

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. November 18, 2014 * Jefferson High School Library**

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Student Report – Student Council

D. Staff Report –

E. Committee Reports - *brief review, written report(s) provided in board packet*

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

1. Clerk/Business Manager
2. Principal/A.D.
 - a. EPAS model
3. Superintendent
 - a. Graduation Matters Kick Off
 - b. Mentorship Program update – 1st quarter

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 – Sara Johnson
 - b. Coaching Positions – Track, Golf
2. Possible approval of Boulder Association of Teachers Collective Bargaining Agreement MOU
3. 2nd Reading of Policy 7400 – Credit Card Limit
4. Strategic Planning Session
5. Superintendent administrative in-service program.

I. Communication and Comments

1. Letters to the Board – MQEC congratulations

J. Commendations and Recognition

K. Consent Agenda

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

L. Follow-up/Adjournment – upcoming three months

1. Chair/Superintendent article for paper
2. January– Superintendent Evaluation, cash-out of unused vacation
3. February – Count Day

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. November 18, 2014
BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY OF THE MONTH
PRIOR TO THE BOARD MEETING.

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

Jefferson High School Board Members

Sabrina Stekete, chair (Boulder area position)

Michele LeTexier (Basin area position)

Travis Pierce (At-Large position)

Larry Rasch (At-Large position)

Pat Lewis, vice-chair (At-Large position)

Stan Senechal (Clancy area position)

Denise Brunett (MT City area position)

Draft Mission Statement

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

Our vision for the future, second draft:

Students:

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

Teachers:

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

Our Administration and Board

– Commit to be knowledgeable about best practices

– Establish, devote themselves to, and evaluate their priority goals on a regular basis; and

– Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.

Our communities:

– Are knowledgeable of and highly respect our commitment to excellence; and

– Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

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

From the desk of:

 *orie*

November 2014

Mr. Norbeck and Ms. Steketee authorized a MASBO technology workshop for me on Tuesday, same day as the board meeting. It is in Missoula so Mr. Smith will be filling in for me at the board meeting. If you have any questions concerning the claims, please contact us before the meeting so that we have the right answer for you.

Included in this packet is the October Activities report from Linda.

I plan to have the October District balancing report for you as well but there has been an issue at the county level. I discovered four of the funds' beginning balances aren't the same as last month's ending balances. Sandi is working on it as I'm writing this report so if the report is in the packet, you'll know the county got it straightened out. Otherwise, I'll have to wait for them to get the correct information to me to balance.

Mr. Norbeck and I will be taking a background records training this afternoon (Friday). It is to fulfill a requirement by the Department of Justice concerning the way that our background records are stored, viewed, and shared. We have a DOJ audit soon; they occur about every 3 years.

Have a good board meeting.

From: 10/01/2014

General Ledger Report

From Account: 200

To : 10/31/2014

To Account: 300

OCTOBER

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000200 STUDENT COUNCIL	4300.76	0.71	-460.25	0.00	3841.22	0.00	3841.22
000201 REVOLVING ACCOUNT	53.87	30.00	0.00	0.00	83.87	0.00	83.87
000202 HOMECOMING ACCT	108.26	4.46	0.00	0.00	112.72	0.00	112.72
000203 JHS St. Council	4775.00	600.00	0.00	0.00	5375.00	0.00	5375.00
000204 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000207 CLASS OF 2014	384.04	0.00	0.00	0.00	384.04	0.00	384.04
000209 CLASS OF 2015	7030.27	0.00	-186.68	0.00	6843.59	0.00	6843.59
000210 THESPIANS	50.00	0.00	0.00	0.00	50.00	0.00	50.00
000211 DRAMA	2756.27	0.00	-308.74	0.00	2447.53	0.00	2447.53
000212 SPEECH & DEBATE	361.91	165.26	-235.26	0.00	291.91	0.00	291.91
000215 ANNUAL	12498.26	125.00	-1756.81	0.00	10866.45	0.00	10866.45
000217 PANTHER PRESS	339.74	0.00	-12.00	0.00	327.74	0.00	327.74
000219 MARIAH'S CHALLENGE	407.51	0.00	0.00	0.00	407.51	0.00	407.51
000220 SCIENCE OLYMPIAD	1068.89	0.00	-118.79	0.00	950.10	0.00	950.10
000221 CLASS OF 2016	437.85	0.00	-136.07	0.00	301.78	0.00	301.78
000228 FILM MAKING	377.70	0.00	0.00	0.00	377.70	0.00	377.70
000229 DIST XI FCCLA	531.71	0.00	0.00	0.00	531.71	0.00	531.71
000230 F.C.C.L.A.	6832.05	0.00	0.00	0.00	6832.05	0.00	6832.05
000231 Culinary Arts	4148.75	290.00	0.00	0.00	4438.75	0.00	4438.75
000232 DRAFTING	617.49	0.00	-51.90	0.00	565.59	0.00	565.59
000233 CONSTRUCTION	392.93	0.00	0.00	0.00	392.93	0.00	392.93
000234 SMALL ENGINES--A	748.69	100.00	0.00	0.00	848.69	0.00	848.69
000235 SKILLS USA	1965.12	1430.00	0.00	0.00	3395.12	0.00	3395.12
000236 WELDING	1971.75	100.00	0.00	0.00	2071.75	0.00	2071.75
000237 WOODS	426.46	390.00	-258.09	0.00	558.37	0.00	558.37
000238 B.P.A.	3617.76	240.00	-380.00	0.00	3477.76	0.00	3477.76
000239 TECHNOLOGY	0.89	0.00	0.00	0.00	0.89	0.00	0.89
000240 JHS SPECIAL	9722.72	0.00	0.00	0.00	9722.72	0.00	9722.72
000243 School Beautification	3961.34	0.00	0.00	0.00	3961.34	0.00	3961.34
000245 GENERAL ATHLETICS	19856.00	0.00	-2785.15	0.00	17070.85	0.00	17070.85
000247 RODEO CLUB	1517.35	0.00	0.00	0.00	1517.35	0.00	1517.35
000250 HONOR SOCIETY	681.26	0.00	0.00	0.00	681.26	0.00	681.26
000259 DANCE CLUB	352.64	0.00	0.00	0.00	352.64	0.00	352.64
000260 PEP CLUB	1278.94	83.00	-87.16	0.00	1274.78	0.00	1274.78
000261 ART CLASS	1978.33	595.00	-119.51	0.00	2453.82	0.00	2453.82
000262 ART CLUB	2109.56	20.00	-55.45	0.00	2074.11	0.00	2074.11
000263 PHOTOGRAPHY	892.05	350.00	0.00	0.00	1242.05	0.00	1242.05
000265 BAND CLUB	99.06	0.00	0.00	0.00	99.06	0.00	99.06

11/12/2014

Jefferson High School

From: 10/01/2014
To : 10/31/2014

General Ledger Report


From Account: 200
To Account: 300

OCTOBER

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000266 CHORAL CLUB	61.78	0.00	0.00	0.00	61.78	0.00	61.78
000275 CONCESSIONS	3332.35	0.00	0.00	0.00	3332.35	0.00	3332.35
000280 OUTDOOR CLASSROOM	27.42	489.00	0.00	0.00	516.42	0.00	516.42
000281 SPANISH	3579.37	0.00	-100.00	0.00	3479.37	0.00	3479.37
000285 PANTHER PATROL	183.43	0.00	0.00	0.00	183.43	0.00	183.43
000290 ACADEMIC ALL STARTS	241.87	0.00	0.00	0.00	241.87	0.00	241.87
000295 HAMS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
Group Total	106179.40	5012.43	-7051.86	0.00	104139.97	0.00	104139.97
Grand Total	106179.40	5012.43	-7051.86	0.00	104139.97	0.00	104139.97

\$ 105819.97

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Linda L. Allen Date:  11/12/14
Principal: _____ Date: ___/___/___

Now dated receipts 1680.00
104139.97

\$ 105819.97

Principal's report:

- We are working to implement MCIS (Montana Career Information System) throughout the four years a student is at Jefferson High. Several teachers are working to determine the best plan to utilize the MCIS and to avoid duplication in different classes. We will develop a plan of implementation and work to map out how to carry this throughout a student's career at JHS.
- The Montana Repertory Theatre did a presentation on November 5.
- Several staff members attended a suicide intervention training in Helena on November 5 and 6. Mrs. Getten found and planned our attendance at this workshop which was very worthwhile.
- The Graduation Matters Jefferson County team is getting prepared for a Kick-off Rally on December 4. There are many people from JHS, Boulder Elementary and the community that are making this a reality. This should be a great event for JHS.
- We will have the Loony Robotics presentation on December 4. Mrs. Williams has set this up and we have middle school students coming as well as Mrs. Williams' science students.
- Mr. Angelo is participating in the National BPA conference November 18-20.
- Ms. Haas and Mr. Andriese will be taking students to the FCCLA Clusters convention November 20-23.
- Mr. Bieler and students will be participating in MUN (Model United Nations) November 23-25. Mr. Bieler and students have been working diligently and often on Fridays to be prepared for this event.
- Mr. McCauley and the Science Olympiad Team will be participating in the Science Olympiad on November 25. Mr. McCauley has had students practicing/working for several weeks to prepare for this competition.

AD's report:

- The Football and Volleyball teams ended successful seasons. The football team once again made the playoffs and the volleyball team placed third at the District Tournament qualifying for Divisional.
- The parent meeting for winter sports was held tonight. A copy of some talking points is attached.
- Wrestling and Basketball will begin practice November 20.

If you have any questions or would like more details I would be happy to discuss them with you.

Winter Sports Parent Meeting

November 18, 2014 6:00 PM

6:00 - Parent/Participant Welcome: Mr. Liedle & Mr. Sturdevant

MHSA Eligibility Requirements: Mr. Liedle & Mr. Sturdevant

- Must have passed a minimum of 4 classes the previous semester
- Summer school is not recognized as a term/semester
- A student must be enrolled for 20 hours of instruction per week to participate
10 hours must be in the school facility and 10 can be online
- A student must be present at school for 1/2 of the school day to participate in that evening's event/practice.

- JHS Eligibility Requirements: Mr. Liedle & Mr. Sturdevant

- Students can not have more than one "F" and must have a GPA above 2.0.
- Student grades "wrap" from the previous year. This means if a student has two "F" grades and/or a GPA below 2.0 after the fourth quarter, he/she is ineligible to participate in contests at the start of the following school year. (MHSA mirrors this rule)
- Once a student falls below the grade/GPA requirements, they will miss that week then he/she must fill out a grade-check sheet and submit it to either Mr. Liedle or Mr. Sturdevant before the end of school on Tuesday. If a form is not submitted, the student will not participate that week. It is the student's responsibility to get the form from the office on Monday of each week.
- School discipline can involve consequences in athletic participation.
- Students must have all forms of documentation, including the concussion parent informational sheet, submitted to the school and a current physical before participating in any practice or contest.
- Students must purchase an activity pass before being eligible to participate in any game.
- Grades are monitored by administration at every 4 1/2 week grading period.

Training Rules:Mr. Liedle & Mr. Sturdevant

- A student having violated school training rules in the first half of the season will miss the remainder of that season.
- A student having violated school training rules in the second half of the season will miss the remainder of that season and the first half of the next sport they choose to participate.
- A student athlete is in violation if they are participating in use of or in attendance where drugs and/or alcohol is being used. Attendance does not include establishments where a parent/guardian are dining, weddings, airplanes, and/or family gathering events. Students are in violation if they consume/use drugs and/or alcohol at those events.
- If a student self-reports before the school administration has knowledge of the infraction, the consequence is reduced by 50%. This can only be implemented one time in the student's high school career. Self-reporting is decided by the school administration to be accepted or not.
- If a coach feels a player's attitude and/or behavior is a detriment to the team or the image of the school, he/she can dismiss any player from the team at any time with the approval from administration. Coaches make all efforts to avoid dismissal of players.

Simultaneous Participation: Mr. Liedle & Mr. Sturdevant

- Jefferson High school encourages students to take full advantage of the co-curricular and extracurricular offerings while in high school. If a student wants to participate in two sports, the activities directors will meet with the coaches of the activities to see if a reasonable arrangement can be made. Mr. Sturdevant and/or Mr. Liedle will then allow the student to participate in both based on the arrangement or, if no arrangement can be made, tell the student to choose between the two. Coaches and activity directors make every effort to reach an agreement so the student can do both.

Travel Release Forms/Procedure: Mr. Liedle & Mr. Sturdevant

- Travel release forms are available at the front office.
- Travel release forms must be filled out and approved BEFORE leaving for the contest.

- Travel releases must be signed by a parent/guardian before school administration will approve the release.

- Parents do not need to fill out a form to take their own child home from an event but they must give

the coach a signed note of some type.

(Forms are needed for extended family, siblings, a friend's parent, etc...)

- Students must ride the bus to the event unless approved by Mr. Liedle or Mr.

Sturdevant before the bus's departure, student must ride with a parent or guardian they may not drive

themselves.

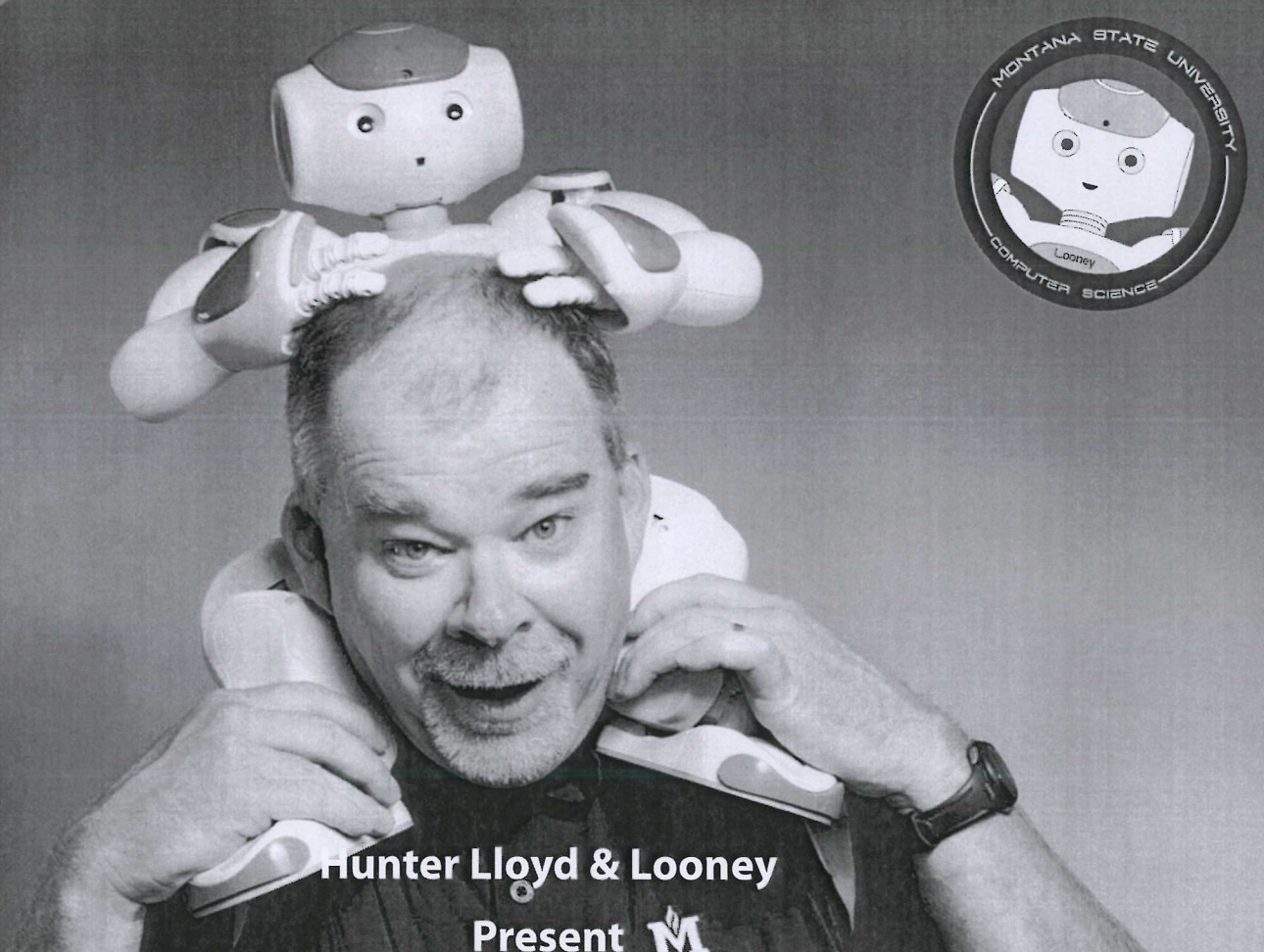
24-Hour Rule: Mr. Liedle & Mr. Sturdevant

- Jefferson High School has a 24-hour Rule. This rule requires a parent and coach to refrain from discussing any concern either may have until 24 hours has passed. This allows either and/or both parties to gather their thoughts and decide if the meeting is still necessary. This also allows time for parties to meet in a hospitable and professional manner.

Breakout Sessions: Wrestling, Boys Basketball and Girls Basketball will break out so coaches can introduce themselves, expectations etc.

Coming Soon to Boulder!

ROBOTS!



Hunter Lloyd & Looney
Present

How to Train Your Robot

Hunter Lloyd, Professor at Montana State University, motivates students to learn about computer science and math through Looney and a menagerie of robots.

Jefferson High School and Boulder Middle School

See Hunter, Looney and Friends

Thursday, December 4th, 2014 at 10:00 a.m.

Jefferson High School Gymnasium

Students will see Looney walk, talk, hear, balance on one leg, and tell jokes.

Through Looney and the robots, students learn what is possible in Science, Technology, Engineering and Math

A Computer Science Department Program



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

Superintendent's Report

Date: November 18, 2014

Agenda Item: E-3

3a-Mentoring Program

I have enclosed a synopsis of the mentoring program started this school year. It details the number of staff involved as well as the number of students working on credit recovery to remain on track to graduate. The program shows success and will continue to be monitored throughout the year.

The positive aspect of the program is the number of staff who has taken extra time to support, nurture, coach, and prod students to keep them on task and headed in a positive direction.

3b-Graduation Matters Kick-Off

I have gathered the following information regarding the upcoming kick-off rally for Graduation Matters. The committee has been meeting since the start of the school year and has involved a wide array of community individuals. This program is another channel addressing student success and graduation rates.

November 13, 2014

Mentor Program:

11 out of 18 – Teachers participating
2 – Administrators
3 – Paraprofessionals

37 students

Acellus Credit Recovery

17 students

8 students working on .5 credit recovery
- 2 students completed

2 students working on 1 credit recovery
- 1 student completed

4 students working on 1.5 credit recovery
- 1 student completed .5 credit

2 student working on 2 credit recovery
-1 student completed
-1 student completed 1 credit

1 student working on 3 credit recovery
- 1 student completed 1.5 credits

Total of 7 credits have been recovered out of 19 credits since 8/25/14.

Graduation Matters Jefferson County Kickoff Rally (2nd draft, 11/11/14)

Thursday, December 4, 2-2:45 pm, JHS gym.

Purpose: Inspire students to graduate, introduce GM to community. Turnout goal of 600.

Target audience:

- JHS students including Youth Dynamics--200
- Middle School students
 - Montana City—60?
 - Boulder--50
 - Clancy--50

Others invited:

- Teachers, staff, school board
- Community: CASAs, Chamber, elected officials, downtown businesses
- Parents (postcards sent home with students)
- Booster Club—Dan Sturdevant (Tim)
- JHS Alumni—Facebook invite (Maria ask Dawn)
- Press release to Monitor, IR, Standard (Terry by Nov. 24)

Program (Maria & Anika will draft, send to Terry): Rally format. JHS band playing lively songs as people arrive and at beginning of program. M.C. Terry Minow. Speakers keep comments very brief, 2 minutes each. Students receive Graduation Matters bracelets. Pledge to graduate forms sent to schools or home with students. Cheerleaders lead cheer about graduation. Skit about graduating. (Do we need a program or schedule to hand out?)

Speaker ideas:

- Governor Steve Bullock (Terry)
- Lt. Gov. Angela McLean (Terry)
- Superintendent of Public Instruction Denise Juneau (Terry—confirmed)
- Amanda Curtis, Butte High School teacher & candidate for US Senate (Terry)
- Brady Minow Smith, JHS alumni (confirmed)
- Rocky Eyer, student (confirmed)
- Darby Bullock, student (Fritz?)
- Ryan Fetherston (Tim)
- Josh Morris (Tim)
- Rep. Moffie Funk, History Teacher of the Year (Greg)
- Tim Norbeck (confirmed)
- Linda Piccolo (Brady)
- Judge Tucker (Maria)

- Middle school student (Maria)
- Dr. Colin Bucks (Maria)
- Bill Dawson (Terry)
- Niki Scoville (Brady)
- JHS alumni—Preston or Sarina Eckman, Elise Compton, Amber Lamping (Brady)

Decorations:

- Graduation Matters Jefferson County banner--pledgers sign the banner (Terry)
- Posters designed by Art Club members
- Photo of Anika's board with her amazing students (projected on screen)

Invitations:

- Postcards (Art Club design, Maria produce, send home with students, hand deliver)
- Posters distributed throughout Jefferson County (Art Club design, distribute)
- School messenger system, web sites, announcements (Greg, Maria)

Student involvement:

- Solo cup design in fence (Rochelle, Sarah, Peg)
- Clubs—posters, postcards, skit, food, cheer, play music (Mary, Jeanette, Fritz, Tim, Greg)
- Students greet middle school students, speakers, community (Fritz, Jeanette, Rocky)—wear badges to designate they are greeters
- Student speakers

Other ideas:

- Bracelets from OPI
- Food in commons area

Next meeting: Rally Check-in, November 25, 4:15

Next event: Spring event in Outdoor Classroom

1 **Jefferson High School District #1**

2
3 **FINANCIAL MANAGEMENT**

4
5 Purchasing

6
7 Authorization and Control

8
9 The Superintendent is authorized to direct expenditures and purchases within limits of the
10 detailed annual budget for the school year. The Board must approve purchase of capital outlay
11 items, when the aggregate total of a requisition exceeds \$25,000 (*cannot exceed \$25,000*), except
12 the Superintendent shall have the authority to make capital outlay purchases without advance
13 approval when necessary to protect the interests of the District or the health and safety of staff or
14 students. The Superintendent will establish requisition and purchase order procedures to control
15 and maintain proper accounting of expenditure of funds. Staff who obligate the District without
16 proper authorization may be held personally responsible for payment of such obligations.

17
18 Bids and Contracts

19
20 Whenever the cost of any supplies, equipment, or work shall exceed Twenty-Five Thousand
21 Dollars (\$25,000), the District will call for formal bids by issuing public notice as specified in
22 statute. Specifications will be prepared and made available to all vendors interested in
23 submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the
24 trustees may reject any or all bids. The Board, in making a determination as to which vendor is
25 the lowest responsible bidder, will take into consideration not only the amount of each bid, but
26 will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work
27 and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not
28 apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect;
29 a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a
30 consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an
31 accountant licensed under Title 37, Chapter 50.

32
33 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a
34 second (2nd) publication must be made not less than five (5) nor more than twelve (12) days
35 before consideration of bids.

36
37 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures
38 will be waived only as specified in statute. Any contract required to be let for bid shall contain
39 language to the following effect:

40
41 *In making a determination as to which vendor is the lowest responsible bidder, if*
42 *any, the District will take into consideration not only the pecuniary ability of a*
43 *vendor to perform the contract, but will also consider the skill, ability, and*
44 *integrity of a vendor to do faithful, conscientious work and promptly fulfill the*
45 *contract according to its letter and spirit. References must be provided and will*
46 *be contacted. The District further reserves the right to contact others with whom*

1
2
3
4 *a vendor has conducted business, in addition to those listed as references, in*
5 *determining whether a vendor is the lowest responsible bidder. Additional*
6 *information and/or inquiries into a vendor's skill, ability, and integrity are set*
7 *forth in the bid specifications.*
8

9 Cooperative Purchasing

10
11 The District may enter into cooperative purchasing contracts with one or more districts for
12 procurement of supplies or services. Such contracts must be awarded to the lowest responsible
13 bidder, except that the trustees may reject all bids.
14

15 Purchasing will be done locally when it is in the best interest of the school district.
16
17
18

19 Legal Reference: §§ 18-1-101, et seq., MCA Public Contracts
20 §§ 18-1-201, et seq., MCA Bid Security
21 § 20-9-204, MCA Conflicts of interest, letting contracts, and
22 calling for bids
23 *Debcon v. City of Glasgow*, 305 Mont. 391 (2001)
24

25 Policy History:

26 Adopted on: May 6, 2002
27 Revised on: February 2007

1 **Jefferson High School District #1**

2
3 **FINANCIAL MANAGEMENT**

7335

4
5 Personal Reimbursements

6
7 While it is recommended that all purchases of goods or services be made within established
8 purchasing procedures, there may be an occasional need for an employee to make a purchase for
9 the benefit of the District from personal funds. In that event, an employee will be reimbursed for
10 a personal purchase under the following criteria:

- 11
12 1. It is clearly demonstrated that the purchase is of benefit to the District;
13
14 2. The purchase was made with the prior approval of an authorized administrator;
15
16 3. The item purchased was not available from District resources; and
17
18 4. The claim for personal reimbursement is properly accounted for and documented with an
19 invoice or receipt.
20

21 The District business office is responsible for developing procedures and forms to be used in
22 processing claims for personal reimbursements.
23
24
25

26 Policy History:

27 Adopted on: February 2007

28 Revised on:

