

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

**\* 6:30 p.m. August 14, 2018 \***

**Jefferson High School Library**

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. 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. The Board will not take action on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.*

1. Clerk/Business Manager –
2. Principal/A.D. – student suspension update (from May meeting)
3. Superintendent

**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 – 1819 Substitute list
  - b. Coaching evaluations – possible closed session
  - c. Coaching positions – recommendations
  - d. Superintendent evaluation - possible closed session
  - e. New personnel – possible para position(s)
  - f. Sports medicine contract
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Staff breakfast for 1<sup>st</sup> day of school
4. Surplus List
5. Board Self-Evaluation
6. Approval of 1819 Budgets – General, Transportation, Tuition, Retirement, Adult Education, Technology, Flex
7. MOUs/Interlocal Agreements with Boulder Elementary School
  - a. School Foods
  - b. Literacy Grant
8. 1<sup>st</sup> Reading Policies
  - a. 3300 Suspension and Expulsion – Corrective Action and Punishment
  - b. 5330 Maternity Leave
  - c. 5329 and 5329P Long-Term Illness/Temporary Disability/Maternity Leave
9. 2<sup>nd</sup> Reading Policies
  - a. 3121 Enrollment and Attendance ESSA language added RECOMMENDED as presented
  - b. 4330f School Facilities/Grounds Use and Liability Release Agreement MTSBA proposed changes not recommended.
  - c. 8100 Transportation RECOMMENDED
  - d. 3126FE Proficiency-Based ANB Required new policy RECOMMENDS Option 4 lines 20-25
  - e. 2150 Suicide Awareness – Required Policy RECOMMENDED as written
  - f. 4600 Removal due to repeal of NCLB RECOMMEND REMOVAL
  - g. 5120 Removal of NCLB reference RECOMMEND language removal and additional language presented
  - h. 5220 Recommended policy to adopt ESSA language RECOMMENDED as written
  - i. 5420 Corrected terminology due to repeal of NCLB RECOMMENDED with acceptance of language
  - j. 5420F ESSA Qualification Notifications RECOMMENDED with change of personal name to “superintendent of Jefferson High School”
  - k. 5445FE Flexible Instructor Licensing RECOMMENDED to add language “Montana” preceding ”public “ and ” in place of “to earlier” lines 25/26.

**A. Communication and Comments**

1. Letters to the Board

**B. Commendations and Recognition**

**C. Consent Agenda**

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

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

1. Chair/Superintendent article for paper

2. September – At-Risk Coordinator plan

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: September 18, 2018 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 2 position)

Larry Rasch (At-Large 3 position)

Kevin Harris, (At-Large 1 position)

Cami Robson (Clancy area position)

Stacy Hale (Basin area position)

Denise Brunett (MT City area 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 others 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 is 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. 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 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:

*Lorie*

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August 2018

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Payroll warrants -88809 to -88803 (direct deposits) and 40830 to 40845 were approved by the superintendent and paid in August.

### MASBO REGION 4

As part of the MASBO board, I continue to match mentors with mentees.

### CURRENT OFFICE ITEMS

The TFS (Trustees' Financial Summary) has been my primary concern for the past month or so. Finishing 2017/2018 requires review, adjustments, and careful thought. I am entering the data in the MaeFairs system so that the budget numbers can be calculated. I am a couple days behind where I would like to be (Mariah's wedding took a little more out of me than I thought it would.)

The school still appears to be in a state of chaos but Mr. Sturdevant and the custodians are working diligently to be prepared for the 20<sup>th</sup>. These guys are super. Each one has a particular talent and they all complement each other well.

We did a little rearranging in the district office to make a little more room in the entry area. It is amazing how much difference a foot can make.

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## Principal's School Board Report

August 14, 2018

Presented by: Mr. Mike Moodry

The last few weeks have been very busy, yet fruitful.

Last week of July, Mr. Norbeck and I attended the SAM (School Administrators of Montana) Summer Institute in Helena. The conference covered topics from Transformational Schools to Social Emotional Learning to Brain Based-Instructional Decisions. All these topics will implemented to varying degrees. I have also joined the SAM mentorship program which pairs me with a veteran administrator in the state which can be a resource when face with difficult decision. The program has been very successful in the three years of existence. The program also offers Professional Learning Communities on various administrative topic which Mr. Norbeck and I will participate in to grow as administrators.

August 1-3 the Montana Coach Association Conference in Great Fall was held. Mr. Sturdevant and I attend the activities director sessions on MHSBA Administrative Rules, MTSBA Booster Club Legal Issues, How to Conduct an Investigation, Critical Issues in Montana Athletics, and Three Dimensional Athletic Administration.

My first official day was August 6<sup>th</sup>. The week was filled with meetings and webinars to streamline our website and app. Other meetings were to hire coaches, paraprofessionals, and visit with existing staff to get expectations and to gain an understanding of JHS day-to-day operations. Mr. Sturdevant and I hosted coaches and parent/athlete meetings on August 7<sup>th</sup>, which were well attend, to go through policies and procedures for the beginning of fall sports on August 10<sup>th</sup>. Initial fall sports number are encouraging: Football 44, Volleyball 38, Cross Country 12, and Cheer 14.

The initial mailing to students and parents went out Friday.

### Upcoming Events:

- August 20: First Day for Freshmen and New Student 8am-1pm, 1PM PIR Infinite Campus Training
- August 21: All Students First Day Shortened Schedule 9am-12:30pm, 1PM Teacher's PIR
- August 25: FB @ U-M vs. Florence
- August 25: VB @ Manhattan
- August 27: No School PIR: ACE's, Newsela Training, And Literacy Training with Mrs. Erickson.  
JVFB vs Florence
- August 31 VB @ Park and Belgrade  
FB @ Shepherd
- September 1 CC @ Belgrade  
VB @ Sweet Grass

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

**Superintendent's Report**

Date: August 14, 2018

Agenda Item: E-3

**3a-Literacy Grant and 21<sup>st</sup> Century**

This will be the first year of the Literacy Grant. The school will have a full time Instructional Coach funded through the grant, an OPI representative, and a national consultant. The faculty and staff participated in a summer workshop in June and the English Department and Instructional Coach have a workshop Monday August 13<sup>th</sup> regarding the implementation and usage of the Read 180 program that will be used. JHS will also participate in the 21<sup>st</sup> Century program with teachers providing afterschool programs and ACT prep with the online software program Study Island.

**3b-Professional Development**

Todd Lark from Southwest Montana School Services will be on campus during the afternoons of August 20<sup>th</sup> and 21<sup>st</sup> to provide assistance with the implementation of Infinite Campus. He spent a number of days in the spring at JHS providing in-service to faculty and staff.

**3c- Dual Credit**

JHS will have two new dual credit classes this year. The classes are through Helena College and Highlands College. Mrs. Bailey will be teaching math 121 first semester. This is a math course required by all Montana public universities and colleges. Mrs. Bailey will be teaching a dual credit computer coding class during the 2<sup>nd</sup> semester. The other dual credit classes currently offered are Biology 160, College Writing, CTE Professionalism, CAD, Welding II, and Welding III.

**3d-Staffing Update**

There will be four staffing changes for the upcoming school year. Mike Moodry has been hired as the new principal, Kelsey Voeller has been hired as the new English instructor and will teach English and Reading. Jane Erickson is the new Instructional Coach, and Katie Watts is being recommended for the new paraprofessional position. Nancy Bailey will be teaching math fulltime this year. The current enrollment data has 273 students at JHS and 17 at AYA!

### **3e- Curriculum Update**

The CAD lab has been updated with new monitors, tables, software, and projection monitor. The business lab has been updated with monitors and projector. The middle modular has returned to classroom form. Mr. Smith was able to acquire surplus desktops and laptops from the state of Montana to update computers with teachers and the library lab. A new portable cart will be assembled with the laptops at a cost of \$180 a machine. This cart will be stored in the modulars for use with the two classrooms.

### **3f-Capital Improvements**

The building and grounds are currently being upgraded in a few areas. The second modular is a classroom again and the third modular will be ready this fall. Two metal containers were purchased to use as storage. There has been plenty of painting this summer in classrooms, bathrooms, floors, etc. The biology classroom/lab has all new faucets and some electrical upgrades have occurred. Two classrooms will now have tables and chairs instead of traditional desks.

Academic additions for the 2018-19 school year include new computers and monitors for the CAD room, computer upgrades in the teaching and business lab, and a handful of new instruments for the growing Music Department, including an electric piano.. New math and chemistry curriculum has been purchased and additional equipment has been added to enhance a couple of classrooms.

### **3g-Academic Excellence Award**

For the 2<sup>nd</sup> time in 4 years, JHS has won the Northwestern Energy Academic Excellence Award for all Class B schools in Montana. This award is granted to the school with the highest combined GPA for all varsity letter winners, including all sports, band, speech, and Cheerleading.

MINUTES

Jefferson High School Dist. 1  
Regular Meeting

July 17, 2018  
JHS Board Meeting

Board members present: **Denise Brunett** **Stacy Hale** **Cami Robson** **Larry Rasch** **Kevin Harris**  
**Sabrina Steketee** **Travis Pierce**

Board members absent:

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager Mike Moodry, Principal

Visitors: Jacob Rasch

CALL TO ORDER	Ms. Brunett called the meeting to order at 6:30. The pledge was said.
PUBLIC COMMENT	None.
STUDENT REPORT STAFF REPORT	None.
COMMITTEE REPORTS	<b>Budget.</b> Met just before this meeting. \$2,322,508.58 <b>Policy</b> - met several times since the last meeting. Policies on this agenda will be considered.
ADMINISTRATIVE REPORTS	<b>Clerk report.</b> Presented in written form. <b>Principal report.</b> Presented in written form. Emphasized importance of gathering procedural suggestions, not policy suggestions. Also reviewed new absentee form. <b>Superintendent report.</b> Presented in written form. Halvor Kamrud and Jeff Davis from McKinstry presented information concerning energy savings possible for JHS. Investment Grade Audit \$.10 to \$.15/square foot. Step 1 Request for qualifications sent to several companies. Facilities committee will address.
UNFINISHED BUSINESS	None.
NEW BUSINESS	<b>Personnel: Substitute Applications</b> – <i>Kensler</i> . Mr. Pierce moved to approve the recommendation. Mr. Rasch seconded the motion, which passed unanimously. <b>Resignations</b> – None. <b>Superintendent evaluation.</b> Did not hold an evaluation. <b>Administrative Salaries 18/19</b> – 5.2% Ms. Brunett moved to approve a 5.2% increase for administration. Mr. Pierce seconded the motion, which passed unanimously. <b>Coaching evaluations/recommendations</b> – Karson Klass – cross country Rachel Supalla – cheer Ms. Robson moved to accept the recommendation of Mr. Klass and Ms. Supalla. Mr. Harris seconded the motion, which passed unanimously.  <b>Attendance Agreements.</b> None. <b>Asset Disposal.</b> Mr. Rasch moved to approve the asset disposal list. Mr. Pierce seconded the motion, which passed unanimously. <b>August Budget Meeting Date</b> - August 14, 2018 preceded by budget meeting. <b>Substitute Rate of Pay</b> – no change <b>Tuition Rates</b> – no change <b>MOU's/Interlocal Agreements with Boulder Elementary School</b> a. School Foods – waiting for one from BES b. Literacy Grant – waiting for one from BES <b>1<sup>st</sup> reading of policies</b> -. a. 3121 Enrollment and Attendance ESSA language added RECOMMENDED as presented b. 3300 Suspension and Expulsion – Corrective Action and Punishment DEFERRED not in packet because change in recommendation by committee. c. 4330f School Facilities/Grounds Use and Liability Release Agreement MTSBA proposed changes not recommended. d. 5330 Maternity Leave DEFERRED Recommended maternity language move from 5329 to 5330 Possibly add Paternity CBAE and

BBA

e. 5329 and 5329P Long-Term Illness/Temporary Disability/Maternity Leave DEFERRED

f. 8100 Transportation RECOMMENDED

g. 3126FE Proficiency-Based ANB Required new policy RECOMMENDS Option 4 lines 20-25

h. 2150 Suicide Awareness – Required Policy RECOMMENDED as written

i. 4600 Removal due to repeal of NCLB RECOMMEND REMOVAL

j. 5120 Removal of NCLB reference RECOMMEND language removal and additional language presented

k. 5220 Recommended policy to adopt ESSA language RECOMMENDED as written

l. 5420 Corrected terminology due to repeal of NCLB RECOMMENDED with acceptance of language

m. 5420F ESSA Qualification Notifications RECOMMENDED with change of personal name to “superintendent of Jefferson High School”

n. 5445FE Flexible Instructor Licensing RECOMMENDED to add language “Montana” preceding “public “ and ” in place of “to earlier” lines 25/26.

Mr. Harris moved to approve the above policies as presented. Mr. Pierce seconded the motion, which passed unanimously.

LETTERS

**Letters.**

COMMENDATIONS

**Commendations.** Thespians at Folk Festival, Administration for planning to accommodate the increase in student numbers. Custodians work’ in building. Mr. McCauley’s dedication to the outdoor classroom. Mr. Moodry’s surveys

CONSENT AGENDA

**Consent agenda.** Mr. Pierce moved to approve the consent agenda. Mr. Rasch seconded the motion, which passed unanimously.

ADJOURNMENT

**Follow-up/Adjournment.** 9:25 p.m. October Strategic Planning options 15, 29, 30 Ms. Steketee will check with Debra Silk.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board



08/10/18  
15:16:21

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 7/18

Page: 1 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
19199	44681S	4637 Mastercard	53.76					
1		214409 06/27/18 white paint to cover mural	53.76*		201	100-2600	610	
19200	44681S	4637 Mastercard	123.24					
1		285276936 06/11/18 AD meals	26.90*		201	720-3500	582	
2		06/12/18 AD lodging	96.34*		201	720-3500	582	
19201	44682S	4786 MC Mastercard	4,619.15					
1		3910600 06/27/18 dome cameras, etc	2,195.73	9533	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-910						
2		4697838 06/19/18 cartridges,adapter,printhe	370.91*		228	100-1000	615	
3		0117030 06/06/18 paging horns	337.80*		228	100-1000	615	
4		0244210 06/06/18 pwr sply, connectors,busbars	53.71*		228	100-1000	615	
5		7227433 06/27/18 dome cameras, etc	587.27	9533	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-910						
6		7227433 06/27/18 dome cameras, etc	602.79		261	999		
7		8056211 06/06/18 ceiling speakers	200.00		261	999		
8		4802666 06/19/18 portable hard drive	229.00*		228	100-1000	615	
9		150454 06/16/18 marking pens	6.00*		228	100-1000	610	
		Maichels						
10		144250 06/08/18 LED lights	35.94*		228	100-1000	610	
19202	44682S	4786 MC Mastercard	442.30					
1		1613031 07/22/18 Interior design materials	16.36	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
2		3483416 06/22/18 Interior design materials	16.71	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
3		4249825 06/22/18 Interior design materials	9.69	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
4		8173060 06/22/18 Interior design materials	10.54	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
5		0908207 06/22/18 Interior design materials	13.99	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
6		8734635 06/22/18 Interior design materials	8.88	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
7		9101027 06/22/18 Interior design materials	84.99	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
8		3512242 06/22/18 Interior design materials	10.53	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						

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JEFFERSON HIGH SCHOOL  
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Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
9		8462632 06/22/18 Interior design materials	9.69	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
10		5696267 06/22/18 Interior design materials	260.92	9520	201	999		910
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-640-910						
19203	44682S	4786 MC Mastercard	9,205.74					
1		7398601 06/25/18 Sped class materials	46.88	9507	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244						
2		5012251 06/25/18 Sped class materials	59.40	9507	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244						
3		8407432 06/25/18 Sped class materials	97.96	9507	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244						
4		8407432 06/25/18 Sped class materials	17.53*		201	280-1000	610	
5		8870654 06/25/18 Adaptive PE class	29.95	9506	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244						
6		2662630 06/25/18 Adaptive PE class	297.82	9506	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244						
7		7742638 06/25/18 Adaptive PE class	20.32	9506	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244						
8		2219408 06/25/18 Adaptive PE class	201.01	9506	215	999		244
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244						
9		2219408 06/25/18 Adaptive PE class	35.98*		201	280-1000	610	
10		1630609 06/26/18 Wuthering Heights	103.50	9484	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1242-640-						
11		3081019 06/26/18 Watership Down books	240.80	9484	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1242-640-						
12		3081019 06/26/18 Wuthering Heights	10.80	9484	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1242-640-						
13		3081019 06/26/18 Wuthering Heights	68.00*		201	100-1242	640	
14		5413834 06/26/18 Into the Wild books	391.20	9483	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1242-640-						
15		5413834 06/26/18 Into the Wild books	28.00*		201	100-1242	640	
16		8061012 06/26/18 Into the wild audio	16.11	9483	201	999		
		AMAZON.COM						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1242-640-						

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JEFFERSON HIGH SCHOOL  
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For the Accounting Period: 7/18

Page: 3 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
17		8061012 06/26/18 Into the wild audio	0.81*		201	100-1242	640
18		7593029 06/27/18 command strips, toner	91.98	9462	201	999	
	AMAZON.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-					
19		4073808 06/27/18 command strips, toner	41.99	9462	201	999	
	AMAZON.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-					
20		4697064 06/27/18 command strips, toner	64.08	9462	201	999	
	AMAZON.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-					
21		9018638 06/26/18 toner,wipes,markers,tape	13.42	9479	201	999	
	AMAZON.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1170-610-					
22		9825837 06/26/18 toner,wipes,markers,tape	34.77	9479	201	999	
	AMAZON.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1170-610-					
23		6135401 06/26/18 poster board, markers	25.00	9480	201	999	
	AMAZON.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1571-610-					
24		6135401 06/26/18 DRAFTING BOARDS	1.85	9220	215	999	228
	OFFICE SUPPLY.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -397-1640-660-228					
25		8919419 06/26/18 TI-30XS calculators	136.30	9488	201	999	
	EAI EDUCATION						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1441-660-					
26		397689 06/25/18 New2You	177.54	9509	215	999	244
	n2Y STORE						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -474-1000-680-244					
27		347449 06/25/18 beanbags, yarnballs,scarv	261.70	9505	215	999	244
	GOPHER SPORT						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -474-1000-610-244					
28		347449 06/25/18 beanbags, yarnballs,scarv	44.49*		215	474-1000	610 244
29		1646222807 06/26/18 Maps of NA	50.00	9471	201	999	
	TRIBAL NATIONS MAPS						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2220-610-					
30		1646222807 06/26/18 maps	9.00	9220	215	999	228
	OFFICE SUPPLY.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -397-1640-660-228					
31		7713 06/26/18 Lifting books	434.50	9481	201	999	
	BIGGER, FASTER, STRONGER						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1341-610-					
32		7713 06/26/18 weight books	49.23	9220	215	999	228
	OFFICE SUPPLY.COM						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -397-1640-660-228					
33		830644 06/27/18 chemistry supplies	1,098.62	9528	201	999	910
	FLINN SCIENTIFIC INC.						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1512-610-910					
34		830627 06/27/18 Gloves, solvent,dissectio	366.64	9465	201	999	
	FLINN SCIENTIFIC INC.						
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1511-610-					

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\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
35	830654 06/27/18 Biology items FLINN SCIENTIFIC INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-660-910	582.45	9527	201 999		910	
36	830654 06/27/18 Biology items FLINN SCIENTIFIC INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-910	210.33	9527	201 999		910	
37	19550 06/27/18 Permits, admists, passes, re SUPREME SCHOOL SUPPLY PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	196.50	9501	201 999			
38	19550 06/27/18 DRAFTING BOARDS OFFICE SUPPLY.COM PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228	7.43	9220	215 999		228	
39	1530119841 06/27/18 Grade books/binders SHOPLET.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	47.04	9500	201 999			
40	sn-72154 06/27/18 supplies SCHOOL NURSE SUPPLY CO. PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-600-	284.34	9515	201 999			
41	5946668 06/27/18 15 Chem books AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-910	1,149.99	9532	201 999		910	
42	6300250 06/27/18 15 Chem books AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-910	116.79	9532	201 999		910	
43	6905004 06/27/18 15 Chem books AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-910	647.24	9532	201 999		910	
44	4276242 06/27/18 15 Chem books AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-910	90.28	9532	201 999		910	
45	4276242 06/27/18 DRAFTING BOARDS OFFICE SUPPLY.COM PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228	31.92	9220	215 999		228	
46	347544 06/27/18 kettlebells, str.bands, b GOPHER SPORT PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-910	970.73	9519	201 999		910	
47	33944 06/28/18 can opener, containers NASCO MODESTO PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-	289.30	9487	201 999			
48	33943 06/28/18 misc. FCS items NASCO MODESTO PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-	13.50	9487	201 999			
49	DRAFTING BOARDS OFFICE SUPPLY.COM PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228	0.72	9220	215 999		228	

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
19205	44669S	3866 BLICK ART MATERIALS	3,174.35					
1		9599695 07/02/18 canvas, pencils, colors,	3,174.35	9463	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
19206	44679S	1086 GIULIO DISPOSAL SERVICES, INC.	555.00					
1		691 07/02/18 disposal	555.00*		201	100-2600	431	
19207	44680S	1021 GLENCOE/MCGRAW HILL	1,202.18					
1		1035403650 06/29/18 PreCalc Books (10)	1,187.64	9482	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
2		1035403650 06/29/18 PreCalc Books (10)	14.54*		201	100-1000	640	
19208	44689S	612 SUPPLYWORKS	65.76					
1		445316102 06/29/18 gum remover	65.76*		201	100-2600	610	
19209	44687S	1987 PACIFIC STEEL	950.00					
1		6510017 07/11/18 welding metal	950.00	9529	201	999	910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-910						
19210	44672S	321 BRUCO, INC	147.84					
1		372358 07/05/18 gloves, contact pad	147.84*		201	100-2600	610	
19211	44689S	612 SUPPLYWORKS	183.80					
1		445849698 07/05/18 Mop head	29.24*		201	100-2600	615	
2		445849698 07/05/18 cleaner, proline crpt	154.56*		201	100-2600	610	
19212	44668S	3571 B & H PHOTO	1,300.00					
1		144684086 07/11/18 projectors,chromebooks	1,300.00	9523	201	999	910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
19213	44669S	3866 BLICK ART MATERIALS	48.50					
1		9641737 07/12/18 canvas, pencils, colors,	48.50	9463	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
19214	44688S	5198 SCHOOL FIX	346.05					
1		248468a 07/13/18 glides, wheels, signs	346.05	9551	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
19215	44677S	4716 DAKOTA SUPPLY GROUP INC	99.72					
1		d921573 07/10/18 relief valves	99.72*		201	100-2600	615	
19216	44667S	899 360* OFFICE SOLUTIONS	4,689.17					
1		in62983 06/21/18 5501 lease	1,560.00*		201	100-2400	840	
2		in62985 06/21/18 5501 copy charges	109.11*		201	100-2400	440	
3		in62984 06/21/18 4501 copy charges	638.93*		201	100-2400	440	
4		in62982 06/21/18 4501 lease	1,080.00*		201	100-2400	840	
5		in62986 06/21/18 300ci copy charges	1,301.13*		201	100-2400	440	

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
19217	44668S	3571 B & H PHOTO	5,445.00						
1		144186197 06/28/18 projectors,chromebooks	5,445.00	9523	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
19218	44670S	385 BOULDER MONITOR & JEFFERSON CO.	96.50						
1		23269 06/05/18 budget amendment notice	64.85*		201	100-2500		540	
2		23269 06/05/18 agenda posting	5.00*		201	100-2500		540	
3		23269 06/05/18 coaching ads	26.65*		201	100-2400		540	
19219	44672S	321 BRUCO, INC	6,309.90						
1		372042 06/22/18 gym floor refinishing	2,821.50	9550	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
2		372533 06/22/18 gym floor refinishing	9.90*		210	100-2600		440	
3		372533 07/12/18 gym floor refinishing	3,478.50	9550	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
19220	44673S	4423 CHRISTMAN ROOFING, INC	13,050.00						
1		73119 07/03/18 North Gym roof repair	13,050.00*		261	100-2600		440 613	
19221	44678S	1002 GENERAL DISTRIBUTING	1,524.96						
1		659396 07/06/18 welding supplies	1,524.96	9530	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-910							
19222	44684S	1846 NASCO MODESTO	215.95						
1		33924 06/28/18 Rubber stamp,pad,calcs	215.95	9461	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1441-610-							
19223	44689S	612 SUPPLYWORKS	4.46						
1		444476352 06/22/18 clamp	4.46*		201	100-2600		615	
19224	44690S	1645 VERIZON WIRELESS	30.02						
1		981348809 07/05/18 Counselor data	30.02*		201	100-2100		530	
19225	44691S	2799 VERNIER SOFTWARE	154.91						
1		5299352 06/26/18 adapter,nitrate nodule	154.76	9459	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
2		5299352 06/26/18 Biology supplies	0.15	9299	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
19226	44676S	2717 CITY OF BOULDER	1,409.97						
1		070918 07/09/18 water	546.56*		201	100-2600		421	
2		070918 07/09/18 sewer	765.44*		201	100-2600		421	
3		070918 07/09/18 water outdoor class	15.97*		201	100-2600		421	
4		070918 07/09/18 water	34.16*		201	100-2600		421	
5		070918 07/09/18 sewer	47.84*		201	100-2600		421	

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 7/18

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Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
19227	44686S	1737 NORTHWESTERN ENERGY	2,701.59					
1		07/05/18 Electricity	2,034.30*		201	100-2600	412	
2		07/05/18 Electricity tax	351.94*		201	100-2600	412	
3		07/05/18 Gas	254.12*		201	100-2600	411	
4		07/05/18 Gas tax	61.23*		201	100-2600	411	
19228	44675S	4935 CITI VISA- BUSINESS-Costco	325.17					
1		32242g 07/17/18 FCS groceries/supplies	77.67	9301	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2		20670g 07/17/18 FCS groceries	247.50	9301	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
19229	44683S	1830 MT SCHOOL BOARDS ASSOCIATION	2,292.90					
1		33741 01/29/18 MTSBA dues/insurance	2,292.90*		201	100-2300	810	
19230	44685S	3184 NORTHWEST EVALUATION ASSOCIATION	4,025.00					
1		06/27/18 MAP testing	3,525.00	9522	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-680-910						
2		06/27/18 MAP testing - skills	500.00*		201	100-2100	680	
19231	44667S	899 360* OFFICE SOLUTIONS	459.72					
1		241529-0 06/29/18 toner (5)	333.01	9278	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		241529-0 06/29/18 markers,push pins	28.09	9285	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-610-						
3		241543-0 06/29/18 pens,markers,push pins	98.62	9464	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
19232	44674S	4827 CITI BUSINESS VISA-Costco	72.23					
1		57152g 04/19/18 conference lodging	72.23	9559	215	999		252
		CITI VISA- BUSINESS-Costco						
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-582-252						
19233	44671S	4738 BOULDER RIVER PIZZA	24.00					
1		04/04/18 ACT makeup	24.00*		201	100-2100	610	
19234	44674S	4827 CITI BUSINESS VISA-Costco	118.75					
1		3738656 07/20/18 regular ed supplies	118.75	9366	201	999		
		CITI VISA- BUSINESS-Costco						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-						

# of Claims 35 Total: 65,467.59

65,467.59

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 7/18

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$49,162.09
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$9.90
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$1,409.45
228 TECHNOLOGY FUND	
101	\$1,033.36
261 HIGH SCHOOL BUILDING RESERVE F	
101	\$13,852.79
Total:	\$65,467.59



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Suicide Awareness and Prevention

The Administration shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI).

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the school district will be provided training the first year of employment.

Youth suicide and prevention training may include:

A. In-person attendance at a live training;

B. Videoconference;

C. An individual program of study of designated materials;

D. Self-review modules available online; and

E. Any other method chosen by the local school board that is consistent with professional development standards.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training, or lack of training, related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training

Policy History:

Adopted on:

Revised on:

*Revision Note:*

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Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.
- A resident of the district attending a Montana Youth Challenge Program under an 8 interlocal agreement with the district under § 20-9-707, MCA

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- Meets the Criteria for Proficiency based ANB under policy 3126FE

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Legal Reference:	§ 1-1-215, MCA	Residence – Rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
		--three-year averaging.
	§ 20-9-706, MCA	Running Start Program
	§ 20-9-707, MCA	Agreement with accredited Montana job corps program
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Individuals with Disabilities Education Act

Policy History:

Adopted on: February 2007

Revised on:

**SECTION STUDENTS**

Proficiency-Based ANB

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing proficiency-based ANB.

At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable course work include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, and challenges to current courses.

<u>Legal Reference:</u>	<u>20-1-301, MCA</u>	<u>School fiscal year</u>
	<u>20-9-311(4)(a)(b)(d), MCA</u>	<u>Calculation of average number belonging</u>
		<u>(ANB) – 3-year averaging</u>
	<u>20-3-324, MCA</u>	<u>Powers and duties</u>
	<u>10.55.906 ARM</u>	<u>High School Credit</u>

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

## COMMUNITY RELATIONS

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Notice to Parents Required by No Child Left Behind Act of 2001 ("NCLB")Improving Basic Programs Operated by Local Educational Agencies

1. ~~As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:~~

- ~~a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.~~
- ~~b. Whether the teacher is teaching under emergency or other provisional status.~~
- ~~c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.~~
- ~~d. Whether paraprofessionals provide services to the student and, if so, their qualifications.~~

2. ~~As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent's child in each of the state academic assessments.~~

3. ~~As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.~~

Limited English Proficient Students

1. ~~As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child's level of English proficiency, instructional method, how their child's program will meet the child's needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.~~

2. ~~As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.~~

## COMMUNITY RELATIONS

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~~3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.~~

Academic Assessment and Local Education Agency and School Improvement

~~1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):~~

~~a. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;~~

~~b. The reasons for the identification;~~

~~c. An explanation of what the school identified for school improvement is doing to address the problem;~~

~~d. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;~~

~~e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and~~

~~f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).~~

~~2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.~~

~~3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:~~

~~a. The availability of supplemental education services;~~

~~b. The identity of approved providers of those services within the district or whose services are reasonably available in neighboring districts; and~~

## COMMUNITY RELATIONS

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~~e. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.~~

Parental Involvement

~~1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.~~

~~2. As required by NCLB § 1118(c): Each school shall:~~

- ~~a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;~~
- ~~b. Offer a flexible number of meetings;~~
- ~~c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);~~
- ~~d. Provide parents of participating children:~~
  - ~~• Timely information about programs under this part;~~
  - ~~• A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and~~
  - ~~• If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.~~

Education of Homeless Children and Youths

~~1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:~~

- ~~a. Shall be signed by the parent or guardian;~~
- ~~b. Sets forth the general rights provided under this subtitle;~~
- ~~c. Specifically states:~~



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- ~~• The choice of schools homeless children and youths are eligible to attend;~~
- ~~• That no homeless child or youth is required to attend a separate school for homeless children or youths;~~
- ~~• That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;~~
- ~~• That homeless children and youths should not be stigmatized by school personnel;~~

~~d. Includes contact information for the local liaison for homeless children and youths.~~

~~2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.~~

~~3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.~~

### Persistently Dangerous Schools

~~If the district is identified as a persistently dangerous school,<sup>†</sup> the district must, in a timely manner:~~

- ~~1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.~~
- ~~2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to~~

~~<sup>†</sup> “Persistently dangerous public elementary school or secondary school,” in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:~~

~~(1) In each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and~~

~~(2) In any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates—~~

- ~~(a) more than five expulsions for a school of less than 250 students,~~
- ~~(b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or~~
- ~~(c) more than 15 expulsions for a school of more than 1,000 students.~~



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~~explore other options such as an agreement with a neighboring district to accept transfer students.~~

~~3. For those students who accept the offer, complete the transfer.~~

~~In addition a district must also:~~

~~1. Develop a corrective action plan; and~~

~~2. Implement the plan in a timely manner.~~

~~Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.~~

Student Privacy

~~1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:~~

~~a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and~~

~~b. Offer an opportunity for the parent to opt the student out of the activity.~~

~~2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request."~~

Policy History:

~~Adopted on: February 2007~~

~~Revised on:~~

~~Repealed on:~~

Note: Repealed due to the repeal of federal No Child Left Behind Act.

PERSONNEL

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire ~~highly qualified~~ personnel appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

~~Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.~~

Certification

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration  
§ 39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure

No Child Left Behind Act of 2001 (P.L. 107-110)

37.114.1010, DPHHS Employee of School: Day Care Facility  
Care Provider

**PERSONNEL**

5120

- 1
- 2 Policy History:
- 3 Adopted on: February 2007
- 4 Revised on:

2nd Reading

Prohibition on Aiding Sexual Abuse

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference: ESSA section 8038, § 8546

Policy History:

Adopted on:

Revised on:

*Revision Note:*

## PERSONNEL

5420

Teachers' Aides/ParaeducatorParaprofessionalsParaprofessionals

~~Teachers' aides/paraeducatorParaprofessionals~~, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by ~~paraeducatorparaprofessional~~s will encompass a variety of tasks that may be inclusive of "limited instructional duties."

~~ParaeducatorParaprofessionals~~ are employed by the District mainly to assist the teacher. A ~~paraeducatorparaprofessional~~ is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

~~In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school wide program, to have:~~

- ~~1. Completed at least two (2) years of study at an institution of higher education;~~
- ~~2. Obtained an Associate's or higher degree; or~~
- ~~3. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.~~

It is the responsibility of each principal and teacher to provide adequate training for a ~~paraeducatorparaprofessional~~. This training should take into account the unique situations in which a ~~paraeducatorparaprofessional~~ works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the ~~paraeducatorparaprofessional~~ to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides/~~paraeducatorparaprofessionals~~. Evaluation results shall be a factor in future employment decisions.

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's paraprofessionals, if applicable.

Legal Reference: 20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals  
~~Public Law 107-110, No Child Left Behind Act of 2001~~

Policy History:

**PERSONNEL**

5420

- 1 Adopted on: February 2007
- 2 Revised on:

2nd Reading

**ESSA Qualification Notifications**

**ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS**

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact the superintendent of Jefferson High School, by phone at (406) 225-3740 or by e-mail at [superintendent@jhs.k12.mt.us](mailto:superintendent@jhs.k12.mt.us)

Sincerely, \_\_\_\_\_

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

Flexible Instructor Licensing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of addressing recruitment and retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs and services to enhance student achievement.

• Internships

- Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
- Requirements must be satisfied within 3 years
- Must include a plan between the intern, the school district and an accredited preparation program

• Provisionally Certified

- May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
  - The intent to qualify in the future for a class 1 or class 2 certificate and
  - Who has completed a 4-year college program or its equivalent, and
  - Holds a bachelor's degree from a unit of the Montana university system or its equivalent.

• Substitutes

- Must have a GED or high school diploma
- Will have completed 3 hours of training by the district
- Will have submitted a fingerprint background check  
(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another Montana public school from November 2002 and earlier)
- May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days

• Retired Educators

- School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher
- No limit on the district
- Retired teacher must have 30 years of experience in TRS
- There is a 3 year lifetime limit on the retired individual going to work under this provision

• Class 3 Administrative License

- Valid for a period of 5 years
- Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
- Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57414 through 10.57.418



○ An applicant for a Class 3 administrative license who completed an educator preparation program which does not meet the definition in ARM 10.57.102(2), who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience as defined in ARM 10.57.102 as documented by a recommendation from a state accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be met by an applicant seeking a superintendent endorsement.

● Class 4 for CTE

- Valid for a period of 5 years
- Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
- 4A – for licensed teachers without a CTE endorsement
- 4B – for individuals with at least a bachelor’s degree
- 4C – for individuals with a minimum of a high school diploma or GED

● Class 5 alternatives

- Good for a maximum of 3 years
- Requirements dependent upon the alternative the district is seeking

● Emergency authorization of employment

- Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
- Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity continue to persist

Legal References:      10.55.716, ARM Substitute Teachers  
                                  10.55.607, ARM Internships  
                                  10.27.102, ARM Definitions  
                                  10.57.107, ARM Emergency Authorization of Employment  
                                  10.57.215, ARM Renewal Requirements  
                                  10.57.414, ARM Class 3 Administrative License – Superintendent  
                                  Endorsement  
                                  10.57.420, ARM Class 4 Career and Technical Education License  
                                  10.57.424, ARM Class 5 Provisional License  
                                  19-20-732, MCA Reemployment of certain retired teachers,  
                                  specialists and administrators – procedure –  
                                  definitions

Policy History:

Adopted on:

Revised on:

*Revision Note:*

Transportation

The District may provide transportation to and from school for a student who:

1. Resides three (3) or more miles, over the shortest practical route, from the nearest operating public elementary or public high school.
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. Has another compelling and legally sufficient reason to receive transportation services.

The District may elect to reimburse the parent or guardian of a student for individually transporting any eligible student.

The District may provide transportation by school bus or other vehicle or through individual transportation such as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements, provide supervised correspondence study, or provide supervised home study. The Board may authorize children attending an approved private school to ride a school bus, provided that space is available and a fee to cover the per-seat cost for such transportation is collected. The District may transport and charge for an ineligible public school student, provided the parent or guardian pays a proportionate share of transportation services. Fees collected for transportation of ineligible students shall be deposited in the transportation fund. Transportation issues that cannot be resolved by the trustees may be appealed to the county transportation committee.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

In-Town Busing

In-town busing is defined as the busing of students within three (3) miles of their school. In-town busing is a privilege the District can discontinue at any time. The Superintendent will establish guidelines under which a student may request in-town busing.

Children in Foster Care

The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the District's provisions of services to children placed in foster care, including transportation services. The Superintendent, or designee, will inform the Department of Health and Human Services who is the POC for the District. The District will collaborate with the Department of Health and Human Services when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the POC will invite appropriate District officials, the Department of Health and Human Services POC, and officials

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from other districts to consider how such transportation is to be arranged and funded in a cost-effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:  
The Department agrees to reimburse the District for the cost of such transportation or;  
The District agrees to pay for the cost of such transportation; or  
The District and the Department agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Department has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time for foster care placement.

Legal Reference:	§ 20-7-441, MCA	Special education child eligibility for transportation
	§ 20-10-101, MCA	Definitions
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-122, MCA	Discretionary provision of transportation and payment for this transportation
	§ 20-10-123, MCA	Provision of transportation for nonpublic school children
	10.7.101, et seq., ARM	Pupil transportation
	10.64.101-700, et seq., ARM	Transportation
	<del>No Child Left Behind Act of 2001 (P.L. 107-110)</del>	

Policy History:

Adopted on: February 2007

Revised on: