

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

**\* 6:30 p.m. *Tuesday, September 15, 2015* \*      Jefferson High School Library**

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Staff Report**

**D. Committee Reports - brief review**

**E. Administration Reports** – The board briefly reviews the written reports provided in board packet. Some specific, anticipated items are listed below. Board action is not taken on items in a report unless the item is listed as an action item in the new or unfinished business sections of the agenda.

1. Clerk/Business Manager
2. Principal/A.D.
  - a. Uniform Rotation
3. Superintendent
  - a.

**F. Unfinished Business- Action is always possible for Unfinished Business items.**

**G. New Business – Action is always possible for New Business items.**

1. Personnel – Action
  - a. Substitute applications – K. Richardson, M. Spreadbury
  - b. Coaching Vacancies – Assistants - Girls' Basketball
  - c. Change in FTE/Staffing – Co-teach math, PE
2. Board Self-Evaluation
3. Teacher Strategic Planning meeting follow-up
4. Approval of Attendance Agreements - AYA

**H. Communication and Comments**

1. Letters to the Board

**I. Commendations and Recognition**

**J. Consent Agenda**

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

**K. Follow-up/Adjournment – upcoming three months**

1. Chair/Superintendent article for paper

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. October 20, 2015  
BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY OF THE MONTH  
PRIOR TO THE BOARD MEETING.**

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

**Jefferson High School Board Members**

Sabrina Steketee, chair (Boulder area position)  
Michele LeTexier (Basin area position)  
Travis Pierce vice-chair (At-Large position)  
Larry Rasch (At-Large position)

Pat Lewis, (At-Large position)  
Terry Street (Clancy area position)  
Denise Brunett (MT City area position)

## **Draft Mission Statement**

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

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

#### **Students:**

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

#### **Teachers:**

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

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

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

#### **Our communities:**

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

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

From the desk of:



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September 2015

Since August the items occupying my time are:

**New Hires:**

Paperwork completion – Contracts, software system entry, insurances, retirement system entries, backgrounds, certificates registered, banking information, etc.

**Previous employees:**

Reviewing orders placed at yearend  
Issuing purchase orders and credit cards for new purchases  
Reissuing coaching contracts when they lose theirs

**Terms of Employment Report for OPI:**

Working to get all the information correct for the 1415 TOE. The part of the software system created at OPI's direction is kind of goofy (big surprise). Every year I have to enter a new employment date range and salary for every employee regardless of whether they are new or not. It would seem that something else would work better but for now this is what we have to create the report.

**Payroll:**

Beginning payroll is always fun with the new accounting lines, employee overrides, and changes in schedules. Have had some difficulty with the direct deposit process – the online banking system was being particular so spent several hours on something that normally takes 15 minutes or less.

**General Office:**

I have an aide 3<sup>rd</sup> period who seems to catch on to things very quickly. She's learning the software system bit by bit. Thursday she scanned a couple binders worth of minutes to Mr. Smith so that they can be put on the website.

**Audit:**

Our audit will be held the first week of November. They request several items to be emailed to them before they come. They also read the minutes if they are on the website. I'll be getting the information to them this week.

## Principal's Report 9-15-2015

- We held an Open House September 8. The attendance was small but several parents remarked that they were glad we had the Open House. We will hold another in January.
- Our current enrollment is a total of 208, four more students than last year at this time.
- The year has begun smoothly. Our new staff members are making an impact already.
- Mrs. Williams is teaching a standards based Chemistry class and it is going well thus far. Standards based/Project based learning is designed to encourage students to be more involved in their own learning and allows for greater depth of content knowledge and exploration. I would be happy to discuss this.
- This week is Homecoming week, with the help of the Booster Club we are planning a carnival as part of the festivities.

## AD's Report

- The Volleyball team is off to a great start. They won the Manhattan tournament on opening weekend and beat Townsend in three sets 9-10. We have about 27 participants in Volleyball.
- The Football team is doing well also. They won the first game vs. Ronan in a smoke shortened contest and beat Anaconda. We have about 44 participants in Football.
- The Cross Country team is running strong. We have 5 participants in Cross Country. We will be able to score as a team this year and have one of the top runners in the state on the team.
- Mr. Sturdevant was elected the President of 5B at the recent Southern B Divisional meeting in Billings.
- We have had many conversations about warm-ups for Volleyball. We need to discuss this and come to an understanding: Uniforms at JHS are purchased on a rotational basis, the District purchases all uniforms and must do so unless another group wishes to purchase all uniforms, Volleyball was on the rotation for 2014 and purchased new jerseys at that time. The scheduled rotation is attached.

## Jefferson High School Uniform Rotation

SPORT	# of uniforms	description	Unit \$	Total \$	Year Purchased (In use the following year)
Track/Xcountry	35	top & bottom	\$ 55	\$ 1,925	18/19
Volleyball	24	top	\$ 80	\$ 1,920	2014 18/19
Wrestling	15	Singlets	\$ 75	\$ 1,125	18/19
Tennis	20	1top 1 bottom	\$ 100	\$ 2,000	2014 18/19
Golf	15	1top	\$ 35	\$ 525	2014 18/19
Cheer	15	1top 1bottom	\$ 150	\$ 2,250	2014 18/19
<b>Total Expense:</b>				<b>\$ 9,745</b>	
Football	45	pants	\$ 40	\$ 1,800	2015 19/20
	45	dark tops	\$ 80	\$ 3,600	2015 19/20
	45	light tops	\$ 80	\$ 3,600	2015 19/20
<b>Total Expense:</b>				<b>\$ 9,000</b>	
Boys' Bball	24	2tops 2 bottoms	\$ 400	\$ 9,600	2016 20/21
<b>Total Expense:</b>				<b>\$ 9,600</b>	
Girls' Bball	24	2tops 2 bottoms	\$ 400	\$ 9,600	2017 21/22
<b>Total Expense:</b>				<b>\$ 9,600</b>	
Warm-Ups					
Boy's Bball	15	1 top 1 bottom			2018 22/23
Girl's Bball	15	1 top 1 bottom			2018 22/23
Tennis	15	1 top 1 bottom			22/23
Track/Xcountry	15	1 top 1 bottom			2018 22/23
Cheer	15	1 top 1 bottom			22/23
<b>Total Expense:</b>				<b>\$ 10,000</b>	

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

**Superintendent's Report**

Date: September 15, 2015

Agenda Item: E-3

**3a-Sport Medicine coverage**

Mr. Liedle and I met with Johnanna Sullivan from St. Peter's Physical Therapy Department about sports medicine coverage at JHS events. St. Peter's is looking at expanding into this area to provide professional support for outlying schools. The Helena schools provide fulltime sports trainers for all their programs so St. Peter's help is not needed.

Johnanna has been able to get St. Peter's to schedule some of her time to cover our events free of charge. This is a step in the right direction and something that has been discussed at the board level. She is also trying to work with St. Peter's to expand coverage. Below are the scheduled events she will be at this fall. Thanks to Denise Brunett for making this contact and putting JHS in contact with St. Peter's.

It looks like I will be able to cover the following FB games:

9-11  
9-25 @ Whitehall  
10-9  
10-16 @ Three Forks  
10-23

And the following Volleyball games:

9-25 @ Whitehall  
10-9  
10-13  
10-22  
10-23

**3b-Montana Behavioral Institute (MBI)**

Jefferson High School has completed the paperwork through OPI to implement a MBI program at Jefferson High School. The team will be participating in initial workshops at Fairmont Hot Springs September 21 and 22<sup>nd</sup>. There is a follow-up workshop in Bozeman during November.. The MBI team is listed below. I look forward to working with this program and the team in implementing the program at JHS.

Tim Norbeck, Greg Liedle, Joe Michaud, Mary Drynan, Mary Williams, Cathy Carey, and Fritz Bieler

### **3c-Portfolio plan**

JHS has assigned a team for implementation of a portfolio plan for students at JHS. The schedule is to have a final draft of the portfolio by November 1, 2015. At this time, it will be presented before being put into action.

Numerous examples and resources have been shared with the team and meetings will be taking place during 1<sup>st</sup> period. The team consists of Tim Norbeck, Greg Liedle, Joe Michaud, Dawn Smartnick, and Dennis Andariese. I have asked Mr. Michaud to serve as the lead for this project.

I will supply information for development throughout the process.

MINUTES

Jefferson High School Dist. 1  
Regular Meeting

August 18, 2015  
JHS Board Meeting

Board members present:

**Sabrina Steketee**  
**Travis Pierce**

**Terry Street**  
**Larry Rasch**  
Denise Brunett

**Pat Lewis**  
**Denise Brunett** (left right before claims and accounts)

Board members absent:

Administrators present:

Tim Norbeck, Superintendent                      Greg Liedle, Principal                      Lorie Carey, Business Manager

Visitors: Jan Anderson, Dawn Smartnick, Matt Bowman, Joe Michaud, Maggie Staniec, Alan Smith

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

NEW BUSINESS                      **Personnel. Vacancies.** Mr. Norbeck introduced each of the new hires and potential hires. Mr. Rasch moved to approve Mr. Joe Michaud as Counselor and Ms. Dawn Smartnick as Business teacher. Mr. Pierce seconded the motion which passed unanimously. Mr. Liedle recommended Lyndsee Williams for the paraprofessional position. Ms. Brunett moved to approve the recommendation. Mr. Rasch seconded the motion which passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENT      None.

STAFF REPORT                      Alan Smith reported on the progress of the technology updates.

COMMITTEE REPORTS              **Committee reports:**

CLERK REPORT                      **Clerk Report.** Submitted in writing.

PRINCIPAL REPORT                      **Principal report.** Car raffle will run from October through February Basketball.

SUPERINTENDENT REPORT              **Superintendent report.** Presented in written form.

UNFINISHED BUSINESS              **None.**

NEW BUSINESS                      **Personnel. Acceptance of resignations.** Mr. Angelo and Ms. Getten's letters of resignation were accepted. Mr. Pierce moved to accept the letters. Mr. Rasch seconded the motion which passed unanimously.

**Vacancies.** Addressed above.

**Coaching Vacancies.** Josh Morris and Koti Watkins were recommended for assistant football and assistant cheer/dance respectively. Ms. Brunett moved to approve the recommendation. Mr. Rasch seconded the motion which passed unanimously.

**Discussion of sharing of superintendent with Clancy.** Ms. Brunett wished Clancy well but stated that she had no desire to share a superintendent. The projects JHS has in the works need the commitment of the administration that are presently employed at JHS. Ms. Lewis moved to send a letter to Clancy with regrets. Mr. Rasch seconded the motion which passed unanimously.

**Discussion of retirement insurance agreement.** (Possible closed session.) A move to Plan B of the retirement plan has been reached.

**Approval of 2015-16 Budgets for all budgeted funds.** Mr. Pierce moved to approve the budgets presented. Mr. Rasch seconded the motion which passed unanimously.

**Board Self-Evaluation.** Ms. Steketee submitted copies of the results. Mr. Pierce asked if the staff or public could do an evaluation of the board. He wished for feedback and wondered if this might be the way to go about it. Area organizations will be contacted to see if other schools have sought this information.

**Teacher Strategic Planning Meeting follow-up.** Deferred to September.



**Determination of Fund Classifications.** Proposed balance classifications presented. Ms. Lewis moved to accept the balance classifications as proposed. Mr. Rasch seconded the motion which passed unanimously.

**Approval of Attendance Agreements.** None.

COMMUNICATION AND  
COMMENTS

**Letters**

COMMENDATIONS AND  
RECOGNITION

**Commendations.** Ms. Steketee commended Mr. Smith for his tech work and also the maintenance crew for their care of the building. Mr. Norbeck commended Ms. L. Carey for her work on the welcome gifts for the staff. Mr. Norbeck commended Jan Anderson for her article on the class composites.

CONSENT AGENDA

**Minutes** Ms. Lewis moved to accept the minutes and claims. Mr. Pierce seconded the motion which passed unanimously with the correction of Pat being absent in July.

FOLLOW UP  
/ADJOURNMENT

**Follow-up/Adjournment.** The meeting adjourned at 7:42 p.m.

Chair/Superintendent article

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Chair, Jefferson High School Board

Clerk, Jefferson High School Board

08/28/15  
13:31:00

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/15

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Report ID: AP100H

High 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
16664	2152 CENTURY LINK	324.60					
1	08/13/15 phone charges	324.60*		201	100-2400	531	
	<b>Claim Total for District</b>	<b>324.60</b>					
16665	899 EMPIRE OFFICE MACHINES, INC.	284.00					
1	0195757 08/14/15 bookshelves foster	284.00*		201	100-1000	660	
	<b>Claim Total for District</b>	<b>284.00</b>					
16666	4556 BULKLEY ELECTRIC, INC.	2,100.47					
1	12373 08/18/15 electrical for tech	1,034.56*		228	100-1000	440	
2	12373 08/18/15 electrical for shop area	1,065.91*		201	100-2600	440	
	<b>Claim Total for District</b>	<b>2,100.47</b>					
16667	2851 MT SCHOOLS PROPERTY & LIABILITY	24,000.00					
2	08/04/15 Liab. Insurance	24,000.00*		201	100-2300	520	
	<b>Claim Total for District</b>	<b>24,000.00</b>					
16668	1608 MASBO	160.00					
1	1155 08/26/15 veteran clerk workshop	80.00*	8699	201	100-2500	582	
2	1156 08/26/15 facilities workshop	80.00*	8699	201	100-2500	582	
	<b>Claim Total for District</b>	<b>160.00</b>					
16670	4738 BOULDER RIVER PIZZA	91.90					
1	10001 06/19/15 meal for suicide training	91.90*		201	100-2400	321	
	<b>Claim Total for District</b>	<b>91.90</b>					
16671	1451 L & P GROCERY	175.80					
1	0155965082 08/24/15 freshmen bbq	175.80*		201	100-2400	800	
	<b>Claim Total for District</b>	<b>175.80</b>					
16672	4725 Mastercard FCS	1,642.08					
2	3798644 07/06/15 apple wireless keyboards	239.92	8605	215	999	201	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-660-201						
3	85985497 07/10/15 fccla advisor natl travel	722.61	8575	215	999	203	
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1710-582-203						
4	85985497 07/10/15 fccla advisor natl travel	133.34	8575	215	999	225	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-582-225						
5	85985497 07/10/15 fccla advisor natl travel	511.18	8575	215	999	136	
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1710-582-136						
6	013920 07/04/10 FCS summer conference	35.03	8337	215	999	89	
	PO Accounting (Org/Prog/Func/Obj/Proj: -394-1710-582- 89						
	<b>Claim Total for District</b>	<b>1,642.08</b>					
16673	4728 Mastercard Tech	1,968.58					
1	7847458 06/23/15 sound bars	679.14*	8691	228	100-1000	660	
	AMAZON.COM						

08/28/15  
13:31:00

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/15

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Report ID: AP100H

High 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	
2	2205814 06/23/15 sound bars	13.66*	8691	228	100-1000	660	
	AMAZON.COM						
3	7293846 06/23/15 sound bars	1.55*	8691	228	100-1000	660	
	AMAZON.COM						
5	3033169 07/20/15 server room parts	138.80*		228	100-1000	610	
7	07/09/15 lowes supplies for tech	50.30*		228	100-1000	610	
8	07/10/15 lowes supplies for tech	88.12*		228	100-1000	610	
9	07/11/15 lowes credit for tech supplies	-9.97*		228	100-1000	610	
10	1034636120 07/06/15 ASUS wrls prtbl projector	558.99	8611	215	999	201	
	PO Accounting (Org/Prog/Func/Obj/Proj: -451-1170-660-201						
11	1034636120 07/06/15 projector	442.99	8713	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1440-660-						
12	1034636120 07/06/15 projector	5.00*		228	100-1000	610	
	<b>Claim Total for District</b>	<b>1,968.58</b>					
16674	4786 MC Mastercard	94.30					
1	12691686 07/24/15 Cables	85.34*	8692	228	100-1000	610	
	MONOPRICE						
2	12691686 07/24/15 Cables	8.96*		228	100-1000	610	
	<b>Claim Total for District</b>	<b>94.30</b>					
16675	4717 Mastercard Admin 1	1,530.09					
1	201519 07/23/15 breakfast for sb & act te	43.00	8140	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-						
2	214542 07/23/15 breakfast for sb & act te	106.39	8140	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-						
3	07/23/15 frames for class composit	440.01	8277	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-						
4	161951 07/23/15 class frames	230.66	8200	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	161951 07/23/15 class frames	1.21	8145	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-660-						
6	07/04/15 survey monkey	26.00*		201	100-2300	800	
7	07/05/15 smore	19.00*		201	100-2300	800	
8	08/04/15 survey monkey	26.00*		201	100-2300	800	
9	07/23/15 american welding	16.87	8206	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-640-						
10	07/23/15 american welding	287.29	8207	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-640-						
11	07/23/15 american welding	333.66*		201	390-1640	610	
	<b>Claim Total for District</b>	<b>1,530.09</b>					
16676	4761 PEAK 1 ADMINISTRATION	4.63					
1	20262 07/15/15 cobra difference	4.63*		201	100-1000	260	
	<b>Claim Total for District</b>	<b>4.63</b>					

08/28/15  
13:31:00

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/15

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High 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	
16677	3959 AMERICAN EXPRESS	154.48					
1	25010801 08/20/15 fcs, culinary, prostart	9.98	8165	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2	2023198 08/20/15 fcs, culinary, prostart	19.62	8165	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
3	511684 08/20/15 fcs, culinary, prostart	124.88	8165	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
	<b>Claim Total for District</b>	<b>154.48</b>					
	<b>Total High School</b>	<b>32,530.93</b>					

08/28/15  
13:31:01

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 8/15

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$28,234.40
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$2,201.07
228 TECHNOLOGY FUND	
101	\$2,095.46
<b>Total</b>	<b>\$32,530.93</b>
<b>Grand Total</b>	<b>\$32,530.93</b>

09/11/15  
13:21:18

JEFFERSON HIGH SCHOOL  
Claims by Vendor Report  
For the Accounting Period: 8/15

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Report ID: AP220

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Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
374 BLUE CROSS & BLUE SHIELD	CL 16678	1	08/28/15	42720	584.00
				<b>Total:</b>	<b>584.00</b>