

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

* 6:30 p.m. Tuesday, February 16, 2016 * 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

F. 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
 - a. Draft MD&A (Management Discussion and Analysis)
 - b. Election Deadlines Review
2. Principal/A.D.
3. Superintendent
 - a. February Count

G. Unfinished Business- Action is always possible for Unfinished Business items.

H. New Business – Action is always possible for New Business items.

1. Personnel – Action
 - a. Substitute applications
 - b. Coaching positions
 - c. Fall Coaching evaluations – possible closed session(s)
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Call for Election
4. Tech issues – M. LeTexier
5. MTSBA Trustee Survey
6. Tech service system status report and review
7. Clerk evaluation by board – discussion – possible closed session
8. Second Reading of Policies
 - 3300 Suspension and Expulsion
 - 3210 Equal Ed, Nondiscrimination, Sex Equity

I. Communication and Comments

1. Letters to the Board – V. Foster, Boulder Association of Teachers, Boulder Association of Classified Employees

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. Possible retirement, risk management review, sped application

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: March 15, 2016 6:30 P.M.

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)

Travis Pierce vice-chair (At-Large position)

Larry Rasch (At-Large position)

Pat Lewis, (At-Large position)

Terry Street (Clancy area position)

Michele LeTexier (Basin 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:

 *orie*

February 2016

REPORTS, MISC.

OSHA reporting of accidents for 2015 has been completed and posted.

AUDIT

I am still working on the Management Discussion and Analysis (MD&A) for the audit. It can be quite involved and there are a few additions I may need to make this year. A draft copy is enclosed with this report. Notice that I added some comparison charts that should help the public understand our financial information a little better.

ELECTIONS (repeat from last month)

Elections are coming right up.

The positions ending this year are Basin (Ms. LeTexier) and At-Large 2 (Mr. Pierce). Forms are included.

New this year is the abolishment of the need to gather signatures in order to run for the position.

The elections calendar and information is also available on the OPI website. <http://opi.mt.gov/Finance&Grants/schoolfinance/> Look for the Elections tab. There are all kinds of forms available.

FINANCE

American Fidelity will be coming to the school at the end of February to enroll or re-enroll staff members for various products they offer – life, disability, cancer, etc. We don't limit the companies staff members can use but this company is also our third-party administrator so they come every year.

Bus routes and individual contracts have been entered for payment. A copy of each report is included with this report.

JEFFERSON HIGH SCHOOL DISTRICT NO. 1
Management Discussion and Analysis
For the Year Ended June 30, 2015

The Superintendent and Business Manager of the school district have provided this management's discussion and analysis to give the reader of these statements an overview of the financial position and activities of the district for the time period covered by this audit report.

FINANCIAL HIGHLIGHTS

The high school district budget for all budgeted funds increased from \$2,541,043.83 to \$2,565,978.78 for a total of \$24,934.95 or approximately 1%. The General Fund budget increased from \$1,935,342 to \$1,943,954 for a total of \$8609 which is less than .5%. The enrollment at Jefferson High School has declined in past years but seems to be have levelled off presently.

USING THIS FINANCIAL REPORT

The general format of this report is required by Statement No. 34 of the Governmental Accounting Standards Board (GASB). Components and purposes of the report are explained below.

Reporting the School District as a Whole

These statements measure inputs and outflows using an economic resources measurement focus, and use the accrual basis of accounting. Activities that are fiduciary in nature are not included in these statements.

- A. The Statement of Net Position (page x) shows the "assets" (what is owned), "liabilities" (what is owed) and the "net position" (the resources that would remain if all obligations were settled) of the school district. The statement categorizes assets to show that some assets are very liquid, such as cash and cash equivalents. Some assets are restricted for certain purposes or reserved for emergencies and cash flow purposes. Some assets are invested in capital assets, such as buildings, equipment, and other long-lived property; and some assets are available to fund budgets for the following year.
- B. The Statement of Activities (page x) shows the amounts of program-specific and general school district revenues used to support the school district's various functions.

The Statement of Net Position and the Statement of Activities all shown in one category (governmental) show the school functions, including instruction, student services, administration, etc. are supported mostly by state and federal revenues and property taxes.

Reporting the District's Most Significant Funds

The fund statements provided detailed information about the funds used by the school district. State law and Generally Accepted Accounting Principles (GAAP) establish the fund structure of school districts. State law generally requires school districts to segregate money generated for certain specific purposes, like transportation and debt service, in separate fund accounts.

The fund statements report balances and activities of the most significant or "major" funds separately and combine the activities of less significant funds under a single category. Significance of funds is determined based on the proportional size of the funds, the relative importance of the activities of the funds to the school district's operations, and the existence of legal budget requirements.

The Balance Sheet (page x) and Statement of Revenues, Expenditures, and changes in Fund Balance (page x) are shown for governmental funds, such as the general fund, special revenue funds for transportation and school foods, and debt service and capital outlay funds. These funds use the modified accrual basis of accounting and represent the majority of the district's activities and programs.

Fund statements include a reconciliation of the governmental funds statements to the district-wide statements (page x). Most significant differences result from the use of different presentation bases. The district-wide statements are presented using the accrual basis of accounting and the fund statements for governmental funds use the modified accrual basis. In addition, general capital assets and general long-term debt are reported in the district-wide statements but not in the fund statements.

For reporting purposes, the compensated absences, metal mines, flexibility, and litigation reserve funds were combined with the general fund because the availability of these revenues is similar to the general fund. A detail of these funds is provided in the schedules of combining funds (pages x – x) in the Supplementary Information section.

Reporting the District's Trust and Fiduciary Responsibilities

The district is the trustee, or fiduciary, for endowments and the student extracurricular fund. This report includes the activities in a separate Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position (page x) because the district cannot use these assets to fund operations. The district is responsible for ensuring that these assets are used for their intended purpose.

Budget-to-Actual Comparison

The District's final general fund expenditure budget was \$24,159 less than the original budget for the year ended **June 30, 2015**. The budgetary comparison schedules on page xx show how actual expenditures compared to the original and final budgeted expenditures for the general fund. *The Board of Trustees, at the recommendation of the Superintendent and Business Manager, has made a conscious effort to restore some of the general fund reserves which were depleted when Montana Tunnels Mine was not paying their taxes.*

The District as a Whole

The important question about the District's Finances is, "Is the District better or worse off as a result of the year's activities?" The information in the government-wide financial statements helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, with the addition of reporting depreciation on capital assets.

The change in net position over time is one indicator of whether the District's financial health is improving. **Net position decreased dramatically in the past year. An explanation for this can be found after the following chart of Net Position.** The non-collection of revenues has slowed dramatically. In the previous year, large expenditures were made for building improvements so, understandably, a decrease in Operations and Maintenance expenditures was seen in 2014. The reverse was true for FY 2015. Decreases in expenditures for instruction and administration can be attributed to changes in personnel. Two teachers have been replaced with instructors who start lower on the pay matrix. Administration expenditure increases can be attributed in part to the Board of Trustee's desire to recruit and retain excellent employees. Other non-financial factors that influence the District's fiscal health are changes in enrollment, changes in State funding, changes in the economy, and/or changes in the District's tax base. See the following pages for an explanation of Net Position and the Changes in Net Position.

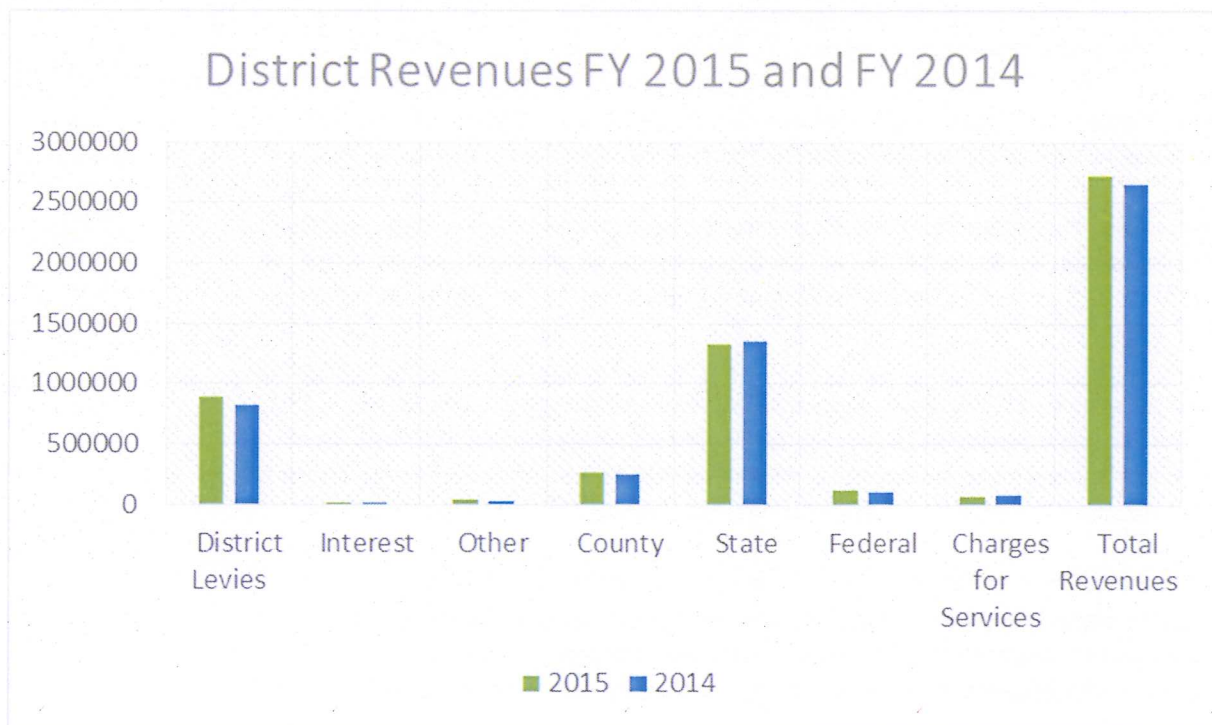
Net Position

NET POSITION	Governmental Activities			
	2015	2014	\$ CHANGE	% CHANGE
Current Assets	1,270,595	1,174,385	96,210	8.19%
Capital Assets, net	1,355,240	1,423,299	(68,059)	-4.78%
Total Assets	2,625,835	2,597,684	28,151	1.08%
Deferred Outflows of Resources	145,741	-	145,741	#DIV/0!
Current Liabilities	22,174	33,346	(11,172)	-33.50%
Long Term Liabilities	1,577,273	205,603	1,371,670	667.15%
Total Liabilities	1,599,447	238,949	1,360,498	569.37%
Deferred Inflows of Resources	249,143	-	249,143	#DIV/0!
Net Position:				
Net Investment in Capital Assets	1,345,197	1,413,059	(67,862)	-4.80%
Restricted	448,047	298,701	149,346	50.00%
Unrestricted	(870,259)	646,976	(1,517,235)	-234.51%
Total Net Position	922,985	2,358,736	(1,435,751)	-60.87%
CHANGES IN NET POSITION				
Revenues				
Program Revenues:				
Charges for Services	69,362	81,960	(12,598)	-15.37%
Operating Grants	312,698	267,595	45,103	16.86%
General Revenues:				
District Levy	857,191	876,584	(19,393)	-2.21%
State Equalization	1,112,592	1,089,064	23,528	2.16%
Other State Revenue	126,110	149,654	(23,544)	-15.73%
County	222,590	211,273	11,317	5.36%
Investment Earnings	1,928	860	1,068	124.14%
Other	38,508	23,864	14,644	61.36%
Total Revenues	2,740,979	2,700,854	40,125	1.49%
Program Expenses				
Instruction	1,310,415	1,362,410	(51,995)	-3.82%
Support	59,831	38,703	21,128	54.59%
Media	79,928	103,171	(23,243)	-22.53%
Administration:	347,370	324,675	22,695	6.99%
O & M	370,606	330,019	40,587	12.30%
Transportation	172,200	171,182	1,018	0.59%
Extracurricular	280,049	283,563	(3,514)	-1.24%
School Food	9,605	7,260	2,345	32.30%
Interest	736	235	501	213.19%
Post - Retirement Benefits	-	28,000	(28,000)	-100.00%
OPEB Expense	(29,594)	15,746	(45,340)	-287.95%
Pension Expense	30,242	-	30,242	#DIV/0!
Total Expenses	2,631,387	2,664,964	(33,577)	-1.26%
Change in Net Position	109,591	35,890		

Current asset increase of 8.19% can be attributed to the rather large number of outstanding encumbrances that were remaining at yearend. Invoices for them had not been received and thus not paid. In addition, the transportation fund had a much higher cash balance in part because fuel prices dropped dramatically. The Capital Asset decrease is caused primarily by **\$100,907** in depreciation.

When reviewing the previous chart of Net Position and Changes in Net Position, it is obvious that major changes took place this year. This is due primarily to the legal requirement to record the net pension liabilities from the Teachers' Retirement System and the Public Employees' Retirement System. These numbers are calculate by the State of Montana and submitted to each school district for inclusion in the financial statements. A new item on this report is the Deferred Outflows of Resources. This accounts for the actual amount paid of the net pension liabilities from the two retirement systems in the year following the year in which the liability was calculated. Notice that the Long Term Liabilities increased by \$1,371,670. The inclusion of the long-term portion of those same liabilities can be attributed to much of the change. Deferred Inflows of Resources, also new this year, is where the employer's portion of the net pension liability is recorded. When comparing the Total Net Positions from 2014 to 2015, it is obvious the recording of the net pension liability had a profound effect on the Net Position for 2015. It is quite possible that this will have an adverse effect on the district's ability to obtain funding for capital improvement projects and the like.

Revenue by Source – Governmental Activities



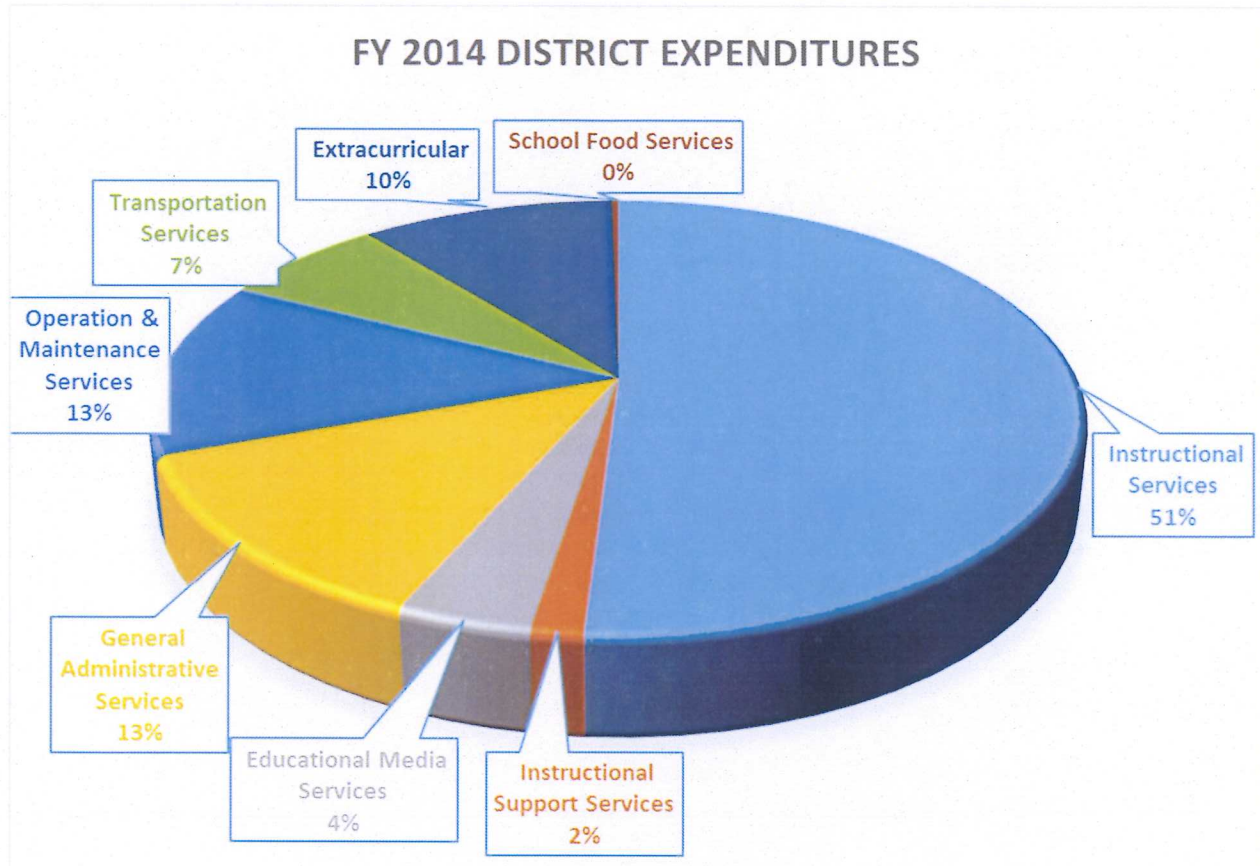
The bar graph above shows that state equalization revenue is the largest source for the Jefferson High School District in both FY 2014 and FY 2015. The school experienced a decrease in state funding for FY 2015 because of a slight decrease in enrollment in FY 2014. District levies account for the next largest amount of revenues followed by county-wide levies. Both levies increased slightly from FY 2014 to FY 2015. State law permits the District to request an optional mill levy for the general support of District programs. The High School district requested a levy of \$30,370 levy for 14/15 which passed. While it appears that federal funds are a minor part of the overall revenues, they are extremely valuable to the district. These funds allow the district to provide additional services to students when necessary.

Funding from Title I, Part D, Subpart 2 (federal funding) continues to be used for services provided students currently attending Jefferson High School at the Youth Dynamics Inc. campus. The number of students at YDI fluctuates wildly sometimes. Presently, the enrollment there is near capacity. Since these students are enrolled in Jefferson High School, the school receives Average Number Belonging (state ANB) money. In addition, state-paid tuition is received for the days the students attend school.

MT Tunnels had been a major taxpayer in the High School District. Currently the mine is considered closed and does not contribute to our revenue total. A "Metal Mines Tax Reserve Fund" has been established to help offset the negative effect the mine's closure will have on the District. The monies in this fund have been used previously to pay for instruction and long-neglected maintenance projects which should benefit the school for years to come. Several roofs were repaired, furnaces were replaced, and several other projects completed to save energy. The board of trustees must approve all purchases from this fund.

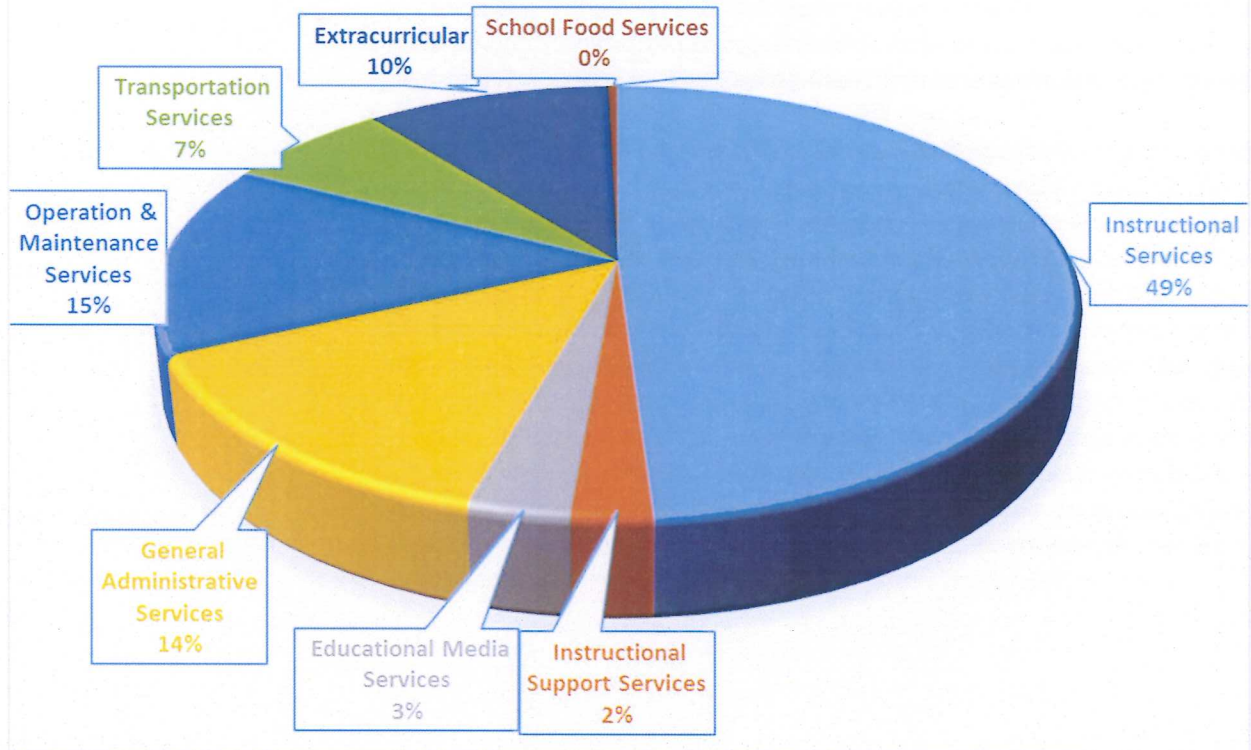
Notice that there is a category for "Charges for Services." Jefferson High School participated in a CSCT Medicaid program for several years. The money comes in as revenue but goes right back out in expenses. Acadia of Montana pulled the CSCT program at the end of FY 2015, so unless major changes occur in the beginning months of FY 2016, it's likely that Jefferson High School won't have this type of program for FY 2016 or FY 2017 either. While this doesn't impact us directly financially, it is a valuable service to students and can be tremendous support to our staff.

District Expenses



The charts on this page and the next show the district expenditures for FY 14 and FY 15. While many categories stayed nearly the same, several changed a bit. Instructional services decreased 2% and media services decreased 1% but operation and maintenance services increased 2% and administrative services increase 1%. While the instructional services decreased, the percentage is still higher than other schools. The district was able to address a few large maintenance issues with yearend funds in FY 2015. Because the district does not currently have a building reserve fund, this is one of the few ways the district can maintain the building. In the past year, the board of trustees has made a conscious effort to build the administration salaries to be competitive with area schools. That would account for the slight increase in that category.

FY 2015 DISTRICT EXPENSES



Contact Information

If you have questions regarding this report or need additional information, contact Lorie Carey, Business Manager, PO Box 838, Boulder, MT 59632, (406) 225-3740.



Pupil Transportation
Montana Office of Public Instruction

TR-5 Individual Contract Reimbursement Claim 1st Semester 2015-2016

22 Jefferson
0457 Jefferson H S

08/31/2015-01/25/2016

Contract #	Shared	Family Name	Daily		Days		Total Reimbursement
			Rate	Isolation	Transported	Reimbursed	
12941	True	Konda, Stacey J.	4.90	No	89.0	89.0	436.10 *
12943	True	Komm, Brian & Alison J.	3.50	No	90.0	90.0	315.00 *
17143	False	Brunett, Denise	1.75	No	73.0	73.0	127.75 *
33795	False	Clark, Gayle	3.15	No	85.0	85.0	267.75 *
Total Individual Contract Reimbursement							1,146.60

Board Chair _____

Signature



Pupil Transportation
Montana Office of Public Instruction

TR-6 Bus Route Reimbursement Claim

1st Semester 2015-2016

08/26/2015-01/14/2016

22 Jefferson

0457 Jefferson H S

Route #	Miles		Rate	Driver	VIN	Days		Total Reimbursement
	%	Per Day				Claimed	Reimbursed	
2	50.00	22.0	1.36	Kay L. Heaton	IBAKDCKH65F226835	0.0	0.0	0.00
2	50.00	22.0	1.36	Kay L. Heaton	IBAKDCKH65F226835	72.0	72.0	1,077.12
3	50.00	37.5	1.36	Sandra L. Hays	4DRBUAAP29B673495	72.0	72.0	1,836.00
3	50.00	37.5	1.57	Sandra L. Hays	4DRBUAFPX8B490949	0.0	0.0	0.00
2c	100.00	22.0	1.36	Kay L. Heaton	IBAKDCKH65F226835	73.0	73.0	2,184.16
3c	100.00	37.5	1.36	Sandra L. Hays	4DRBUAAP29B673495	73.0	73.0	3,723.00
4a	100.00	81.2	1.57	Michael M. Scott	4DRBUAAPX9B671400	73.0	73.0	9,306.33
5a	100.00	109.0	1.80	James S. Connole	4DRBVAAR27A495721	73.0	73.0	14,322.60
6a	100.00	98.3	1.57	Arthur F. Bieler	4DRBUAFPX8B490949	73.0	73.0	11,266.16
Total Bus Route Reimbursement								43,715.37

Board Chair

Signature

Principal's Report 2/16/16

- We are implementing the Instructional Framework with an emphasis on Bell ringers and building positive relationships during those bell ringers. Also, we are working on exit strategies in the Instructional Framework.
- Mel Riddile will be at JHS on March 9 to work with us on the Instructional Framework.
- We visited Montana City, Clancy and Boulder Elementary School to talk with eighth graders and begin the registration process. The Panthers that went as ambassadors did a phenomenal job of representing JHS. Preliminary forecasting indicates that we will have about 60 Freshman students next fall.
- Mr. Michaud, the scheduling committee and I will begin working on a Master Schedule on 2/26/16.
- We held an assembly on 2/11/16 to recognize Speech and Drama, MUN, Cheer, Basketball and Wrestling.
- The proposed calendar for 2016-2017 is available and attached for your perusal.

AD's Report

- Fall coaching evaluations are ready to be reviewed.
- JHS sent five wrestlers to State!
- Basketball District tournament is 2/18-2/20 in Belgrade. We are focused on getting the teams to the Divisional Tournament.
- We will have participants take the survey on the computer the week of 2/22-2/25.

JEFFERSON HIGH SCHOOL 2016-2017 SCHOOL CALENDAR

August

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

fall Sports Begin 12
 Freshman Orientation 22
 First Day of School 23
 Teacher PIR Day 29
days of Instructions 6

September

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

No School Labor Day 5
 Fall MAP Testing 6-8
 Homecoming week 19-23
 midterm Grade Check 20
 Late Arrival(10:00am) 28
Days of Instruction 16

October

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

No School MIEA 20-21
 Late Arrival(10:00am) 26
 End of First Quarter 27
Days of Instruction 16

November

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

Winter Sports Begin 17
 No School Thanksgiving 23-25
Days of Instruction 16

December

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

Midterm Grade Check 1
 No School Winter Break 22-2
Days of Instruction 12

Jefferson High School Staff

Mr. Tim Norbeck	Superintendent	
Mr. Greg Liddle	Principal	
Mr. Dan Sturdevant	AD	
Mrs. Lorie Carey	Business Manager/Clerk	
Mr. Alan Smith	Technology Director	
Mrs. Linda Allen	School Secretary	
Mrs. Joe Michaud	School Counselor	
Mr. Dennis Andariese	Vocational Education	
Mrs. Dawn Smartnick	Business, Comp, Accounting	
Mr. Fritz Beiler	Social Studies	
Mrs. Anjeanette Haas	Family Consumer Sciences	
Mrs. Cathy Carey	Math	
Mrs. Mary Drynan	Special Education	
Mrs. Victoria Foster	English	
Mr. Matthew Bowman	Music/Band	
Mr. Dave Heimann	Vocational Education	
Mr. Mike Hesford	English	
Mr. Dave Hohenthal	Social Studies	
Mr. Mark Kelly	Journalism	
Mr. Clint Layng	PE/Health, Dr.Ed, Para	
Mr. Steve McCauley	Science	
Mrs. Emma Ehret	Art	
Mrs. Nicole Strozewski	Math	
Mr. Dave Ternes	PE/Health, Anatomy	
Mrs. Maggie Clifford	English, Library	
Mrs. Mary Williams	Science	
Mrs. Laura Butler	Paraprofessional	
Mrs. Lynnsey Williams	Paraprofessional	
Mrs. Lisa Fjeldseth	Paraprofessional	
Mr. Bill Tinker	Maintenance	
Mr. Matt Kosola	Maintenance	
Mr. Joe Sandoval	Maintenance	
Mr. Roy Tomich	Maintenance	

Semester Breakdown		
Semester 1:	Days: 73	Hours:
Semester 2:	Days: 74	Hours:
Year Total:	Days: 147	Hours: 1105.2

January

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

11-12 Semester Finals
 12 Semester Ends
 13 Teacher PIR Day
 16-19 Winter MAP Testing
Days of Instruction 17

February

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

Midterm Grade Check 15
 No School, President Day 20
 Late Arrival(10:00am) 22
Days of Instruction 15

March

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

End of Third Quarter 16
 Late Arrival(10:00am) 29
Days of Instruction 18

April

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

spring break 13-16
 Midterm Grade Check 17
 Late Arrival(10:00am) 26
Days of Instruction 15

May/June

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

Spring MAP Testing 1-4
 Graduation 21
 Semester Test 23-24
 last day 25
 Teacher PIR 26
Days of Instruction 16

Jefferson High School District #1
Board of Trustees

Superintendent's Report

Date: February 16, 2016

Agenda Item: F-3

3a-February Count Day (2016-17 ANB calculation)

I have completed and submitted the MAEFAIRS report for the Montana Office of Public Instruction. The data includes the fall, winter, and spring student counts. There is a four student overall decline from the fall and spring counts. Budgetary information is also included in the report that will be used for preparation of the 2016-17 budget.

Recommendation

Use the provided data in conjunction with district costs to set the 2016-17 budget.

3b-Portfolio Update

The portfolio project has been included in the Continuous School Improvement Plan (CSIP) currently in place with the Montana Office of Public Instruction (OPI). During this semester, students will rotate through Mrs. Smartnick's enrichment period to create their individual portfolios and start the process of entering pertinent information. This process will provide a more efficient means of monitoring student portfolios and the information students enter. Incoming freshman will have the introductory portion of the portfolio as part of the Computer Applications requirement.

3c-Tech Report

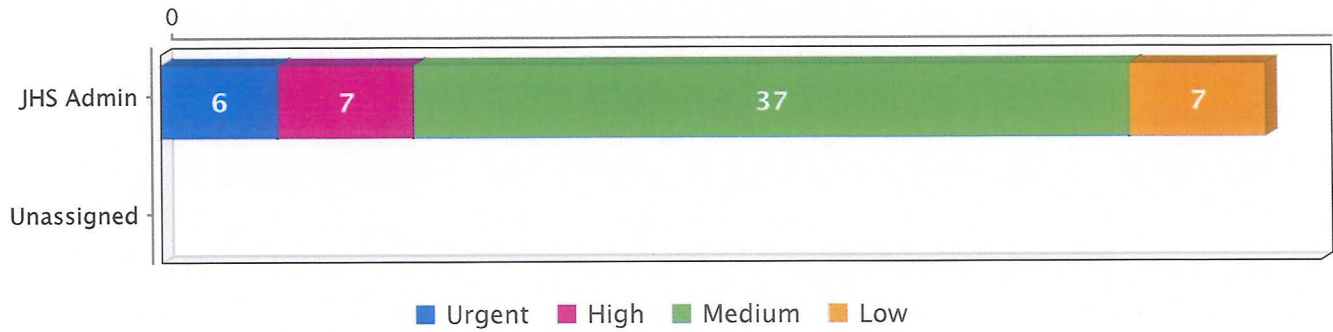
I have included a report on the ticket system used to alert Mr. Smith of technical issues. The faculty and staff have been informed a couple of times about the process to use to report technical issues. The report identifies the number of tickets filed and level of urgency for required repairs.

Recommendation

Continue to use the ticket system as a means of tracking and accountability for the IT program at Jefferson High School District #1.

Closed tickets this month
 Tickets closed before 2/11/16 11:10 am

Tickets by Assigned Tech



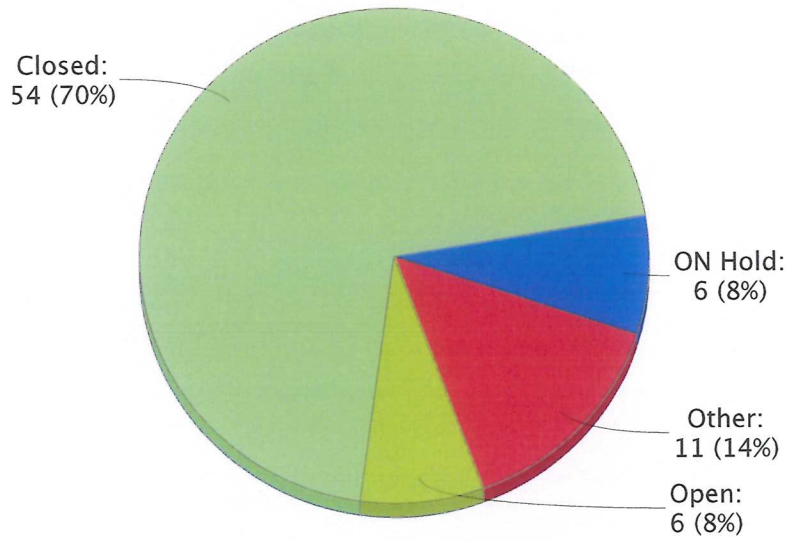
Tickets

	Urgent	High	Medium	Low	Total
JHS Admin	6	7	37	7	57
Unassigned	0	0	0	0	0
Total	6	7	37	7	57

Status Filter: Closed, Cancelled, Resolved

Technician status this month
Tickets opened before 2/11/16 11:11 am

JHS Admin Tickets by Status



Unassigned Tickets by Status

None.

Tickets

JHS Admin	Open	6
	Pending	0
	Closed	54
	Cancelled	3
	Resolved	0
	Scheduled	3
	Working	1
	ON Hold	6
	Awaiting Parts	3
	Waiting Support	1
	Total	77
Unassigned	Open	0
	Pending	0
	Closed	0
	Cancelled	0
	Resolved	0
	Scheduled	0
	Working	0
	ON Hold	0
	Awaiting Parts	0
	Waiting Support	0
	Total	0
Total	Open	6
	Pending	0
	Closed	54
	Cancelled	3
	Resolved	0
	Scheduled	3
	Working	1
	ON Hold	6
	Awaiting Parts	3
	Waiting Support	1
	Total	77

Dear JHS Schoolboard Members,

Thank you for a truly enjoyable staff Christmas party. It was one of the BEST ones yet! 😊 It's fun to hang out with you + the rest of the staff in an informal setting, to get to know one another & just have Fun!

Thank you, again, and Merry Christmas.

- Victoria Foster

**Boulder Association of Teachers
P.O. Box 838
Boulder, MT 59632**

January 12, 2016

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

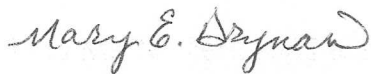
Dear Mr. Norbeck and Members of the Board of Trustees,

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: Mary Drynan, Fritz Bieler, and Cathy Carey.

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

Sincerely,



Mary E Drynan
Vice President, BAT
High School Representative

MINUTES

Jefferson High School Dist. 1
Regular Meeting

January 26, 2016
JHS Board Meeting

Board members present:

Sabrina Stekete
Travis Pierce

Pat Lewis, left at policy 2nd read
Larry Rasch

Terry Street arrived at committee reports
Denise Brunett arrived at principal report, left at policy 2nd read

Board members absent:

Michelle LeTexier

Administrators present:

Tim Norbeck, Superintendent

Greg Liedle, Principal

Lorie Carey, Business Manager

Visitors: Jan Anderson, (arrived at uniform rotation)

CALL TO ORDER

Ms. Stekete called the meeting to order at 6:30. The pledge was said. (Mr. Street arrived)

PUBLIC COMMENT

A FAFSA meeting was held on Monday, January 25 and 42 of 55 seniors were at JHS with their parents to get help to complete the FAFSA.

COMMITTEE REPORTS

Committee reports: Policy met.

ADMINISTRATION REPORTS

Clerk Report. Submitted in writing. Added that she had attended a MASBO board meeting the previous day and the morning of this meeting.

Principal report. MBI (Ms. Brunett arrived.)

Superintendent report. Presented in written form. Mr. Norbeck stated that he was working on a few different forms for staff evaluations, in particular for administration positions. The numbers presented for the kitchen didn't include the fire suppression.

UNFINISHED BUSINESS

Uniform rotation. Mr. Norbeck reviewed the information for the rotation and the thought process behind it.

NEW BUSINESS

Personnel. Substitutes None **Coaching Positions** *Asst. Boys' Basketball:* no recommendation at this time.

Superintendent Evaluation. At 6:54 the board went into executive session. The regular session resumed at 8:10. Mr. Pierce moved to approve the minutes from the closed session. Mr. Rasch seconded the motion. Passed unanimously by 5 (Ms. Brunette was out of the room.)

Attendance agreements. JHS received 129 attendance agreements from Helena Schools for students who reside in Jefferson County.

Transportation for routes and scheduling transportation for extra-curricular activities. Mr. Norbeck said he is still looking into extending the north route. Some busses have been sent early in the morning for activity practices.

Vacation payout. Ms. Brunette moved to pay Matt Kosola his excess vacation. Mr. Rasch seconded the motion which passed unanimously. Ms. Lewis moved to allow Ms. L. Carey to use hers before the school year is out. Mr. Pierce seconded the motion which passed unanimously.

Technology Issues. Deferred to February

Tech service system status report. Deferred to February.

Surplus lists. Mr. Pierce moved to approve the surplus list. Mr. Street seconded the motion which passed unanimously.

First reading of policies . Policy 3300 The language "decided" is correct. As per A.R.M. 10.55.910. The notice is "to the student and the parent." Mr. Pierce moved to approve on first read. Mr. Rasch seconded the motion which passed unanimously. Policy 3210 JHS would be covered for transgender issues regardless of whether the policy is adopted. The risk of loss of federal funds would still exist whether "transgender" is included with other discrimination types. Possible loss of federal funds could happen for other types of discrimination. Ms. Stekete feels that the policy as currently written covers discrimination and JHS would take care of these issues by following the law. She also has no problem with the newly recommended language which includes gender. Ms. Lewis moved to approve the policy as recommended. Ms. Brunett seconded the motion. Mr. Rasch restated his concern with over identifying protected classes of people. Motion carried 4 to 2 with Mr. Pierce and Mr. Rasch voting "no".

NEW BUSINESS (Cont.) **Second reading of policies.** (Ms. Lewis and Ms. Brunett left.) Mr. Pierced moved to approve the changes on second and final reading. Mr. Rasch seconded the motion which passed unanimously.

COMMUNICATIONS **Letters.** None.

COMMENDATIONS **Commendations.** Jan Anderson for her dedication to the policy process and help with clarification. Graduation Matters committee, Mr. Michaud, Wes _____ for FAFSA night. Ms. Haas for meal at the FAFSA night. Ms. Smartnick for taking picutres. Cheerleaders' competition – JHS won their division. Speech and Debate Divisional Liuda Karaseva and Elle Youde will participate at State competition in Ennis.

CONSENT AGENDA **Minutes** Mr. Rasch moved to accept the minutes of the previous regular meeting and claims. Mr. Pierce seconded the motion which passed unanimously by those present.

ADJOURNMENT **Follow-up/Adjournment. 9:25.**
Chair/Superintendent article -

Chair, Jefferson High School Board

Clerk, Jefferson High School Board