a complete list of the remaining screens in TEAMS.

District Screens

- Contractors
- Professional Licensure
- Policies
- Recruitment
- Special Education
- Alternative Education
- Indian Education
- Coordinators
- Distance Learning
- Dual Enrollment
- Internships
- Paraprofessionals
- Off-Site Locations

School Screens

- HQT
- PI/PIR Hours
- Indian Education

Each of the following screen descriptions includes icons depicting which school type must fill out the information for that screen. The following is the key to the icons.



Public schools and nonpublic accredited schools

State-funded schools



Special education cooperatives

Residential treatment facilities

Contractors



The contractor information collected here accounts for any person the district utilizes to cover specific positions they may contract through a consortium. These contracted positions are limited to the curriculum coordinator, librarian/media specialist, general education school counselor, general education teacher and special education teacher. The screen collects the contractor business name/consortium name, the contractor's employee, the contractor's address, phone number and email, as well as the employee's start/end date, FTE and position code within the district.

Professional Licensure



Employees listed on this screen, if any, require a professional license other than an educator's license. Each professionally licensed employee must have a license type, number, status and expiration date recorded in TEAMS, as verified via the direct connection with the Department of Labor and industry.

This information is used to monitor IDEA compliance and determine eligibility for the Quality Educator Payment. If a reportable person should appear on this screen but does not, the TOE records must be reviewed for accuracy.



Distance Learning

TEAMS collects information about Distance Learning Providers and their employees who teach or facilitate Distance Learning classes so that the OPI can verify the qualifications of the teachers and facilitators used by Montana educational programs. The screen populates any course listed in the Teacher-Class marked as distance learning. The district will then choose the Distance Learning Provider from the list shown in TEAMS.

Distance Learning Providers must register online with the OPI to provide services to Montana schools. If a provider is not in the TEAMS Distance Learning Provider list, the provider has not registered with the OPI as required. Direct the provider to register online so TEAMS can be completed.

All distance learning classes and providers must be reported in TEAMS, including the Montana Digital Academy.

Coordinator Contacts

Coordinator contact information is collected on this screen as a central coordinator contact database. Each district must identify, at minimum, a testing coordinator, a homeless liaison and a Title IX coordinator. The contact information required is the coordinator as pulled from the TOE, their coordinator type, phone number, email, physical and mailing address.

Dual Enrollment

TEAMS collects information on dual enrollment classes to identify which education programs provide this opportunity and to ensure the teachers are properly licensed and endorsed. There are two types of dual enrollment classes recorded in TEAMS: (1) classes offered at the high school that both high school and college credit are received; and (2) classes offered at the postsecondary institution that both high school and college credit are received.

Classes offered at the high school will automatically show in the dual enrollment table. These classes must be entered into the Teacher-Class file prior to adding information to the Dual Enrollment screen. To complete the data entry for the high school course, record the total number of district students enrolled in the course for both high school and college credits and select a postsecondary partner.

Classes offered at the postsecondary institution are manually added to TEAMS. In order to complete this, the following pieces of information must be collected: the MT K-12 Course Code of the class being offered, the class session type (semester, quarter, etc.), the session number, the unique section code, the SEID of the postsecondary instructor, the total number of district students enrolled in the course for both high school and college credits and the postsecondary partner.

Internship

This screen is used to report the status of active internships in the district, if any. All internship agreements must be registered with the OPI. If an internship does not appear on this screen, the intern must contact their post-secondary institution to ensure the institution has provided all necessary information to the OPI.

For an intern to be deemed appropriately assigned, the school district must acknowledge that the internship has started at the beginning of year one of the internship agreement; and indicate that the intern is making progress toward completion of the program of study and that the district will continue the internship agreement at the beginning of years two and three. The OPI considers an intern appropriately assigned for up to three years while enrolled in and making progress toward completion of the program of study.

lunch) for full and partial days, minutes per day of passing time for full and partial days and days per year of pupil instruction for full and partial days. TEAMS will calculate the aggregated hours per year based on the reported data.

Pupil Instruction Related information collects information on professional development, parent teacher conferences, record keeping and staff orientation. Each of these activities requires an activity date, code, description and PIR hours. The district then has the option of copying one school's PIR activities to all the schools in the district. This allows minor changes to be accounted for while keeping data entry to a minimum. If an individual school has already entered any information (even the PI information) into this screen, the copy function will *not* overwrite their data.

Indian Education (School-Level)

As with the District-Level Indian Education screen, the School-Level Indian Education screen provides information on school efforts to implement the requirements of 20-1-501, MCA, Indian Education for All (IEFA). Each school is required to respond to questions rating the teachers' overall background knowledge related to implementation of IEFA and rating the school's greatest need to effectively implement IEFA.

Submit

The final screen in TEAMS is the submit screen. This screen is used by the AR to verify all accreditation sections are complete, certify that all information is accurate, and submit the TEAMS report to the OPI. This is also where districts, ARs and County Superintendents can run the Preliminary Accreditation Report that details any possible variances or deviations currently recorded in TEAMS. Any errors listed on the Submit Screen must be corrected prior to submittal to the OPI.

A new submittal process is being implemented this year through TEAMS. School ARs can submit their accreditation as final directly to the OPI. No information will be sent to the County Superintendent. The County Superintendent is able to review any district/school information under their purview at any time. This will also allow the OPI to begin reviewing the data in TEAMS as data is submitted.

Please return to Mrs. Getten by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:50

2. Do you eat breakfast before you arrive at school? Circle one choice below.

Always Rarely Never

3. If you circled 'never' or 'rarely' in the above question, why not? i do an early morning church class, don't have time.

4. If you do eat breakfast before you arrive at school, what do you usually eat?

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.

Home Fast Food Restaurant Gas station/Corner Store Other _____

6. Did you try the grab-n-go breakfast this week? Circle one choice below.

Yes No

7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? The cheese and the granola bars

8. Would you participate in the future? Circle an option below.

Yes No Maybe

9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? i'm not sure i found it pretty easy to grab one before school or any chance i got before 3rd

10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. wakes up body & brain up. give

11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No you enjoy to think at school
Why or why not? im not starving and can think about something other than being hungry.

12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. The milk wasn't great it would get warm before 3rd period, and the oranges weren't always great but the apples and every thing was great, the time & location was fine as well.

Please return to Mrs. Getten by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:58
2. Do you eat breakfast before you arrive at school? Circle one choice below.
 Always Rarely Never
3. If you circled 'never' or 'rarely' in the above question, why not? _____

4. If you do eat breakfast before you arrive at school, what do you usually eat? a piece of Toast

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.
Home Fast Food Restaurant Gas station/Corner Store Other while walking to school
6. Did you try the grab-n-go breakfast this week? Circle one choice below.
 Yes No
7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? I don't know
8. Would you participate in the future? Circle an option below.
Yes No Maybe
9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? I don't know

10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. helps you concentrate
11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? because I don't have to think what's for lunch
12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. water instead of milk?

please return to Mrs. Getten by Thurs. 11-14-13

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:50

2. Do you eat breakfast before you arrive at school? Circle one choice below.
Always Rarely **Never**

3. If you circled 'never' or 'rarely' in the above question, why not? not hungry when I wake up / not enough time

4. If you do eat breakfast before you arrive at school, what do you usually eat?

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.
Home Fast Food Restaurant Gas station/Corner Store Other _____

6. Did you try the grab-n-go breakfast this week? Circle one choice below.
Yes No

7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? the granola bars

8. Would you participate in the future? Circle an option below.
Yes No **Maybe**

9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? make them more accessible, maybe in the front office

10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. help focus, curb your appetite

11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes **No**
Why or why not? I don't really feel any different

12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. more fruits ~~at~~ at snack time

please return to Mrs. Getten by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? Around 7:42 am.
2. Do you eat breakfast before you arrive at school? Circle one choice below.
Always Rarely Never
3. If you circled 'never' or 'rarely' in the above question, why not? I don't really eat breakfast because I'm busy during the morning and I'm not really a morning person.
4. If you do eat breakfast before you arrive at school, what do you usually eat? cereal
5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.
 Home Fast Food Restaurant Gas station/Corner Store Other Sometimes on the bus.
6. Did you try the grab-n-go breakfast this week? Circle one choice below.
 Yes No
7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? I liked the milk, and granola bars.
8. Would you participate in the future? Circle an option below.
Yes No Maybe
9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? Change the food every option every day, and maybe put a few "teenage" snacks in there once a week.
10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. being more awake.
11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? because I was more awake and alert.
12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. be creative... put dried fruit in the bags or maybe chocolate milk every once in a while. You can't expect us "kids" to always want eat something healthy every morning.

-Tant
Tanner A

please return to Mrs. Getten by Thurs 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:50 or 8:05
2. Do you eat breakfast before you arrive at school? Circle one choice below.
 Always Rarely Never
3. If you circled 'never' or 'rarely' in the above question, why not? _____

4. If you do eat breakfast before you arrive at school, what do you usually eat? Cereal.

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.
 Home Fast Food Restaurant Gas station/Corner Store Other _____
6. Did you try the grab-n-go breakfast this week? Circle one choice below.
Yes No
7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? _____

8. Would you participate in the future? Circle an option below.
Yes No Maybe
9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? I would eat it if hungry, as far as im concerned, it's fine.
10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. Better daily performance
11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? Because breakfast is important.
12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. _____

please return to Mrs. Getten by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:50
2. Do you eat breakfast before you arrive at school? Circle one choice below.
 Always Rarely Never
3. If you circled 'never' or 'rarely' in the above question, why not? _____

4. If you do eat breakfast before you arrive at school, what do you usually eat? Cereal
5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.
 Home Fast Food Restaurant Gas station/Corner Store Other _____
6. Did you try the grab-n-go breakfast this week? Circle one choice below.
Yes No
7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? _____

8. Would you participate in the future? Circle an option below.
 Yes No Maybe
9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? remind me
10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. energy, better grades
11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? I feel awake and energized
12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. _____

please return to Mrs. Getten by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:45
2. Do you eat breakfast before you arrive at school? Circle one choice below.
 Always Rarely Never
3. If you circled 'never' or 'rarely' in the above question, why not? _____

4. If you do eat breakfast before you arrive at school, what do you usually eat? Cereal

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.
 Home Fast Food Restaurant Gas station/Corner Store Other _____
6. Did you try the grab-n-go breakfast this week? Circle one choice below.
Yes No
7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? I was
given one during snack period once.
8. Would you participate in the future? Circle an option below.
Yes No Maybe
9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? I usually just eat before I leave home and I've only eaten one

10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. Save money on breakfast at home
11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? Just wasn't as hungry
12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. no additional comments

please return to Mrs. Getten by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? ~~8:40~~ 7:40

2. Do you eat breakfast before you arrive at school? Circle one choice below.

Always Rarely Never

3. If you circled 'never' or 'rarely' in the above question, why not? _____

4. If you do eat breakfast before you arrive at school, what do you usually eat? I usually eat eggs or pancakes or cereal.

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.

Home Fast Food Restaurant Gas station/Corner Store Other _____

6. Did you try the grab-n-go breakfast this week? Circle one choice below.

Yes No

7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? _____

8. Would you participate in the future? Circle an option below.

Yes No Maybe

9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? ~~Make the food sound better~~ Make them sound appealing.

10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. More energy

11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? because I'm not hungry

12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. _____

Please return to Mrs. Getten by Thurs. 11-14-13

Kaden

Jefferson High School, Grab-N-Go Breakfast Student Survey

Good morning! Please, take a few moments to fill out this brief survey regarding this week Grab-N-Go breakfast trial. Your opinions and suggestions are very valuable and will help us create a one of a kind breakfast program for you to enjoy every morning before the start of the school day! Add any additional comments at the bottom. Thanks!

1. What time do you usually arrive at school? 7:45

2. Do you eat breakfast before you arrive at school? Circle one choice below.

Always Rarely Never

3. If you circled 'never' or 'rarely' in the above question, why not? Because I don't have time

4. If you do eat breakfast before you arrive at school, what do you usually eat?

5. If you do eat breakfast before you arrive at school, where do you usually eat? Circle one of the options below, or add your own.

Home Fast Food Restaurant Gas station/Corner Store Other

6. Did you try the grab-n-go breakfast this week? Circle one choice below.

Yes No

7. If you circled 'yes' to the above question, what was your favorite Grab-N-Go breakfast item or items? The apples

8. Would you participate in the future? Circle an option below.

Yes No Maybe

9. What could the food service staff, teachers, or principals change in order for you to eat a Grab-N-Go breakfast every day at school? Maybe put orange juice in it every once in a while

10. Are you aware of the benefits of eating breakfast? Please, name a few if you can. It helps you focus.

11. After eating breakfast at school, do you feel better prepared for the school day? Please Circle one: Yes No
Why or why not? It helps me focus on my classes

12. Do you have any additional comments that would help you school food service staff create a breakfast that you would eat? Please include suggestions such as food items, times, and location. I have none.

Please return to Mrs. Getten's mailbox by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Teacher Survey

Good morning school teachers! This week was a very exciting week for our school as we implemented a pilot Grab-N-Go breakfast program. We would appreciate a moment of your time to fill out the following survey. We value our teacher's opinions and the feedback you provide will help us to create a breakfast program that works with your busy teaching schedules. Please, feel free to add any additional comments at the bottom. Thank you so much!

1. Were you aware that a Grab-N-Go Breakfast pilot program was taking place this week? Yes No
2. Are you aware of the benefits that students consuming breakfast at school receive? Yes No
Please circle an answer and list a few examples below.

Healthy diet

3. Did you see any problems with the way the pilot breakfast program was implemented this week? Yes No
Please circle an answer and provide a brief explanation below.

4. What did you like most about the pilot breakfast program?

Kids they may not get breakfast did.

5. Would you like to see this program continue in the future? Yes No
If you answered no, what could be done to make this program one that you would be happy to see continue?

6. Additional comments:

ITS a good program.

please return to Mrs. Getten's mailbox by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
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1. Were you aware that a Grab-N-Go Breakfast pilot program was taking place this week? Yes No
2. Are you aware of the benefits that students consuming breakfast at school receive? Please circle an answer and list a few examples below. Yes No

3. Did you see any problems with the way the pilot breakfast program was implemented this week? Please circle an answer and provide a brief explanation below. Yes No

4. What did you like most about the pilot breakfast program?

5. Would you like to see this program continue in the future? If you answered no, what could be done to make this program one that you would be happy to see continue? Yes No

6. Additional comments:

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1. Were you aware that a Grab-N-Go Breakfast pilot program was taking place this week? Yes No
2. Are you aware of the benefits that students consuming breakfast at school receive? Please circle an answer and list a few examples below. Yes No
Better concentration. Food for the brain.

3. Did you see any problems with the way the pilot breakfast program was implemented this week? Please circle an answer and provide a brief explanation below. Yes No
I didn't even know of it was taking place.

4. What did you like most about the pilot breakfast program? Don't know

5. Would you like to see this program continue in the future? if you answered no, what could be done to make this program one that you would be happy to see continue? Yes No

6. Additional comments: Because I was unaware of its implementation I can not really comment on it.

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Jefferson High School, Grab-N-Go Breakfast
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1. Were you aware that a Grab-N-Go Breakfast pilot program was taking place this week? Yes No
2. Are you aware of the benefits that students consuming breakfast at school receive? Yes No
Please circle an answer and list a few examples below.
More time to teach

3. Did you see any problems with the way the pilot breakfast program was implemented this week? Yes No
Please circle an answer and provide a brief explanation below.

4. What did you like most about the pilot breakfast program?

5. Would you like to see this program continue in the future? Yes No
If you answered no, what could be done to make this program one that you would be happy to see continue?

6. Additional comments:

Please return to Mrs. Getten's mailbox by Thurs. 11-14-13

Jefferson High School, Grab-N-Go Breakfast
Teacher Survey

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Yes No

1. Were you aware that a Grab-N-Go Breakfast pilot program was taking place this week?

Yes No

2. Are you aware of the benefits that students consuming breakfast at school receive?
Please circle an answer, and list a few examples below.

MORE ALERT

Yes No

3. Did you see any problems with the way the pilot breakfast program was implemented this week?
Please circle an answer and provide a brief explanation below.

NO PROBLEMS

4. What did you like most about the pilot breakfast program?

NO OPINION

Yes No

5. Would you like to see this program continue in the future?
If you answered no, what could be done to make this program one that you would be happy to see continue?

6. Additional comments:

THIS SHOULD BE A SUPPLEMENTAL PROGRAM,
NOT REPLACING PARENTAL RESPONSIBILITY

Please return to Mrs. Getten's mailbox by Thurs. 11-14-13

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1. Were you aware that a Grab-N-Go Breakfast pilot program was taking place this week?
Yes No
2. Are you aware of the benefits that students consuming breakfast at school receive?
Please circle an answer and list a few examples below. *Not hungry which is ^{exciting!}*
Yes No
3. Did you see any problems with the way the pilot breakfast program was implemented this week?
Please circle an answer and provide a brief explanation below. *Didn't know about it.*
Yes No
4. What did you like most about the pilot breakfast program?

5. Would you like to see this program continue in the future?
If you answered no, what could be done to make this program one that you would be happy to see continue?
Yes No
6. Additional comments:

Attending: Pat, Larry, Micki, Denise, Daryl, Tim, Travis (arrives 7:15p)
Guests: Jan Anderson, Mike Hesford, Alan Smith

**Vice Chair notes of the Regular Meeting of the Trustees of Jefferson High School District
#1
January 21, 2014, Jefferson High School Library**

- A. Call to order, pledge - 6:45pm (thereabouts)
- B. Announcements/Public Comment: none
- C. Student report - none
- D. Staff report - Alan Smith updated progress on the policy manual conversion. Has a tech aide to help. School contracts posting to JHS website still in progress.
- H.6. New business/Staff Evaluations: Mike Hesford voiced concerned about the process of board review of evaluations and asked for considerations of an alternate process. Micki stated that corrections to this process should be addressed at Negotiations. Staff evaluations were tabled and should be added to the agenda of the February board meeting.
- E. Committee reports - in current Board packet. Denise stated that (H3) finalizing the Superintendent evaluation form was delayed due to committee member conflicts. Will reschedule committee meeting and plan to report at February board meeting.
- F. Admin reports - (see current Board packet) for details.
 - 1. Clerk/Business Mgr (in current board packet)
 - 2. Principal/A.D. - Daryl elaborated on topics (report in current Board packet). Cheer program plan development is in works; Board approved Weightlifting Club as official club (Micki 1st/Denise 2nd - none opposed); (c) In-Service plan (V.C. note: may include late student arrival /weighted GPA's plan - ask Daryl) approved by Board (Micki 1st/Larry 2nd - none opposed). Board requested to see a proposal - to include budget - for Acellus program (motion for this Micki 1st/Denise 2nd - none opposed).
 - 3. Super's report - Policy 6420 is done; (item C) TEAMS due 2/21; other updates and discussion about breakfast program; Board asks for detail on real needs and budget as those funds could perhaps better serve another area...
- G. Unfinished
 - 1. Monitor lawsuit - no new info
 - 2. Annual objectives per policy 1610 - tabled (V.C. I think?)
 - 3. Instruction program plan per policy 2130 - ???

H. New Business

- 1.a. Substitute apps accepted (motion: Travis 1st/Micki 2nd - none opposed)
- 1.b. Custodial apps - no one applications fits schools entire needs (for boiler license). Board discussion on consideration of helping a good candidate acquire the necessary license should administration determine a good fit... (similar to programs already in place for JHS teaching staff being helped with their ongoing education goals).
2. Draft policy - backpacks. 1st read approved with minor semantics revision which Daryl revised on the spot - page 2, line 7 (motion: Micki/Travis). 2nd read for February Board meeting.
3. Superintendent eval process (see Item E above)
4. Policy 1332 1st read (motion: Micki/Travis - none opposed). Schedule for 2nd read.
5. Superintendent evaluation - tabled.
6. (See Hesford staff report above)
7. Cashout of unused vacation approved (motion: Micki/Travis - none opposed)

Lorie arrives at this point

I. Communication/Letters

1. BAT notification; thank you from Ms. Foster and Coach Nyby

J. Commendations/Recognitions

1. for Mike Hesford for sharing an open dialogue in regards to Teacher/Board, specifically evaluation process; Sports Staff recognition; Art program recognition; Debate recognition; Ms Foster & Ms Tuttle; Booster Club; Mickey Senechal; Melanie Williams/Facebook project; Business Teacher BPA (others? _____).

K. Consent agenda

1. Motion to approve: Micki/Larry - no objections or corrections/revisions

L. Follow-up items:

1. Monitor article - defer to Tim/Sabrina (with suggestions: _____)
2. February meeting (student count)

Respectfully submitted (with potential omissions and flaws) by Vice Chair, Patricia Lewis (NOTE: Recorder had not been activated). Jan Anderson has her personal recording of meeting. See other board members for their personal notes or recollections if clarity is needed on any specific item.