

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

**\* 6:30 p.m. November 20, 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.
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 – J. Powell
  - b. Coaching positions – recommendations – Speech and Debate, assistants in wrestling (J. Clement), music (M. Mann), NHS (C. Carey)
  - c. Superintendent evaluation - possible closed session
  - d. New personnel –recommendation for policy/website part-time position – A. Boline
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Basin trustee vacancy
4. SRO (School Resource Officer)
5. MOUs/Interlocal Agreements with Boulder Elementary School – School Foods & Literacy Grant
6. Approval of Schedule for Development of Fiscal Year 2019-20 Budgets
7. Policies 1<sup>st</sup> Reading
  - a. 3300 Suspension & Expulsion – Corrective Action & Punishment (need committee recommendation)
  - b. 5330 Maternity Leave (need committee recommendation)
  - c. 5329 and 5329(F) Long-term Illness/Temporary Disability/Maternity Leave (need committee recommendation)
  - d. 5010 Equal Employment Opportunity and Non-discrimination (Current Policy Matches Recommended from MTSBA)
  - e. 5460 Electronic Resources and Social Networking (need committee recommendation)
  - f. 5500 Payment of Wages Upon Termination
  - g. 7530 Procurement of Supplies or Services
8. Policies 2<sup>nd</sup> Reading
  - a. 1401 Records Available to the Public.
  - b. 1420 School Board Meeting Procedure
  - c. 3141 Discretionary Non-resident Student Attendance.
  - d. 5002 Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973.
  - e. 6110P Superintendent – Board Job Responsibilities.
  - f. 7260 Endowments, Gifts, and Investments.
  - g. 7320 Purchasing
  - h. 7332 Advertising in Schools – Revenue Enhancement
  - i. 8123 Driver Training and Responsibility.
  - j. 8124 Student Conduct on Busses.
  - k. 8130 Air Quality Restrictions on Outdoor Activities, Practice, and Competition.



1. 8426 and 8426F Therapy Animals, Request for Use of Therapy Animal in School.

m. 5000 Personnel Goals

**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. January – Supt. Evaluation (6110), Vacation Cash-out (5334P)

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING January 15, 2019 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 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)

Vacancy (Basin area position)

Denise Brunett (MT City area position)

***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.

**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:**

***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.*

From the desk of:

*£ orie*

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November 2018

## **GENERAL REPORT ITEMS**

### *PAYROLL REPORT*

Payroll warrants -88765 to -88663 (direct deposits) and 40963 - 41003 were approved by the superintendent and paid in November.

### *MASBO REGION 4*

I will be attending 2 MASBO meetings this winter.

### *CURRENT OFFICE ITEMS*

Auditor will be here Nov. 19-20. Exit interview will be held November 20, end of work day.

### *NEW BUSINESS ITEMS*

The outstanding business official for Montana shared with the MASBO members a budgeting tool to assist in working through the budget process. It is included in this packet.





## Principal's Report

November 20, 2018

Lori, Tim and I attended the MCEL conference in Missoula October 17-19. I did workshops on MTDA Ed Ready, Personal Learning, use of Twitter in schools, Job Corp along with the general sessions which were offered. We will use ideas from each session in some capacity.

We have instituted a new instructional framework for the classroom (see attached). The expectation is that teachers use all components of the instructional framework. Early observations have revealed that everyone is using the framework, yet there are areas (Ending and Opportunities to respond) we need to work on. Teacher have been very receptive to the change. We continue to work on the literacy grant.

Teacher observation are being conducted. All non-tenured evaluations have been completed for the first half of the school year. All formal observation will be completed by early December. Coaches evaluation are completed for the fall. Each coach has set goals for the program for off season and next year based on student and parent surveys. The goals could be carried over regardless of the coaching staff. This will allow our programs to continue to grow.

Fall sports have been completed. The football team finished 2-5 on the season. Cross-Country saw all runner reduce their times by the State Meet. Volleyball won the 5B District championship, did not lose a game to a district opponent. They went on to finish 4<sup>th</sup> in the division with a 18-2 record. Quite remarkable! The cheer team saw record number of participant and have shown great improvement since the beginning of the year. Winter sports have begun the number are good, boys' basketball (30), girls' basketball (23), wrestling (24), and cheerleading (22).

The discipline chart enclosed show the types of offenses and number of student involved since the beginning of the school year. Two issues that have arisen in recent week are the use of e-cigarette and driving at lunch. I have conducted 12 searches upon reports of use of e-cigarette that have resulted in 3 suspension and tickets being issues by the police department. The reports are increasing weekly. Driving on campus has been curbed but demand daily vigilance.

The JHS Drama presented Thorton Wilder's "Our Town" on November 15, 16, 17. Their hard work and rendition needs to be commended. Model UN I s in Missoula for their annual conference. Science Olympiad is in Bozeman for state competition. Mrs. Parsons and FCS classes received a grant to give 25 families Thanksgiving baskets.



# JHS Instructional Design

--Introduction--

Focused Activity

--Teacher Instruction--

Student OTR

--Student Engagement--

Checks for understanding and feedback

--Ending--

Formative  
Assessment

**18-19**  
**Jefferson High School**

PO Box 838, Boulder MT 59632  
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**Behavior Type Report**

Staff: All; Date Range: 08/20/2018~11/16/2018

Events: All Events All Roles

Group by Submitted By

Staff: 13 Events types: 7 Events: 40 Students: 39

Event Type	Event	Students
Attendance Policy Violation	1	2
Insubordination (Disobedience)	3	3
Insubordination (Disobedience)	1	1
Insubordination (Disobedience)	1	1
Disorderly Conduct	1	1
Insubordination (Disobedience)	1	4
Obscene Behavior	1	1
Insubordination (Disobedience)	1	1
Other Offenses (Forgery, Fraud, Bribery)	1	2
Attendance Policy Violation	2	2
Harassment, Nonsexual	2	2
Attendance Policy Violation	9	7
Disorderly Conduct	1	2
Harassment, Nonsexual	2	4
Insubordination (Disobedience)	1	1
Tobacco Related	2	3
Harassment, Nonsexual	1	1
Disorderly Conduct	1	1
Insubordination (Disobedience)	2	2
Insubordination (Disobedience)	1	1
Disorderly Conduct	1	1
Insubordination (Disobedience)	4	5
TOTALS	40	48



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

**Superintendent's Report**

Date: November 21, 2017

Agenda Item: E-3

**3a-Youth Mental Health First Aid**

I am currently working with Kevin Wyse from AYA on a grant opportunity for Youth Mental Health First Aid. If the grant is successful, part of the training includes peer to peer support opportunities for students in need. I will include a timeline once the grant is submitted.

**3b-Dual Credit Expansion**

The second semester will include a couple of new dual credit opportunities. They include Early Child Development through UM-Western, Coding through Highlands College, and Technical Math through Helena College. This brings the current total of dual credit class opportunities to 10.

**3c-MCEL**

The following are the sessions I attended at the recent MCEL Convention in Missoula.

- Current Topics from OPI
- Improving high school math efficiency with EdReady Montana
- Receiving and Processing Complaints in Montana School Districts – MTSBA
- Wage & Hour MT Department of Labor
- Making Cents of Wellness
- Twitter for Schools
- ACT Test Skills EdReady Montana
- We Need a New School – CWG Architects

**3d-New ESSA School Report Card**

I have included a sample copy of the new school report card that OPI will use of each district to meet the reporting requirements of ESSA. School districts have the ability to add pertinent information as a supplement to the report when it is posted publicly.

**3e-Transportation Survey**

Data has been collected on the requested Transportation Survey. All school parents were mailed a letter explaining the transportation survey and how to access it on the school website. Parents were also given a hard copy if they wanted to complete it and send to the school. Currently, the data is being analyzed and put in a format for presentation.

### **3f-Administrative in-service**

Mr. Moodry will be attending the Montana Secondary School Principals convention in Helena late in January 2019. I am also making plans to send him to the national conference In July of 2019. This will be the first time a JHS principal will attend a national conference since 2013. I continue to attend the monthly 4 Rivers MASS superintendents meetings held in Belgrade.

Mr. Michaud will be attending the 2<sup>nd</sup> component of the Olweus training this spring in Denver. This is a requirement of the program.



# 2017-18 School Report Card

## Test High School

123 Main St, Anytown, ST 12345

(987) 654-3210

Sally Jones, Principal (sally.jones@testhighschool.edu)

www.testhighschool.edu



For more information, view the school profile at: <https://gems.opi.mt.gov/SitePages/SchoolInfo.aspx?schoolID=0656>

### Support Determination

This school was identified as requiring the following support:

## Targeted

Schools identified for "Targeted Support and Improvement", will receive additional professional development and technical assistance from the OPI and additional monitoring from the district. Targeted support will be directed to improve the outcomes for Racial Group #2 student group which the school was identified for.

For information about support determinations: <https://gems.opi.mt.gov/SitePages/SchoolInfo.aspx?schoolID=0656>

### Quick Facts

**9-12**

Grades Served

**192**

Student Count

**No**

Title I School

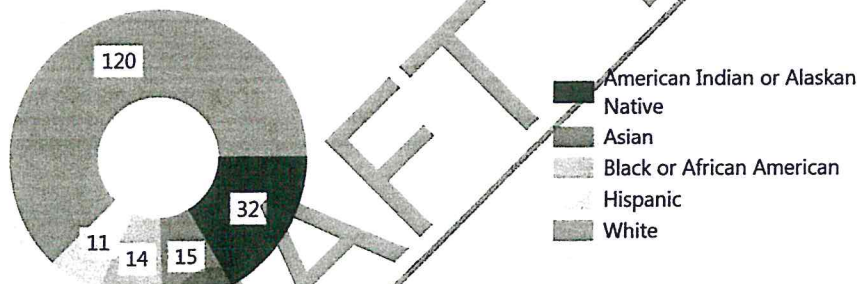
**5%**

% Free/Reduced Lunch

**[Placeholder]**

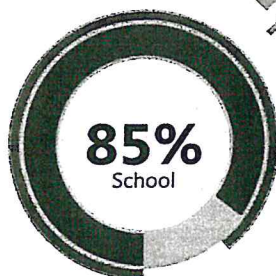
School Setting

### Demographics



### Student Progress

% of students graduating high school in four years



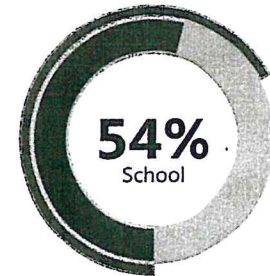
State: 89%

% of students with at least 95% attendance for entire school year



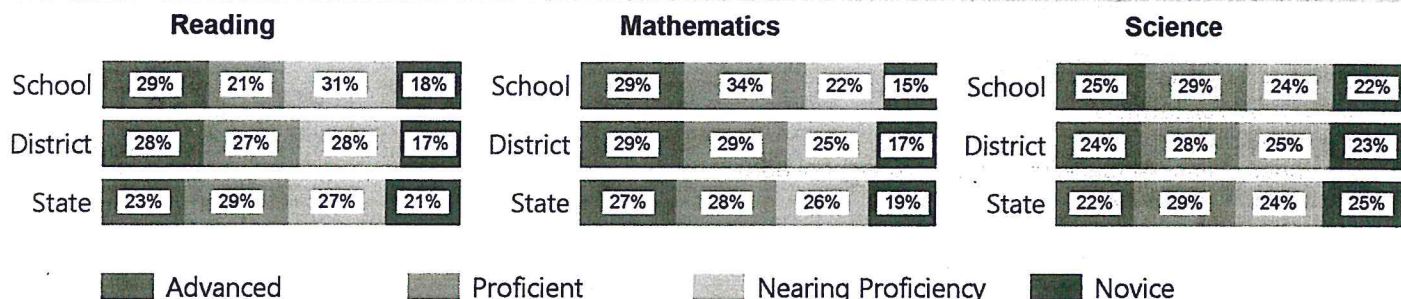
State: 85%

% of students who are college or career ready

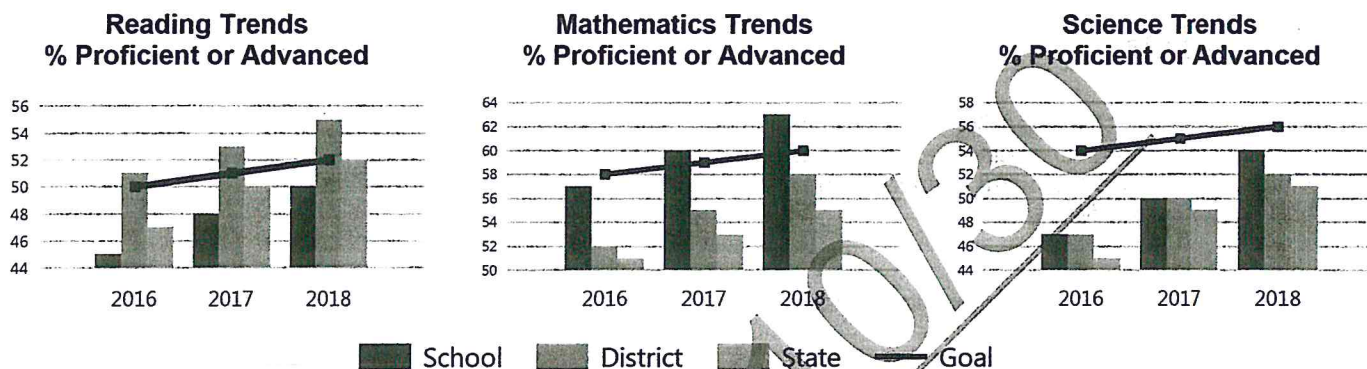


State: 67%

## Student Achievement Scores



## Student Achievement Trends

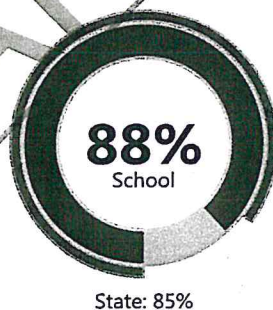


## Other Student Metrics

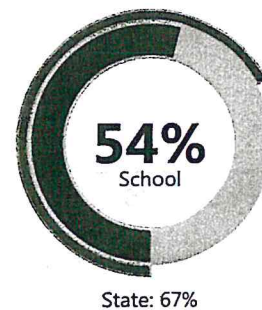
% of students meeting a CTE concentration areas standard



% of students that enroll in the Montana University System after high school graduation



% of students needing remedial coursework upon entry to a postsecondary institution within the Montana University System



## English Language Learners

# English Learners	40
# Achieved Progress	15
% Achieved Progress	38%
# Achieved Proficiency	10
% Achieved Proficiency	25%

## School Finance

Statement regarding the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA) Financial Transparency Requirement.

The Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA) requires states to annually report their per-pupil expenditures including actual personnel and non-personnel expenditures, disaggregated by source of funds, for each LEA and each school in the state for the preceding fiscal year. Consistent with section 4(b) of the ESSA, which authorizes the USDE to ensure an orderly transition to the new law, an SEA and its LEAs may delay, until the 2018-2019 school year, reporting information on per pupil expenditures of Federal, State, and local funds on annual report cards as required in ESSA. The Montana Office of Public Instruction has elected to delay reporting per-pupil expenditures in this manner until the 2018-2019 school year to assure timely, accurate and consistent reporting among all LEAs and each school.



JEFFERSON HIGH SCHOOL			
19/20 BUDGET PLANNING TOOL			
ACTIVITIES	PERSONNEL	TIMELINE	NOTES
Discuss Budget Schedule and establish budget guidelines	Administration Superintendent & Business Manager	10/1/18 - 10/31/18	
Prepare Average Number Belonging (ANB) projections		11/9/2018	
Approve Schedule of budget development activities	Board of Trustees	11/20/2018	
Prepare and distribute budget development materials and 2019/20 additional budget request instructions	Business Manager	12/13/2018	
Prepare and submit School/Department budget materials and 2019/20 additional budget requests	School admin and staff Business Manager & Superintendent	12/13/2018 - 12/20/2018 12/20/2018 - 01/15/2019	
Compile budget information and additional requests	NA	1/7/2019	
66th MT Legislative session convenes	Business Manager & Superintendent	01/15/2019 - 02/15/2019	
Prepare preliminary budgets for General Fund	Administration	01/15/2019 - 02/15/2019	
Review and prioritize budget requests/potential cuts	Administration & Trustee committee	01/15/2019 - 02/15/2019	
Conduct budget committee meetings as needed for review, discussion, and revision of preliminary General Fund budget	Superintendent & Business Manager	2/4/2019	
Revise and finalize ANB projection	Administration/Trustee committee	2/20/2019	
Present preliminary General Fund budget to the Board	Board of Trustees	2/20/2019	
Board call for May 2019 Trustee, General Fund, & Special Levy Funds			
Conduct public meetings if necessary for review, discussion, & revision of preliminary General Fund budget.	Administration/Trustees	2/20/2019 - 5/6/2018	
Conduct budget discussions as needed and align budget with strategic goals.	Board of Trustees	2/20/2019 - 5/6/2019	
Negotiate contract changes with collective bargaining groups	Administration/Trustees	Spring 2019	
Provide notice of intent to increase non-voted levies	Administration/Trustees	3/20/2019	
Set amount of voted levy	Administration/Trustees	3/21/2019	
Projected 90th day of 66th Montana Legislative session	NA	5/1/2019	
Conduct Trustee and Levy Election	Business Manager/County	5/7/2019	
Prepare preliminary budgets for Transportation, Bus Depreciation, Tuition, Retirement, Adult Ed, Debt Service, Building Reserve and Technology Funds.	Superintendent & Business Manager	5/8/2019 - 6/30/2019	
Present preliminary budgets for all funds	Administration/Trustees	7/16/2019	
Adopt Final Budgets	Board of Trustees	8/20/2019	

# MINUTES Jefferson High School Dist. 1

October 16, 2018

## Regular Board Meeting

<b>Board members present:</b>	Kevin Harris	Sabrina Steketee
	Travis Pierce	Cami Robson
	Larry Rasch	Denise Brunett

**Board members absent:** Stacy Hale

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

**Visitors:** Bryce Harrington      Dakota Dorn

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## CALL TO ORDER

Ms. Steketee called the meeting to order and the pledge was said.

## PUBLIC COMMENT

None.

## STUDENT REPORT

Bryce Harrington reported about Homecoming and upcoming fundraisers

## NEW BUSINESS Item 9

Pre-ROTC – Dakota Dorn proposed the formation of a club for pre military students. It will promote leadership, knowledge of the armed services, scholarships, etc. It will be for all high school ages and Mr. Robbins has agreed to be the sponsor. Board members asked about the formality and school stipulations for the club formation. Mr. Norbeck and Mr. Moodry will meet with Mr. Robbins and Dakota to finalize the structure of the activity. Ms. Robson moved to allow the establishment of the AMBRES club. Mr. Harris seconded the motion which passed with 4 voting yes and Mr. Pierce abstaining since he just arrived.

Ms. Brunett arrived.

## STAFF REPORT

None.

## COMMITTEE REPORTS

None.

## ADMINISTRATIVE REPORTS

Clerk/business manager. In written form.

Principal. In written form. Gave a brief update of the breakfast program.

Superintendent. In written form



## UNFINISHED BUSINESS

### NEW BUSINESS

1. Personnel.
  - a. Substitute applications. K. Synness, F. Cansler Mr. Norbeck recommended Ms. Synness. Mr. Pierce moved to approve. Mr. Rasch seconded the motion, which passed unanimously.
  - b. Spring coaching evaluations. At 7:05 p.m., deeming that the employees' rights to privacy exceed the public's right to know, Ms. Steketee closed the meeting. At 7:39 p.m., the open meeting resumed. Ms. Robson moved to approve the coaching evaluations. Mr. Harris seconded the motion, which passed unanimously.
  - c. Coaching positions. Elizabeth Pierce – cheer, Ellie Youde – Drama Ms. Brunett moved to approve Ms. Pierce as assistant cheer coach, Mr. Rasch seconded the motion which passed with all voting “yes” except Mr. Pierce who abstained due to familial relationship. Mr. Pierce moved and Mr. Harris seconded the motion to approve Ellie Youde for Drama assistant. It passed unanimously.
  - d. Superintendent evaluation. None
  - e. Paraprofessional position. Ester Kirsch was recommended as the new paraprofessional. Ms. Brunette moved to accept the recommendation. Mr. Rasch seconded the motion, which passed unanimously.
  - f. Resignation – M. Thilges - accepted
2. Approval of attendance agreements at YDI Mr. Pierce moved to approve the attendance agreements for the students at YDI. Mr. Harris seconded the motion, which passed unanimously.
3. Board Self-Evaluation moved to strategic planning
4. Annual Objectives (1610) moved to strategic planning
5. Instructional plan and evaluation Curricular alignment to approach curriculum of area K-8 schools
6. At-risk plan addressed previously
7. Basin trustee vacancy - will be advertised
8. Trail easement - JHS was approached to possibly allow a trail on the southeast end of the campus along the river. Mr. Pierce moved to allow continued research into this easement. Mr. Rasch seconded the motion, which passed unanimously.
9. Pre-ROTC Club addressed above
10. Corrected 1819 Budget for permissive Building Reserve Ms. Robson moved to correct the Building Reserve budget. Ms. Brunett seconded the motion, which passed unanimously.
11. Classification of Fund Balances. Mr. Pierce moved to approve the Fund Balance classifications as presented. Mr. Rasch seconded the motion, which passed unanimously.
12. MOUs - deferred, not received from BES
13. Safety Plan update. Given previously.
14. Policies
  - a. 1st Readings on 3300, 5330, 5329 and 5329(F) will continue to be addressed by committee
  - b. 1401 Committee recommends as presented.
  - c. 1420 Strike “and members” line 6 recommends with change
  - d. 3141 Committee recommends as presented.

- e. 4330 and 4330F No Action (addressed at previous meeting)
- f. 5002 Committee recommends as presented.
- g. 5010 No Action Tabled not in packet
- h. 5460 No Action Tabled not in packet
- i. 5500 No Action Tabled Named 550 on agenda so should be 5500
- j. 6110P Committee recommends as presented.
- k. 7260 Committee recommends as presented.
- l. 7320 Remove "the Board" line 21 recommends with change
- m. 7332 Committee recommends as presented.
- n. 7530 No Action Tabled No number given on agenda
- o. 8123 Committee recommends as presented.
- p. 8124 Committee recommends as presented.
- q. 4330F1 No Action (addressed previously)
- r. 8130 Committee recommends as presented.
- s. 8426 and 8426F Committee recommends as presented.
- t. 5000 Committee recommends as presented.

Mr. Harris moved to approve the above policies marked "recommends as presented" and "recommends with change". Mr. Rasch seconded the motion, which passed unanimously.

#### **LETTERS**

A trustee resignation was received from Ms. Stacy Hale

#### **COMMENDATIONS**

Mr. Norbeck commended Mr. Moodry, Mr. Sturdevant, and Ms. Carey for Homecoming help. Ms. Robson – Mr. Moodry, Mr. Norbeck – staff for working with literacy grant. Cassidy Parsons – Breakfast Program. Walking Man and Montana Repertory Theatre. Students raising funds for family who lost their home. Run for 75.

#### **CONSENT AGENDA**

Mr. Pierce moved to approve the consent agenda. Mr. Harris seconded the motion, which passed unanimously.

#### **FOLLOWUP/ADJOURNMENT**

Christmas Party – December 4th, 3rd, or 12<sup>th</sup> (Mr. Moodry created and sent survey promptly)  
Transportation Survey Update  
Demographic papers sent home to parents to update.

The meeting adjourned at 9:20.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

11/16/18  
14:36:32

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 10/18

Page: 1 of 5  
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     |  |  |
| 19461  | 44888S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.      | 23,261.32   |      |          |           |              |  |  |
| 1      |         | 8825 09/28/18 Route/Contract                | 17,244.36   |      | 210      | 100-2700  | 513          |  |  |
| 2      |         | 8825 09/28/18 Vball                         | 1,952.20*   |      | 201      | 720-3500  | 582          |  |  |
| 3      |         | 8825 09/28/18 Vball downtime                | 390.00*     |      | 201      | 720-3500  | 582          |  |  |
| 4      |         | 8825 09/28/18 Ftbball                       | 1,756.12*   |      | 201      | 720-3500  | 582          |  |  |
| 5      |         | 8825 09/28/18 Ftbball downtime              | 390.00*     |      | 201      | 720-3500  | 582          |  |  |
| 6      |         | 8825 09/28/18 Xcountry                      | 897.84*     |      | 201      | 720-3500  | 582          |  |  |
| 7      |         | 8825 09/28/18 Xcountry downtime             | 260.00*     |      | 201      | 720-3500  | 582          |  |  |
| 13     |         | 8825 09/28/18 counselor trips               | 240.80*     |      | 201      | 100-2100  | 582          |  |  |
| 14     |         | 8825 09/28/18 counselor trips               | 130.00*     |      | 201      | 100-2100  | 582          |  |  |
| 19462  | 44884S  | 4081 GAGGLE                                 | 1,805.00    |      |          |           |              |  |  |
| 1      |         | 36384 09/14/18 safety management email      | 1,805.00    | 9580 | 228      | 100-1000  | 330          |  |  |
| 19463  | 44905S  | 4639 WEX BANK                               | 5,467.17    |      |          |           |              |  |  |
| 1      |         | 56049441 09/30/18 Elementary fuel           | 1,411.16    |      | 201      | 180       |              |  |  |
| 2      |         | 56049441 09/30/18 Route fuel                | 2,563.20    |      | 210      | 100-2700  | 624          |  |  |
| 3      |         | 56049441 09/30/18 VB fuel                   | 473.46*     |      | 201      | 720-3500  | 582          |  |  |
| 4      |         | 56049441 09/30/18 VB fuel AD                | 113.52*     |      | 201      | 720-3500  | 582          |  |  |
| 5      |         | 56049441 09/30/18 Xcountry fuel             | 146.83*     |      | 201      | 720-3500  | 582          |  |  |
| 6      |         | 56049441 09/30/18 Counselor fuel            | 58.40*      |      | 201      | 100-2100  | 582          |  |  |
| 7      |         | 56049441 09/30/18 Ftbball fuel              | 425.90*     |      | 201      | 720-3500  | 582          |  |  |
| 8      |         | 56049441 09/30/18 Ftbball fuel AD           | 129.51*     |      | 201      | 720-3500  | 582          |  |  |
| 9      |         | 56049441 09/30/18 Drivers ed Fuel           | 27.70*      |      | 218      | 100-1000  | 624          |  |  |
| 10     |         | 56049441 09/30/18 Custodial fuel            | 43.51*      |      | 201      | 100-2600  | 624          |  |  |
| 11     |         | 56049441 09/30/18 AD fuel                   | 73.98*      |      | 201      | 720-3500  | 582          |  |  |
| 19464  | 44881S  | 3766 ACADIA MONTANA                         | 4,035.47    |      |          |           |              |  |  |
| 1      |         | 2228813 10/15/18 alta care                  | 4,035.47*   |      | 215      | 280-1000  | 330 524      |  |  |
| 19465  | 44895S  | 1650 MEADOW GOLD GREAT FALLS                | 274.00      |      |          |           |              |  |  |
| 1      |         | 60201775 10/11/18 milk                      | 137.00*     |      | 201      | 910-3100  | 630          |  |  |
| 2      |         | 480831 10/04/18 milk                        | 137.00*     |      | 201      | 910-3100  | 630          |  |  |
| 19466  | 44892S  | 1451 L & P GROCERY                          | 471.94      |      |          |           |              |  |  |
| 1      |         | 02-409472 10/04/18 community barbeque       | 21.98*      |      | 201      | 100-2300  | 800          |  |  |
| 2      |         | 02-409884 10/05/18 community barbeque       | 449.96*     |      | 201      | 100-2300  | 800          |  |  |
| 19467  | 44896S  | 5231 Missoula Hellgate                      | 63.00       |      |          |           |              |  |  |
| 1      |         | october 18 10/16/18 cross country state     | 63.00*      |      | 201      | 720-3500  | 582          |  |  |
| 19468  | 44899S  | 4754 NORRIS, MELISSA                        | 391.50      |      |          |           |              |  |  |
| 1      |         | spetember 09/11/18 accompanist 21.75 @ \$18 | 391.50*     |      | 201      | 710-3500  | 330          |  |  |



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JEFFERSON HIGH SCHOOL  
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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 |  |
| 19469  | 44890S  | 4636 HIGH GROUND SOLUTIONS, INC.                         | 488.25      |      |          |           |              |      |  |
| 1      |         | 37676 06/15/18 SchoolCast License                        | 488.25      |      | 228      | 100-1000  | 680          |      |  |
| 19470  | 44901S  | 5121 RENAISSANCE                                         | 2,187.00    |      |          |           |              |      |  |
| 1      |         | 4436937 10/05/18 AR renewal,hosting fee                  | 2,187.00    | 9490 | 201      | 999       |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-680-    |             |      |          |           |              |      |  |
| 19471  | 44904S  | 1645 VERIZON WIRELESS                                    | 30.02       |      |          |           |              |      |  |
| 1      |         | 9815923527 10/05/18 monthly charges                      | 30.02*      |      | 201      | 100-2100  | 531          |      |  |
| 19472  | 44902S  | 2503 SCHOLASTIC MAGAZINES INC.                           | 311.64      |      |          |           |              |      |  |
| 1      |         | order shee 08/23/18 art magazines                        | 131.84*     |      | 201      | 100-1140  | 650          |      |  |
| 2      |         | order shee 08/23/18 scholastic art magazines             | 179.80*     |      | 201      | 100-1140  | 650          |      |  |
| 19473  | 44906S  | 4786 MC Mastercard                                       | 1,239.29    |      |          |           |              |      |  |
| 1      |         | 8012236 09/18/18 bookcase principal                      | 89.99*      |      | 201      | 100-2400  | 660          |      |  |
| 2      |         | 64100 09/20/18 methods classes                           | 1,000.30    |      | 215      | 494-1000  | 321          | 263  |  |
| 3      |         | 1809124226 09/12/18 Smore application                    | 149.00*     |      | 201      | 100-2300  | 680          |      |  |
| 19474  | 44893S  | 4786 MC Mastercard                                       | 57.98       |      |          |           |              |      |  |
| 1      |         | 654123 09/29/18 wiper blades                             | 57.98*      |      | 201      | 100-2600  | 615          |      |  |
| 19475  | 44893S  | 4786 MC Mastercard                                       | 89.45       |      |          |           |              |      |  |
| 1      |         | 5564217 08/29/18 headset splitters, convertor            | 41.70       |      | 228      | 100-1000  | 615          |      |  |
| 2      |         | 5564217 08/29/18 headset splitters, convertor            | 27.80       |      | 228      | 100-1000  | 615          |      |  |
| 3      |         | b125115048 09/26/18 WiniSO                               | 19.95       |      | 228      | 100-1000  | 615          |      |  |
| 19476  | 44880S  | 899 360* OFFICE SOLUTIONS                                | 3,170.52    |      |          |           |              |      |  |
| 1      |         | 241529-2 07/04/18 front office supplies                  | 100.53      | 9320 | 201      | 999       |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-    |             |      |          |           |              |      |  |
| 2      |         | 241529-1 07/03/18 front office supplies                  | 69.99       | 9320 | 201      | 999       |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-    |             |      |          |           |              |      |  |
| 3      |         | 247086-0 08/29/18 office furniture safety                | 600.00      | 9511 | 201      | 999       |              | 910  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-910 |             |      |          |           |              |      |  |
| 4      |         | 245527-1 09/26/18 CAD tables 16                          | 1,904.52    | 9534 | 201      | 999       |              | 910  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-910 |             |      |          |           |              |      |  |
| 5      |         | 245527-1 09/26/18 CAD tables 16                          | 495.48*     |      | 201      | 100-1000  | 660          |      |  |
| 19477  | 44889S  | 3111 HELENA PUBLIC SCHOOLS                               | 75.00       |      |          |           |              |      |  |
| 1      |         | 1900071 10/10/18 7 of 7 XCountry meet                    | 75.00*      |      | 201      | 720-3500  | 582          |      |  |
| 19478  | 44908S  | 4827 CITI BUSINESS VISA-Costco                           | 47.92       |      |          |           |              |      |  |
| 1      |         | 918536g 10/16/18 Rewards intermed/secondar               | 47.92       | 9242 | 215      | 999       |              | 244  |  |
|        |         | VOYAGER SOPRIS LEARNING                                  |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244 |             |      |          |           |              |      |  |

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JEFFERSON HIGH SCHOOL  
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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 |  |
| 19479  | 44911S  | 612 SUPPLYWORKS                                                      | 186.64      |      |          |           |              |      |  |
| 1      |         | 457907160 10/08/18 cleaner                                           | 186.64*     |      | 201      | 100-2600  | 610          |      |  |
| 19480  | 44907S  | 5062 BURGMAN, DALE                                                   | 145.21      |      |          |           |              |      |  |
| 1      |         | SweetGrass 10/20/18 VB Ref                                           | 96.00*      |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | SweetGrass 10/20/18 VB Ref mileage                                   | 49.21*      |      | 215      | 720-3500  | 582          | 720  |  |
| 19481  | 44910S  | 5063 RIES, JOHN                                                      | 116.88      |      |          |           |              |      |  |
| 1      |         | SweetGrass 10/20/18 VB Ref                                           | 108.00*     |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | SweetGrass 10/20/18 VB Ref mileage                                   | 8.88*       |      | 215      | 720-3500  | 582          | 720  |  |
| 19482  | 44909S  | 5061 FOLEY, MIKE                                                     | 116.88      |      |          |           |              |      |  |
| 1      |         | SweetGrass 10/20/18 VB Ref                                           | 108.00*     |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | SweetGrass 10/20/18 VB Ref mileage                                   | 8.88*       |      | 215      | 720-3500  | 582          | 720  |  |
| 19483  | 44908S  | 4827 CITI BUSINESS VISA-Costco                                       | 205.16      |      |          |           |              |      |  |
| 1      |         | 328578 10/02/18 FCS lodging                                          | 205.16*     |      | 215      | 451-1710  | 582          | 261  |  |
| 19484  | 44917S  | 4827 CITI BUSINESS VISA-Costco                                       | 661.21      |      |          |           |              |      |  |
| 1      |         | 38843g 09/14/18 Rewards intermed/secondar<br>VOYAGER SOPRIS LEARNING | 8.67        | 9242 | 215      | 999       |              | 244  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244             |             |      |          |           |              |      |  |
| 2      |         | 2519041 08/23/18 years of service                                    | 136.25      | 9427 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                                           |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-                |             |      |          |           |              |      |  |
| 3      |         | 09/19/18 baggage fee ASBO                                            | 25.00*      |      | 215      | 100-2500  | 582          | 777  |  |
| 4      |         | 31010 09/15/18 baskets                                               | 59.08       | 9427 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                                           |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-                |             |      |          |           |              |      |  |
| 5      |         | 20705g 09/09/18 FCS Groceries                                        | 140.40      | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                                           |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-                |             |      |          |           |              |      |  |
| 6      |         | 95057G 09/15/18 FCS Groceries                                        | 48.53       | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                                           |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-                |             |      |          |           |              |      |  |
| 7      |         | 33042g 09/09/15 FCS Groceries                                        | 13.80       | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                                           |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-                |             |      |          |           |              |      |  |
| 8      |         | 153694 09/07/18 FCS Groceries                                        | 229.48      | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                                           |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-                |             |      |          |           |              |      |  |



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JEFFERSON HIGH SCHOOL  
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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 |  |
| 19485  | 44915S  | 3866 BLICK ART MATERIALS                                 | 254.91      |      |          |           |              |      |  |
| 1      |         | 325092 10/12/18 design drawing supplies                  | 254.91*     | 9578 | 201      | 390-1640  | 610          |      |  |
| 19486  | 44912S  | 3766 ACADIA MONTANA                                      | 1,791.64    |      |          |           |              |      |  |
| 1      |         | 2242885 10/22/18 alta care                               | 1,791.64*   |      | 215      | 280-1000  | 330          | 524  |  |
| 19487  | 44914S  | 4049 AMAZON.COM                                          | 199.34      |      |          |           |              |      |  |
| 1      |         | 4694395478 08/22/18 pencil sharpener                     | 15.96       | 9324 | 215      | 999       |              | 244  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244 |             |      |          |           |              |      |  |
| 2      |         | 6468659453 08/22/18 sorter                               | 3.89        | 9324 | 215      | 999       |              | 244  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-660-244 |             |      |          |           |              |      |  |
| 3      |         | 6468659453 08/22/18 sorters                              | 10.72       | 9368 | 215      | 999       |              | 99   |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640- 99 |             |      |          |           |              |      |  |
| 4      |         | 6468659453 08/22/18 sorters                              | 3.37*       |      | 201      | 100-1000  | 610          |      |  |
| 5      |         | 4798879449 08/24/18 pencil sharpener                     | 15.00*      |      | 201      | 100-1000  | 610          |      |  |
| 6      |         | 9878659973 08/15/18 College Algebra books                | 150.40*     |      | 201      | 100-1442  | 640          |      |  |
| 19488  | 44917S  | 4827 CITI BUSINESS VISA-Costco                           | 3,330.63    |      |          |           |              |      |  |
| 1      |         | 46739g 10/18/18 MCEL meal                                | 4.09*       |      | 201      | 100-2500  | 582          |      |  |
| 2      |         | 46477g 10/17/18 MCEL meal                                | 11.65*      |      | 201      | 100-2500  | 582          |      |  |
| 3      |         | 46477g 10/17/18 MCEL meal                                | 9.19*       |      | 201      | 100-2400  | 582          |      |  |
| 4      |         | 35362085 10/17/18 Sink, refrigerator, faucet             | 3,065.14*   |      | 215      | 451-1710  | 660          | 261  |  |
| 5      |         | 58741g 09/22/18 FCS Groceries                            | 107.89      | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-    |             |      |          |           |              |      |  |
| 6      |         | 156166 10/18/18 FCS Groceries                            | 53.49       | 9473 | 201      | 999       |              |      |  |
|        |         | CITI VISA- BUSINESS-Costco                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-    |             |      |          |           |              |      |  |
| 7      |         | 75605g 09/22/18 FAFSA                                    | 79.18*      |      | 215      | 100-1000  | 610          | 243  |  |
| 19489  | 44917S  | 4827 CITI BUSINESS VISA-Costco                           | 84.76       |      |          |           |              |      |  |
| 1      |         | g88474/4 08/22/18 yrs of service knives                  | 84.76       | 9427 | 201      | 999       |              |      |  |
|        |         | AMAZON.COM                                               |             |      |          |           |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-    |             |      |          |           |              |      |  |
| 19490  | 44919S  | 2998 HOLIDAY INN - MISSOULA                              | 968.58      |      |          |           |              |      |  |
| 1      |         | october 18 10/20/18 state cross country hotel            | 968.58*     |      | 201      | 720-3500  | 582          |      |  |
| 19491  | 44920S  | 1451 L & P GROCERY                                       | 26.35       |      |          |           |              |      |  |
| 1      |         | 01-648385 10/24/18 FCS groceries                         | 26.35       | 9474 | 201      | 999       |              |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-    |             |      |          |           |              |      |  |

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 10/18

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount           |      |          |                           |     |      |  |
|--------|---------|-------------------------------------------------------|------------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount      | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 19492  | 44920S  | 1451 L & P GROCERY                                    | 282.16           |      |          |                           |     |      |  |
| 1      |         | 02-407814 09/30/18 FCS groceries                      | 8.08             | 9474 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |  |
| 2      |         | 02-412224 10/11/18 FCS groceries                      | 33.67            | 9474 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |  |
| 3      |         | 01-623817 09/19/18 FCS groceries                      | 72.26            | 9474 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |  |
| 4      |         | 01-632961 10/02/18 FCS groceries                      | 10.31            | 9474 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |  |
| 5      |         | 01-647259 10/22/18 FAFSA groceries                    | 70.04*           |      | 215      | 100-1000                  | 610 | 243  |  |
| 6      |         | 02-407812 09/30/18 FAFSA groceries                    | 87.80*           |      | 215      | 100-1000                  | 610 | 243  |  |
| 19494  | 44928S  | 4743 TRUGREEN                                         | 933.00           |      |          |                           |     |      |  |
| 1      |         | 212159 10/09/18 fall lawn care                        | 933.00*          |      | 201      | 100-2600                  | 440 |      |  |
| 19495  | 44923S  | 4678 NORBECK, TIM                                     | 135.16           |      |          |                           |     |      |  |
| 1      |         | reim 10/17/18 Mileage Reimbursement MCEL              | 135.16*          |      | 201      | 100-2300                  | 582 |      |  |
| 19496  | 44926S  | 5021 PACIFIC SOURCE HEALTH PLANS                      | 1,177.30         |      |          |                           |     |      |  |
| 1      |         | 1828700056 10/15/18 Retiree premium                   | 694.44*          |      | 201      | 100-1000                  | 260 |      |  |
| 2      |         | 1828700056 10/15/18 Retiree premium DH                | 482.86           |      | 289      | 675                       |     |      |  |
| 19497  | 44924S  | 5169 ONSITE ENERGY                                    | 29,367.00        |      |          |                           |     |      |  |
| 1      |         | 1338 06/08/18 Solar System final payment              | 29,367.00*       |      | 215      | 100-1000                  | 730 | 111  |  |
|        |         | # of Claims 36                                        | Total: 83,449.28 |      |          |                           |     |      |  |
|        |         |                                                       | 83,449.28        |      |          |                           |     |      |  |



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| Claim  | Warrant | Vendor #/Name                               | Amount      |      |          |                           |     |      |
|--------|---------|---------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description              | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 19498  | 44940S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF     | 172.09      |      |          |                           |     |      |
| 1      |         | 11/15/18 Hohenthal Ins                      | 114.51      |      | 289      | 675                       |     |      |
| 2      |         | 11/15/18 Foster Ins                         | 57.58       |      | 289      | 675                       |     |      |
| 19499  | 44954S  | 5021 PACIFIC SOURCE HEALTH PLANS            | 1,177.30    |      |          |                           |     |      |
| 1      |         | 1828700056 11/15/18 Retiree premium         | 694.44*     |      | 201      | 100-1000                  | 260 |      |
| 2      |         | 1828700056 11/15/18 Retiree premium DH      | 482.86      |      | 289      | 675                       |     |      |
| 19507  | 44952S  | 1740 MT REPERTORY THEATRE                   | 550.00      |      |          |                           |     |      |
| 1      |         | 101018 05/17/18 performance                 | 550.00*     |      | 201      | 710-3400                  | 582 |      |
| 19509  | 44933S  | 3766 ACADIA MONTANA                         | 3,565.83    |      |          |                           |     |      |
| 1      |         | 2269607 10/29/18 alta care                  | 3,565.83*   |      | 215      | 280-1000                  | 330 | 524  |
| 19512  | 44955S  | 5238 PAYNE WEST                             | 660.00      |      |          |                           |     |      |
| 1      |         | 211898 10/23/18 first aid training supplies | 660.00*     |      | 201      | 100-1000                  | 330 |      |
| 19513  | 44956S  | 2021 PEARSON EDUCATION                      | 1,967.81    |      |          |                           |     |      |
| 1      |         | 7026517389 10/25/18 15 chem books           | 1,822.05*   | 9567 | 201      | 100-1000                  | 640 |      |
| 2      |         | 7026517389 10/25/18 shipping                | 145.76*     | 9567 | 201      | 100-1000                  | 640 |      |
| 19514  | 44948S  | 1608 MASBO                                  | 80.00       |      |          |                           |     |      |
| 1      |         | 5432 10/24/18 helena technology workshop    | 80.00*      |      | 201      | 100-2500                  | 582 |      |
| 19515  | 44935S  | 4538 ALLTEMP HEATING AND COOLING, INC.      | 223.00      |      |          |                           |     |      |
| 1      |         | 7296 11/02/18 condensate pump replace       | 223.00*     |      | 201      | 100-2600                  | 440 |      |
| 19516  | 44958S  | 4639 WEX BANK                               | 6,219.94    |      |          |                           |     |      |
| 1      |         | 56439241 10/31/18 Route Fuel                | 3,424.22    |      | 210      | 100-2700                  | 624 |      |
| 2      |         | 56439241 10/31/18 Admin fuel                | 58.08*      |      | 201      | 100-2300                  | 582 |      |
| 3      |         | 56439241 10/31/18 Custodial fuel            | 43.28*      |      | 201      | 100-2600                  | 624 |      |
| 4      |         | 56439241 10/31/18 VB fuel                   | 86.59*      |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 56439241 10/31/18 AD fuel                   | 24.45*      |      | 201      | 720-3500                  | 582 |      |
| 6      |         | 56439241 10/31/18 drama fuel                | 16.92*      |      | 201      | 710-3400                  | 582 |      |
| 7      |         | 56439241 10/31/18 math fuel                 | 43.19*      |      | 201      | 100-1000                  | 582 |      |
| 8      |         | 56439241 10/31/18 FCCLA fuel                | 76.24*      |      | 201      | 710-3400                  | 582 |      |
| 9      |         | 56439241 10/31/18 drivers ed fuel           | 77.10*      |      | 218      | 100-1000                  | 624 |      |
| 10     |         | 56439241 10/31/18 School foods fuel         | 34.74*      |      | 201      | 910-3100                  | 624 |      |
| 11     |         | 56439241 10/31/18 VB fuel                   | 353.56*     |      | 201      | 720-3500                  | 582 |      |
| 12     |         | 56439241 10/31/18 XC fuel                   | 204.22*     |      | 201      | 720-3500                  | 582 |      |
| 13     |         | 56439241 10/31/18 Band fuel vb dist         | 170.34*     |      | 201      | 720-3500                  | 582 |      |
| 14     |         | 56439241 10/31/18 FB fuel                   | 94.00*      |      | 201      | 720-3500                  | 582 |      |
| 15     |         | 56439241 10/31/18 Due from BES              | 1,513.01    |      | 201      | 180                       |     |      |

11/16/18  
14:35:26

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/18

Page: 2 of 3  
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 |  |
| 19517  | 44942S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.      | 21,188.16   |      |          |           |              |      |  |
| 1      |         | 8960 10/31/18 Route contract Nov            | 17,244.36   |      | 210      | 100-2700  | 513          |      |  |
| 2      |         | 8960 10/31/18 VBall                         | 1,274.52*   |      | 201      | 720-3500  | 582          |      |  |
| 3      |         | 8960 10/31/18 VBall11 Downtime              | 325.00*     |      | 201      | 720-3500  | 582          |      |  |
| 4      |         | 8960 10/31/18 XC                            | 851.40*     |      | 201      | 720-3500  | 582          |      |  |
| 5      |         | 8960 10/31/18 XC Downtime                   | 280.00*     |      | 201      | 720-3500  | 582          |      |  |
| 6      |         | 8960 10/31/18 Band                          | 614.04*     |      | 201      | 720-3500  | 582          |      |  |
| 7      |         | 8960 10/31/18 Band downtime                 | 130.00*     |      | 201      | 720-3500  | 582          |      |  |
| 8      |         | 8960 10/31/18 FB                            | 338.84*     |      | 201      | 720-3500  | 582          |      |  |
| 9      |         | 8960 10/31/18 FB Downtime                   | 130.00*     |      | 201      | 720-3500  | 582          |      |  |
| 19518  | 44933S  | 3766 ACADIA MONTANA                         | 3,078.79    |      |          |           |              |      |  |
| 1      |         | 2280190 11/06/18 alta care                  | 3,078.79*   |      | 215      | 280-1000  | 330          | 524  |  |
| 19519  | 44946S  | 1377 JOHNSON CONTROLS                       | 929.04      |      |          |           |              |      |  |
| 1      |         | 1-81057888 10/31/18 modular heating         | 929.04*     |      | 201      | 100-2600  | 440          |      |  |
| 19520  | 44939S  | 1086 GIULIO DISPOSAL SERVICES, INC.         | 155.00      |      |          |           |              |      |  |
| 1      |         | 799 10/31/18 garbage disposal               | 155.00*     |      | 201      | 100-2600  | 431          |      |  |
| 19521  | 44938S  | 1002 GENERAL DISTRIBUTING                   | 324.86      |      |          |           |              |      |  |
| 1      |         | 00689990 10/24/18 oxygen, acetylene, hazmat | 324.86*     |      | 201      | 390-1640  | 610          |      |  |
| 19522  | 44953S  | 1737 NORTHWESTERN ENERGY                    | 5,485.39    |      |          |           |              |      |  |
| 1      |         | october 20 11/01/18 october electric        | 3,731.77*   |      | 201      | 100-2600  | 412          |      |  |
| 2      |         | october 20 11/01/18 october gas             | 811.10*     |      | 201      | 100-2600  | 411          |      |  |
| 3      |         | october 20 11/01/18 october electric tax    | 678.40*     |      | 201      | 100-2600  | 412          |      |  |
| 4      |         | october 20 11/01/18 october gas tax         | 264.12*     |      | 201      | 100-2600  | 411          |      |  |
| 19523  | 44936S  | 385 BOULDER MONITOR & JEFFERSON CO.         | 117.00      |      |          |           |              |      |  |
| 1      |         | 00023829 10/02/18 activity ad               | 63.00*      |      | 201      | 720-3500  | 540          |      |  |
| 2      |         | 00023829 10/02/18 meeting ads               | 15.00*      |      | 201      | 100-2300  | 540          |      |  |
| 3      |         | 00023926 10/23/18 web position ad           | 39.00*      |      | 201      | 100-2300  | 540          |      |  |
| 19524  | 44943S  | 4751 HELENA INK AND TONER                   | 401.25      |      |          |           |              |      |  |
| 1      |         | 42352 08/20/18 ink                          | 401.25      |      | 228      | 100-1000  | 610          |      |  |
| 19525  | 44937S  | 4633 COMMERCIAL ENERGY OF MT INC.           | 667.99      |      |          |           |              |      |  |
| 1      |         | NWE050156 11/01/18 Gas on the NWE system    | 40.71*      |      | 201      | 100-2600  | 411          |      |  |
| 2      |         | NWE050155 11/01/18 gas on the NWE system    | 627.28*     |      | 201      | 100-2600  | 411          |      |  |
| 19526  | 44934S  | 4836 ALAMO PRISM COMMUNICATIONS LLC         | 430.00      |      |          |           |              |      |  |
| 1      |         | 11542 10/18/18 phone system maintenance     | 430.00*     | 9582 | 201      | 100-1000  | 680          |      |  |



11/16/18  
14:35:26

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/18

Page: 3 of 3  
Report ID: AP100

\* ... Over spent expenditure

| Claim       | Warrant | Vendor #/Name                                         | Amount      |           |          |                           |     |      |  |
|-------------|---------|-------------------------------------------------------|-------------|-----------|----------|---------------------------|-----|------|--|
| Line #      |         | Invoice #/Inv Date/Description                        | Line Amount | PO #      | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 19527       | 44957S  | 2749 UNIVERSAL ATHLETICS BOZEMAN                      | 2,486.87    |           |          |                           |     |      |  |
| 1           |         | 802-003276 10/26/18 cheerleading uniforms             | 2,486.87*   |           | 201      | 720-3500                  | 660 |      |  |
| 19528       | 44947S  | 4498 LERUM AUTO                                       | 41.00       |           |          |                           |     |      |  |
| 1           |         | 10/29/18 toyota service                               | 41.00*      |           | 201      | 100-2600                  | 440 |      |  |
| 19529       | 44949S  | 1650 MEADOW GOLD GREAT FALLS                          | 204.43      |           |          |                           |     |      |  |
| 1           |         | 484265 11/01/18 milk                                  | 204.43*     |           | 201      | 910-3100                  | 630 |      |  |
| 19533       | 44941S  | 157 HARDWARE HANK                                     | 37.98       |           |          |                           |     |      |  |
| 1           |         | 104188 10/18/18 Biology supplies                      | 17.49       | 9468      | 201      | 999                       |     |      |  |
|             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |           |          |                           |     |      |  |
| 2           |         | 104119 10/12/18 Biology supplies                      | 20.49       | 9468      | 201      | 999                       |     |      |  |
|             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |           |          |                           |     |      |  |
| 19534       | 44944S  | 4672 ITC INFORMATION TECHNOLOGY CORE                  | 1,702.00    |           |          |                           |     |      |  |
| 1           |         | HDW-132736 09/25/18 computer memory                   | 1,702.00    |           | 228      | 100-1000                  | 615 |      |  |
| 19535       | 44941S  | 157 HARDWARE HANK                                     | 67.88       |           |          |                           |     |      |  |
| 1           |         | 103909 10/03/18 v-belt                                | 12.48*      |           | 201      | 100-2600                  | 610 |      |  |
| 2           |         | 103912 10/03/18 aerator                               | 14.95*      |           | 201      | 100-2600                  | 615 |      |  |
| 3           |         | 104106 10/12/18 batteries                             | 34.98*      |           | 201      | 100-2600                  | 610 |      |  |
| 4           |         | 104419 10/31/18 anitfreeze                            | 2.49*       |           | 201      | 100-2600                  | 610 |      |  |
| 5           |         | 104211 10/18/18 cleaner                               | 2.98*       |           | 201      | 100-2600                  | 610 |      |  |
| 19536       | 44945S  | 3366 JHS ACTIVITIES                                   | 25.00       |           |          |                           |     |      |  |
| 1           |         | S192907 11/04/18 BPA advisor fees                     | 25.00*      |           | 215      | 451-1170                  | 582 | 261  |  |
| 19537       | 44950S  | 5239 MISS MT SCHOLARSHIP PROGRAM                      | 100.00      |           |          |                           |     |      |  |
| 1           |         | 029 11/13/18 Presentation                             | 100.00*     |           | 201      | 100-1000                  | 330 |      |  |
| 19538       | 44951S  | 2736 MT MODEL UNITED NATIONS                          | 50.00       |           |          |                           |     |      |  |
| 1           |         | 11/01/18 school registration fee                      | 50.00*      |           | 201      | 100-1571                  | 582 |      |  |
| 19539       |         | 3481 MT DOJ CRIMINAL RECORDS                          | 54.50       |           |          |                           |     |      |  |
| 1           |         | 116492 10/19/18 Background check - Kirsch             | 27.25*      | 9579      | 201      | 100-2300                  | 800 |      |  |
| 2           |         | 116825 10/25/18 background youde                      | 27.25*      | 9583      | 201      | 100-2300                  | 800 |      |  |
| 19540       |         | 1577 MANHATTAN PUBLIC SCHOOLS                         | 96.23       |           |          |                           |     |      |  |
| 1           |         | november 2 11/14/18 tourney expenses                  | 96.23*      |           | 201      | 720-3500                  | 582 |      |  |
| 19541       |         | 4716 DAKOTA SUPPLY GROUP INC                          | 136.56      |           |          |                           |     |      |  |
| 1           |         | E323663 11/08/18 repair kit                           | 136.56*     |           | 201      | 100-2600                  | 615 |      |  |
| # of Claims |         | 31                                                    | Total:      | 52,395.90 |          |                           |     |      |  |

52,395.90

PERSONNEL

5329

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

~~Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.~~

Leave without pay arising out of any long-term illness or temporary disability, ~~including pregnancy, miscarriage, childbirth and recovery therefrom,~~ shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness ~~or temporary disability plans in the event of maternity leave,~~ shall apply under the same conditions as other long-term illness or temporary disability leaves.

The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.

~~Legal Reference: § 49-2-310, MCA — Maternity leave — unlawful acts of employers  
§ 49-2-311, MCA — Reinstatement to job following pregnancy-related leave of absence~~

Policy History:

Adopted on: February 2007

Revised on:

Revision Note: Removes Maternity Leave which becomes it's own policy number 5330



PERSONNEL

5329P

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity:

1. When any illness or temporarily disabling condition is “prolonged,” an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.

~~2. Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.~~

32. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.

Procedure History:

Promulgated on: February 2007

Revised on:

Revision Note: Removed Maternity which became its own policy number 5330

Maternity Leave

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications.

It is unlawful for an employer to refuse to grant an employee a reasonable leave of absence for pregnancy. In determining the reasonableness which shall apply to a request for a leave of absence for a pregnancy, an employer shall apply standards at least as inclusive as those which have been applied to requests for leave of absence for any other valid medical reason. Jefferson High School will follow the language in the current collective bargaining agreement as it relates to maternity leave unless mandated otherwise by the employee's physician.

It is also unlawful for an employer to deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties.

As a disabling condition, maternity leave is not available to fathers.

An employee who has signified her intent to return at the end of her maternity leave of absence shall be reinstated to her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

|                  |                                |                                                  |
|------------------|--------------------------------|--------------------------------------------------|
| Legal Reference: | § 49-2-310, MCA                | Maternity leave – unlawful acts of employers     |
|                  | § 49-2-311, MCA                | Reinstatement to job following pregnancy-related |
|                  |                                | leave of absence                                 |
|                  | Admin. R. Mont. 24.9.1201—1207 | Maternity Leave                                  |

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

PERSONNEL

5500

Payment of Wages Upon Termination

When a District employee ~~quits, is laid off, or is discharged~~separates from employment, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- The District files a report of theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period.

Legal Reference:      § 39-3-205, MCA      Payment of wages when employee separated from employment prior to payday – exceptions

Policy History:

Adopted on: February 2007

Revised on:

*Note: Revision included the change from 15 days to 30 days in lines 15-16.*



## FINANCIAL MANAGEMENT

7530

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., § 18-4-101, et seq., MCA):

1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:
  - (a) there is only one source for the supply or service item;
  - (b) only one source is acceptable or suitable for the supply or service item;or
  - (c) the supply or service item must be compatible with current supplies or services.
3. § 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An invitation for bids, a request for proposals, or other solicitation may be cancelled or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interests of the state. The reasons therefor must be made part of the contract file.

|                  |                          |                                                |
|------------------|--------------------------|------------------------------------------------|
| Legal Reference: | § 18-4-121, et seq., MCA | Montana Procurement Act                        |
|                  | <u>§ 18-4-303, MCA</u>   | <u>Competitive Sealed Bidding</u>              |
|                  | <u>§ 18-4-306, MCA</u>   | <u>Sole Source Procurement--records</u>        |
|                  | <u>§ 18-4-307, MCA</u>   | <u>Cancellation of invitations for bids or</u> |
|                  |                          | <u>requests for proposals</u>                  |
|                  | 2.5.604, ARM             | Sole Source Procurement                        |

Policy History:

Adopted on: May 21, 2002

Revised on: February 2007, ~~XX/XX/2018-~~

*Note: The revision included the addition of lines 15-18 for additional clarification. 2018 revision adds cancellation of bid.*

THE BOARD OF TRUSTEES

1401

Records Available to Public

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

Any individual may request public information from the district. The district shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the district shall respond in a timely manner to the requesting person by:

(a) Making the public information available for inspection and copying by the requesting person; or

(b) Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that maybe charged.

The district may charge a fee for fulfilling a public information request. The fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The district may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

The district is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the district agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the district.

~~An individual wishing public information that is in electronic format or other nonprint media must submit a detailed description, to the Superintendent, of the information requested. The District will provide the public information as required under § 2-6-110, MCA.~~

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Fees will be charged as follows:

a) Copy of Board minutes - 15¢ per page

b) Copy of other materials - 25¢ per page

THE BOARD OF TRUSTEES

1401

c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.

|                   |                           |                                                         |
|-------------------|---------------------------|---------------------------------------------------------|
| Legal References: | <del>§ 2-6-110, MCA</del> | <del>Electronic Information and non-print records</del> |
|                   | <u>§ 2-6-1003, MCA</u>    | <u>Access to Public Information</u>                     |
|                   | <u>§ 2-6-1006, MCA</u>    | <u>Public Information requests - fees</u>               |
|                   | § 20-3-323, MCA           | District policy and record of acts                      |
|                   | § 20-9-213, MCA           | Duties of trustees                                      |

Policy History:

Adopted on: February 2007

Revised on: 7/20/2010, X/X/2018

*Note: Lines 6-8 were added to clarify procedure for requests of electronic information.  
2018 revision to match MCA language.*



## THE BOARD OF TRUSTEES

1420

Page 1 of 4

School Board Meeting ProcedureAgenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair and members. The Board Chair must approve any items submitted by Board members or members of the public, to be placed on the agenda. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least ten (10) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy. ~~or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.~~

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board may approve the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

## THE BOARD OF TRUSTEES

1420

Page 2 of 4

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to § 20-1-212, MCA.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Electronic Participation

## THE BOARD OF TRUSTEES

1420

Page 3 of 4

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business.

If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened. If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board chairperson and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on the prevailing side of the motion being considered for revision. A motion to rescind must be properly noticed on the Board agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

|                   |                 |                                                                                            |
|-------------------|-----------------|--------------------------------------------------------------------------------------------|
| Legal References: | § 2-3-103, MCA  | Public participation - governor to ensure guidelines adopted                               |
|                   | § 2-3-202, MCA  | Meeting defined                                                                            |
|                   | § 2-3-212, MCA  | Minutes of meetings – public inspection                                                    |
|                   | § 20-1-212, MCA | Destruction of records by school officer                                                   |
|                   | § 20-3-322, MCA | Meetings and quorum                                                                        |
|                   | § 20-3-323, MCA | District policy and record of acts Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005 |

Policy History:

Adopted on: February 2007



THE BOARD OF TRUSTEES

1420

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Revised on: October, 2011 xx/xx/2018

*Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the addition of the "Rescind a Motion" language.*

*Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of page 2). It also included a revision of the "Rescind a Motion" language.*

*Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

2nd Reading

STUDENTS

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Discretionary Nonresident Student Attendance Policy

~~The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.~~

The parents or guardians of the student must complete and submit to the Superintendent an out-of-district attendance agreement form preceding the requested admission. The Superintendent may accept a late application if good cause is shown.

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. ~~As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in this policy.~~

2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.

~~3. Usually, nonresident students who do not qualify for mandatory attendance will not be admitted to District schools. Exceptions are foreign exchange students, under Policy 3145, and children in the immediate family of nonresident District employees. The District, at its discretion, also may consider for admission other nonresident students provided they:~~

~~Be in good standing with the most recently attended school in terms of academics, conduct, and attendance;~~

~~Be able to demonstrate a record free of truancy;~~

~~Be able to demonstrate a clean behavior record in the school last attended for a period of one (1) year;~~

~~Have passing grades in the school previously attended;~~

~~Have correctly completed the nonresident student application process; and~~

~~Present no other educationally related detriment to the students of the District.~~

34. The District will examine a student's records from this District and other previous school districts before any Board approval for admission. Review of the records and decisions regarding admission cannot be inconsistent with District policies regarding nondiscrimination.

~~5. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student agrees to special conditions of~~

STUDENTS

~~admission as set forth by the District.~~

46. The District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes.

57. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the semester/school year, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.

68. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

79. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).

~~10. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.~~

811. The Board will not admit any student who is expelled from another school district.

9. Nonresident students enrolled under this policy are subject to all District policies, rules, and regulations on the same basis as resident students.

|                         |                           |                                                          |
|-------------------------|---------------------------|----------------------------------------------------------|
| <u>Cross Reference:</u> | <u>Policy 2161 -2161P</u> | <u>Special Education</u>                                 |
|                         | <u>Policy 3110</u>        | <u>Entrance, Placement, and Transfer</u>                 |
|                         | <u>Policy 3125</u>        | <u>Education of Homeless Children</u>                    |
|                         | <u>Policy 3210</u>        | <u>Equal Education, Nondiscrimination and Sex Equity</u> |

|                  |                 |                                                                          |
|------------------|-----------------|--------------------------------------------------------------------------|
| Legal Reference: | § 20-5-314, MCA | Reciprocal attendance agreement with adjoining State or province         |
|                  | § 20-5-320, MCA | Attendance with discretionary approval                                   |
|                  | § 20-5-321, MCA | Attendance with mandatory approval – tuition and transportation          |
|                  | § 20-5-322, MCA | Residency determination – notification – appeal for attendance agreement |



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§ 20-5-323, MCA Tuition and transportation rates  
10.10.301B, ARM Out-of-District Attendance Agreements  
10.55.713, ARM Teacher Load and Class Size – High School

Policy History:

Adopted on: February 2007

Revised on: XX/XX/2018

*Revision Note: 2018 Revision to clarify responsibilities of District and ensures conformity with ARM rules.*

PERSONNEL

5000

Board Goal/Personnel

District staff are invaluable in creating an effective educational program and vibrant learning environment. The Board seeks always to employ highly qualified individuals for all positions in the District. The Board realizes opportunities for staff development should be provided periodically.

The Board expects supervision and evaluation of staff to be conducted in a positive and helpful manner, with the intent of improving staff performance. The Board looks to staff to promote a positive school climate in all educational endeavors, so students may work toward their greatest potential, and the community will be proud of its investment.

Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

Policy History:

Adopted on: February 2007

Revised on:

## PERSONNEL

5002

Accommodating Individuals With Disabilities and Section 504 of the Rehabilitation Act of 1973

~~Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on an basis equal to those without disabilities and will not be subject to illegal discrimination.~~

~~The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.~~

~~Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.~~

It is the intent of the District to ensure that qualified employees with disabilities under Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate accommodations or other positive actions in assistance.

The District will not discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment.

The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in that capacity, is directed to:

1. Oversee District compliance efforts, recommend to the Board necessary modifications, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.
2. ~~Institute plans to m~~Make information regarding Title II protection available to any interested party.
3. Coordinating and monitoring the district's compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding discrimination and harassment based on disability.
4. Overseeing prevention efforts to avoid Section 504 and ADA violations by necessary actions, including by not limited to, scheduling Section 504 meetings, implementing and monitoring Section 504 plans of accommodation and providing information to employees and supervisors.
5. Implementing the district's discrimination complaint procedures with respect to allegations of Section 504/ADA violations, discrimination based on disability, and disability harassment; and

## PERSONNEL

5002

6. Investigating complaints alleging violations of Section 504/ADA, discrimination based on disability, and disability harassment.

The District's procedure for resolution of complaints alleging violation of this policy is set forth in Policy 1700.

An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

Revision Note: Updated to meet 504 standards.



## ADMINISTRATION

6110P

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Superintendent

| <b>The Board will:</b>                                                                                                    | <b>The Superintendent will:</b>                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select the Superintendent and delegate to him/ her all necessary administrative powers.                                   | Serve as chief executive officer of the District.                                                                                                                                                                                                                                                                                            |
| Adopt policies for the operations of the school system and review administrative procedures.                              | Recommend policies or policy changes to the Board and develop procedures which implement Board policy.                                                                                                                                                                                                                                       |
| Formulate a statement of goals, annually at the regular October Board meeting, reflecting the philosophy of the District. | Provide leadership in the development, operation, supervision, and evaluation of the educational program.                                                                                                                                                                                                                                    |
| Adopt annual objectives, annually at the regular October Board meeting, for improvement of the District.                  | Recommend annual objectives for improvement of the District.                                                                                                                                                                                                                                                                                 |
| Approve courses of study.                                                                                                 | Recommend courses of study.                                                                                                                                                                                                                                                                                                                  |
| Approve textbooks.                                                                                                        | Recommend textbooks.                                                                                                                                                                                                                                                                                                                         |
| Approve the annual budget at the regular August Board meeting.                                                            | Prepare and submit the annual budget to the Board at the regular August Board meeting.                                                                                                                                                                                                                                                       |
| Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.                   | Recommend candidates for employment as certificated and classified staff.                                                                                                                                                                                                                                                                    |
| Authorize the allocation of certificated and classified staff.                                                            | Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board. |
| Approve contracts for major construction, remodeling, or maintenance.                                                     | Recommend contracts for major construction, remodeling, or maintenance.                                                                                                                                                                                                                                                                      |
| Approve payment of vouchers and payroll.                                                                                  | Recommend payment of vouchers and payroll.                                                                                                                                                                                                                                                                                                   |
| Approve proposed major changes of school plant and facilities.                                                            | Prepare reports regarding school plant and facilities needs.                                                                                                                                                                                                                                                                                 |

## ADMINISTRATION

6110P

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| <b>The Board will:</b>                                                                                                      | <b>The Superintendent will:</b>                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approve collective bargaining agreements.                                                                                   | Supervise negotiation of collective bargaining agreements.                                                                                                                                                                                           |
| At the regular September Board meeting, assure that appropriate criteria and processes for evaluating staff are in place.   | Establish criteria and processes for evaluating staff shall be presented to the Board at the regular September Board meeting.                                                                                                                        |
| Appoint citizens and staff to serve on special Board committees, if necessary.                                              | Recommend formation of <i>ad hoc</i> citizens' committees.                                                                                                                                                                                           |
| Conduct regular meetings.                                                                                                   | As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups. |
| Serve as final arbitrator for staff, citizens, and students.                                                                | Inform the Board of appeals and implement any such forthcoming Board decisions.                                                                                                                                                                      |
| Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.                   | Respond and take action on all criticism, complaints, and suggestions, as appropriate.                                                                                                                                                               |
| Authorize the ongoing professional enrichment of its administrative leader, as feasible.                                    | Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.                                                                                                                                 |
| Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations. | Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.                                                                                                                                  |

Legal Reference:     ARM 10.55.701     Board of Trustees

Procedure History:

Promulgated on:     February 2007

Revised on:     February 15, 2011 XX/XX/2018

Revision Note: 2018 revision adds legal reference

**FINANCIAL MANAGEMENT**

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

~~Educational foundations which seek to promote, enhance, and enable educational opportunities and school improvement activities in the District may solicit and receive tax deductible funds from donors. Educational foundations may be sanctioned by the Board but not managed or directed by it. The Board may appoint non-voting advisors to the foundation board if the bylaws of the foundation permit that action.~~

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

|                  |                    |                                                                |
|------------------|--------------------|----------------------------------------------------------------|
| Legal Reference: | § 20-6-601, MCA    | Power to accept gifts                                          |
|                  | § 20-7-803, MCA    | Authority to accept gifts                                      |
|                  | § 20-9-212, MCA    | Duties of county treasurer                                     |
|                  | § 20-9-213(4), MCA | Duties of trustees                                             |
|                  | § 20-9-604, MCA    | Gifts, legacies, devises, and administration of endowment fund |

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

Revision Note: Updated for clarification

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$50,000 ~~(cannot exceed \$50,000)~~, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever the cost of any supplies, equipment, or work shall exceed ~~Twenty Five~~Fifty Thousand Dollars (\$50,000), the District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, ~~the Board~~ will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

*In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom*



*a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.*

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Purchasing will be done locally when it is in the best interest of the school district.

|                  |                                                         |                                                                |
|------------------|---------------------------------------------------------|----------------------------------------------------------------|
| Legal Reference: | §§ 18-1-101, et seq., MCA                               | Public Contracts                                               |
|                  | §§ 18-1-201, et seq., MCA                               | Bid Security                                                   |
|                  | § 20-9-204, MCA                                         | Conflicts of interest, letting contracts, and calling for bids |
|                  | <i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001) |                                                                |

Policy History:

Adopted on: May 6, 2002

Revised on: February 2007, November 15, 2011, XX/XX2018

*Note: Lines 9-14, Page 2, were added based on the 2011 Legislative session.  
2018 revision to clean up contradictory statements and other language.*

FINANCIAL MANAGEMENT

Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District-approved marketing activities, including, but not limited to, advertising, corporate sponsorship, signage in or on District facilities, ~~etc.~~, is a Board-approved venture. The Board may approve such opportunities subject to certain restrictions in keeping with the ~~contemporary community~~ standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least an annual basis, if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in maintenance of existing District athletic and activity programs; and
3. Provide scholarships for students participating in athletic, academic, and activity programs, who demonstrate financial need and merit.

Appropriate opportunities for marketing activities include but are not limited to:

1. Fixed signage.
2. Banners.
3. District-level publications.
4. Television and radio broadcasts.
5. Athletic facilities, including stadiums, high school baseball fields, and high school gymnasiums.
6. District-level projects.
7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
8. The interior and exterior of a limited number of District buses, if the advertising is associated with student art selected by the District. The only advertising information allowed will note sponsorship of the student art by the participant. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue

FINANCIAL MANAGEMENT

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enhancement activities will not:

1. Promote hostility, disorder, or violence;
1. Attack ethnic, racial, or religious groups;
2. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
3. Be libelous;
4. Inhibit the functioning of the school and/or District;
5. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
6. Be obscene or pornographic, as defined by prevailing community standards throughout the District;
7. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;
8. Promote any religious or political organization;
9. Use any District or school logo without prior approval.

Cross Reference:     2120   Curriculum Development and Assessment  
                              2309   Library Materials  
                              2311   Instructional Materials

Policy History:

Adopted on:   February 2007

Revised on:   XX/XX/2018

*Revision Note: Language change to clarify intent of policy*

NONINSTRUCTIONAL OPERATIONS

8123

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. At the beginning of each school year, the District will provide the contractor with a copy of the District's written rules for bus drivers and for student conduct on buses. It is the contractor's responsibility to make sure each driver receives a list of the written rules.

Each bus driver will meet the qualifications established by the Superintendent of Public Instruction, including possession of a valid Montana commercial driver's license (with a school bus "S" and passenger "P" endorsements), receive ten (10) hours of in-service annually, and Department of Transportation-approved physician's certification that he or she is medically qualified for employment as a bus driver. The bus driver shall secure a valid standard first aid certificate from an authorized instructor, within two (2) months after being employed, and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must have five (5) years driving experience.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- (1) During an emergency situation;
- (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
- (3) When the school bus is parked.

A teacher, coach, or other certified staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent will establish written procedures for bus drivers.

Maximum Driving Time

The district recognizes from a risk management and student safety standard the importance of driver safety while transporting students. Therefore, the district will meet the federal standard on maximum driving time for drivers.

|                  |                                                |                                                     |
|------------------|------------------------------------------------|-----------------------------------------------------|
| Legal Reference: | § 20-10-103, MCA                               | School bus driver qualifications                    |
|                  | 10.7.111, ARM                                  | Qualification of Bus Drivers                        |
|                  | 10.64.201, ARM                                 | Drivers                                             |
|                  | § 50-46-205, MCA                               | Limitations of Medical Marijuana Act 42             |
|                  | National Highway Traffic Safety Administration |                                                     |
|                  | <u>CFR 49, Part 395</u>                        | <u>Transportation- Hours of Service for Drivers</u> |

Policy History:

Adopted on: February 2007

Revised on: April 20, 2010 XX/XX/2018

Revision Note: 2018 revision adds Maximum Driving Time



NONINSTRUCTIONAL OPERATIONS

8124

Student Conduct on Buses

The general student code of conduct is applicable to conduct on school buses.

The Superintendent will establish written rules of conduct for students riding school buses. Such rules will be reviewed annually by the Superintendent and revised if necessary. If rules are substantially revised, they will be submitted to the Board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to students. A copy of the rules will be posted in each bus and will be available upon request at the District office and in the principal's office.

The bus driver is responsible for enforcing the rules and will work closely with a parent and building principal to modify a student's behavior. Rules shall include consistent consequences for student misbehavior. A recommendation for permanent termination of bus privileges, accompanied by a written record of the incident(s) that led to the recommendation, shall be referred to the principal for final determination. The student's parent or guardian may appeal a termination to the Superintendent and then the Board. No further appeal shall be allowed.

Cross Reference:     3310   Student Discipline  
                             8111   Transportation of Students With Disabilities

Legal Reference:     § 20-4-302, MCA     Discipline and punishment of pupils – definition of corporal punishment – penalty – defense  
                             § 20-5-201, MCA     Duties and sanctions

Policy History:

Adopted on:   February 2007

Revised on:

Air Quality Restrictions on Outdoor Activities, Practice and Competition

Each school district is responsible for ensuring the safety of its students and student athletes when participating in physical education, recess, practices or athletic contests.

The Jefferson High School District Board of Trustees and Administration will use the Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines, developed by the Montana Department of Environmental Quality (DEQ) and the DEQ's Air Data Map, as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

The Jefferson High School District Board of Trustees and Administration have developed the following protocol for determination of allowing students and student athletes to participate in outdoor activities when Air Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on the DEQ guidelines.

1. The Jefferson School District will use the geographical spot on the [todaysair.mt.gov](http://todaysair.mt.gov) website to determine the air quality for our school district.

2. The following personnel will make the decision to hold or cancel outdoor activities, practices, or contests:

- a. High School practices (all levels) JHS Administration
- b. High School contests (all levels) JHS Administration
- c. All outdoor activities, (all levels) JHS Administration

3. The decision to hold or cancel outdoor activities will be made two hours in advance of the activity.

4. The notice to hold or cancel an outdoor activity will be communicated to:

- a. Students through all electronic means
- b. Staff through all electronic means
- c. Coaches through all electronic means
- d. Parents through all electronic means
- e. Community all electronic means

Legal References: 10.55.701(q), ARM Board of Trustees

Other References: [www.todaysair.mt.gov](http://www.todaysair.mt.gov)  
<http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>

Policy History:

Adopted on: xx/xx/2018

Revised on:

Revision Note:

# Jefferson High School District #1

## Request to use Therapy Animal in School

**8426F**

Board Policy 8426 governs the use of therapy animals in school. The request shall be submitted to the Superintendent for approval each school year and/or whenever the Owner wishes to use a different therapy animal.

Name of Owner: \_\_\_\_\_

Name of Handler (if different from Owner): \_\_\_\_\_

Owner address: \_\_\_\_\_

Handler address (if different from Owner): \_\_\_\_\_

Owner email: \_\_\_\_\_

Handler email (if different from Owner): \_\_\_\_\_

Building(s) where animal will be used: \_\_\_\_\_

Please describe, in detail, what the animal will do at the school. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

\_\_\_\_\_ Handler Phone Number: \_\_\_\_\_

Name of Therapy Animal: \_\_\_\_\_

Please attach the following to this form:

Proof of registration as a therapy animal handler with the individual animal to be used (Note: Such registration shall be from an organization that requires an evaluation of the therapy animal and handler prior to registration and at least every two years)

Proof from a licensed veterinarian that the therapy animal is in good health and has been immunized against diseases common to the particular animal. Such vaccinations shall be kept current and up to date at all times.

Proof of licensure from the local licensing authority.

Copy of an insurance policy that provides liability coverage for the work of the handler and therapy animal while the two are on school district property.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Handler's Signature (if different from Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

The District supports the use of therapy dogs and other therapy animals by teachers or other qualified school personnel (“Owner”) for the benefit of its students, subject to the conditions of this policy.

#### Therapy Animals

Therapy dogs and other therapy animals are family pets that are trained and registered or certified through therapy organizations. They are only half of the therapy team. The handler is the other half. Therapy teams enter the school by invitation or prior approval.

A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Therapy animals do not have legal rights.

#### Requirements of Therapy Animals and User/Owners

Individuals with disabilities using therapy or companion animals are responsible for their animals at all times and must comply with the following requirements:

**Request:** An Owner must submit a written request to the Superintendent. The request must be renewed each school year or whenever a different therapy animal will be used.

**Registration, Training and Certification:** The Owner must register the therapy animal and provide documentation of the registration, certification, and training to the Superintendent. The registration and certification must remain current at all times.

**Health and Vaccination:** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy animal’s current vaccinations and immunizations from a licensed veterinarian.

**Control:** A therapy animal must be under the control of the “Owner”, at all times, through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy animals’ safe, effective performance of its work or tasks.

**Identification:** The therapy animals must wear appropriate visible identification that identifies in writing that the animal is a therapy animal.

**Behavior:** The Owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on school district property.

**Health and Safety:** The therapy animal must not pose a health and safety risk to any student, employee, or other person at the school.

**Supervision and Care of Therapy Animals:** The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean-up while the animal is in the school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.



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**Authorized Areas:** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by the school administrators.

**Insurance:** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not house broken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted, and suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries:** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Therapy Animals in Training;** This policy shall also be applicable to therapy animals in training that are accompanied by a bona fide trainer.

**Policy History:**

Adopted on: XX/XX/2018

Revised on:

*Revision Note:*