

**AGENDA for the REGULAR MEETING**  
**OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**  
**\* 6:30 p.m. September 16, 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](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** – Student Council

**D. Staff Report** – Art, Family Consumer Science, Science

**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.
3. Superintendent
  - a. Substitute pay rates
  - b. Enrollment projections
  - c. Tuition rates

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

1. Redetermination of Fund Classifications

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

1. Personnel – Action
  - a. Substitute Applications
  - b. Custodial Position
  - c. Coaching Positions – Track, Golf
  - d. Superintendent Evaluation session – Possible closed session
2. Possible approval of Boulder Association of Teachers Collective Bargaining Agreement MOU
3. Approval of Substitute Rate of Pay
4. Approval of Tuition Rates
5. 1<sup>st</sup> Reading of Policy 7400 – Credit Card Limit
6. Attendance Agreements
7. Review of Policy 3610 – At-Risk Plan

**I. Communication and Comments**

1. Letters to the Board

**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. October – Board annual objectives for district, instructional plan and evaluation, approval of at-risk plan, count day.
3. December – Superintendent administrative in-service program, preliminary groundwork for superintendent evaluation.

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. October 21, 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:

Lorie

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August 2014

It is my goal to have the budget "books" prepared for you at the October meeting. My preference would have been this meeting but time did not permit.

Thursday and Friday, Sept. 11 and 12, I attended veteran clerk workshops in Helena. Since this report was written Thursday evening, I can only tell you about that day. We had presentations by Shawn Bubb from Worker's Comp, several business managers, and an administrative team from Bozeman Schools. Friday will have presentations on legislative preparation.

Following that, the MASBO board members met for a short informational meeting. Montana Quality Education Coalition (MQEC) came to ask MASBO (MT Assoc. of School Business Officials) for a sponsorship. This would cost the organization \$4,000. Presently JHS's membership with MQEC has been sporadic. We've paid dues of approximately \$750 Aug. 2011 and Aug 2013. If you'll remember, this group was formed to address the school funding issues that arose a few years back. The group brought suit against the legislature for that purpose.

A representative from MUST also spoke to the MASBO group to request endorsement in exchange for \$20,000. While this sounds like a no-brainer from an economic standpoint, there are quite a few other factors that must be considered. American Fidelity already has an agreement with MASBO for specific services. Our director would have to very closely monitor the presentations by each group so that no feathers are ruffled. In the past, several agreements with other groups have been signed with MASBO. From the comments from some of the more seasoned MASBO board members, these agreements may have come about without much board input. It is the desire of the current MASBO director that these types of decisions be presented to the board members for proper consideration.

The next meeting of the MASBO board will be held during the MCEL in October. If any of you have any input on either of these two requests (from MQEC and MUST) please share them with me.

## Lorie Carey

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**From:** Sabrina Steketeer <sabrina@gopantherz.com>  
**Sent:** Tuesday, August 26, 2014 4:28 PM  
**To:** Tim Norbeck; Stan Senechal; Denise Brunett; Mickey LeTexier; Pat Lewis; Larry Rasch; Travis Pierce; Lorie Carey  
**Subject:** No-student-parking thing

Hi. I had two people ask me about the "no student parking" thing across from the high school entrance so I gave Rick Streib a call to get some insight in to the decision. Here is the information I received:

- The decision was not a City Council decision. It was a "Public Works" decision which is Dennis Wortman and Rick Streib.
- The thought was that the parking in that area during the day by students is not safe. Rick indicated that this is a concern that has existed for a long time. Rick recalls talking to TJ Eyer about it years ago.
- The safety concerns are that the parking is crowded, sometimes overlapping the alleyway, that when people back out they are having to cross in to the opposite lane of traffic. Also that the people that need proximity to the entrance, such as senior citizens or those with a disability, would benefit by this area being available.
- Another concern has been access for the plows in the winter to plow that area.
- There was not an intention to discriminate against students in any unlawful way (like age discrimination), they just identified students because that is who mostly parks there.
- There are no other areas in town where they have made a similar decision.
- There are other options that could be explored such as making it all a handicapped parking area, making it no parking altogether, physically blocking parking spots including a setback from the alley.
- Rick is certain this decision is within the purvue of the "Public Works" department but those that would like to appeal the change would need to approach the city council.

Lorie, I am including trustees on this information but please put this email in the packet for the next board meeting along with an agenda item. Thanks!

Sabrina

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Sabrina Sanddal Steketeer  
2013-14 Chair, Jefferson High School Board of Trustees  
2013-2014 President, Montana School Boards Association  
Boulder, MT  
Cell: 406-431-1285

***PLEASE NOTE: Any communication from me, unless expressly stated otherwise, is a communication made only on my own behalf, and expressly NOT on behalf of any organization with which I am associated.***

MINUTES

Jefferson High School Dist. 1  
Regular Meeting

August 19, 2014  
JHS Board Meeting

Board members present:

Pat Lewis                      **Sabrina Steketee**                      **Travis Pierce**                      **Stan Senechal**  
Board members absent:      Larry Rasch                      Michele LeTexier      Denise Brunett

Administrators present:

Tim Norbeck, Superintendent                      Greg Liedle, Principal                      Lorie Carey, Business Manager

Visitors: Jan Anderson,

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CALL BOARD TO ORDER	Ms. Steketee called the meeting to order at 6:30. The pledge was said.
ANNOUNCEMENTS AND PUBLIC COMMENT	None.
STUDENT REPORT	President of Student Council, Darcie Bullock, sent a short report. Several NHS and Student Council students have been recruited to help with the Freshman Orientation on Thursday.
STAFF REPORT	Ms. Strozewski and Ms. C. Carey presented a brief overview of the national math conference in Chicago they attended the first part of August.  Mr. Smith gave a review of the technology improvements completed over the summer. He also walked the board members through the website.
COMMITTEE REPORTS	<b>Committee reports:</b> Negotiations met and will have an action item later on the agenda. Budget will present information later on the agenda.
CLERK REPORT	<b>Clerk Report</b>
PRINCIPAL REPORT	<b>Principal report.</b> Presented in written form. Mr. Liedle replied to Ms. Steketee’s question of what is the early warning system – early identification of students in need of academic help.
SUPERINTENDENT REPORT	<b>Superintendent report.</b> Presented in written form. Ms. Steketee thanked Mr. Norbeck and Mr. Liedle for their reports and was very impressed by them.
UNFINISHED BUSINESS	None.
NEW BUSINESS	<b>Personnel. Substitute List for 2014/15 presented.</b> Mr. Senechal moved to approve the list as presented. Mr. Pierce seconded the motion which passed unanimously.. <b>Administrative Contracts</b> – Mr. Senechal moved to increase administrative contracts to be the same % as average of BAT. Mr. Rasch seconded the motion which passed unanimously. <b>Custodial Positions</b> - . Mr. Pierce moved to offer the position to Roy Tomich. Ms. Lewis seconded the motion which passed unanimously. <b>Approval of Art Position</b> Mr. Norbeck recommended Ms. Emma Ehret for this position. Mr. Pierce moved to approve Ms. Ehret for the position. Mr. Rasch seconded the position which passed unanimously. <b>Coaching positions: Cheer &amp; Football</b> Mr. Sturdevant and Mr. Norbeck recommended Ms. Wallace for the cheer position. Mr. H. Nance is recommended for the position for football Mr. Pierce moved to accept the recommendation for the 2 positions. Mr. Senechal seconded the motion which passed unanimously. <b>Track &amp; Golf</b> deferred Mr. Rasch moved to accept Scott Connole’s resignation. Mr. Pierce seconded the motion which passed unanimously by the 4 present. <b>Sports program evaluations and remaining coaching evaluations.</b> Mr. Norbeck gave a positive report of the track, golf, and tennis programs. Closed session at 7:33 p.m. Back in session at 7:45. <b>Superintendent evaluation</b> Closed session 7:45. Back in regular session at 8:11. <b>Approval of Budgets for all Budgeted Funds.</b> Mr. Senechal moved to approve the presented budgets for all the budgeted funds. Mr. Pierce seconded the motion which passed unanimously. <b>Possible Approval of Boulder Association of Teachers CBA</b> – Mr. Senechal reported that the teachers were given 3 options for possible increases. The teachers chose the 3 <sup>rd</sup> option which was a straight 3% increase. He stated that this was the recommendation from the committee. Ms. Steketee stated that wrestling should be moved from column 4 to 6. Speech/Debate and Drama were also recommended for movement as well. Review of teacher evaluations was deferred for future negotiations. A MOU was attached to address evaluations with the epass system. Mr. Rasch moved to approve the 3% increase and the provisions discussed. Mr. Senechal seconded the motion which passed unanimously.

**Approval of Transportation Contracts.** Mr. Pierce moved to approve the contracts. Mr. Rasch seconded the motion which passed unanimously.

**Approval of Safety Plan.** Mr. Norbeck presented a brief overview of the proposed safety plan. Mr. Pierce moved to accept the safety plan. Mr. Senechal seconded the motion which passed unanimously. (Mr. Norbeck will email it to the board members.)

**Determination of Fund Classifications.** Mr. Pierce moved to approve the classifications and to move \$100,000 from assigned to committed. Mr. Senechal seconded the motion which passed unanimously. MR. SENECHAL LEFT.

**Approval of Substitute Rate of Pay.** Tabled for a month for further review.

**Approval of Tuition Rates.** Tabled for a month for further review.

**Approval of Credit Card List.** Ms. Lewis moved to approve the submitted list. Mr. Pierce seconded the motion with passed unanimously.

**Consideration of Policy 7400 – Credit Card Limit.** 1<sup>st</sup> reading next month.

**Attendance Agreements.** Deferred to Sept.

COMMUNICATION AND  
COMMENTS

**Letters** – A resignation letter was received from Scott Connole for the position of head golf coach .

COMMENDATIONS AND  
RECOGNITION

**Commendations.** – *Mr. Norbeck commended the persons participating in the hiring process for the art position and the principal position. He also commended the students of JHS for the award given for scholastic and athletic achievement. Mr. Pierce commended Liedle, Ehret, and Haas. Ms. Steketee commended Ms. Carey for her election to the MASBO board. Mr. Pierce wished to thank Daryl Mikesell for his service. Thank you to Mr. Connole for his years of coaching. Ms. Anderson stated that Mr. Norbeck was extremely helpful in getting the information for the technology data in the paper and for the back-to-school information. Ms. Steketee commended Mr. Smith.*

CONSENT AGENDA

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

FOLLOW UP  
/ADJOURNMENT

**Follow-up/Adjournment.** 7:54 p.m.  
Chair/Superintendent article

Sub Rate of Pay.  
MCEL  
Tuition Rate  
Policy 7400 1<sup>st</sup> reading  
Attendance Agreements

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Chair, Jefferson High School Board

Clerk, Jefferson High School Board

09/02/14  
15:47:56

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/14

Page: 1 of 7  
Report ID: AP100H

High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
15853	764 TERNES, DAVE	65.00					
1	07/30/14 MCA CLinic	65.00*		201	720-3500	582	
	Claim Total for District	65.00					
15854	4234 WELLS FARGO FINANCIAL LEASING	34.58					
1	5001344797 07/19/14 Copier Tax	34.58*		201	100-1000	840	
	Claim Total for District	34.58					
15855	4452 MT FLAG AND POLE CO.	103.50					
1	214364 06/24/14 1 5x7 outdoor Am. flag	103.50	8258	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
	Claim Total for District	103.50					
15856	1830 MT SCHOOL BOARDS ASSOCIATION	1,069.02					
1	29492 07/23/14 Policy Maint.	1,069.02*		201	100-2300	800	
	Claim Total for District	1,069.02					
15857	2749 UNIVERSAL ATHLETICS	1,528.01					
1	6020000926 08/01/14 uniforms/equipment	1,528.01	8236	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-						
	Claim Total for District	1,528.01					
15858	4633 COMMERCIAL ENERGY OF MT INC.	86.67					
1	NWE025971 08/28/14 Gas on the NWE System	86.67*		201	100-2600	411	
	Claim Total for District	86.67					
15859	4639 WEX BANK	114.57					
1	37665449 07/31/14 Admin Fuel	38.94*		201	100-2300	582	
2	37665449 07/31/14 Cust Fuel	75.63*		201	100-2600	624	
	Claim Total for District	114.57					
15860	4524 HELENA HARDWOODS	792.98					
1	45438 07/11/14 wood	788.50	8283	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-						
2	45438 07/11/14 wood	4.48*		201	390-1641	610	
	Claim Total for District	792.98					
15861	631 CRESCENT ELECTRIC SUPPLY CO.	49.68					
1	0515201530 07/23/14 2900L8 WM IVORY DUCT P/FT	49.68*		201	100-2600	610	
	Claim Total for District	49.68					
15862	781 EAGLE GLASS	2,300.00					
1	140807 08/07/14 windows dist off, cad	2,300.00	8274	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
	Claim Total for District	2,300.00					

09/02/14  
15:47:57

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/14

Page: 2 of 7  
Report ID: AF100H

High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
15863	4629 LAYNG, CLINT	65.00					
1	287 08/06/14 Coaches Clininc	65.00*		201	720-3500	582	
	Claim Total for District	65.00					
15864	4739 NATIONAL COUNCIL OF TEACHERS OF	512.00					
1	1820 08/06/14 NCTM natl conf July 31-au	512.00	9236	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
	Claim Total for District	512.00					
15865	4711 WALLACE, WHITNEY	35.00					
1	R303288733 08/18/14 NFHS Coaching CLinic	35.00*		201	720-3500	582	
	Claim Total for District	35.00					
15866	1737 NORTHWESTERN ENERGY	2,954.56					
1	080414 08/04/14 Electric and Unmetered Service	2,789.08*		201	100-2600	412	
2	080414 08/04/14 Natural Gas Service	165.48*		201	100-2600	411	
	Claim Total for District	2,954.56					
15867	612 AMSAN CUSTODIAL SUPPLY	402.06					
2	315881862 07/25/14 cleaners,liners,mop heads	33.44	8254	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	315881862 07/25/14 cleaners,liners,mop heads	368.62*		201	100-2600	610	
	Claim Total for District	402.06					
15868	385 BOULDER MONITOR & JEFFERSON CO.	84.70					
1	00017390 07/22/14 publication costs	84.70	8180	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1243-550-						
	Claim Total for District	84.70					
15869	157 ACE HARDWARE	259.55					
1	70236 07/02/14 computer station supplies	59.99	8296	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
2	70238 07/02/14 computer station supplies	35.76	8296	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
3	70281 07/03/14 computer station supplies	19.99	8296	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
4	70455 07/09/14 computer station supplies	24.98	8296	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
5	70497 07/10/14 computer station supplies	8.49	8296	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
6	70610 07/14/14 computer station supplies	6.59	8296	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
9	70610 07/14/14 computer station supplies	40.38*		228	100-1000	610	
10	70914 07/23/14 computer station supplies	17.98*		228	100-1000	610	
11	70979 07/26/14 computer station supplies	13.45*		228	100-1000	610	
12	70845 07/21/14 computer station supplies	10.47*		228	100-1000	610	



High School

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$			Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
13	70965 07/25/14 computer station supplies	21.47*		228	100-1000	610
	Claim Total for District	259.55				
15870	157 ACE HARDWARE	1,399.11				
1	70407 07/08/14 wire conn red wing	9.10*		201	100-2600	615
2	70380 07/07/14 wire conn red, ylw	11.39*		201	100-2600	615
3	70254 07/02/14 paint thinner	10.99*		201	100-2600	610
4	70574 07/11/14 rain bird valves	699.95*		201	100-2600	615
5	70611 07/14/04 primer, brush, roller	67.96*		201	100-2600	610
6	70683 07/16/14 pledge polish	4.99*		201	100-2600	610
7	70774 07/18/14 primer	17.99*		201	100-2600	610
8	70869 07/22/14 hose adapter, plunge router	172.98*		201	100-2600	615
9	70883 07/23/14 resratr, duct tape, mask tape	66.46*		201	100-2600	615
10	70885 07/23/14 painter scraper	8.49*		201	100-2600	615
11	70924 07/24/14 primer/paint	107.96*		201	100-2600	610
12	70929 07/24/14 mineral spirits	8.99*		201	100-2600	610
13	71008 07/28/14 bolts	9.72*		201	100-2600	610
14	71014 07/28/14 paint thinner	43.96*		201	100-2600	610
15	71033 07/29/14 paintbrushes	10.78*		201	100-2600	615
16	71049 07/29/14 grind wheel, cutoff blade	40.88*		201	100-2600	615
17	71043 07/29/14 elbow, valve	19.27*		201	100-2600	615
18	71046 07/29/14 elbows	2.69*		201	100-2600	615
19	71075 07/30/14 elbow, bushing	7.87*		201	100-2600	615
20	71064 07/30/14 plug, recptcl, adaptor	12.35*		201	100-2600	615
21	71077 07/30/14 saw hole	30.98*		201	100-2600	615
22	71095 07/31/14 utility knife blades	20.77*		201	100-2600	615
23	71094 07/31/14 copper tube, connections	18.19*		201	100-2600	615
24	71119 07/31/14 credit	-4.99*		201	100-2600	610
25	71069 07/30/14 credit	-0.61*		201	100-2600	610
	Claim Total for District	1,399.11				
15871	3959 AMERICAN EXPRESS	294.78				
1	4231019890 08/19/14 pe	133.13	7828	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-					
2	4231019890 08/19/14 food	72.59*		201	100-2300	800
3	0010055398 08/19/14 food	60.06*		201	100-2300	800
4	08/19/14 staff welcome	29.00*		201	100-2300	800
	Claim Total for District	294.78				
15873	4726 Mastercard Maintenance	737.87				
1	795199 08/02/14 tractor cart	569.99*	8340	201	100-2600	660
2	x88370 08/02/14 Lumber	167.88*	8351	201	100-2600	610
	Claim Total for District	737.87				
15874	4717 Mastercard Admin 1	5,169.67				
1	7346659 07/07/14 neatDesk document scanner	32.49	8225	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-					

09/02/14  
15:47:57

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/14

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Report ID: AP100H

High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
2	7346659 07/07/14 neatDesk document scanner	26.52*		201	201-2500	660	
3	3133912894 07/30/14 conf. rms,flight,meals, c	931.17	8245	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
4	6218544627 07/30/14 conf. rms,flight,meals, c	650.20	8245	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
5	6218544627 07/30/14 conf. rms,flight,meals, c	650.20	8245	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
6	11068634 07/08/14 turn it in software	1,800.00	8205	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-						
7	11068634 07/08/14 turn it in software	75.00*		201	100-1000	680	
8	1146402153 07/22/14 AP Calc books	36.52	8159	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
9	7359424 06/30/14 AP Calc books	38.99	8159	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
10	6459463 06/30/14 AP Calc books	53.99	8159	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-						
12	2641163 07/31/14 conf. rms,flight,meals, c	15.75	8245	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
13	5631 08/02/14 conf. rms,flight,meals, c	45.90	8245	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
14	701 08/01/14 conf. rms,flight,meals, c	23.49	8245	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-582-						
15	701 08/01/14 conf. rms,flight,meals, c	32.75*		201	100-1000	321	
16	347348 07/31/14 math conf. meals	65.55*		201	100-1000	321	
17	2743076 08/01/14 math conf. meals	18.75*		201	100-1000	321	
18	6022 07/30/14 math conf. meals	32.42*		201	100-1000	321	
19	7300100000 07/30/14 math conf. meals	31.48*		201	100-1000	321	
20	205966 08/02/14 math conf. meals	43.58*		201	100-1000	321	
21	081100 08/02/14 math conf. meals	16.75*		201	100-1000	321	
23	71069324 07/30/14 math conf. travel	74.00*		201	100-1000	321	
24	075930 08/01/14 math conf. travel	11.25*		201	100-1000	321	
25	080448 08/02/14 math conf. travel	9.45*		201	100-1000	321	
26	123333 08/02/14 math conf. travel	10.45*		201	100-1000	321	
27	084039 07/31/14 math conf. travel	9.65*		201	100-1000	321	
28	210914 07/31/14 math conf. travel	10.62*		201	100-1000	321	
29	950575509 06/27/14 spanish workbooks	422.75	8203	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1270-640-						
	Claim Total for District	5,169.67					
15875	2717 CITY OF BOULDER	2,060.47					
3	31100 08/05/14 Water	975.95*		201	100-2600	421	
4	31100 08/05/14 Sewer	1,084.52*		201	100-2600	421	
	Claim Total for District	2,060.47					
15876	1002 GENERAL DISTRIBUTING	2,510.00					
1	00204796 07/08/14 welding wire,electr,etc.	2,510.00	8152	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-						
	Claim Total for District	2,510.00					

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 8/14

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High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
15878	4698 BMC Helena	122.52					
1	15973428 07/17/14 wood and screws	122.52	8289	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-						
	Claim Total for District	122.52					
15879	3484 SCHOLASTIC CLASSROOM MAGAZINE	158.22					
1	M5404510 07/22/14 schol. choices magazine	114.40	8163	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-650-						
2	M5404510 07/22/14 schol. choices magazine	43.82*		201	390-1710	650	
	Claim Total for District	158.22					
15880	1662 MERIT MECHANICAL SERVICES INC.	920.00					
1	7273SH 08/06/14 metal caps for wall	920.00	8270	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
	Claim Total for District	920.00					
15881	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	82683 07/31/14	141.00*		201	100-2600	431	
	Claim Total for District	141.00					
15882	608 CAROLINA BIOLOGICAL	77.33					
1	48794523 07/27/14 pipets and solution	76.50	8187	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-						
2	48794523 07/27/14 pipets and solution	0.83*		201	100-1511	610	
	Claim Total for District	77.33					
15883	2749 UNIVERSAL ATHLETICS	2,250.00					
1	6020001213 08/25/14 uniforms/equipment	2,250.00	8236	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-						
	Claim Total for District	2,250.00					
15884	4728 Mastercard Tech	6,498.40					
1	163505 07/28/14 comp. maintenance items	18.48*	8328	228	100-1000	610	
3	6849048 07/28/14 comp. maintenance items	65.69*	8328	228	100-1000	610	
4	23475 07/28/14 comp. maintenance items	87.45*	8328	228	100-1000	610	
5	7573943 07/21/14 comp. maintenance items	12.83*	8328	228	100-1000	610	
6	14109 07/31/14 comp. maintenance items	31.69*	8328	228	100-1000	610	
7	5955458 07/28/14 comp. maintenance items	57.99*	8328	228	100-1000	610	
8	9374170 07/29/14 inventory software update	904.50*	8327	228	100-1000	680	
9	1030005411 07/29/14 projector and arm mount	179.96*	8326	228	100-1000	660	
10	1030005411 07/29/14 projector and arm mount	875.99*	8326	228	100-1000	660	
11	254213678 07/29/14 printer and server	1,028.92*	8333	228	100-1000	660	
12	8377827 07/29/14 printer and server	16.99*	8333	228	100-1000	660	
13	6417810 07/28/14 comp. maintenance items	30.85*	8328	228	100-1000	610	
14	3850620 07/21/14 comp. maintenance items	222.45*	8328	228	100-1000	610	
15	3850620 07/21/14 comp. maintenance items	123.00*	8328	228	100-1000	610	

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JEFFERSON HIGH SCHOOL  
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High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
17	1030005411 07/29/14 smartboard	2,325.00	8300	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-						
18	3850620 07/21/14 comp. maintenance items	89.99*	8328	228	100-1000	610	
19	3850620 07/21/14 comp. maintenance items	89.99*	8328	228	100-1000	610	
20	0299430 07/28/14 comp. maintenance items	169.53*	8328	228	100-1000	610	
21	3850620 07/28/14 comp. maintenance items	135.75*		228	100-1000	610	
22	5526653 07/22/14 keyboard	31.35*		228	100-1000	610	
	Claim Total for District	6,498.40					
15886	3959 AMERICAN EXPRESS	250.00					
1	48576 08/28/14 mcel registrations	225.00*	8322	201	100-2400	582	
2	48576 08/28/14 mcel registrations	25.00*		201	100-2400	582	
	Claim Total for District	250.00					
15887	374 BLUE CROSS & BLUE SHIELD	304.85					
1	08/01/14 Aug ret prem	304.85*		201	100-1000	260	
	Claim Total for District	304.85					
	Total High School	33,351.10					

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$29,073.95
228 TECHNOLOGY FUND	
101	\$4,277.15
Total	\$33,351.10
Grand Total	\$33,351.10

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JEFFERSON HIGH SCHOOL  
Claim Approval List  
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High School  
\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/ Prog-Func	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
15888	4743 TRUGREEN	860.00					
1	171183 08/01/14 Early Summer Lawn App.	860.00*		201		100-2600	330
	Claim Total for District	860.00					
15892	4717 Mastercard Admin 1	29.64					
1	1042000314 08/29/14 library supplies, kindle,	29.64	8145	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-660-						
	Claim Total for District	29.64					
15894	4370 STURDEVANT, DANIEL	98.56					
1	080114 08/01/14 Desk pickup	98.56*		201		100-2600	582
	Claim Total for District	98.56					
15895	374 BLUE CROSS & BLUE SHIELD	771.15					
1	09/01/14 Ret Prem	771.15*		201		100-1000	260
	Claim Total for District	771.15					
15896	4748 HAAS, ANJEANETTE	97.44					
1	08/12/14 fcs conf. mileage	97.44*		215		394-1710	582 136
	Claim Total for District	97.44					
15897	1364 JEFFERSON COUNTY WEED DISTRICT	230.00					
1	1992 08/06/14 chemical spray	230.00*		201		100-2600	610
	Claim Total for District	230.00					
15898	612 AMSAN CUSTODIAL SUPPLY	2,029.28					
1	314909680 07/11/14 drinking fountains	2,029.28	8275	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
	Claim Total for District	2,029.28					
15899	4370 STURDEVANT, DANIEL	65.00					
1	08/18/14 coaches clinic	65.00*		201		720-3500	582
	Claim Total for District	65.00					
15900	3602 POWER TOWNSEND	33.36					
1	386926 08/22/14 computer station material	33.36	8295	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
	Claim Total for District	33.36					
15901	1823 MT BROOM & BRUSH COMPANY	779.50					
1	992994 07/09/14 black, green, red, pads	777.10	8231	201		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	992994 07/09/14 black, green, red, pads	2.40*		201		100-2600	615
	Claim Total for District	779.50					

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Claim Approval List  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
15902		1304 JEFFERSON COUNTY SOLID WASTE	35.00					
1		17057 08/14/14 waste	10.00*		201	100-2600	431	
2		17061 08/14/14 waste	5.00*		201	100-2600	431	
3		17063 08/21/14 waste	20.00*		201	100-2600	431	
		Claim Total for District	35.00					
15903		3584 GEYER INSTRUCTIONAL AIDS CO., INC.	156.10					
1		5820 07/02/14 math supplies	135.65	8158	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1440-610-						
2		5820 07/02/14 math supplies	20.45*		201	100-1440	610	
		Claim Total for District	156.10					
15904		4639 WEX BANK	1,000.49					
1		38012734 08/31/14 fuel 2-a-days	1,000.49*		201	720-3500	582	
		Claim Total for District	1,000.49					
15905		1608 MASBO	125.00					
1		81 08/28/14 veteran's clerk workshop	125.00*		201	100-2500	582	
		Claim Total for District	125.00					
15906		1662 MERIT MECHANICAL SERVICES INC.	200.00					
1		7284 08/20/14 kitchen splash guards	200.00*		201	910-3100	440	
		Claim Total for District	200.00					
15907		4732 ACADEMIC PLANNERS PLUS	422.50					
1		186785 08/19/14 Planners	422.50	8199	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2400-610-						
		Claim Total for District	422.50					
15908		4370 STURDEVANT, DANIEL	109.98					
1		279550 07/24/14 Roof sealant	109.98*		201	100-2600	610	
		Claim Total for District	109.98					
15910		3866 BLICK ART MATERIALS	1,925.55					
1		3339482 08/11/14 art supplies	20.38	7894	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-						
2		3331695 08/10/14 art supplies	63.27	7894	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-						
3		3331695 08/10/14 art supplies	1,005.95	8168	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-						
4		3331652 08/10/14 art supplies	192.06	8168	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-						
5		3331652 08/10/14 art supplies	643.89	8170	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1140-610-						
		Claim Total for District	1,925.55					

High School

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
15911		734 DOOR AND HARDWARE UNLIMITED	300.00					
1		028630 08/13/14 locksets	300.00*		201	100-2600	615	
		Claim Total for District	300.00					
15912		1846 NASCO MODESTO	1,483.85					
1		964113 08/08/14 cart with paper	1,483.85	8261	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
		Claim Total for District	1,483.85					
15913		1910 MT SCHOOL EQUIP	7,100.00					
1		18600 08/12/14 cafeteria tables	7,100.00	8281	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-660-						
		Claim Total for District	7,100.00					
15914		1451 L & P GROCERY	31.80					
1		0229681082 08/21/14 fcs groceries	31.80	7836	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
		Claim Total for District	31.80					
15915		612 AMSAN CUSTODIAL SUPPLY	88.56					
1		317088821 08/13/14 cleaners, liners, mop heads	88.56	8254	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
		Claim Total for District	88.56					
15916		1823 MT BROOM & BRUSH COMPANY	79.06					
1		1005024 08/29/14 mop bucket, pan, broom	79.06*		201	100-2600	615	
		Claim Total for District	79.06					
15917		386 BOULDER AUTO PARTS	392.83					
1		1382 08/25/14 annual upkeep staff car	250.00	8240	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
2		1382 08/25/14 annual upkeep staff car	142.83*		201	100-2600	440	
		Claim Total for District	392.83					
15918		3602 POWER TOWNSEND	43.05					
1		379484 07/17/14 computer station material	43.05	8295	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-						
		Claim Total for District	43.05					
15919		859 EPES SOFTWARE, INC.	119.00					
1		4141 08/29/14 student activities accounting	119.00*		201	100-2400	682	
		Claim Total for District	119.00					
15920		385 BOULDER MONITOR & JEFFERSON CO.	72.00					
1		00017440 08/04/14 Budget meeting ad	72.00*		201	100-2500	540	
		Claim Total for District	72.00					



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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15921		4326 INTERNATIONAL ACADEMY OF SCIENCE	500.00				
1		800337 06/17/14 acellus lic	500.00*		201	280-1000	680
		Claim Total for District	500.00				
15922		157 HARDWARE HANK	574.64				
1		71131 08/01/14 cement/primer	9.49*		201	100-2600	610
2		71301 08/07/14 paint	14.99*		201	100-2600	610
3		71344 08/08/14 screws	3.79*		201	100-2600	610
4		71400 08/11/14 trimmer line, elec. parts,	36.27*		201	100-2600	610
5		71400 08/11/14 computer station supplies	15.99	8296	201	999	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-					
6		71402 08/11/14 bleach paint	26.96*		201	100-2600	610
7		71432 08/12/14 water fntn parts	18.83*		201	100-2600	615
8		71433 08/12/14 water fntn parts	6.99*		201	100-2600	615
9		71495 08/13/14 water fntn parts	1.38*		201	100-2600	615
10		71535 08/14/14 screws	11.28*		201	100-2600	615
11		71566 08/15/14 bolts, paint	149.92*		201	100-2600	615
12		71633 08/18/14 shower parts	6.13*		201	100-2600	615
13		71652 08/19/14 paint	91.96*		201	100-2600	610
14		71653 08/19/14 galv nipple	0.99*		201	100-2600	615
15		71710 08/20/14 drill bit	11.99*		201	100-2600	615
16		71713 08/20/14 ratchet	19.49*		201	100-2600	615
17		71762 08/21/14 adhesive	4.79*		201	100-2600	610
18		71794 08/22/14 gloves, etc	36.48*		201	100-2600	610
19		71795 08/22/14 paint brush	1.29*		201	100-2600	610
20		71853 08/25/14 drill bit	17.99*		201	100-2600	615
21		71882 08/26/14 batteries, mouse traps	66.11*		201	100-2600	615
22		71896 08/26/14 toggle bolts	4.98*		201	100-2600	615
23		71942 08/28/14 cap	2.49*		201	100-2600	615
24		71957 08/28/14 primer rusty metal	11.99*		201	100-2600	610
25		71635 08/18/14 3/4 nipples	3.96*		201	100-2600	615
26		71637 08/18/14 exchange of nipples	-1.89*		201	100-2600	615
		Claim Total for District	574.64				
15923		3547 MOODIE IMPLEMENT COMPANY	515.59				
1		110158 09/03/14 brush kit	500.57	8253	201	999	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-					
2		110158 09/03/14 brush kit	15.02*		201	100-2600	440
		Claim Total for District	515.59				
15924		3547 MOODIE IMPLEMENT COMPANY	416.94				
1		200166 07/15/14 mower repair	416.94*		201	100-2600	440
		Claim Total for District	416.94				

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Claim Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
15925	3547 MOODIE IMPLEMENT COMPANY	925.86					
1	200177 07/15/14 lg. mower repair	925.86*		201	100-2600	440	
	Claim Total for District	925.86					
15926	4742 HELENA INSULATION	800.00					
1	958544 09/02/14 Pump room insulation	800.00	8315	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
	Claim Total for District	800.00					
15927	2717 CITY OF BOULDER	2,060.47					
1	09/25/14 water	975.95*		201	100-2600	421	
2	09/25/14 sewer	1,084.52*		201	100-2600	421	
	Claim Total for District	2,060.47					
	Total High School	24,472.20					

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$24,374.76
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$97.44
Total	\$24,472.20
Grand Total	\$24,472.20

## Principal's Report 9/16/2014

Freshman Orientation went successfully with great assistance from NHS and Student Council Members, I would like to commend: Jacob Smith, A.J. Eckman, Janessa Williams, Jordon Riggs, Jenna Ryan, Kaden Cobban, Logan Leary, Jared Padmos, Trace LeTexier, Darcie Bullock, Kenzie Palmer, Emily Sonsteng, Sydney Jones and Rahkei Eyer.

The first few weeks have gone relatively smoothly. We have submitted the Schoolwide Title I plan and applied for a grant to fund student breakfast at JHS. We held a fire drill 9/8/14 and plan a lockdown drill 9/18. The fire drill was well executed by nearly everyone and now I have a much better understanding of the alarm system.

Mr. Dick Stafford, a WWII and Normandy Invasion Veteran spoke 9/15. Mr. Stafford was invited to speak by Mr. Kelly. Mr. Hesford and students filmed the presentation.

We have a guest speaker for an all school assembly on 9/18. Mr. Kermit Young will be speaking to JHS at 11:00 AM.

The Health and Safety Fair will be held in the South Gym on 9/18. Mr. Doug Dodge is coordinating the event.

On 9/22 Ms. Getten will be taking Juniors and Seniors, that have signed up, to College Fair at Montana Tech in Butte. Also, a group of students will be touring the mine in Butte on this day.

9/23 will be the ASVAB for Juniors.

Next week is Homecoming Week. A plan for this week is attached.

I would be happy to answer any questions you may have.

## AD's Report 9/16/14

The year has begun smoothly. We have about 25 students participating in Volleyball and 41 participating in Football. The volleyball team took second in the Manhattan Quad while the JV won the Manhattan Quad. The football team has won both of their games thus far.

We reported ourselves for a rule violation in playing an ineligible student in volleyball. The student has transferred but is not eligible for varsity play until one semester of enrollment in our school. We are awaiting the ruling from MHSA.

August 25, 2014

Kermit Young presentation September 18, 2014 11 AM.

I hope the time and date will work for Kermit's presentation titled, "Success – Make It Happen." The presentation will last 30-40 minutes.

I will get a press release for the paper. The presentation is geared towards athletes but Kermit felt the general student body would benefit as well. You might want to invite the junior highs to attend as well. It might help with recruiting. I will leave that up to JHS administration to decide.

I have include copies of:

- Kermit Young resume

- MHSA High School Athletic Hall of Fame plaque wording

- Outline of Kermit's presentation "Success – Make It Happen"

Thank you for the opportunity for Kermit to make this presentation. I'm certain it will be very worthwhile.

Dick Norden

"SUCCESS" .....MAKE IT HAPPEN

- A. 3 characteristics of a successful athlete:
  - 1. Look like a player: "team appearance" (hair, shoes, socks, etc.), no "tats", "flash", "gangsta"
  - 2. Act like a player: Be "coachable", have eye contact with coach/teacher, always hustle (run all the time-do not walk), no "show-boat"
  - 3. Think like a player: "Team" always comes first, be a good sport (humble winner and gracious loser), be a "good teammate"
  
- B. 3 Qualities of a "good teammate"/family member:
  - 1. Show Respect: To yourself (one body-take care of it), others
  - 2. Be Responsible: Follow directions from coach/parent, finish all jobs to the best of your ability, work hard, see a job that needs to be done and do it.....without being asked, NO drugs/alcohol/smoking
  - 3. Be fun to be around
  
- C. What coaches/recruiters look for in a prospect for college:
  - 1. Good Grades (no grades-no scholarship)
  - 2. Practice/play with a purpose
  - 3. Have a "burning desire" to improve
  - 4. Coachable?
  - 5. Good Person
  - 6. Hard Worker
  - 7. Skills-good technique
  
- D. "Final Four":
  - 1. Make Good Choices: Life and work
  - 2. Be Prepared: Get advanced education, scout the competition/opponent, have a "back-up" plan with other options, be flexible, expect/anticipate some "negatives"
  - 3. Out-Work Everyone
  - 4. Pursue Your Passion

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# Kermit B. Young

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602 Zion Street, Nevada City, CA 95959  
kjyoung\_1103@msn.com

(530) 265-4144 home  
(406) 781-2661 cell

## EDUCATION

- California School Leadership Academy, Sacramento, CA
- M.A. in Education; Counseling and Administrative Services Credentials  
California Polytechnic State University, San Luis Obispo, CA
- Post-Graduate Studies; Secondary Teaching Credential  
Eastern Washington State University, Cheney, Washington
- B.S. Degree, Montana State University, Bozeman, Montana  
*Recipient of four-year academic scholarship covering 100% of all expenses, student Senate member (Commissioner of Athletics); varsity basketball (3 years); All Big Sky Conference First Team (2 years); All-American Honorable Mention; MSU Athletic Hall of Fame Inductee (2001); Montana High School Association Athletic Hall of Fame Inductee (2011)*

## CREDENTIALS HELD

- Standard Secondary Teaching Credential (Life)
- Pupil Personnel/Counseling Credential (Life)
- Administration Credential (Life)

## WORK EXPERIENCE

- **Director of Basketball Operations**, Apex Sportstainment (Continental Basketball Association) – Three Franchises: Butte, MT; Great Falls, MT and Minot, ND
- **Head Basketball Coach**, San Jose, CA “Skyrockets” in the American Basketball Association
- **Interim General Manager/Head Basketball Coach** for the Great Falls “Cowboys” of the All-American Professional Basketball League, Great Falls, MT,
- **Director/Administrator** of India Basketball Academy
- **Co-Owner/Administrator** of “U.S.-Euro Hoops, Inc.,” Grass Valley, CA
- **Professional Basketball Scout** for Italian A-1 Team (Varese “Roosters”), Varese, Italy
- **Coaching Faculty/Clinician** for United States Basketball Academy, Eugene, OR
- **Physical Education Instructor/Head Men’s Basketball Coach**, Napa Valley College, Napa, CA
- **Physical Education Instructor/Assistant Men’s Basketball Coach**, University of the Pacific, Stockton, CA
- **Physical Education Instructor/Assistant Men’s Basketball Coach**, University of Nevada, Reno, NV
- **Assistant Principal/Summer School Principal**, Natomas High School, Sacramento, CA
- **Counselor/Vice Principal, Assistant Principal, Director of Athletics, Head Boys Basketball Coach**, Nevada Union High School, Grass Valley, CA
- **Counselor/Head Boys Basketball Coach**, Santa Maria High School, Santa Maria, CA
- **Teacher, Counselor/Director of Athletics, Head Boys Basketball Coach**, Paso Robles High School, Paso Robles, CA

*Continued on next page*

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# Kermit B. Young

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Page 2

## HIGH SCHOOL COACHING EXPERIENCE (15 YEARS)

- Overall record: 315-99 (76% winning percentage)
- 9 League Championships
- 2 League Champion Runners-Up
- 9 Times Selected "Coach of the Year"
- 2 Section Championships (similar to State Championships outside of California)

## COLLEGE COACHING EXPERIENCE (14 YEARS)

- College Coaching Experience as Head Coach: 7 Years  
Napa Valley College: 130-79 over-all record; League Champions-first time in 52-year history of college; state of California community college state tournament participant 7 years in a row; #1 ranked defensive team in state (103 colleges); broke school record for most wins in a season (25)
- College Coaching Experience as Assistant Coach: 7 Years
  - University of Nevada-Reno: Big Sky Conference Champions; NCAA Tournament Participant
  - University of the Pacific

## SCOUTING EXPERIENCE (3 YEARS)

Varese "Roosters": A-1 National Champions of Italy 2 out of 3 years

## INTERNATIONAL COACHING EXPERIENCE (3 YEARS)

- Coach/Clinician for United States Basketball Academy, Eugene, OR
- Coach/Clinician for State Team of Tamil Nadu (National Champions), Madras, India
- Head Coach for All-Star Team to China for Competition vs. Chinese Professional Teams
- Director of Basketball Tryouts in Tokyo, Japan for CBA Professional League in USA

## PROFESSIONAL COACHING EXPERIENCE (2 YEARS)

- Head Coach of Great Falls "Cowboys" in the All American Professional Basketball Summer League; League Champions (11-0 record)
- Head Basketball Coach, San Jose, CA "Skyrockets" in the American Basketball Association; Division and West Coast Champions (31-6 record); "Final Four" Semi-Finalists and Ranked #3 in Nation



**From:** rlnorden66 <rlnorden66@gmail.com>  
**To:** Linda <noryngrnr@aol.com>  
**Subject:** Fwd: Kermit Young Plaque Script  
**Date:** Thu, Aug 21, 2014 4:59 pm

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Sent from Samsung tablet

----- Original message -----  
From Brian Michelotti <BMichelotti@mhsa.org>  
Date: 08/21/2014 3:57 PM (GMT-07:00)  
To [rlnorden66@gmail.com](mailto:rlnorden66@gmail.com)  
Subject Kermit Young Plaque Script

Hi Dick

Here is the Kermit Young Plaque Script:

Kermit Young

Fairfield High School (1961)

Inducted 2011

Young graduated from Fairfield High School in 1961. He participated in basketball, football and track and field for the Eagles. In his sophomore year, Fairfield won the state basketball championship and he was selected as First Team All-State and also to the Rocky Mountain Sectional All-American Team. He led his team in scoring and rebounding for all four years. During his track and field career at Fairfield, Young won state titles in the shot put and discus and placed third in the high hurdles, and he still holds the school discus record setting it in 1961. Young played college basketball at Montana State University and was inducted into the MSU Basketball Hall of Fame.

Thanks

Brian Michelotti

Montana High School Association

Schedule 9/22

1<sup>st</sup> 8:00-8:47  
 2<sup>nd</sup> 8:50-9:47  
 Ann. 9:40-9:47  
 3<sup>rd</sup> 9:47-10:34  
 4<sup>th</sup> 10:37-11:24  
 5<sup>th</sup> 11:27-12:14  
 Lunch 12:14-12:44  
 6<sup>th</sup> 12:47-1:34  
 7<sup>th</sup> 1:37-2:24  
 8<sup>th</sup> 2:24-2:37

Hall/Float Work 2:37-4:06

Schedule 9/23

1<sup>st</sup> 8:00-8:47  
 2<sup>nd</sup> 8:50-9:37  
 Ann. 9:40-9:47  
 3<sup>rd</sup> 9:47-10:34  
 4<sup>th</sup> 10:37-11:24  
 5<sup>th</sup> 11:27-12:14  
 Lunch 12:14-12:44  
 6<sup>th</sup> 12:47-1:34  
 7<sup>th</sup> 1:37-2:24  
 8<sup>th</sup> 2:24-2:37

Hall/Float Work 2:37-4:06

Schedule 9/24

Late Arrival Schedule  
 Ann. 10:00-10:10  
 1<sup>st</sup> 10:10-10:54  
 2<sup>nd</sup> 10:57-11:41  
 3<sup>rd</sup> 11:44-12:28  
 Lunch 12:28-12:58  
 4<sup>th</sup> 1:01-1:45  
 5<sup>th</sup> 1:48-2:32  
 6<sup>th</sup> 2:35-3:19  
 7<sup>th</sup> 3:22-4:06

Schedule 9/25

1<sup>st</sup> 8:00-8:47  
 2<sup>nd</sup> 8:50-9:37  
 Ann. 9:40-9:47  
 3<sup>rd</sup> 9:47-10:34  
 4<sup>th</sup> 10:37-11:24  
 5<sup>th</sup> 11:27-12:14  
 Lunch 12:14-12:44  
 6<sup>th</sup> 12:47-1:34  
 7<sup>th</sup> 1:37-2:24  
 8<sup>th</sup> 2:24-2:37

Float Work 2:37-3:30

Pep Assembly 3:30-4:06

Schedule 9/26

8:15-9:15 Macho Volleyball  
 9:30-10:30 Powder Puff Football  
 10:30-12:00 Float Work  
 12:00-12:45 Lunch on your own  
 12:45-2:15 Float Work  
 2:15 Line-up floats for parade  
 2:30 Parade  
 4:00-6:15 BBQ in Outdoor Classroom  
 Teachers, for PIR please be here from 10:00-4:00.  
 If you want to attend more that would be great!

If Classes and Clubs wish to meet and plan during lunch etc. on 9/17 or 9/18 then Monday could be used for work time rather than meeting and planning.

*Class Meetings will be for volunteers to decorate floats on Friday. Organizations/Clubs will meet with advisors for volunteers to decorate floats. Those not in clubs will remain in the classroom with teachers that are not club advisors. This time will be used to start on hallway and float decoration ideas. Hall decorations are due by 4:30 on 9/24*

#### 2014 Homecoming Float Rules:

1. Floats can begin being constructed after September 19.
2. Items can be created during class time if (and only if) the creation is part of the class lesson and with permission from the classroom teacher.
3. Students may not leave class to go to another to work on the float at any point during the week. This is not enforced during the designated "work" time.
4. Floats will be judged by community members and results will be announced at halftime of the football game on 9/26.
5. Float work during school hours must be on campus. Storing floats in a safe place is the responsibility of the class or club. Please notify Mr. Liedle of the location of your float. If working on floats off campus there must be staff supervision and a list of students with that staff member. If you have more than 10 students please have two supervisors. Driving restrictions are still enforced.
6. Floats can be worked on in the evenings only if the class sponsor or parent have agreed to supervise the construction. This supervision involves a written form declaring supervision.
7. Law enforcement will be notified of locations of floats to ensure that damage/vandalism does not occur during the week.

#### 2014 Powder Puff Football/Macho Volleyball Rules/Regulations:

1. Mr. Norbeck will coach one team and Mr. Liedle will coach the other. Each coach will have staff members as assistant coaches if necessary to help with substitutions, playing time, etc.
2. Mr. Bieler will be the head official with Senior Football players being other officials/chain gang/score clock/etc.
3. Mr. Norbeck and Mr. Liedle will "draft" their teams Monday morning and will announce teams at the pep assembly.
4. All participants must have parent consent forms, a current physical, a concussion form, and have completed their IMPACT testing.
5. If any fight/altercation occurs, the game will be called.
6. Any use of profanity/derogatory remarks/or poor sportsmanship can result in a player being ejected from the game.
7. All parents and community members are invited to attend both contests.

## Jefferson High School Homecoming Festivities:

Jefferson High School will be running a pep bus on both Thursday, October 10 and Friday, October 11 to celebrate the homecoming festivities. Pick-ups and drop-offs are:

### **Thursday, September 25:**

#### Pick-Ups:

4:30 @ Montana City Store  
4:40 @ Clancy Post Office  
4:50 @ Jefferson City Post Office  
20 Minutes after Varsity Contest

#### Drop-Offs: (Not Exact)

9:25 @ Jefferson City Post Office  
9:35 @ Clancy Post Office  
9:45 @ Montana City Store

### **Friday, September 26:**

#### Pick-Ups:

4:20 @ Montana City Store  
4:30 @ Clancy Post Office  
4:40 @ Jefferson City Post Office  
20 Minutes after Varsity Contest

#### Drop-Offs: (Not Exact)

9:25 @ Jefferson City Post Office  
9:35 @ Clancy Post Office  
9:45 @ Montana City Store

All riders on the bus not enrolled at Jefferson High School must be accompanied by a chaperone of 18 years or older. Chaperones can be coaches, parents, and other family members. Riders must also have the cost of admission with them when getting on the bus. **Any junior high player wearing their volleyball jersey will be given free admission to the homecoming volleyball match and any junior high player wearing their football jersey will be given free admission to the football game.** A sign-up sheet will be located at the offices of Montana City School and Clancy School to sign up to ride the bus. Coaches, you can sign up your team members by emailing Mr. Liedle at [greg.liedle@jhs.k12.mt.us](mailto:greg.liedle@jhs.k12.mt.us) or by calling 225-3317. Parents, you may also sign up your son/daughter by emailing or calling. Remember the guideline of chaperones. Bus sign-ups will be final on September 24. Please sign up early to ensure you have a spot on the bus.

### Junior High Volleyball Members:

Before the start of the Varsity match, we will line you up around the court and announce all the players and coaches before the national anthem. After the national anthem we do ask that you remain on the court for starting line ups. Varsity players will run past you as they are announced during that time. After the starting line ups, you are free to sit wherever you like.

### Junior High Football Members:

When arriving in Boulder, you will first have the opportunity to watch the Homecoming Parade at 5:00. After the parade is a community barbeque held in our outdoor classroom. There is no cost associated with the barbeque and everyone is invited to attend.

Before the start of the game, we will have you line up across the center of the field facing the home crowd. We will announce all players and coaches. Next, you will join the Jefferson High football team to stand during the national anthem. After the anthem, we will have you line up on both sides of the "chute" during the starting line ups. You are then invited to watch the game from the sideline in our reserved section (North of the JHS sideline, next to the field).



**Homecoming Bus Sign Up Sheet:**

**September 26:**

<b><u>Student Name</u></b>	<b><u>School</u></b>	<b><u>Grade</u></b>	<b><u>Chaperone</u></b>
<i>Jimmy Sampleton</i>	<i>Boulder</i>	<i>6</i>	<i>Mrs. Sampleton</i>

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

**Superintendent's Report**

Date: September 16, 2014

Agenda Item: E-3

**3a-Substitute Pay Rates**

I have gathered the following information on substitute pay rates from neighboring school districts and provided the information below.

**Boulder Elementary**

The rates for substitute are based on education and do not differentiate for certified or non-certified positions.

- \$12 hr certified
- \$10hr non-certified

**Clancy Elementary**

The rates for substitutes at Clancy vary according to qualifications.

- \$90 per day certified
- \$80 per day non-certified
- \$9 hr for classified

**Montana City Elementary**

The rates for Montana do not differentiate for certified or non-certified positions.

- \$90 per day certified
- \$80 per day non-certified

**Whitehall School District**

The rates for substitutes at Whitehall vary according to qualifications.

- \$70 per day certified
- \$60 per day non-certified
- \$60 per day classified

**Jefferson High School**

The rates for Jefferson High School vary according to qualifications.

- \$10 hr certified
- \$8.58 hr non-certified

Recommendation

Explore rate adjustment to remain competitive with local neighboring districts.

**3b-Enrollment projections**

Currently Jefferson High School has 196 students enrolled traditionally and another 21 with YDI for a total of 217. I polled the elementary schools in the Jefferson High School District and here are the numbers of potential 9<sup>th</sup> graders next year currently enrolled in the 8<sup>th</sup> grade.

- Boulder Elementary 20
- Clancy Elementary 27
- Montana City 63
- Total 110

**3c-Tuition Rates**

I have gathered the following information regarding tuition rates for out of district students.

Jefferson High School charges \$175 for out of district students but patrons can petition the school board to wave the fee.

Clancy Elementary policy charges \$250 per semester but has continually waived the fee to out of district students.

Boulder Elementary does not charge a tuition fee for out of district students.

Whitehall schools do not charge a fee but do have a cap on students in grades 10-12.

Montana City does not charge a fee for out of district students and recently voted to close the district to out of district students to control population growth.

Recommendation

Consider removing the tuition fee since any out of district student would provide more financially with AMB allocation.





# JEFFERSON HIGH SCHOOL

## Classified Staff Employment Application

**Paraprofessional ♦ Secretary ♦ Custodian ♦ Cook**

**PO Box 838 Boulder MT 59632 Phone:(406)225-3740 Fax:(406)225-3289**

Date of Application: 9/8/14 Position you are applying for: Custodian (any open position)

### PERSONAL DATA:

Name: Sara Moffett

Address: 306 Monroe Boulder, MT

Phone:( ) Message Phone:(406)461-9623 Email: dsc3moff@yahoo.com

### LICENSURE/CERTIFICATION:

Do you hold a:  
Boiler's License? NO Driver's License? yes Type: class D Paraprofessional Certificate: NO

Related Certification/Training: *Please list all technical certification or training you have had. Do Not Include College Classes:*

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

### EDUCATION: *List most recent first. Be sure to include information about classes that specifically relate to this job.*

Attendance Dates	School/Location	Certificate/Degree	G.P.A.
<u>Graduate 1997</u>	<u>Forest City High School</u>	<u>Diploma</u>	
	<u>Forest City, IA 50436</u>		

### RELATED WORK EXPERIENCE: *List most recent first.*

Employment Dates	Employer Name Address & Phone	Duties
<u>5/13- 7/13</u>	<u>Youth For Christ Albert LeAnn MN</u>	<u>FOOD SERVICE MANAGER and COOK</u>

May we contact your present employer?      If not, please explain:

\* Not currently Employed

P.O. Box 750  
Boulder, MT 59632  
September 4, 2014

Mr. Tim Norbeck  
Jefferson High School  
P.O. Box 838  
Boulder, MT 59632

Dear Mr. Norbeck and the JHS School Board,

I am very interested in the position of the General Custodian at Jefferson High School starting the 2014 school year.

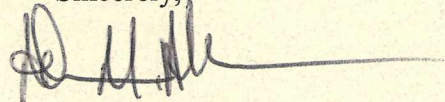
I have lived in Boulder for the past 20 years. I am married and have four children. My wife and I attended and graduated from Jefferson High School and look forward to having our children do the same. I welcome the opportunity to give back to the community and provide for my family.

I am eager to further my knowledge and am willing to receive additional training, education and any certificates that I would need in order to perform this job to the best of my ability and that would benefit the school system.

I have the ability to learn quickly and I already have previous experience in working general labor and substituting for the custodial staff when needed while I was still in high school. I was also able to fill in for custodians who were gone on various occasions after I graduated. This makes me an extremely good choice for this job as I already have some experience in the position you are seeking to fill.

I am anxious to discuss with you opportunities for this position. I look forward to hearing from you to set up an interview time and thank you for your time.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Adam Allen', with a long horizontal flourish extending to the right.

Adam Allen



# JEFFERSON HIGH SCHOOL

## Classified Staff Employment Application

**Paraprofessional ♦ Secretary ♦ Custodian ♦ Cook**

PO Box 838 Boulder MT 59632 Phone:(406)225-3740 Fax:(406)225-3289

Date of Application: 9/4/14 Position you are applying for: Custodian

### PERSONAL DATA:

Name: Adam M. Allen

Address: P.O. Box 750 Boulder MT 59632

Phone:(406) 949-0449 Message Phone:(406) 439-8964 Email: N/A

### LICENSURE/CERTIFICATION:

Do you hold a:  
Boiler's License? No Driver's License? yes Type: D Paraprofessional Certificate: No

Related Certification/Training: *Please list all technical certification or training you have had. Do Not Include College Classes:*

1. welding
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

### EDUCATION: *List most recent first. Be sure to include information about classes that specifically relate to this job.*

Attendance Dates	School/Location	Certificate/Degree	G.P.A.
August 2012 March 2013	Great falls college of Technology Great falls, MT	credits toward an A.S. Degree in Physical Therapy Assistant	N/A
Aug. 2010 march 2012	Montana Tech Butte, MT	credits toward a B.S. Degree in Civil engineering	N/A
Sept. 1998 - November 1999	MSU-Northern Havre, MT 59501	Received credit toward B.S. Degree in Diesel Tech. Post-secondary VICT were placed 1st in Substrial Demo & Combustion	N/A

### RELATED WORK EXPERIENCE: *List most recent first.*

Employment Dates	Employer Name Address & Phone	Duties
6/06 thru Summer 2011	Axis Drilling Belgrade MT (406) 590-3038	To run & maintain a core Drilling rig while managing myself and two helpers
Jan. 06 June 06	AK Drilling Butte MT	Driller helper & Apprentice Driller; Drove water truck, mixed mud & bored core along with running the rig.
July 05 - Jan. 06	Godbe Drilling Colorado	Drillers helper & Apprentice Driller, Helped the Driller anyway needed cleaned alot
March 03 June 05	Caza Drilling Denver Co. 80217 307-360-8925	worked as a motor hand on diesel electrics and as a floor hand on oil rigs Operated various pieces of heavy equipment & maintained a boiler scrubbed the rig regularly & painted it in summer

May we contact your present employer?      If not, please explain:

**REFERENCES:** Please list three.

Name	Phone	Address	Occupation
Linda Allen	439-8963	P.O. Box 466 Boulder, CO	Administrative Assistant
Lyle Boulenger	570-3030	Belgrade MT	Owner / Driller Avis Drilling
Mike Welch	(307) 679-2188	Evansston WY	Retired Derick hand

**EQUIPMENT OPERATED:** Please list equipment, computers and software that you have used or have had training on:

- |                   |                     |
|-------------------|---------------------|
| 1. fork lift      | 2. welder           |
| 3. lawn mower     | 4. most power tools |
| 5. snow blowers   | 6. N/A              |
| 7. floor scrubber | 8. N/A              |
| 9. paint sprayer  | 10. N/A             |

**PREFERENCES:** Attach a copy of your DD 214.

Are you claiming Veteran's Preference? No Are you a disabled Veteran? No

**CHILD SAFETY:**

Have you, within the past seven years, been released from prison or been convicted of any form of violence, such as assault, rape, child abuse, child molestation, extortion, blackmail, or any offense that involves drugs, embezzlement, fraud, stealing, or robbery? No If yes, please attach a separate sheet explaining the nature, place and date of the crime.

Do you consent to a fingerprint/background check as required by state and federal laws for employment in a school district? yes Initial here to indicate you understand, that if there is a cost involved in obtaining your fingerprint/background check, it will be deducted from your first paycheck: AA.

**RELEASE OF LIABILITY**

I hereby authorize Boulder Public Schools to inquire as to my record with any or all of my former and/or current employers or references with no liability arising there from. I thereby guarantee the above information is true. I understand misrepresentation or omission of facts called for is cause for dismissal.

[Signature]  
Signature

9/4/14  
Date

**Supplemental Items Attached:**

- Letter of Interest
- DD 214
- Copy of Certificates and License
- Explanation Letter(if necessary)
- Other: Resume

**Adam Allen**  
**102 South Cleveland**  
**P.O. Box 750**  
**Boulder, MT 59632**  
**949-0449**

**Employment objective:** To secure a permanent position as maintenance engineer with Boulder Public Schools & provide for my family.

**Work experience:**

Core Driller and Shift Supervisor for:

Axis Drilling: June 2006 to Summer 2011

AK Drilling: January 2006 to June 2006

Godbe Drilling: July 2005 to January 2006

Caza Drilling: March 2003 to June 2005

Motor hand - maintained boiler, forklift, diesel engines, electrical system.

Operated forklift, front end loader and variety of manual labor

Floor hand - cleaned and painted rigs regularly, operated forklift and variety of manual labor.

New and used auto salesman for:

Performance Dodge: September 2002 to December 2002

Professional Auto Liquidators: October 2001 to September 2002

Capitol Motors: June 2001 to September 2001

Hillsboro Chrysler and Jeep: July 2000 to January 2001

Worked in sales on new and used cars. Brought new customers into the dealership.

Helena Trailer Sales: March 2000 to June 2000

Maintenance - worked in the repair of trailers, installed hitches, repaired flatbeds, welded frames and shop maintenance.

Pizza Parlor: May 1996 June 1998

Responsibilities included taking orders, preparing food, handling money and general cleanup of the food preparation area.

Jefferson High School: Summer 1997

General Laborer – general janitorial work, built fence, stripped and waxed floors, mowed lawns and set sprinkler pipes.

**Education:**

Great Falls College of Technology: August 2012 to March 2013

Earned credits towards Associates of Science Degree in Physical Therapy Assistant

Montana Tech: August 2010 March 2012

Earned credits towards Bachelor of Science Degree in Civil Engineering

MSU Northern: September 1998 to November 1999  
Earned credits towards Bachelor Degree in Diesel Technology

Jefferson High School: 1994 to 1998  
Graduated with a general liberal arts diploma

### Awards and Activities

Post-secondary VICA State Treasure. Placed first in Job Skill Demo and Combination Welding.

Played one year of college football

Played JHS football for four years, team MVP 1997. Held offices in VICA for two years (Vice-President).

Medals and honors earned: First place – Combination Welding; Competed at National Competition for Welding. Received Montana VICA Statesman Award, 1998. I also Received medals in state competition: VICA Quiz Bowl First and Third place also competed in National VICA Competition for Quiz Bowl: Job Skill Demonstration, Second and two Third place medals.

### Skills:

- Core Drilling Machines
- Fork Lift Operator
- Maintenance Diesel Electric
- Welding
- Novice at Metal Fabrication
- Basic Electronics
- Works well with others
- Use various mechanic and metal fabrication tools and equipment
- Basic Mechanic skills in diesel and automotive
- Basic print reading skills
- Mathematics

### References:

**Mike Welch 307-679-2188 Evanston WY**

**Lyle Ballinger 406-570-3030 Belgrade MT**

**Jamie Streib 406-459-2552 Boulder MT 59632**

P.O. Box 750  
Boulder, MT 59632  
September 4, 2014

Mr. Tim Norbeck  
Jefferson High School  
P.O. Box 838  
Boulder, MT 59632

Dear Mr. Norbeck and the JHS School Board,

I am very interested in the position of the General Custodian at Jefferson High School starting the 2014 school year.

I have lived in Boulder for the past 20 years. I am married and have four children. My wife and I attended and graduated from Jefferson High School and look forward to having our children do the same. I welcome the opportunity to give back to the community and provide for my family.

I am eager to further my knowledge and am willing to receive additional training, education and any certificates that I would need in order to perform this job to the best of my ability and that would benefit the school system.

I have the ability to learn quickly and I already have previous experience in working general labor and substituting for the custodial staff when needed while I was still in high school. I was also able to fill in for custodians who were gone on various occasions after I graduated. This makes me an extremely good choice for this job as I already have some experience in the position you are seeking to fill.

I am anxious to discuss with you opportunities for this position. I look forward to hearing from you to set up an interview time and thank you for your time.

Sincerely,

Adam Allen

## **PROGRAM STRATEGY**

The intent of this program is to provide assistance to all students at JHS who are at risk. The first key component involves identifying students. Academic and attendance concerns will be identified through the collaboration of administration, faculty, staff, and parents.

All students will be provided appropriate services that include identifying, monitoring, and guidance to assist students with academic performance, career opportunities, and social development. The end goal is improved academic progress, study skills, behavior, and interpersonal relationships. It is important for families to recognize the services that are provided and access them to support the needs of their students.

The program will be coordinated by the Administration team composed of faculty, staff, school counselor, administration, and co-op specialists when needed. The team will meet on a regular basis to identify students in need of support and development an action plan to coordinate proper services needed for success.

## **IDENTIFY STUDENTS WITH NEEDS**

Currently, JHS has between 10-15% of students who fall behind because of a variety of factors that include social, emotional, psychological, and leading to poor academic performance. JHS is committed to providing an appropriate educational plan for all students and provide support for the development of a positive self image and success academically. Program in place as well as additional means will be used to provide an effective program for students. These include:

- Additional assistance programs available during the school day
- Increased individualized instruction
- Coordination with elementary schools regarding past practices used
- Continued summer school program for credit recovery
- Coordination with outside agencies
- Learning Center development for enrichment activities

## **IDENTIFICATION FACTORS**

Student placement and program development will be determined based on greatest need and will be assisted by the Administration team. Referrals and placement will be determined based on needs associated with the following criteria:

- Lack of academic success
- Attendance issues
- Discipline referrals
- Poor daily work
- Risk for dropout
- Apathy towards school
- Low academic achievement
- Change in family status and/or stressors
- Homeless
- Mental health issues
- Involvement with the courts



- Bullying and harassment
- Pregnancy

### **PLAN OBJECTIVES**

The intent of the plan is to provide a program of study to meet the individualized needs of all students to promote academic success. Academic structure and integrity will be maintained and JHS will provide flexibility to create programs beneficial for individualized needs. These objectives include:

- Regular attendance
- Positive self-esteem
- Positive social skills
- Respect for staff
- Appropriate behavioral skills
- Improved self-discipline
- Improved coping skills
- Effective communication skills
- Increased participation in school related activities
- Improved healthy lifestyle
- Increased awareness of career opportunities

### **SUPPORT PROGRAM**

The use of testing policies currently available will be used to determine academic growth as well as guidelines for career opportunities. Identified students will be tracked through present course obligations and requirements and plans will be articulated to provide the most adequate educational plan.

Proper levels of communication will be formulated between the school, students, and families providing relevant information, support, and resources. JHS will maintain accurate data files of individualized programs and construct a comprehensive listing of services available.

### **PROGRAM EVALUATION**

The following components will be used by the administration for program review:

- Annual dropout rates
- Annual graduation rates
- Discipline referrals for identified students
- Annual attendance rates
- Annual survey information
- Academic achievement scores
- Annual school activities participation rates
- Administration team observations
- Exit survey for graduates/dropouts

### **ROLES AND RESPONSIBILITIES**

- Evaluate students and programs
- Monitor progress

- Coordinate student identification
- Provide In-service and training
- Meet needs of each student
- Serve as a resource for teachers
- Encourage parental involvement
- Provide assessment strategies
- Collaborate with staff
- Coordinate with outside agencies
- Mentor students
- Communicate with staff
- Monitor students attendance and behavior
- Provide study skills to students
- Maintain records
- Select adequate referrals for guidance

#### **GRADUATION MATTERS**

The 2014-15 school year will include Graduation Matters, a community wide effort to encourage and provide support for all students to graduate. Grant money will be used to provide an academic coach on Friday mornings and also an attendance coach to track and follow up on extended absences in order to develop strategies on keeping students in school.