

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

*** 6:30 p.m. Tuesday November 15, 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. Audit
 - b. Budget – booklets
 - c. Inventory
2. Principal/A.D.
3. Superintendent
 - a. Possible increase in funding with enrollment increase
 - b. Adjusted Taxable Valuation – NW Energy
 - c. MCEL
 - d. Strategic Planning
 - e. East Helena/Helena board meeting update

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 – S. Williams
 - b. Coaching positions –recommendations for Asst. GBB, Bennett and Asst. BBB, Connole & Binkowski
 - c. Custodial position –recommendation C. Pierce
 - d. Superintendent evaluation - possible closed session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Committee Assignments
4. Christmas Party
5. Asset disposal approval
6. Board Self-Evaluation
7. Formulation of Annual Objectives
8. Board's Instructional Plan and Evaluation
9. Review and Approval of At-Risk Plan

I. Communication and Comments

1. Letters to the Board – Boulder Monitor and Tripp and Associates

J. Commendations and Recognition

K. Consent Agenda

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

L. Follow-up/Adjournment – upcoming three months

1. Chair/Superintendent article for paper
2. December – Superintendent administrative in-service plan
3. January – Superintendent evaluation, possible payout of unused vacation

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING January 17, 2017 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)

Pat Lewis, (At-Large 1 position)

Stacy Hale (Basin area position)

Travis Pierce vice-chair (At-Large 2 position)

Terry Street (Clancy area position)

Denise Brunett (MT City area position)

Larry Rasch (At-Large 3 position)

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:



October & November 2016

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants from 39660 to 39695 and direct deposits from -89416 to -89388 were approved by the superintendent and paid in October.

Payroll warrants from 39696 to 39734 and direct deposits from -89387 to -89360 were approved by the superintendent and paid in November.

The auditor was here for a couple days in September.

For Activities, they liked the addition of a small piece of paper to attach with each submission of money, whether it be from a club or an individual. This alleviated the confusion when money is coming in from several places and the office is busy for other reasons as well.

The inventory for technology has improved as well. The only thing they'd like changed is that the report be run closer to the end of the year. (Our system doesn't go back for reports like that.)

As for the rest, there were 2 findings. While the expenditures for technology using the intercap loan were correctly entered, I didn't remember to put the outstanding amount on the liability report. It will be easy enough to correct for next year. The second dealt with capitalization of assets. They felt there were about \$11,000 of expenditures I should have capitalized. Once again, these will be easy enough to correct.

I'm currently working on the MD&A (Management's Discussion and Analysis). When trying to make this reader-friendly, I have to dig through the information the auditor has prepared. It's especially difficult when they've entered something incorrectly. In one instance already, the auditor has entered an item in the wrong cell of the spreadsheet. She corrected it but not after I spent quite some time looking for the reason an accounting item had changed so drastically. I plan to have the MD&A finished by November 18.

BUDGET BOOKLETS

Throughout the fall, I've been compiling information for the trustees about the budget. The booklets I created should be helpful and contain general descriptive information about funds and budgeting. They also have revenue and expenditure budgets for 2016/17 along with expenditure trends for the previous 5 years of available data.

DISTRICT OFFICE PROCEDURES

There has been much discussion at MASBO workshops about business managers having office procedures defined and recorded. In response to that, I've started a procedures manual for the District Office. Each procedure will be followed by the forms that apply to it. I hope to have it detailed enough so that someone would be able to complete most of the duties of the office with a minimum amount of confusion.

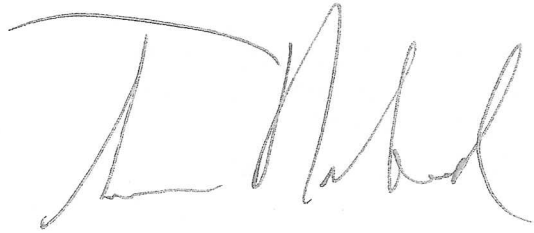
10/12/16
10:13:06

JEFFERSON HIGH SCHOOL
Cash Report For Payrolls from 10/01/16 to 10/31/16

Page: 1 of 1
Report ID: P220

Fund	Amount
201 HIGH SCHOOL GENERAL FUND	130,191.59
214 HIGH SCHOOL RETIREMENT FUND	18,621.52
Total High School	148,813.11
Total for all Funds	148,813.11

***NOTE: Before sending the Payroll Summary Journal voucher to the Finance Application, please verify that the total of each of these three reports match: Cash Report, Payroll Summary (Gross pay + employer contributions), Payroll Expenditure Detail. There are a few exceptions to this: 1. Advances that Cross Periods; 2. WC Discount; 3. Prior Period Checks Cancelled in this Period; 4. Local Deductions with Receipt Accounting set up.



10/12/2016

10/12/16
10:13:36

JEFFERSON HIGH SCHOOL
Payroll Summary For Payrolls from 10/01/16 to 10/31/16

Page: 1 of 3
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
ADDL HOURS (ADDITIONAL PAY)	0.00		456.42
J002 HOURS (HS COACH STIP)	0.00		8,264.50
J006 HOURS (HS ACTIVITY STP)	0.00		2,291.84
J011 HOURS (HS CUST SUB)	136.75		1,578.03
J013 HOURS (HS TEACHER SUB)	123.50		1,267.00
J050 HOURS (INS OPT 80%)	0.00		4,648.64
J060 HOURS (HS ADDL TCHR HR)	56.23		1,126.34
LV3 HOURS (ACTIVITY LEAVE)	14.00		235.45
LV4 HOURS (ATHLETIC LEAVE)	11.50		171.68
LV5 HOURS (Bereavement Leave)	7.00		192.82
REG HOURS (Regular Time)	4,217.66		93,409.04
SICK HOURS (Sick Time)	186.45		3,940.24
VACA HOURS (Vacation Time Used)	53.75		990.00
GROSS PAY	118,572.00	0.00	
NET PAY	80,767.00	0.00	
NET PAY (CHECKS)	24,563.79		
NET PAY (DIRECT DEPOSIT)	56,203.21		
AFA ACCIDENT	140.80	0.00	
AFA CANCER POST	20.92	0.00	
AFA CANCER PRE	121.04	0.00	
AFA DISABILITY	144.80	0.00	
AFA FLEX	799.99	0.00	
AFA LIFE	166.20	0.00	
ASSURANT LIFE	0.00	79.67	
BACE DUES	135.51	0.00	
CSED	181.00	0.00	
DENTAL 2	602.25	0.00	
FIT	8,915.67	0.00	
GA 403B/457	2,000.00	0.00	
HSA 1ST INTERST	0.00	31.36	
HSA CONT	450.00	184.08	
HSA SIMMONS	0.00	31.36	
INS	1,347.13	9,085.18	
INS 3	0.00	1,078.00	
MEDICARE	1,667.47	1,667.47	
MFT DUES	427.70	0.00	
P.E.R.S.	1,237.72	1,269.04	
PERS RETIREE	0.00	86.31	
SIT	4,494.00	0.00	
SOCIAL SECURITY	7,129.85	7,129.85	
TEXAS LIFE PERM	267.40	0.00	
TRS	7,441.87	8,008.00	
TRS RETIREE 13	0.00	306.68	
UNEMPL. INSUR.	0.00	154.17	
VISION 2	113.68	0.00	
WORKERS' COMP	0.00	1,129.94	
BANK OF ROCKIES	1,936.72	0.00	
BILLINGS FCU	1,284.08	0.00	

CAPITAL 1 360	422.50	0.00
F B V B	16,397.68	0.00
FIRST INTERSTAT	1,324.61	0.00
HELENA CCU	2,220.64	0.00
HORIZON CU	4,638.46	0.00
IQ CU	2,989.59	0.00
RCKY MTN BANK	2,328.18	0.00
SECU WASHINGTON	500.00	0.00
SHELBY	1,852.52	0.00
TRICO	3,730.40	0.00
US BANK BUTTE	4,675.88	0.00
US BANK HELENA	2,838.83	0.00
VALLEY B HELENA	3,154.57	0.00
W FARGO	5,570.86	0.00
W FARGO AK	337.69	0.00
FIT/SIT BASE	104,317.52	0.00
MEDICARE BASE	114,997.11	0.00
PERS BASE	16,732.73	0.00
SOC SEC BASE	114,997.11	0.00
TRS BASE	94,061.83	0.00
UN BASE	118,572.00	0.00
WC BASE	115,196.88	0.00

Total 30,241.11
Total Payroll Expense (Gross Pay + Employer Contributions): 148,813.11

Check Summary

Payroll Checks Prev. Out.	\$127,790.96
Payroll Checks Issued	\$91,325.79
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$219,116.75
Electronic Checks	\$56,203.21

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	14259.70	14259.70		614
Medicare	3334.94	3334.94		614
P.E.R.S.	2506.76	2506.76		615
Unempl. Insur.	154.17		154.17	612
Workers' Comp	1129.94		1129.94	611
FIT	8915.67	8915.67		613
SIT	4494.00	4494.00		610
CSED	181.00	181.00		673
INS	10432.31	10432.31		675
BACE DUES	135.51	135.51		672
MFT DUES	427.70	427.70		671
DENTAL INS	0.00			675
TRS	15449.87	15449.87		616
GA 403B/457	2000.00	2000.00		670
INS 3	1078.00	1078.00		675
HSA CONT	634.08	634.08		621
HSA SIMMONS	31.36	31.36		621

10/12/16
10:13:36

JEFFERSON HIGH SCHOOL
Payroll Summary For Payrolls from 10/01/16 to 10/31/16

Page: 3 of 3
Report ID: P130

AFA CANCER PRE	121.04		121.04		675
AFA DISABILITY	144.80		144.80		675
AFA ACCIDENT	140.80		140.80		675
AFA FLEX	799.99		799.99		675
AFA LIFE	166.20		166.20		675
TRS RETIREE 13	306.68		306.68		616
WAGE GARN WI	0.00				673
PERS RETIREE	86.31		86.31		615
HSA 1ST INTERST	31.36		31.36		621
WAGE GARN LEE	0.00				673
AFA CANCER POST	20.92		20.92		675
TEXAS LIFE PERM	267.40		267.40		675
DENTAL 2	602.25		602.25		675
ASSURANT LIFE	79.67		79.67		675
VISION 2	113.68		113.68		675
Total Ded.	68046.11	0.00	66762.00	1284.11	

**** Carried Forward column only correct if report run for current period.

11/11/16
15:50:46

JEFFERSON HIGH SCHOOL
Cash Report For Payrolls from 11/01/16 to 11/30/16

Page: 1 of 1
Report ID: P220

Fund	Amount
201 HIGH SCHOOL GENERAL FUND	132,979.11
214 HIGH SCHOOL RETIREMENT FUND	19,069.92
Total High School	152,049.03
Total for all Funds	152,049.03

***NOTE: Before sending the Payroll Summary Journal voucher to the Finance Application, please verify that the total of each of these three reports match: Cash Report, Payroll Summary (Gross pay + employer contributions), Payroll Expenditure Detail. There are a few exceptions to this: 1. Advances that Cross Periods; 2. WC Discount; 3. Prior Period Checks Cancelled in this Period; 4. Local Deductions with Receipt Accounting set up.

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
ADDL HOURS (ADDITIONAL PAY)	0.00		456.42
J002 HOURS (HS COACH STIP)	0.00		11,426.00
J006 HOURS (HS ACTIVITY STP)	0.00		1,791.84
J008 HOURS (HS AIDE/SUP)	50.25		502.50
J011 HOURS (HS CUST SUB)	55.25		657.16
J013 HOURS (HS TEACHER SUB)	145.75		1,496.50
J050 HOURS (INS OPT 80%)	0.00		4,648.64
J060 HOURS (HS ADDL TCHR HR)	56.23		1,126.34
LV2 HOURS (PROFESSIONAL LEAVE)	72.00		2,232.64
LV3 HOURS (ACTIVITY LEAVE)	29.50		579.21
LV4 HOURS (ATHLETIC LEAVE)	19.40		286.21
LV5 HOURS (Bereavement Leave)	15.20		228.46
PERS HOURS (Personal Time Used)	45.50		1,190.36
REG HOURS (Regular Time)	4,030.38		90,326.41
SICK HOURS (Sick Time)	140.15		2,572.39
VACA HOURS (Vacation Time Used)	99.00		1,807.79
GROSS PAY	121,328.87	0.00	
NET PAY	82,958.31	0.00	
NET PAY (CHECKS)	26,826.91		
NET PAY (DIRECT DEPOSIT)	56,131.40		
AFA ACCIDENT	140.80	0.00	
AFA CANCER POST	20.92	0.00	
AFA CANCER PRE	121.04	0.00	
AFA DISABILITY	144.80	0.00	
AFA FLEX	799.99	0.00	
AFA LIFE	166.20	0.00	
ASSURANT LIFE	0.00	79.67	
BACE DUES	135.51	0.00	
CSED	181.00	0.00	
DENTAL 2	442.01	0.00	
FIT	8,926.86	0.00	
GA 403B/457	2,000.00	0.00	
HSA 1ST INTERST	0.00	31.36	
HSA CONT	450.00	184.08	
HSA SIMMONS	0.00	31.36	
INS	1,347.13	9,085.18	
INS 3	0.00	1,078.00	
MEDICARE	1,709.98	1,709.98	
MFT DUES	427.70	0.00	
P.E.R.S.	1,321.34	1,354.80	
PERS RETIREE	0.00	86.31	
SIT	4,542.00	0.00	
SOCIAL SECURITY	7,311.70	7,311.70	
TEXAS LIFE PERM	267.40	0.00	
TRS	7,816.74	8,411.38	
TRS RETIREE 13	0.00	38.02	
UNEMPL. INSUR.	0.00	157.73	
VISION 2	97.44	0.00	

WORKERS' COMP	0.00	1,160.59
BANK OF ROCKIES	1,936.72	0.00
BILLINGS FCU	1,284.08	0.00
CAPITAL 1 360	422.50	0.00
F B V B	16,895.49	0.00
FIRST INTERSTAT	1,248.12	0.00
HELENA CCU	2,220.64	0.00
HORIZON CU	4,638.46	0.00
IQ CU	2,989.59	0.00
RCKY MTN BANK	2,328.18	0.00
SECU WASHINGTON	500.00	0.00
SHELEY	1,852.52	0.00
TRICO	3,730.40	0.00
US BANK BUTTE	4,675.88	0.00
US BANK HELENA	2,838.83	0.00
VALLEY B HELENA	3,072.12	0.00
W FARGO	5,470.10	0.00
W FARGO AK	27.77	0.00
FIT/SIT BASE	106,792.38	0.00
MEDICARE BASE	117,930.46	0.00
PERS BASE	17,421.36	0.00
SOC SEC BASE	117,930.46	0.00
TRS BASE	96,251.87	0.00
UN BASE	121,328.87	0.00
WC BASE	117,953.75	0.00

Total 30,720.16
Total Payroll Expense (Gross Pay + Employer Contributions): 152,049.03

Check Summary

Payroll Checks Prev. Out.	\$111,706.08
Payroll Checks Issued	\$94,599.31
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$206,305.39
Electronic Checks	\$56,131.40

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security		14623.40		614
Medicare		3419.96		614
P.E.R.S.		2676.14		615
Unempl. Insur.	154.17		311.90	612
Workers' Comp	1129.94		2290.53	611
FIT		8926.86		613
SIT		4542.00		610
CSED		181.00		673
INS		10432.31		675
BACE DUES		135.51		672
MFT DUES		427.70		671
DENTAL INS		0.00		675
TRS		16228.12		616
GA 403B/457		2000.00		670

11/11/16
15:51:04

JEFFERSON HIGH SCHOOL
Payroll Summary For Payrolls from 11/01/16 to 11/30/16

Page: 3 of 3
Report ID: P130

INS 3	1078.00		1078.00		675
HSA CONT	634.08		634.08		621
HSA SIMMONS	31.36		31.36		621
AFA CANCER PRE	121.04		121.04		675
AFA DISABILITY	144.80		144.80		675
AFA ACCIDENT	140.80		140.80		675
AFA FLEX	799.99		799.99		675
AFA LIFE	166.20		166.20		675
TRS RETIREE 13	38.02		38.02		616
WAGE GARN WI	0.00				673
PERS RETIREE	86.31		86.31		615
HSA 1ST INTERST	31.36		31.36		621
WAGE GARN LEE	0.00				673
AFA CANCER POST	20.92		20.92		675
TEXAS LIFE PERM	267.40		267.40		675
DENTAL 2	442.01		442.01		675
ASSURANT LIFE	79.67		79.67		675
VISION 2	97.44		97.44		675
Total Ded.	69090.72	1284.11	67772.40	2602.43	

**** Carried Forward column only correct if report run for current period.

Principal's Report 11-15-2016

- The Student Advisory Council and I met on November 1 and will continue to meet to discuss how we can work together to make JHS even better.
- I attended the MCEL workshop in Billings and learned several things. The most intriguing for me was a program or application that will organize the MAP data so it is more usable to drive our instruction.
- We are still focusing on our Instructional Framework, primarily Beginning and Ending.
- The NHS Veteran's Day Assembly was a great success once again. I am without words to describe how wonderful this was.
- Mr. Michaud has come up with a great idea for Graduation Matters: we are going to get our student body to do a filmed lip sync to "Too Legit to Quit" by MC Hammer. Indicating that we Panthers are too legit to quit school!
- JHS, spurred by Mrs. Smartnick and Nate Brunett, did a Mannequin Challenge which will be edited, the song "Be True to Your School" by the Beach Boys dubbed in and uploaded to the website. I think you will enjoy this spectacle. It is truly amazing what our students can and will do for each other!
- Mr. Norbeck has more data in his report, however, it is important to note that the entire school had a Combined GPS of over 3.0!

AD's Report

- November 9, six sophomore students and I attended the Aim Higher Workshop in Butte. This is a workshop put on by MHSA which teaches leadership, anti-bullying and anti-hazing messages.
- The Fall Seasons ended: Volleyball played in the Divisional Tournament and played exceptionally well! The team had a fantastic season and did the Panther Family extremely proud. Football ended the season ant 6-3 and a final game win against Manhattan. These boys exemplified our goal of becoming young men and what it means to truly care about and play for your teammates. Cross Country finished the season at the State meet, we ran full teams in both boys and girls!! These competitors demonstrated true grit as they worked diligently all season improving their times right through the State Meet.
- We have recommendations for open coaching positions.
- Winter Sports Parent meeting was held on November 14.

AIM Higher Student Curriculum

Overall Goal: to assist student and adult leaders to take individual or collective action to prevent chemical use problems, to promote healthy lifestyles and to improve citizenship and sportsmanship through positive role modeling.

7:45 a.m. to 8:00 a.m.	Registration
8:00 a.m. to 8:30 a.m.	Introduction to workshop – welcome participants and provide an overview of the workshop
8:30 a.m. to 9:30 a.m.	Leadership discussion – participants will examine and identify leadership characteristics and styles so they can take positive leadership initiatives within their peer groups. (Students will be assigned to small groups)
9:30 a.m. to 9:50 a.m.	Mentoring – participants will be encouraged to consider a mentoring role with middle school and elementary school students and will understand how to initiate mentoring programs at their schools.
9:50 a.m. to 10:00 a.m.	Break
10:00 a.m. to 10:55 a.m.	Team Captain Training – participants will learn go through a formal training session on the expectations and training of a team captain or team leader
10:55 a.m. to 11:25 a.m.	Hazing / Bullying – participants will learn the facts about hazing and bullying in high schools. An interactive exercise will help everyone learn about the dangers of hazing in schools.
11:25 a.m. to 11:55 a.m.	Substance Abuse Prevention – Participants will learn about the danger of Alcohol and drug use.
11:55 a.m. to 12:30 p.m.	Lunch break (new groups may be assigned for the afternoon)
12:30 p.m. to 2:00 p.m.	Sportsmanship and perspective – participants will identify sportsmanship issues and list ways to prevent these problems, and will be able to recognize the need for a balanced perspective in activities as well as life in general.
2:00 p.m. to 2:15 p.m.	Evaluation and closure – participants will evaluate the effectiveness of the workshop and will be encouraged and motivated to continue the work of the day back at their schools.

A FEW WORDS ABOUT THE LEADERSHIP

By Ardice (Dusty) Kuehner

I cannot give credit for the following. It's been in my notes for a long time and it may be a compilation of several articles. Whatever.... the message is good and pertinent.

1. REAL LEADERS are also DOERS. They come early and stay late and they can always seem to find "one more thing to do" to make it better for the whole group. They lead by example.
2. REAL LEADERS always have time for others. They display a sense of "anti-selfishness" which is without fanfare. They care.
3. REAL LEADERS are quick to identify mistakes, but they spend little time talking about them; rather, they go about setting a plan to correct the mistakes and do something about the situation. They always look upon failure as an opportunity to correct and improve.
4. REAL LEADERS do not spend any time criticizing others. They use their energies to help those around them. They never exclude, are always willing to include.
5. REAL LEADERS avoid put-downs and sarcastic remarks. They are constantly looking for ways to compliment those around them and build common self-respect.
6. REAL LEADERS never strike back or try to "get even". They see blame and revenge as wasted energy. Therefore, they move ahead rather than dwell on the negative.
7. REAL LEADERS "share" rather than "compare." They accept others for who they are and support them in becoming better.
8. REAL LEADERS accept the reality of peer pressure but do not give in to the threats of "not being one of the gang". They are not hampered by "but this is the way we've always done it."
9. REAL LEADERS never attack anyone or purposely hurt another person. They understand that we always end up hurting ourselves when we choose to attack another.
10. REAL LEADERS always go the extra mile. When others have given up, quit, or rationalized an easier shortcut, the real leaders are on the job, getting it done. Yet when the awards of championship are passed out, they are always in the background applauding everyone else.

There's a story about four people who came upon a person sinking into a pool of quicksand. The first said, "You should have known better than to step into that." The second said, "Let this stupidity be an example to the rest of us." The third said, "It must be God's will." The fourth said, "Here, take my hand and I'll help you get out."

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

Superintendent's Report

Date: November 15, 2016

Agenda Item: E-3

3a-Enrollment Numbers

I gathered the data from Clancy and Montana City Elementary Schools to see the number of students attending Jefferson High School. This data will also allow me to cross check the attendance agreements the district will receive from other high school districts. Below is the breakdown of students in attendance by class at Jefferson High School.

Clancy Elementary

<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
21/35	9/21	11/27	19/25

Montana City Elementary

<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
3/45	15/45	3/59	17/62

These numbers indicate 221 high school students attending in another district, the majority in Helena School District #1. By my estimates, JHS should be expecting over 200 attendance agreements from Helena.

3b-East Helena High School options

I attended the joint school board meeting with the Helena and East Helena school districts as they discussed possibilities of building an inter district high school in East Helena. The possibilities discussed included an inter local agreement or the possibility of East Helena becoming an independent K-12 school district. Both of these would require legislative approval.

I attended and spoke in public comment on the implications of another open enrollment high school in the area of the Jefferson High School District and the negative effect and continued pressure on students residing in the JHS district. I also informed both boards of the level of sensitivity regarding their local patrons and especially the district's taxpayers in terms of future levies.

I will continue to be present with these meetings and look for opportunities to voice the concerns of the

JHS district.

3c-Facility Updates

The front entrance is nearing completion with only a small amount of finish work required. The entire classroom wing now has new school lockers. It is nice to see the school colors throughout the area. The kitchen upgrades to bring the area to code will take place over Christmas break since it will require a number of days and the kitchen needs to be operational for school lunch.

These continued facility improvements will have a positive impact for the district and community.

3e-Thankful Thursday

I talked about this during Strategic Planning and thought it should be explained further. Every Thursday from now on, a small treat will be given to students as they leave the school. It is an opportunity for us to acknowledge the students, wish them a good weekend, and let them know we care about them.

The last two weeks have revealed positive results and I look forward to the continued interaction with the great students at JHS.



**Budget Report
FY2016-17
22 Jefferson
0457 Jefferson H S**

Submit ID: 0457-18993303

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,987,134.52	196,389.67	10%	9.88%	0.00	1,281,498.38	705,636.14	36.00
10 Transportation	239,401.79	47,880.36	20%	20.00%	55,030.82	115,038.00	69,332.97	3.54
11 Bus Depreciation	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
13 Tuition	34,380.79		N/A		23,697.66	0.00	10,683.13	0.55
14 Retirement	243,600.00	48,720.00	20%	20.00%	38,667.44	204,932.56		
17 Adult Education	25,000.00	8,750.00	35%	35.00%	21,275.31	0.00	3,724.69	0.19
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	40,556.67	0.00	N/A	0.00%	3,803.97	1,752.70	35,000.00	1.79
29 Flexibility	31,094.96	0.00	N/A	0.00%	25,178.35	5,916.61	0.00	0.00
61 Building Reserve	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
Total of All Funds	2,601,168.73	301,740.03			167,653.55	1,609,138.25	824,376.93	42.07

50 Debt Service								
Tax								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00



**Budget Report
FY2016-17
22 Jefferson
0457 Jefferson H S**

Submit ID: 0457-18993303

Due Dates:

Board of Trustees adopts Final Budget no later than August 25th before: computation of GF levy requirement by Cty Supt. & the fixing of district tax levies. (MCA 20-9-131)
Board of Trustees transmits to County Supt. within 3 days after final approval. (MCA 20-9-131)
County Supt. transmits to County Commissioners by the later of the 1st Tuesday in September or within 30 calendar days after receipt of certified taxable values. (MCA 20-9-142)
County Supt. transmits to Office of Public Instruction on or before September 15th. (MCA 20-9-134)

District ANB And Taxable Valuation

	<u>ANB</u>		<u>Taxable Valuation</u>
	<u>EL</u>	<u>HS</u>	
District:	N/A	* 218	19,599,080

* indicates that the 3 year average ANB was used to calculate the budget limitations

The final budget is approved as set forth in this document.

Certification

District Clerk:

Lorie Carey

Lorie J. Carey
(Signature)

8-24-16
(Date)

Chairperson, School Trustees:

Sabrina Steketee

S. Steketee
(Signature)

8/24/16
(Date)

County Superintendent:

Garry Pace

(Signature)

(Date)

Chairperson, County Commissioners:

(Print)

(Signature)

(Date)

Name of Contact:

(Print)

(Signature)

(Phone)



Budget Report
FY2016-17
22 Jefferson
0457 Jefferson H S

Submit ID: 0457-86358435

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,987,134.52	196,389.67	10%	9.88%	0.00	1,283,056.43	704,078.09	36.43
10 Transportation	239,401.79	47,880.36	20%	20.00%	55,030.82	115,038.00	69,332.97	3.59
11 Bus Depreciation	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
13 Tuition	34,380.79		N/A		23,697.66	0.00	10,683.13	0.55
14 Retirement	243,600.00	48,720.00	20%	20.00%	38,667.44	204,932.56		
17 Adult Education	25,000.00	8,750.00	35%	35.00%	21,275.31	0.00	3,724.69	0.19
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	40,556.67	0.00	N/A	0.00%	3,803.97	1,752.70	35,000.00	1.81
29 Flexibility	31,094.96	0.00	N/A	0.00%	25,178.35	5,916.61	0.00	0.00
61 Building Reserve	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
Total of All Funds	2,601,168.73	301,740.03			167,653.55	1,610,696.30	822,818.88	42.57

50 Debt Service								
Tax								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

Surplus Items Wood Shop

Hand Planes

Large - 1

Med - 10

Small - 9

Crosscut saw

Fine tooth - 7

Coarse tooth - 8

Backsaw - 7

Hand drill - 3



THE BOULDER

MONITOR

104 W. Centennial • P. O. Box 66 • Boulder, MT 59632-0066
(406) 225-3821 or (406) 225-3822 • janderson@jeffersoncountycourier.com

September 26, 2016

Jefferson High School Board of Trustees
PO Box 838
Boulder, MT 59632

Dear Trustees:

This is to inform you of a pricing change at the *Boulder Monitor*.

In the 14 years we have owned the *Monitor*, we have provided space for school meeting notices and agendas at no cost. We did that as a public service, changing a policy of the previous owners that charged full price for those submissions. Most newspapers do charge.

We are now going to charge \$5 for each such notice. That is FAR less than the full rate and FAR less than the non-profit rate.

This applies ONLY to public meeting notices/agendas published one time. Special meeting notices required to be published more than once will be charged as in the past.

We estimate this will cost the district about \$60-100 per year for agendas.

We regret having to do this, and we are working hard to keep costs down.

If you have any questions about this, please let us know. Thanks.

Jan Anderson
Editor and Publisher

Tripp & **A**ssociates
1645 Avenue D, Suite E
Billings, MT 59102
406-248-5150

August 30, 2016

Jefferson High School District No. 1
PO Box 838
Boulder, MT 59632

To the Board of Trustees and District Clerk,

We are pleased to confirm our understanding of the services we are to provide Jefferson High School District for the fiscal year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Jefferson High School District as of and for the fiscal year ended June 30, 2016.

Accounting standards generally accepted in the United States of America provide for certain **Required Supplementary Information** (RSI), such as management's discussion and analysis (MD&A), to supplement Jefferson High School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Jefferson High School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
- 3) Schedule of Funding Progress – Pensions
- 4) Schedule of Funding Progress – OPEB

We have also been engaged to report on **Supplementary Information** other than RSI that accompanies Jefferson High School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

- 1) Schedule of Combined Funds
- 2) Schedule of Reported Enrollment
- 3) Schedule of Extracurricular Activities

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of

our audit of Jefferson High School District's financial statements. Our report will be addressed to Board of Trustees of Jefferson High School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from:

- (1) errors
- (2) fraudulent financial reporting
- (3) misappropriation of assets
- (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Jefferson High School District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Nonaudit, but Audit Related Services

We will also provide the following nonaudit services in conformity with U.S. generally accepted accounting principles based on information provided by you. The scope of the nonaudit services listed below does not constitute an audit under *Government Auditing Standards*.

- Conversion of the Trustees' Financial Summary to the GASBS 34 financial statements
- Preparation of the Note Disclosures to the Financial Statements
- Preparation of the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget & Actual

- Preparation of the Budget & Actual Note Disclosures
- Preparation of the Schedule of Funding Progress – Pensions
- Preparation of the Schedule of Funding Progress – OPEB
- Preparation of the Schedules of Combined Funds
- Preparation of the Schedule of Reported Enrollment
- Preparation of the Schedule of Extracurricular Activities

Although we will prepare or assist in the preparation of the nonaudit, but audit related services, they will remain your responsibility. We will require that you assume all management responsibilities, oversee the services, evaluate the adequacy of the results and accept responsibility for the results of these services.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with:

- (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements
- (2) additional information that we may request for the purpose of the audit
- (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving:

- (1) management
- (2) employees who have significant roles in internal control, and
- (3) others where the fraud could have a material effect on the financial statements

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that:

- (1) you are responsible for presentation of the supplementary information in accordance with GAAP
- (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP
- (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes)
- (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

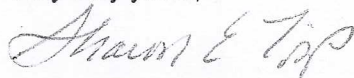
The audit documentation for this engagement is the property of Tripp and Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Montana or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Tripp and Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Montana or its designee. The State of Montana or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately September 21, 2016 and to issue our reports no later than June 30, 2017. Sharon E. Tripp is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed **\$6,500** and our gross nonaudit fees will not exceed **\$3,000** as previously agreed upon in our letter dated July 17, 2014. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Jefferson High School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Tripp & Associates

RESPONSE:

This letter correctly sets forth the understanding of Jefferson High School District.

Management signature: _____

Title: _____

Date: _____

MINUTES

Jefferson High School Dist. 1
Regular Meeting

September 20, 2016
JHS Board Meeting

Board members present:

Terry Street
Travis Pierce

Denise Brunett
Larry Rasch

Stacy Hale
Sabrina Stekete

Board members absent: **Pat Lewis**

Administrators present:

Tim Norbeck, Superintendent

Lorie Carey, Business Manager

Greg Liedle, Principal

Visitors: Casey Pallister, Jan Anderson,

CALL TO ORDER

Ms. Stekete called the meeting to order at 6:30. The pledge was said.

PUBLIC COMMENT

None

STUDENT REPORT

None.

STAFF REPORT

Mr. Pallister, the new history teacher, introduced himself and gave a brief overview of his experiences and ideas.

COMMITTEE REPORTS

Committee reports: None.

ADMINISTRATIVE REPORTS

Clerk Report. Submitted in writing.

Principal report. Submitted in writing.

Superintendent report. Presented in written form.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Basin position. Ms. Stacy Hale was welcomed as the Basin area trustee.

Personnel Substitutes: None.

Coaching Evaluations. None.

Coaching Positions and Resignations. Mr. Liedle recommended Mary Lachenbruch as the Speech and Debate Coach. Mr. Piece moved to accept the recommendation. Mr. Rasch seconded the motion which passed unanimously.

Custodial Position – Mr. Kosola submitted his resignation. Will be interviewing later this week.

Superintendent Evaluation. Deeming that the person’s right to privacy exceeds the public’s right to know, Ms. Stekete closed the meeting for the evaluation. **7:03 – 7:50**

Attendance Agreements. New agreements approved for students at YDI. Ms. Brunett moved to accept. Mr. Street seconded the motion which passed unanimously.

Board Self-Evaluation. Still waiting for an evaluation from a couple board members. Deferred.

Logo Development – Mr. Norbeck will be leading this committee.

Establishment of Insurance Clearing Fund 289 - Mr. Rasch moved to establish this fund. Mr. Street seconded the motion which passed unanimously.

LETTERS

Letters. Thank you – Hohenthal, resignation – Matt Kosola.

COMMENDATIONS

Commendations. Mr. Rasch commended Ms. Smartnick and Miss Alex Gunlock for the photos they've taken and shared. Band and choir for participating in community music festival. Increase in enrollment attributed to staff, students, and administration. Student section at volleyball matches have been great. Volleyball team cheered for cheering section. Mr. Norbeck commended Mr. Sturdevant for his efforts on the new entrance. Custodial staff for summer work. Volunteers for painting football field. Community in general is developing a comradery. Johnanna for the grant for the athletic trainer. Mr. Liedle for getting his sister to coach Speech and Debate. Mr. Pierce commended L & P for all their efforts supporting the school.

CONSENT AGENDA

Consent agenda. Mr. Pierce moved to accept the minutes of the previous regular meeting and claims. Mr. Rasch seconded the motion which passed unanimously by those present.

The next meeting will be October 25, 2016 and will include strategic planning.

FOLLOWUP AND
ADJOURNMENT

Follow-up/Adjournment. 8:20 p.m.
Supt evaluation

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

11/11/16
14:22:57

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 9/16

Page: 1 of 3
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
17458	43313S	4452 MT FLAG AND POLE CO.	103.50						
1		2160702 09/02/16 5X8 US Flag HD	103.50	9136	201	100-2600		615	
		Claim Total for District	103.50						
17455	43322S	4639 WEX BANK	150.42						
1		46002434 07/01/16 activity fuel	124.57		201	720-3500		582	
2		46002434 07/01/16 admin fuel	14.76		201	100-2300		582	
3		46002434 07/01/16 custodial fuel	11.09		201	100-2600		624	
		Claim Total for District	150.42						
17456	43322S	4639 WEX BANK	163.76						
1		46340883 08/01/16 custodial fuel	163.76		201	100-2600		624	
		Claim Total for District	163.76						
17457	43322S	4639 WEX BANK	1,377.73						
1		46704543 09/01/16 FTBL fuel	167.13		201	720-3500		582	
2		46704543 09/01/16 VBall fuel	43.77		201	720-3500		582	
3		46704543 09/01/16 xc fuel	34.89		201	720-3500		582	
4		46704543 09/01/16 activity bus fuel	309.21		201	720-3500		582	
5		46704543 09/01/16 activity AD fuel	151.75		201	720-3500		582	
6		46704543 09/01/16 foods fuel	36.82		201	910-3100		624	
7		46704543 09/01/16 route fuel	634.16		210	100-2700		624	
		Claim Total for District	1,377.73						
17461	43323S	4538 ALLTEMP HEATING AND COOLING, INC.	255.00						
1		5136 09/16/16 Labor and materials for pump	255.00		201	100-2600		440	
		Claim Total for District	255.00						
17466	43324S	4854 ASSURANT EMPLOYEE BENEFITS	280.69						
1		October 08/19/16 EE ded. LAllen dental&Visio	160.24		289	676			
2		October 08/19/16 Ret Ho Dental	80.12		289	676			
3		October 08/19/16 Ret MK Dental	40.33		289	676			
		Claim Total for District	280.69						
17467	43324S	4854 ASSURANT EMPLOYEE BENEFITS	242.52						
1		October 08/12/16 Retiree Vision Ekb Sept-Oct	32.48		289	676			
2		October 2 08/12/16 Retiree Vision Ho Oct	16.24		289	676			
3		October 3 08/12/16 Ret Vision/Dental Rask Jul-	193.80		289	676			
		Claim Total for District	242.52						
17459	43325S	4827 CITI BUSINESS VISA	1,399.99						
1		77916G 09/19/16 Canon Camera	1,399.99*		215	451-1170		660	236
		Claim Total for District	1,399.99						

11/11/16
14:22:57

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 9/16

Page: 2 of 3
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	
17462	43326S	1346 JOSTENS INC	89.85						
1		867-052516 05/25/16 diplomas/covers/trophy/co	89.85	8753	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		Claim Total for District	89.85						
17460	43327S	2706 LOCK SHOPPE	20.00						
1		09/10/16 Front Entrance locks	20.00		201	100-2600		615	
		Claim Total for District	20.00						
17463	43328S	1650 MEADOW GOLD GREAT FALLS	78.77						
1		60212121 09/15/16 Milk	78.77		201	910-3100		630	
		Claim Total for District	78.77						
17464	43329S	4563 TRIPP & ASSOCIATES	5,200.00						
1		09/19/16 Audit Fees	5,200.00		201	100-2500		330	
		Claim Total for District	5,200.00						
		Total High School	9,362.23						

11/11/16
14:22:57

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 9/16

Page: 3 of 3
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$6,804.87
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$634.16
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$1,399.99
289 RETIREE/COBRA INSURANCE FUND	
101	\$523.21
Total	\$9,362.23
Grand Total	\$9,362.23

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 1 of 10
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
17504	43330S	4856 FLATHEAD HIGH SCHOOL	84.00					
1		reg forms 10/18/16 Team fees	84.00		201	720-3500	582	
		Claim Total for District	84.00					
17498	43331S	899 360* OFFICE SOLUTIONS	666.95					
1		WI24500 09/30/16 Maint. Contract	111.00		201	100-1000	440	
2		WI24501 09/30/16 Maint. Contract	555.95		201	100-1000	440	
		Claim Total for District	666.95					
17509	43332S	3766 ACADIA MONTANA	504.60					
1		0133005 10/10/16 Medicaid	87.00*		215	280-1000	330	524
2		0144331 10/17/16 Medicaid	417.60*		215	280-1000	330	524
		Claim Total for District	504.60					
17480	43333S	4326 ACELLUS LEARNING SERVICES	3,750.00					
1		45560-1 09/27/16 licenses	3,750.00*	9141	215	427-1000	680	239
		Claim Total for District	3,750.00					
17495	43334S	4854 ASSURANT EMPLOYEE BENEFITS	112.60					
1		October 16 09/19/16 Ekblom vision	8.12		289	676		
2		October 16 09/19/16 Rask vision	8.12		289	676		
3		October 16 09/19/16 Hohenthal vision	16.24		289	676		
4		October 16 09/19/16 Hohenthal Dental	80.12		289	676		
		Claim Total for District	112.60					
17513	43335S	3866 BLICK ART MATERIALS	30.67					
1		6746743 10/12/16 Elmers Art Paste	30.67		201	100-1140	610	
		Claim Total for District	30.67					
17486	43337S	419 CAPITAL APPLIANCE	62.00					
1		132061 10/01/16 Washer Repair	62.00		201	100-2600	440	
		Claim Total for District	62.00					
17470	43338S	608 CAROLINA BIOLOGICAL	79.99					
1		49538738 07/06/16 dual cred biology supplie	79.99	9025	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
		Claim Total for District	79.99					
17472	43339S	2152 CENTURY LINK	537.55					
1		09/13/16 September Phone Charges	537.55		201	100-2400	531	
		Claim Total for District	537.55					
17471	43340S	4789 CHIEF ARCHITECT	460.00					
1		09/12/16 2 licenses	190.00	9057	215	999		225
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-680-225						
2		09/12/16 SSA software license	270.00*	9135	215	397-1640	680	228
		Claim Total for District	460.00					

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 2 of 10
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	
17488	43341S	2717 CITY OF BOULDER	1,409.97					
1		10/04/16 Outdoor Water	15.97		201	100-2600	421	
2		10/04/16 JHS Water/Sewer	1,312.00		201	100-2600	421	
3		10/04/16 Tennis Water/Sewer	82.00		201	100-2600	421	
		Claim Total for District	1,409.97					
17490	43342S	4633 COMMERCIAL ENERGY OF MT INC.	528.85					
1		NWE038904 10/04/16 Gas on the NWE system	523.25		201	100-2600	411	
2		NWE038905 10/04/16 Gas on the NWE system	5.60		201	100-2600	411	
		Claim Total for District	528.85					
17483	43343S	4716 DAKOTA SUPPLY GROUP INC	484.90					
1		c487963 09/26/16 plumbing parts	484.90	9142	201	100-2600	615	
		Claim Total for District	484.90					
17497	43343S	4716 DAKOTA SUPPLY GROUP INC	91.80					
1		c504780 10/06/16 Gas Line	91.80		201	100-2600	440	
		Claim Total for District	91.80					
17499	43344S	968 FLINN SCIENTIFIC INC.	25.98					
1		2023869 10/03/16 biology supplies	25.98	9018	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
		Claim Total for District	25.98					
17468	43345S	1002 GENERAL DISTRIBUTING	256.80					
1		00471886 09/21/16 AR/CO2	256.80	9008	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
		Claim Total for District	256.80					
17512	43345S	1002 GENERAL DISTRIBUTING	24.99					
1		00479234 10/14/16 gasses	24.99	9008	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
		Claim Total for District	24.99					
17489	43346S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00					
1		42 09/30/16 8 yd 2x weekly	155.00		201	100-2600	431	
		Claim Total for District	155.00					
17487	43347S	4748 HAAS, ANJEANETTE	360.93					
1		09/18/16 Albertsons	122.94*		201	100-1710	610	
2		09/18/16 Shopko	5.98*		201	100-1710	610	
3		09/11/16 Staples	61.28*		201	100-1710	610	
4		09/18/16 Costco	170.73*		201	100-1710	610	
		Claim Total for District	360.93					

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 3 of 10
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	
17491	43348S	157 HARDWARE HANK	911.51						
1		89512 09/02/16 Rebar Tie Wire Galv.	11.98		201	100-2600	610		
2		89517 09/02/16 Cable Tie 8IN Nat	8.49		201	100-2600	610		
3		89518 09/02/16 Cable Ties 4IN 100/BG	6.99		201	100-2600	610		
4		89671 09/10/16 Silicone 100% Clear	4.99		201	100-2600	610		
5		89910 09/22/16 Silicone I all-Purp Blk	6.49		201	100-2600	610		
6		89969 09/26/16 Whirlpool Washer	850.00		201	100-2600	615		
7		90098 09/30/16 biology supplies	22.57	9020	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
		Claim Total for District	911.51						
17441	43349S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	15,794.19						
1		11/01/16 Route Contract for Nov	15,794.19		210	100-2700	513		
		Claim Total for District	15,794.19						
17511	43350S	3474 HELENA HIGH SCHOOL	50.00						
1		1700069 10/17/16 Cross Country Meet	50.00		201	720-3500	582		
		Claim Total for District	50.00						
17482	43351S	3582 HELENA MOTORS	1,282.31						
1		09/19/16 Ford Maint.	1,173.31		201	100-2600	440		
2		09/19/16 Ford Maint.	109.00		201	100-2600	440		
		Claim Total for District	1,282.31						
17484	43352S	4672 ITC INFORMATION TECHNOLOGY CORE	1,485.00						
1		hdw-124649 09/20/16 Enterasys Support Renewal	1,485.00*		228	100-1000	681		
		Claim Total for District	1,485.00						
17473	43353S	3374 J.W.PEPPER & SON, INC.	282.00						
1		10496242 09/08/16 Baba Yetu	70.00		201	100-1470	610		
2		10311630 09/08/16 Batman: Arkham City Selectio	70.00		201	100-1470	610		
3		10191439 09/08/16 World of Warcraft Suite	77.00		201	100-1470	610		
4		10593867 09/08/16 Star Spangled Banner	65.00		201	100-1470	610		
		Claim Total for District	282.00						
17503	43354S	3378 KORNEY BOARD AIDS, INC.	4,374.00						
1		162767 08/01/16 Aircat Vball Machine	4,374.00	9093	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-							
		Claim Total for District	4,374.00						
17479	43355S	4498 LERUM AUTO	135.15						
1		09/13/16 Drivers Ed Car Maint.	60.45		201	100-2600	440		
2		09/28/16 Suburban Maint.	74.70		201	100-2600	440		
		Claim Total for District	135.15						

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 4 of 10
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
17469	43356S	1608 MASBO	175.00						
1		2281 09/22/16 Missoula Tech Workshop Reg	125.00		201	100-2500		582	
2		2282 09/22/16 Missoula Tech Workshop Reg	50.00		201	100-2500		582	
		Claim Total for District	175.00						
17478	43357S	1650 MEADOW GOLD GREAT FALLS	128.23						
1		60212236 09/22/16 Milk	49.46		201	910-3100		630	
2		60212349 09/29/16 milk	78.77		201	910-3100		630	
		Claim Total for District	128.23						
17477	43358S	3481 MT DOJ CRIMINAL RECORDS	77.75						
1		83005 09/30/16 background - yanzick	4.00	9091	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-							
2		83488 09/30/16 Backgrounds- wigen, gadai	54.50	9134	201	100-2300		800	
3		83489 09/30/16 Background Check	19.25		201	100-2300		800	
		Claim Total for District	77.75						
17508	43359S	4121 MT FCCLA	55.00						
1		0420002 09/14/16 fccla advisor registratio	55.00*	9138	215	451-1710		582	236
		Claim Total for District	55.00						
17506	43360S	1910 MT SCHOOL EQUIP	16,682.00						
1		19944 10/17/16 lockers 27, 27, 30	16,682.00	9080	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-							
		Claim Total for District	16,682.00						
17474	43361S	4375 NEOPOST INC	158.40						
1		54212774 09/12/16 Online Rate Maintenance	158.40		201	100-2400		610	
		Claim Total for District	158.40						
17501	43362S	1737 NORTHWESTERN ENERGY	4,771.91						
1		10/03/16 Electric/Unmetered Service	4,102.82		201	100-2600		412	
2		10/03/16 Natural Gas Service	669.09		201	100-2600		411	
		Claim Total for District	4,771.91						
17492	43363S	2129 PICCOLO'S MUSIC	228.80						
1		27072 09/12/16 Service Labor	80.00		201	100-1470		440	
2		27413 09/15/16 F Horn Valves No Dents fixed	30.00*		201	100-1470		615	
3		28118 09/27/16 Christmas Music	118.80		201	100-1470		610	
		Claim Total for District	228.80						
17507	43364S	1181 SCHOOL SPECIALTY	67.08						
1		2081173584 10/11/16 Grade Books	67.08	9151	201	100-1000		610	
		Claim Total for District	67.08						

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 5 of 10
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	
17481	43365S	4704 SELBY'S INC.	245.00						
1		267488-000 09/30/16 drafting supplies	245.00	9006	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
		Claim Total for District	245.00						
17485	43366S	3186 TRI-COUNTY MECHANICAL &	757.65						
1		09/29/16 Lab Plumb.	757.65		201	100-2600		440	
		Claim Total for District	757.65						
17475	43367S	2847 UM-WESTERN	1,022.75						
Admin 1									
1		08/19/16 1022.75	1,022.75*		215	427-1000		320	239
		Claim Total for District	1,022.75						
17505	43370S	374 BLUE CROSS & BLUE SHIELD	2,333.74						
Rask, Hohenthal, Ekblom									
1		Nov 2016 10/09/13 Retiree premium expense	614.23		201	100-1000		260	
2		Nov 2016 10/09/13 Retiree premium pd 289	1,719.51		289	676			
		Claim Total for District	2,333.74						
17514	43371S	374 BLUE CROSS & BLUE SHIELD	3,096.78						
1		09/09/16 Catch up payment	3,096.78		201	100-1000		260	
		Claim Total for District	3,096.78						
17533	43372S	3766 ACADIA MONTANA	939.59						
1		0155954 10/24/16 Altecure	939.59*		215	280-1000		330	524
		Claim Total for District	939.59						
17517	43373S	3330 ACTE - Asso. for Career & Tech.	455.00						
1		10/24/16 membership haas	155.00*	9158	215	451-1000		810	236
2		10/24/16 membership smartnick	155.00*	9158	215	451-1000		810	236
3		10/24/16 memberhsip heimann	145.00*	9158	215	451-1000		810	236
		Claim Total for District	455.00						
17526	43374S	2793 AMERICAN WELDING & GAS, INC.	196.86						
1		04358928 10/17/16 tips, nozzels,bits, etc.	196.86	9007	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
		Claim Total for District	196.86						
17524	43375S	3402 CAREY, LORIE	243.00						
1		10/25/16 Mileage to MCEL Billings	243.00		201	100-2500		582	
		Claim Total for District	243.00						
17523	43376S	2152 CENTURY LINK	138.24						
1		10/13/16 October Phone Charges`	138.24		201	100-2400		531	
		Claim Total for District	138.24						

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 6 of 10
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	
17537	43377S	4423 CHRISTMAN ROOFING, INC	340.00						
1		72466 10/10/16 roof repair south gym	340.00		201	100-2600	440		
		Claim Total for District	340.00						
17515	43378S	4827 CITI BUSINESS VISA	5,178.26						
		Grad matters Costco receipt in wallet of FCS teacher when it was stolen							
1		0374332 10/07/16 .9 cu ft kiln Bailey's	3,315.00	9104	201	999			
		BAILEY'S CERAMIC SUPPLY							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-660-							
2		0374332 10/04/16 addl amt for kil Baileys	728.00*	9146	201	100-1140	730		
		BAILEY'S CERAMIC SUPPLY							
3		44216g 10/04/16 fcs Groc costco	89.49	9044	201	999			
		COSTCO							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		61957g 10/04/16 fcs Groc Walmart	81.99	9044	201	999			
		COSTCO							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
5		98791g 10/16/16 fcs Groc Costco	41.25	9044	201	999			
		COSTCO							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
6		31643g 10/16/16 Smoker Sprts Wrhs	179.99*	9156	215	451-1710	660	236	
		SPORTSMAN'S WAREHOUSE							
7		133002 10/16/16 Robbins conference	102.50*	9153	215	451-1641	582	236	
		MT ACTE							
8		464384 10/13/16 Robbins membership	145.00*	9153	215	451-1641	810	236	
		MT ACTE							
9		10/08/16 Grad Matters Costco	319.12*		215	324-1000	610	231	
10		fcs Groceries and supplie	27.00	9044	201	999			
		COSTCO							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
11		interest	148.92*		201	100-2500	810		
		Claim Total for District	5,178.26						
17539	43379S	3698 EVERGREEN IRRIGATION	450.00						
1		10/13/16 sprinkler winterization	450.00		201	100-2600	440		
		Claim Total for District	450.00						
17536	43380S	1002 GENERAL DISTRIBUTING	161.28						
1		00473140 09/28/16 gasses	80.64	9008	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
2		00477365 10/05/16 gasses	80.64	9008	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
		Claim Total for District	161.28						

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 7 of 10
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
17541	43381S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,441.38						
1		Sept 16 10/01/16 vball contract	1,103.57		201	720-3500		582	
2		Sept 16 10/01/16 vball downtime	240.00		201	720-3500		582	
3		Sept 16 10/01/16 football contract	1,404.39		201	720-3500		582	
4		Sept 16 10/01/16 football downtime	180.00		201	720-3500		582	
5		Sept 16 10/01/16 xc contract	929.50		201	720-3500		582	
6		Sept 16 10/01/16 xc downtime	180.00		201	720-3500		582	
7		Sept 16 10/01/16 field trip contract	283.92		201	100-1000		582	
8		Sept 16 10/01/16 field trip down time	120.00		201	100-1000		582	
		Claim Total for District	4,441.38						
17535	43382S	4749 HEARLIHY	94.80						
1		657013-1 09/30/16 drafting books	93.00*	9143	215	451-1640		640	236
2		657013-1 09/30/16 drafting books	1.80*		215	451-1640		640	236
		Claim Total for District	94.80						
17522	43383S	4329 HUBLEY, JOHN	900.00						
1		1007 10/12/16 Funding Year 2015/16	900.00		201	100-1000		321	
		Claim Total for District	900.00						
17527	43384S	1377 JOHNSON CONTROLS	462.80						
1		1-41300537 10/14/16 Noisy Metal Shop/Heat	462.80		201	100-2600		440	
		Claim Total for District	462.80						
17534	43385S	1451 L & P GROCERY	109.13						
1		02-94053 10/11/16 fcs groceries	19.71	9045	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		02-106047 10/11/16 fcs groceries	26.39	9045	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		01-138925 09/26/16 fcs groceries	31.56	9045	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		01-140311 09/28/16 fcs groceries	16.18	9045	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
5		01-157115 10/24/16 foods - plates and forks	15.29*		201	910-3100		610	
		Claim Total for District	109.13						
17538	43385S	1451 L & P GROCERY	253.39						
1		01-134247 09/19/16 tissue, wipes, etc.	253.31	8618	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		01-134247 09/19/16 year end items	0.08		201	100-1000		610	
		Claim Total for District	253.39						
17528	43386S	4498 LERUM AUTO	322.95						
1		10/21/16 Ford Van Repairs	322.95		201	910-3100		440	
		Claim Total for District	322.95						

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 8 of 10
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
17518	43387S	4637 Mastercard	67.40					
1		142633 10/04/16 FCS meals	67.40*		215	396-1710	582	203
		Claim Total for District	67.40					
17519	43387S	4637 Mastercard	19.00					
1		1609050432 09/05/16 smore letter	19.00	8263	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
		Claim Total for District	19.00					
17531	43387S	4637 Mastercard	3.99					
1		prime 09/26/16 video	3.99	8609	215	999		201
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-660-201						
		Claim Total for District	3.99					
17532	43387S	4637 Mastercard	126.73					
1		150236 09/29/16 Meal with speaker/students	120.00		201	100-2400		610
2		09/30/16 iPad apps/facebook	6.73	8721	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610-						
		Claim Total for District	126.73					
17530	43388S	4786 MC Mastercard	196.30					
1		122332 09/17/16 mower fuel	35.78		201	100-2600		624
2		01211 09/23/16 frnt ent. trim Lowes	80.82		201	100-2600		615
3		104720 09/08/16 trash tubs/gyms Walmart	79.70		201	100-2600		615
		Claim Total for District	196.30					
17516	43389S	4061 MSU-SCIENCE/MATH RESOURCE CENTER	325.00					
1		207 09/06/16 science o team fee	325.00	9161	201	710-3400		582
		Claim Total for District	325.00					
17520	43390S	1910 MT SCHOOL EQUIP	200.00					
1		20125 10/20/16 break away goal (hoop)	200.00	9159	201	100-1340		610
		Claim Total for District	200.00					
17525	43391S	4678 NORBECK, TIM	243.00					
1		10/25/16 Mileage MCEL Billings	243.00		201	100-2300		582
		Claim Total for District	243.00					
17529	43392S	4754 NORRIS, MELISSA	540.00					
1		10/15/16 accompanist hrs30@\$18	540.00		201	710-3400		330
		Claim Total for District	540.00					
17521	43393S	4778 SIGNS NOW	1,451.00					
1		12338 08/24/16 banners/pole signs	1,451.00	8869	215	999		231
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-231						
		Claim Total for District	1,451.00					

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/16

Page: 9 of 10
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	
17540	43394S	4639 WEX BANK	2,801.64						
1		47062791 09/30/16 vball	205.23		201	720-3500		582	
2		47062791 09/30/16 football	261.17		201	720-3500		582	
3		47062791 09/30/16 cross country	172.86		201	720-3500		582	
4		47062791 09/30/16 field trips to butte	52.80		201	100-1000		582	
5		47062791 09/30/16 general athletic fuel	210.01		201	720-3500		582	
6		47062791 09/30/16 football	56.42		201	720-3500		582	
7		47062791 09/30/16 custodial	35.08		201	100-2600		624	
8		47062791 09/30/16 routes	1,808.07		210	100-2700		624	
		Claim Total for District	2,801.64						
		Total High School	84,402.57						

11/11/16
14:19:55

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 10/16

Page: 10 of 10
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$53,932.46
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$17,602.26
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$9,550.74
228 TECHNOLOGY FUND	
101	\$1,485.00
289 RETIREE/COBRA INSURANCE FUND	
101	\$1,832.11
Total	\$84,402.57
Grand Total	\$84,402.57

11/11/16
14:21:27

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/16

Page: 1 of 3
Report ID: AP100H

High School

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
17442	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	15,794.19					
1	12/01/16 Route Contract for Dec	15,794.19		210		100-2700	513
	Claim Total for District	15,794.19					
17542	4862 FAIRBRIDGE INN & SUITES	434.00					
1	10/22/16 State Cross Country Rooms	434.00		201		100-1000	582
	Claim Total for District	434.00					
17543	1002 GENERAL DISTRIBUTING	286.26					
1	00480003 10/19/16 Hazmat Charge	85.62	9008	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
2	00479959 10/19/16 Spool	200.64	9008	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
	Claim Total for District	286.26					
17544	259 BILLINGS HOTEL & CONVENTION CENTER	636.48					
1	957 10/27/16 Lorie Carey Room	212.16		201		100-2500	582
2	974 10/27/16 Greg Liedle Room	212.16		201		100-2400	582
3	973 10/27/16 Tim Norbeck Room	212.16		201		100-2300	582
	Claim Total for District	636.48					
17546	385 BOULDER MONITOR & JEFFERSON CO.	194.00					
1	00020745 10/13/16 Adult Ed Ad	189.00		217		610-1000	540
2	00020745 10/13/16 Choir Concert Ad	5.00		201		100-2300	540
	Claim Total for District	194.00					
17547	1377 JOHNSON CONTROLS	303.40					
1	1-41563462 10/26/16 Disposal, Evironmental Cha	303.40		201		100-2600	440
	Claim Total for District	303.40					
17548	2793 AMERICAN WELDING & GAS, INC.	257.12					
1	04381589 12/26/16 Nozzle	257.12	9007	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
	Claim Total for District	257.12					
17549	4708 SCHOOL IN SITES	1,800.00					
1	40112 10/28/16 Legacy Hosting Package	1,800.00		228		100-1000	680
	Claim Total for District	1,800.00					
17550	4608 SOCIAL STUDIES SCHOOL SERVICE	190.34					
1	SI28623 08/27/14 Health & disease: Biozone	190.34		201		100-1340	610
	Claim Total for District	190.34					
17551	4798 MICHAUD, JOE	35.35					
1	11/02/16 Lunch for Kids going to HHS	35.35		201		100-2100	582
	Claim Total for District	35.35					

11/11/16
14:21:27

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/16

Page: 2 of 3
Report ID: AP100H

High School

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
17553	1650 MEADOW GOLD GREAT FALLS	281.85					
1	60212458 10/06/16 Milk	79.38		201		910-3100	630
2	60212568 10/13/16 Milk	85.36		201		910-3100	630
3	60212709 10/24/16 Milk	47.31		201		910-3100	630
4	60212774 10/27/16 Milk	69.80		201		910-3100	630
	Claim Total for District	281.85					
17554	4633 COMMERCIAL ENERGY OF MT INC.	718.55					
1	NWE039292 11/03/16 Gas on the NWE System	13.65		201		100-2600	411
2	NWE039291 11/03/16 Gas on the NWE System	704.90		201		100-2600	411
	Claim Total for District	718.55					
17555	2129 PICCOLO'S MUSIC	325.14					
1	29646 10/13/16 Fender Rumble 200 Bass Amp	360.00		201		100-1470	610
2	29660 10/14/16 Gotoh Strap Pin	2.70		201		100-1470	610
3	30364 10/27/16 O Come, Little Children Band	24.95		201		100-1470	610
4	08/29/16 Credit	-62.51		201		100-1470	610
	Claim Total for District	325.14					
17556	4049 AMAZON.COM	22.14					
1	11/01/16 Child Dev Workbook	22.14*	9164	201		390-1710	640
	Claim Total for District	22.14					
17557	3766 ACADIA MONTANA	887.40					
1	0181517 11/01/16 Medicaid Warrant	887.40*		215		280-1000	330 524
	Claim Total for District	887.40					
17558	259 BILLINGS HOTEL & CONVENTION CENTER	186.48					
1	1782 11/05/16 AD VB Room	186.48		201		720-3500	582
	Claim Total for District	186.48					
17559	3653 JOE'S PIZZA	40.00					
1	000000007 11/03/16 Strategic Planning Food	40.00		201		100-2300	800
	Claim Total for District	40.00					
	Total High School	22,392.70					

11/11/16
14:21:28

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 11/16

Page: 3 of 3
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$3,722.11
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$15,794.19
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$887.40
217 ADULT EDUCATION	
101	\$189.00
228 TECHNOLOGY FUND	
101	\$1,800.00
Total	\$22,392.70
Grand Total	\$22,392.70
