

MINUTES

Jefferson High School Dist. 1
Regular Meeting

March 19, 2013
JHS Board Meeting

Board members present:

Tim Lloyd	Travis Pierce	Denise Brunett	
Sabrina Steketee	Pat Lewis	Stan Senechal	Micki LeTexier (arrived a few minutes into meeting)

Board members absent:

Administrators present:

James Whealon, Superintendent Lorie Carey, Business Manager/Clerk Dan Sturdevant, Asst. AD

Visitors: Jan Anderson, Ryan Hasner, Lauren Wrzesinski, Samantha Humphrey, Charles Garnaas, River Newman, Brett Lutkehus

CALL BOARD TO ORDER Ms. Steketee called the meeting to order at 6:34. The pledge was said.

ANNOUNCEMENTS AND PUBLIC COMMENT Jan asked that her name be added to the hiring committee notes as an attendee.

STUDENT REPORT Given by Ryan Hasner and Lauren Wrzesinski.

STAFF TRAINING None.

COMMITTEE REPORTS **Hiring Committee.** Add Jan Anderson to the notes for the meeting as an attendee.
Policy Committee. Policy 2130 discussed – program evaluation and diagnostic testing. Committee wished to ask admin to come up with a base list used to use to track performance over the years. Notes included with these minutes. Form 4330F3 Mr. Sturdevant requested a short list of items to add to the form. This will also be at the next policy meeting for further review. Policy 3620 – cell phone and technology use. Policy 7261 removing some limitations and developing the resolution for the determination of the use of the funds.

CLERK REPORT **Election.** Presented in written form.
Budget. Presented in written form.

PRINCIPAL REPORT **AD report.** Presented in written form.
Principal report. Presented in written form.

SUPERINTENDENT REPORT **Superintendent report.** Friday notes are included.

UNFINISHED BUSINESS **Lawsuit update.** Ms. Steketee stated that items have been received and information has been submitted.

NEW BUSINESS **Personnel.** Substitute Applications – none.

Staff Evaluations. Mr. Whealon reviewed the collective bargaining agreement section to address evaluations. Discussion about whether the board should actually review the evaluations occurred.

Executive session 7:23 to 8:02. The regular session resumed with the evaluation for Samantha Humphrey. No action was taken on the evaluations.

Supt. Position closure of applications. Mr. Senechal moved to close the position for applications. Ms. LeTexier seconded the motion. Mr. Pierce suggested that “until filled” was somewhat misleading if it’s closed now. Motion passed 6 to 1 with Mr. Pierce opposing.

Interview Day procedure and schedule. Examples of information from previous searches are included. Ms. Steketee asked each of the administrators from the area elementary schools if they would be interested in hosting a short tour of each of their facilities. They indicated that they would be happy to have the candidates visit the schools. Mr. Mikesell will conduct the tour. Ms. Anderson suggested that public members might like to be able to ask questions of the candidates after the candidates had had an opportunity to speak or be interviewed. The proposed schedule was changed to allow for this with the formal board interview from 6:00 p.m. to 8:00 p.m. to be followed by the public Q&A from 8:00 to 8:30. At 8:30 the board will continue the meeting. Mr. Mikesell will set up cafeteria. Mr. Senechal moved to accept the April 2 interview schedule with corrections. Mr. Pierce seconded the motion. AYA was suggested as another place for the candidates to tour/visit. Cards for questions from public will be provided. Motion passed unanimously.

Interview question selection. Ms. LeTexier moved to defer selection of questions to the hiring committee. Mr. Senechal seconded the motion which passed unanimously.

Out-of-state candidate consideration of expense reimbursement. Mr. Senechal moved to reimburse airline ticket up to \$1000, which was seconded by Mr. Pierce. He then submitted a friendly amendment to clarify "out-of-state" candidate which was accepted by Mr. Senechal. The motion passed unanimously.

Technology Program, Personnel & Planning. Ms. LeTexier moved to refer the review of the job description, consideration of the technology program, and possible funding to the ad hoc committee of website. Mr. Senechal seconded the motion which passed unanimously. Mr. Senechal suggested that a member from each budget, policy, and buildings/grounds be formed as the ad hoc technology committee. Ms. LeTexier, Ms. Stekettee, and Mr. Pierce were reassigned to that committee.

Negotiation Committee Assignment. Mr. Lloyd won't be available for April and May. Mr. Senechal was appointed to take his position on Negotiations.

Discussion of possible levies – General Fund. Mr. Senechal moved to run a levy for \$52,000. Mr. Pierce seconded the motion. Ms. Lewis proposed a friendly amendment of \$51,481.16. Mr. Senechal didn't accept it. Motions and seconds were withdrawn. The budget committee will meet to address levy. This item will be addressed at the April 2 meeting.

Technology Fund – Ms. LeTexier moved to refer to the ad hoc tech committee to report at the April 2 meeting. Ms. Lewis seconded the motion which passed unanimously by the 6 present (Mr. Pierce stepped out).

Call for Election. Ms. LeTexier moved to call for the election. Mr. Senechal seconded the motion which passed unanimously.

Policy 4330F (Supervisor Training List). Not ready.

COMMUNICATION AND
COMMENTS

Policy review for possible addition of procedures. Addition of procedures to policies – financial reporting, hiring processes, etc. Ms. LeTexier moved to refer to policy committee.

Mr. Pierce seconded the motion which passed unanimously. Mr. Pierce will replace Ms. LeTexier on Policy Committee.

Letters – none.

COMMENDATIONS AND
RECOGNITION

Commendations. Ms. LeTexier wished to commend Mr. Newman for the art program. Mr. Pierce wanted to commend Mr. Allen and the community members who helped with the recent local Skills USA competition. Mr. Mikesell wished to commend Ms. Bruce and ProStart for their accomplishments. Ms. Lewis wanted to recognize the open gym attendees for their attendance and positive attitude.

CONSENT AGENDA

Minutes and Claims Ms. Lewis moved to approve the consent agenda. Mr. Lloyd seconded the motion which passed unanimously.

FOLLOW UP
/ADJOURNMENT

Chair/supt. article. Student accomplishments, budget committee meeting to determine levy needs, strategic planning rescheduled, interview day

Mr. Pierce will chair the transportation committee in Mr. Lloyd's absence.

Acceptance of Mr. Allen's and Ms. Piccolo's resignations – April meeting.

Adjournment. Meeting adjourned at 9:50 p.m.


Chair, Jefferson High School Board


Clerk, Jefferson High School Board

JHS Board Meeting March 19, 2013

Print Name

Lauren Wizesinski

Ryan Hasner

Samantha Humphrey

Brett Hutchins

JHS Day - 8th grade visitation - April 11 ^{11:30 -}
_{1:30}

We will have about 40 students from Boulder, MT City, and Clancy. Students will arrive at 11:30 and eat lunch with several of our student council members. Lunch will be provided by JHS ProStart students. 8th graders will move to the gym at about 12:00 to sign up for (or express interest) clubs and fall sports. Tours of the school will also be conducted at this time.

We are also planning a Zumbathon for the end of April, beginning of May to raise money for student council students to attend the student council conference in the fall.

All school BBQ planning will begin soon. (Week before graduation)

Hiring Committee Meeting Report

Jefferson High School Board of Trustees

Tuesday, March 12, 2013, 7:00 p.m.

Committee Members Present: Tim Lloyd, Committee Chair, Denise Brunett, Sabrina Steketee

Others Present: Daryl Mikesell, JHS Principal

The committee met for the purpose of reviewing the 10 applications received for the position of Superintendent for the 2013-14 school year.

The committee used a scoring sheet with multiple criteria to rate each candidate based upon their submitted written materials. The committee discussed each criteria when needed in order to rate all candidates consistently. A point value for each criteria for each candidate was assigned by the committee and a total point value calculated for each candidate.

The total point calculation yielded a clear divide between the top three candidates and the other candidates and mirrored the result the committee members had reached when doing their own review prior to the meeting. Based on this, the committee determined to offer an April 2 onsite interview to these three candidates in line with the plans made in this regard at the February board meeting.

The three candidates, in alphabetical order, are David Cluff of Stevensville, MT, Shanda Hahn of Borragos, CA, and Tim Norbeck of Butte, MT.

Sabrina will telephone the three candidates to cover these items with each candidate:

- Confirm their continued interest in the position
- Confirm their availability for the April 2 interview day
- Confirm their comfort with the salary level of \$75,000
- Discuss if there is a necessity for expense reimbursement for the out of state candidate
- Give overview of interview day but that the schedule will be finalized by the board at the March 19 meeting
- Ask if there are any food allergies for consideration in the meals/snacks for the interview day

Sabrina will email the other candidates to let them know that we are beginning interviews with a small group of candidates but will be back in touch if we go beyond this first small group.

Sabrina will conduct the reference checks on these final three candidates by the March 19 board meeting.

It was discussed having each committee member make one of the phones calls, make one of the reference checks etc. but in order to keep everything consistent, the committee determined to have these tasks done by one person.

The committee discussed the interview day schedule. Sabrina will try to find the schedule from a previous search. The committee discussed that the schedule might be something like:

- Candidates take student-led tour of the high school facility and classrooms.
- Lunch prepared by ProStart for all candidates, teachers welcome to attend
- Candidates take tour of district, not certain who would drive/accompany each candidate, will discuss at board meeting.
- Candidate panel interview with school board at a public meeting. Meeting would be posted and hopefully there would be a large attendance of community members and school staff. The questions asked of the candidates would be limited but come from the board (to be chosen at the March 19 meeting), teachers (Mr. Mikesell will be soliciting teacher questions) and the community (by filling out a card prior to the interview). The hiring committee would combine, narrow down or select the final 6-8 questions prior to the interview.
- After the interview, the Board determines if they have enough information to make an employment offer or if additional steps are required.

The committee requests that these items be on the March 19 board meeting agenda:

- Review and approval of interview day procedures and schedule
- Selection of interview questions for the April 2 interview
- Consideration of expense reimbursement for out of state candidate

POST MEETING REPORT ON ACTIVITY (from Sabrina)

All three interview candidates have been contacted. All remain interested in the position, are available for the interview day, are comfortable with the salary level, understand how the interview day might go, and have no food allergies. The out of state candidate indicated that while she would appreciate any expense reimbursement the board could provide, she will travel to Montana for the interview regardless. Sabrina indicated to each candidate that we would be back in touch with a final schedule after the March 19 board meeting.

The candidates would be interested in meeting the leadership teams at the elementary schools when they take their district tours.

We should ask for guidance on having board members present or not at the school tour, lunch and district tours.

I will send the email to the other candidates as soon as I am done with this report.

From the desk of:



March 2013

- A. Election: At the March meeting the board will need to consider whether a levy will be run and if so, the amount of that levy. Currently there are 5 board vacancies with terms of various lengths.

Clancy Rep - 2-year (Tim Lloyd)
Mt City Rep - 2-year (Denise Brunett)
Basin Rep - 3-year (Michelle LeTexier)
At Large Rep - 1-year (Travis Pierce)
At Large Rep - 3-year (Stan Senechal)

A spreadsheet with tentative levy options will be available at the board meeting.

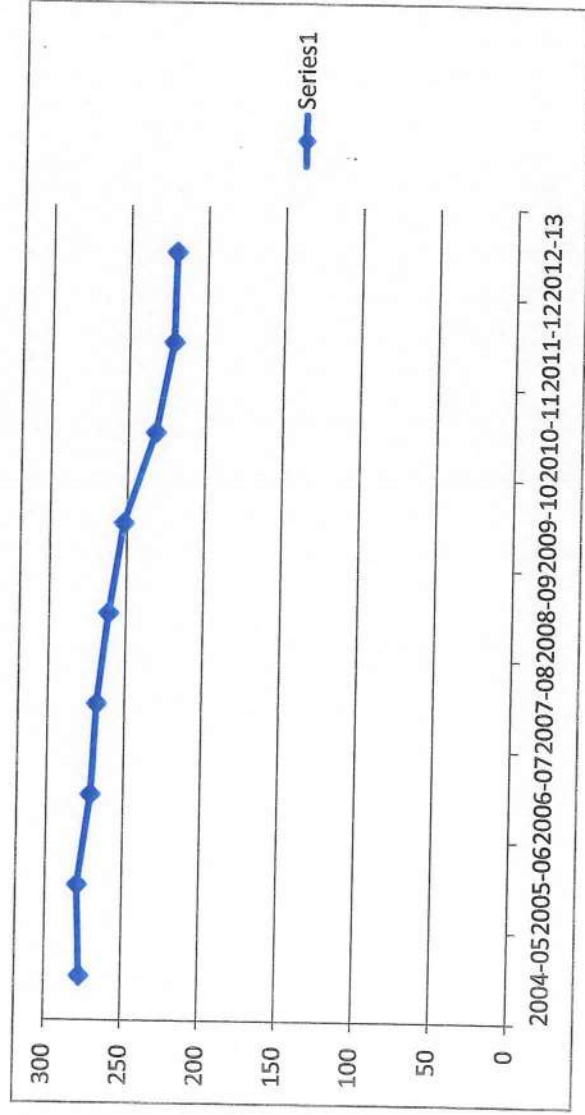
- B. A budget information packet will be available at the meeting as well. I have about 1/2 of the information ready and will hopefully be able to get to the rest of it on Tuesday.

JHS BUDGET HISTORY 2004/05 TO 2012/13

FY	Enrollment	Levy passed	General	Transportation	Retirement	Adult Education	Technology	Flex
2004-05	277	failed	\$ 1,606,068.07	\$ 221,645.00	\$ 183,000.00	\$ 20,500.00	\$ 14,429.13	\$ 15,183.10
2005-06	279	\$ 36,000.00	\$ 1,698,414.10	\$ 228,239.00	\$ 183,000.00	\$ 20,500.00	\$ 22,545.53	\$ 16,677.07
2006-07	271	NA	\$ 1,776,725.73	\$ 232,985.00	\$ 186,000.00	\$ 20,644.00	\$ 62,500.00	\$ 17,240.64
2007-08	268	NA	\$ 1,862,005.35	\$ 241,774.93	\$ 191,000.00	\$ 22,008.00	\$ 51,072.98	\$ 20,142.50
2008-09	261	\$ 40,000.00	\$ 1,919,307.01	\$ 254,458.08	\$ 192,000.00	\$ 22,093.00	\$ 39,320.27	\$ 20,142.50
2009-10	252	NA	\$ 1,907,646.22	\$ 222,850.12	\$ 194,186.12	\$ 28,500.00	\$ 52,536.38	\$ 26,288.99
2010-11	232	NA	\$ 1,865,635.49	\$ 226,902.76	\$ 198,998.55	\$ 28,808.59	\$ 52,871.52	\$ 32,390.41
2011-12	221	failed	\$ 1,776,697.66	\$ 221,883.41	\$ 201,055.00	\$ 31,468.17	\$ 54,260.31	\$ 32,390.41
2012-13	220	\$ 48,466.73	\$ 1,839,729.38	\$ 233,573.65	\$ 210,810.00	\$ 36,775.68	\$ 63,648.27	\$ 10,155.77

3-year average

ENROLLMENT



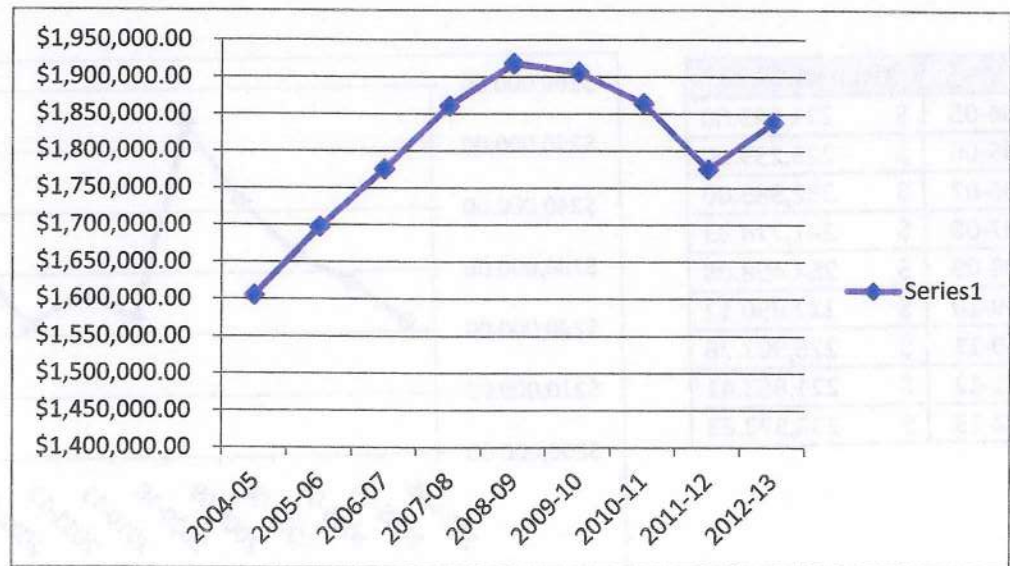
GENERAL FUND BUDGET HISTORY - 201

General fund finances general maintenance and operational costs, instructional costs (except for supplemental grant monies), voted levy in equalized range and is a budgeted fund.

PURPOSE - This fund is used for the instructional programs and general operations of the school district. Budget limits are established per MCA 20-9-308.

VOTING REQUIREMENTS - Voter approval is required for a district to increase over-base taxes from the prior year (MCA 20-9-308 and 20-9-353).

FY	General
04-05	\$ 1,606,068.07
2005-06	\$ 1,698,414.10
2006-07	\$ 1,776,725.73
2007-08	\$ 1,862,005.35
2008-09	\$ 1,919,307.01
2009-10	\$ 1,907,646.22
2010-11	\$ 1,865,635.49
2011-12	\$ 1,776,697.66
2012-13	\$ 1,839,729.38



RETIREMENT FUND BUDGET HISTORY- 214

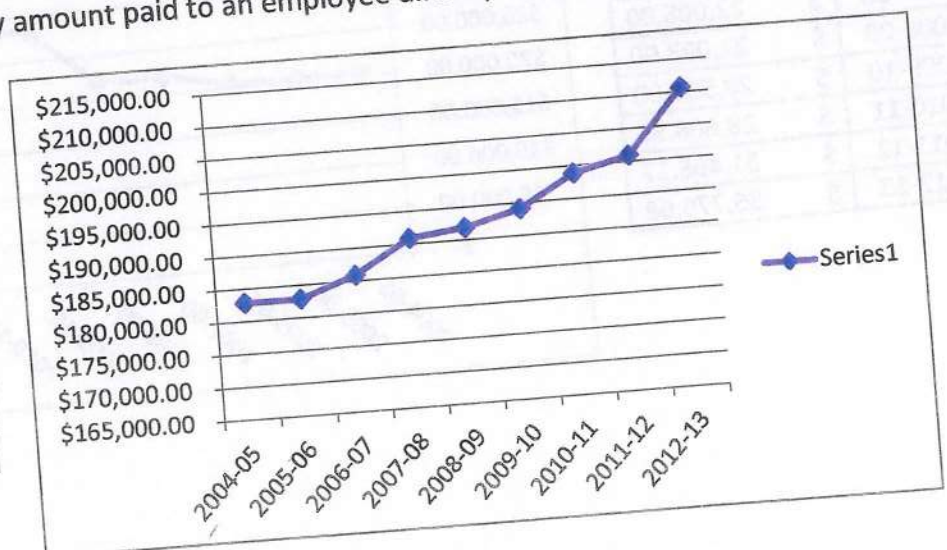
The Retirement Fund is used to pay the school district's share of specific employer contributions, including social security and Medicare taxes, Teacher's Retirement System (TRS) and Public Employees Retirement System (PERS) contributions, and state unemployment insurance. It is funded by a county-wide levy.

PURPOSE - This fund is used to pay the employer contributions for the following employees:

1. a district employee whose salary and health-related benefits are paid from state or local funding sources.
2. a cooperative employee whose salary and health-related benefits are paid from the cooperative's interlocal agreement fund if the fund is supported entirely from the district's general funds and state special education allowable cost payments (or are paid from the miscellaneous programs fund from money received from the Medicaid program),
3. a district employee whose salary and health-related benefits are paid from the school food services fund,
4. a district employee whose salary and health-related benefits are paid from the district impact aid fund.

The fund CANNOT be used to pay 1) retirement incentives; 2) any portion of a retirement fund contribution on behalf of an employee; or 3) any amount paid to an employee directly. MCA 10-9-501

FY	Retirement
2004-05	\$ 183,000.00
2005-06	\$ 183,000.00
2006-07	\$ 186,000.00
2007-08	\$ 191,000.00
2008-09	\$ 192,000.00
2009-10	\$ 194,186.12
2010-11	\$ 198,998.55
2011-12	\$ 201,055.00
2012-13	\$ 210,810.00



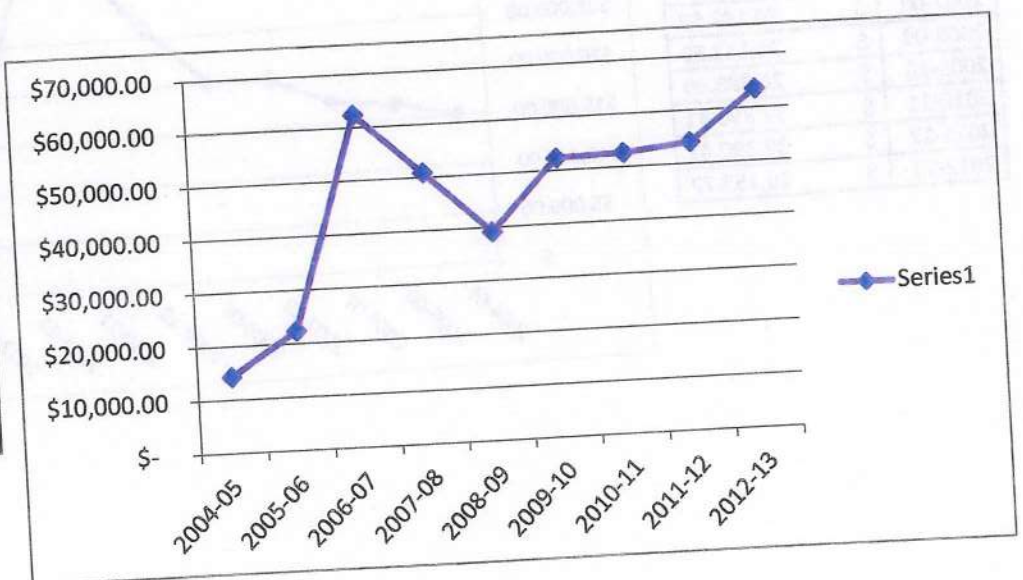
Senate Bill 424 (2003) requires school districts to use federal funds for employer contributions to the retirement, social security, and unemployment insurance systems for all employees whose salaries are paid from a federal funding source, excluding Impact Aid.

TECHNOLOGY FUND BUDGET HISTORY - 228

The Technology Fund is used for the purchase, rental, repair, and maintenance of technology equipment and computer network access. It is funded by a state technology grant, fund balance reappropriated, non-levy revenues, state, federal, and private grants or donations that will be spent in the budget year, and a district tax levy. the district tax levy is limited to 20% of the cost of the computer equipment and computer network access, not to exceed 150% of the cost over time.

Our district collects \$35,000 per year, beginning in 2006-07.

FY	Technology
2004-05	\$ 14,429.13
2005-06	\$ 22,545.53
2006-07	\$ 62,500.00
2007-08	\$ 51,072.98
2008-09	\$ 39,320.27
2009-10	\$ 52,536.38
2010-11	\$ 52,871.52
2011-12	\$ 54,260.31
2012-13	\$ 63,648.27



Activities Director Report:

JHS Student Open Gyms & Weight Room: Our Track, Tennis, and Golf teams have started their seasons and for this we can not offer after school open gyms so those teams have access to those facilities in the event of poor weather conditions. Over Spring Break the gyms and weight room will not be available because we will not have maintenance staff available to open the facilities.

North/South Gym & Outdoor Bleachers (Further Discussion Findings)- At the last board meeting it was discussed to get a quote to the expense to update the bleachers at the track/football field. I contacted Clint Jackson from MSEC (Montana School and Equipment Company) and he quoted me around \$16,350. There would be an additional \$5,000 for his staff to assemble these bleachers. My suggestion is that we find volunteers to help assemble the bleachers instead of spending the additional amount should the board decide to purchase. Quoted prices are higher than bid prices should the school decide to bid this project out (not required under \$50,000).

Spring Sports Participation/Rosters- At this time we have 29 out for Track, 25 out for Golf, and 14 for Tennis. We will need to trim the rosters down to around 12 boys participants in Golf (currently 21). Coaches will be doing that this week and final rosters will be set for the first meet. Track and Tennis will not be making any cuts.

Tennis Assistant Coach- I recommended and the board approved Abby Wing for an assistant coach for this season. Unfortunately due to her work schedule, she can only be at two practices a week and still would like to help out. I spoke with coach Morris and she had a suggestion of another coach and I will be talking with her this week.

Volleyball Coach(es)- The end of the year is rapidly approaching and it is in the best interest of our Fall sports that we have our coaches figured out before the end of this school year. Dan and I have sought out and spoke to two people within the community that may be interested in coaching because our previous attempt to hire drew no applications. I have heard back from one person and she was unable to coach due to her work and volunteer commitments. I plan to touch base with the other individual this week to see if she found if it were possible for her to coach. Dan and I will also advertise again for the head position. We have not heard yet if our JV coach will coach again in the Fall. Our C/Froshmore coach is still interested in coaching.

Principal Report:

PE/Health Teacher (Further Discussion)- Through creating our master teaching schedule for the 2013-2014 school year it became more evident that a PE/Health position is needed to accommodate our enrollment. This position does not need to be full-time and can be combined with other responsibilities. (Updated Portion): In looking at our needed seats for current projected enrollment, we would need a PE/Health teacher for 2 periods a day. It has been discussed using current staff to cover this at an added expense of roughly \$4,000 instead of hiring a new person at a cost of around \$19,000 (salary, payroll tax, and benefits).

Montana City/Clancy/Boulder Parent Meetings: Mrs. Getten, Mr. Whealon, Mr. Studevant, Mrs. Bruce, several Prostart students, and I traveled to the three middle schools to hold parent meetings in the past month. We saw varying turnouts to the meetings, but am optimistic that when we hold these meetings in the future the turnout will improve. It was also suggested that we hold these meetings earlier in the year before we go to schools to meet with students so they have time to visit with their parents and have a better understanding of what JHS has to offer.

We met with parents of students in grades 6-8 to address a larger demographic and give parents time to come to JHS prior to making a decision. We held raffles of school shirts, activity passes (one individual, one family at each school), and a cake baked by the Prostart students.

Prostart students also made appetizers for the events and were present to set them up.

Film Class Project/School Website/Yearbook: Mr. Hesford's film class will begin creating a promotional 5-minute video that will be used in our parent nights, school visits, and will be posted on our school website. Mrs. Humphrey looked into having a digital applications class upload pictures on a cycle to our website. I spoke with Mr. Newman to have his photography class supply images to her. Finally, Mrs. Humphrey will have students in her digital applications class creating the school yearbook. (currently Mr. Piccolo is creating the 2012-13 book) Again, Mr. Newman's class will be supplying images from events throughout the school year for the yearbook.



lorie carey <lorie.carey@jhs.k12.mt.us>

Friday Notes:

jim whealon <jim.whealon@jhs.k12.mt.us>

Fri, Mar 15, 2013 at 5:55 PM

To: Sabrina Steketee <sabrina@gopantherz.com>, Pat Lewis <lewis@radonmine.com>, Tim Lloyd <tlloyd@jeffbb.net>, Denise <jhspanther_fan@yahoo.com>, Travis Pierce <tetepierce@msn.com>, Stan Senechal <ssenechal@simplexgrinnell.com>, Micky Letexier <moletexier@aol.com>, daryl mikesell <daryl.mikesell@jhs.k12.mt.us>, Lorie Carey <lorie.carey@jhs.k12.mt.us>

Today we had a PIR day that covered the first part of our working with OPI on our Average Yearly Progress (AYP). We also did a refresher training on CPR and the use of our new defibrillators.

The policy committee met today to work on the Metal Mines policy and other policies the Board is reviewing.

All spring sports are up and running. We have 29 out for track, 14 for tennis, and 25 for golf. We need more girls in golf because we only have 3 and need at least five on the team.

We are building a new bridge over the irrigation canal behind the South gym so the drama students can access their new storage building. Our staff are doing the work to keep the cost down.

The Day of Advocacy is this Monday. Things get started at the Great Northern at 8:00 am. Lorie will be there. I will not. My wife has a medical procedure in Missoula that day and I will be over there with her. I should be at the Board Meeting on the 19th but will not be at school all of the 19th.

The teachers are working on a calendar for next year. They have two they are voting on to make their recommendation to the Board.

—
Jim Whealon
Superintendent/Principal
Jefferson High School

*** This Email was sent by a staff member at Jefferson High School.

Tentative JHS Superintendent Interview Day

To be reviewed at March 19 board meeting

Prior to Interview Day: Provide candidates with copy of schedule and planned board questions.

Interview Day, Tuesday, April 2, 2013

10:00 a.m. Candidates arrive at JHS, are greeted by as many trustees as can be available. Bring formal resume so copies can be available for public at interview.

10:15 a.m. Student-led tour of JHS facility with observation stops in classrooms. Students to fill out evaluation form at end and turn in to district office. Students work with Mr. Mikesell to plan tour route, particular items to point out.

Noon (?) Lunch with students, Q&A session. (Adjust time to match school schedule). Three to four class officers or representatives from each class and the candidates can rotate among the class groups. Each class fills out a ten traits eval at end for trustees. Students work with Mr. Mikesell in advance to brainstorm discussion topics. Facilitated by _____

1:00 Trustee and/or parent led tour of the district with stops at each elementary school to briefly meet leadership team and tour.

4:10 Q&A with faculty and staff. Tables by department groups and the candidates rotate among. Ten traits eval from each group. Facilitated by: _____

5:00 Dinner with trustees, catered by JHS Culinary Arts

6:00 Arrival time at public meeting for those that wish to submit a question.

6:15 Hiring committee reviews board questions, public, student and staff questions to narrow down to 6-8 questions.

6:30-7:30 Board meeting for panel interview in cafeteria

7:30 Meeting continues for board to review ten trait evaluation sheets. Determine if employment offer will be made, designate negotiators of contract and set date for meeting to name new superintendent and adjourn or recess until next day if necessary.

Tentative Information Sheet for Public

JHS Superintendent Candidate Board Interview

April 2, 2013

Welcome to our board interview of the three finalist candidates for the position of Superintendent at JHS. We are very excited to meet these three excellent candidates and very appreciative that you have attended this evening to follow this process.

The candidates spent a full day at JHS today meeting with students, faculty, and staff. They toured JHS and our district, including meeting leadership teams at each of the elementary schools within our district. Each of the JHS groups that met with the candidates rated each candidate based upon the "Ten Traits of Highly Effective Principals" by Elaine K. McEwan which are printed on the back of this sheet for your reference.

Tonight, the candidates will participate in a panel interview. Trustees, students and staff have submitted questions and if you have arrived by 6:00, you have the opportunity to suggest a question by filling out a 35 card located at the entrance to the cafeteria. The hiring committee will narrow all the questions down to about six questions to be asked of the candidates before the interview begins. The questions will be asked one at a time and answered by each candidate before going on to the next question.

You are welcome to use the back of this sheet to rate the candidates based on the "Ten Traits" and turn that in at the end of the interview so the board can include your impressions in their deliberations.

The board will continue to meet after the interview to review and possibly determine to make a job offer to a candidate. The trustees may recess the meeting tonight to continue tomorrow or to a later date if they feel they need more time or wish to interview additional candidates before making a decision.

Thank you again for attending tonight.

Suggestions for Board questions for Superintendent interview

Guide candidates to use the S.T.A.R. method for answering questions:

Situation: Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Task: What goal were you working toward?

Action: Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don't describe what the team or group did when talking about a project, but what you actually did. Use the word "I," not "we" when describing actions.

Result: Describe the outcome of your actions and don't be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.

1. What examples would the teachers and staff you have supervised give in describing your actions as an instructional leader and role model?
2. Describe a project you have undertaken to increase student achievement.
3. Describe your actions as a leader at a time when you had multiple students at low achievement levels.
4. Describe a technology project you used to increase student achievement.
5. Describe how you have balanced the operational and management aspects of your school leadership role with the demands of being an active instructional leader and resource?
6. Describe the board-superintendent processes and procedures you have found to be the most successful for strategic planning and making real progress.
7. Please describe a challenging board-superintendent situation and how you handled it.

Tentative JHS Superintendent Candidate Evaluation – April 2, 2013

The following ratings areas are taken from "Ten Traits of Highly Effective Principals" by Elaine K. McEwan.

Rate each candidate on a scale of 1 to 5 with 5 being the best and then tally your score at the bottom of the sheet

	David Cluff	Shanda Hahn	Tim Norbeck
1. The Communicator – a genuine and open human being with the capacity to listen, emphasize, interact and connect with individual students, parents and teachers in productive, helping and healing ways, as well as the ability to teach, present and motivate people in larger group settings.			
2. The Educator – a self-directed instructional leader with a strong intellect and personal depth of knowledge regarding research-based curriculum, instruction and learning who motivates and facilitates the intellectual growth and development of self, students, teachers and parents.			
3. The Envisioner – an individual who is motivated by a sense of calling and purpose, focused on a vision of what schools can be, and guided by a mission that has the best interests of all students at its core.			
4. The Facilitator – a leader with outstanding human relations skills that include the abilities to build individual relationships with parents, teachers and students; collaborative teams with staff members and parents; and a schoolwide community of leaders.			
5. The Change Master – a flexible, futuristic and realistic leader, able to motivate as well as manage change in an organized, positive and enduring fashion.			
6. The Culture Builder – an individual who communicates (talks) and models (walks) a strong and viable based on achievement, character, personal responsibility and accountability.			
7. The Activator – an individual with gumption (e.g., drive motivation, enthusiasm, energy, spunk and humor) enough to share with staff, parents and students.			
8. The Producer – a results-oriented individual with a strong sense of accountability to taxpayers, parents, students and teachers who translates high expectations into intellectual development and academic achievements for all students.			
9. The Character Builder – a role model whose values, words and deeds are marked by trustworthiness, integrity, authenticity, respect, generosity and humility.			
10. The Contributor – a servant-leader, encourager and enabler whose utmost priority is making a contribution to the success of others.			
TOTAL POINTS			

Rating group: _____

JEFFERSON HIGH SCHOOL DISTRICT

Superintendent Search

Interviews with Board of Trustees May 10, 2009 - Sunday	
5:30 p.m.	<i>Trustees gather and prepare for interviews</i>
6:00 p.m.	
7:15 p.m.	
	Interviews with the Trustees May 11, 2009 - Monday
7:30 am to 8:00 am	<i>GB Members arrive and prepare for interviews – start with open meeting</i>
8:00 a.m.	
9:15 a.m.	
10:15	<i>Nutrition Break</i>
	<i>Discuss strengths of each candidate and prepare for the remainder of the day's schedule</i>

Public Interviews and Tours May 10, 2009 - Monday	
10:30 a.m. Supt's Office	All Finalists: Welcome by Sharyl Allen, Principal-Assistant Superintendent and Board Chair, Alan Erickson
11:30 a.m.	Tour Jefferson High School Host: Cory Martini, Student Body President & Luke Senechal, Incoming Student Body President
NOON FCS Classroom	Lunch with Students Q&A Session Host: Mrs. Becky Bruce, Culinary Arts Students
1:00 p.m. Counselor's Office	JHS Specialty Staff Q&A Session Facilitated by:
2:00 p.m.	Nutrition Break and Freshen Up
2:30 p.m. Board Room	Booster Club and Parent Group Members Q&A Session Facilitated by
3:45 pm to 4:45 pm JHS Library	Faculty and Staff – Q & A Session Facilitated by
5:00 pm to 6:00 pm FCS Classroom	Dinner with Trustees Arranged by Sharyl Allen, catered by JHS Culinary Arts Students
6:30 pm to 7:30 pm Location: JHS Cafeteria	PUBLIC FORUM FOR PARENTS, COMMUNITY MEMBERS AND STAFF Facilitated by
7:15 pm to ??? Counseling Office	Board to review all evaluation sheets gathered from all groups. Determine Person Selected to be Superintendent, Designation of Negotiators of Contract and Set Date for Meeting to Name New Superintendent Adjourn or recess until next day
May 12, 2009 Tuesday	
7:30 am to ??? am	GB may reconvene Special Meeting as necessary

Please respond to the listed narrative questions. Your response should be a maximum of ½ page, using 11 or 12 point font. Your responses are due by 8:00 a.m., Monday, May 4, 2009. Please submit your responses by email to sharyl.allen@jhs.k12.mt.us. Thank you.

1. Explain the process you use for employee evaluation. Please provide specific examples of how:
 - a. the process has improved employee performance.
 - b. the process has recognized superior employee performance.
 - c. it has aided you in out-counseling substandard performance.
2. Describe a major change initiative you have led, in a school district. What were the results? How do you know?
3. How have you improved student achievement in your school district? What are the measures you used to communicate the improvement?
4. Explain the process you have used to build a school district budget, manage the competing demands, and communicate the need to the public.

PRINCIPAL INTERVIEW QUESTIONS

CANDIDATE: _____

QUESTION— for many of these questions, you want to see that the person could describe the situation, what needed to be done, what action they took and what were the results of that action – not so much what a group did or others did, and then note what of the ten traits are demonstrated by their response..	Notes	Rating 1->3 (best)
Review and summarize your preparation and past experience and relate it to how it would help you be an effective principal at Boulder Elementary..		1 2 3
What did/do you like best? Least?		1 2 3
Seemingly constant changes in processes, procedures and technology make it difficult to keep up with everything there is to know about our jobs. What have been your recent targeted areas of learning and how have you put them to use?		1 2 3
People often feel threatened by change. Tell me about a specific situation and some steps you took to smooth the process of change for others. Which steps were successful and which were not?		1 2 3
Give me two examples of when you provided feedback and assistance about substandard performance. What did you do, how did you do that and what happened next?		1 2 3
A school's success depends on cooperation from other entities such as parents, staff and students. Give an example of a short term and long term plan you developed to obtain cooperation.		1 2 3
Give me an example of a good decision you made recently. What were the alternatives you considered and why was it a good decision?		1 2 3
One of the leadership opportunities at our school is building relationships among administration, staff, students and parents. How would you lead this area? What critical issues		1 2 3

can you foresee?		
Describe the elements of the most effective student discipline and coaching system you have initiated or administered and what were the results.		1 2 3
We believe the principal must be a leader and a role model. How would your colleagues or those you have supervised describe you in these areas?		1 2 3
How have you used processes or technology to track and improve student achievement, what has been the result.		1 2 3
How have you brought out excellence in others? How have you dealt with mediocrity?		1 2 3
Tell us about a time in which you have worked with a classroom teacher to modify instructional strategy to improve classroom or student achievement. How did you know to make a change, what alternative strategies did you consider, what change did you make and what were the results?		1 2 3
If budget cuts must be considered, what are the programs and services you would fight to retain and what areas might you be willing to eliminate?		1 2 3
Describe your experience with strategic planning. How would you organize and direct the process?		1 2 3
We believe your effectiveness as a principal and your positive impact on the lives of our students will be impacted by your presence and involvement in our community. If selected as our principal, will it be your intention to live in Boulder? In what ways have you previously involved yourself in your community?		1 2 3

POINTS TOTAL: _____

TEN TRAITS RATINGS

CANDIDATE: _____

TRAIT	EARNHARDT	STREIB	MCMAHON	SHIPMAN	MCCORMICK	EVERTS
Communicator—listen, empathize, and connect, teach, present, motivate groups	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Educator—depth of knowledge in research-based curriculum and instruction	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Envisioner—focused on vision of what schools can be, sense of calling/purpose	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Facilitator—building strong relationships, collaborative teams	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Change master—flexible, futuristic, and realistic, and can motivate change in organized, positive and enduring fashion	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Culture builder—communicating, modeling strong, viable vision for achievement, character, responsibility/accountability	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Activator—with gumption, motivation, energy, and enthusiasm to spare	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Producer— strong sense of accountability, translates high expectations for students and teachers into development and achievement for all students	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Character builder— role model whose values are respect, generosity, integrity	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Contributor—a servant-leader, utmost priority is the success of others	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
TOTALS						

COMMUNICATION ONLY		EARNHARDT	STREIB	MCMAHON	SHIPMAN	MCCORMICK	EVERTS
Mechanics – appropriate grammar and vocabulary		1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Organization – clear and brief		1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Delivery – rate, volume, gestures, eye contact		1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Listening		1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
COMMUNICATION TOTALS							

ALL AREAS TALLY – ALL POINTS ALL CANDIDATES

	EARNHARDT	STREIB	MCMAHON	SHIPMAN	MCCORMICK	EVERTS
MIKE						
JOEL						
SABRINA						
BETTY						
PEG						
TOTALS						

1. Tell us about yourself.
2. What motivated you to enter the field of education, what about education has been better than you thought and what has been worse?
3. Describe your greatest contribution to a school while you were the principal.
4. Describe a project you have undertaken to increase student achievement, what did you do, how did you do it and what were the results?
5. Tell me about how you promote the image of your school to the community – what are the most important perceptions of your school, how did you get those perceptions out to the community and what was the result?
6. What curriculum areas have you developed, how did you do it and what were the results?
7. How have you used technology and data to drive student achievement, what were the results?
8. Describe how you have balanced academics, athletics, the arts and other extra curriculars.
9. Describe your most visionary efforts or projects, how did you get them going and what were the results?
10. What has been your most innovative budgeting or finance strategy?
11. Tell us about a time in which your discipline program made a lasting positive impact on a behaviorally challenged student.
12. Tell us about the teacher whose performance you have positively impacted, what was the challenge, how did you know about it, how did you work with the teacher and what were the results.
13. Tell us about a teacher whose performance you ultimately were unable to improve, what was the challenge, how did you know about it, how did you work with the teacher and what were the results.
14. Please describe a time when you have had multiple students at low achievement levels, what did you do and what were the results.
- 15.

02/22/13
16:24:06

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 2/13

Page: 1 of 3
Report ID: AP100H

... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
14730		4637 Mastercard	647.34					
1		47769 02/07/13 welder	549.34	7708	201	100-2600	660	
2		47777 02/07/13 welder	50.66	7708	201	100-2600	660	
3		47777 02/07/13 helmet/welder	47.34		201	100-2600	660	
		Claim Total for District	647.34					
14731		3959 AMERICAN EXPRESS	241.51					
1		598830 02/18/13 fcs supplies walmart	44.01	7492	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
2		001152 02/18/13 fcs supplies costco	190.62	7492	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
3		517257 02/18/13 fcs supplies walmart	6.88	7492	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-						
		Claim Total for District	241.51					
14732		4637 Mastercard	632.86					
1		000011 02/16/13 GBB district famous daves	162.00	7716	201	720-3500	582	
2		233622 02/14/13 GBB district McDonalds	82.00	7716	201	720-3500	582	
3		30028 02/15/13 GBB district mackenzie p	226.86	7716	201	720-3500	582	
		000215 02/15/13 GBB district meals	162.00	7716	201	720-3500	582	
		Claim Total for District	632.86					
14734		1609 MASS/SAM	80.00					
1		02/12/13 1/2 yr. mem. META	80.00*	7714	228	100-1000	810	
		Claim Total for District	80.00					
14735		1987 PACIFIC STEEL	16.50					
1		624457 02/07/13 1/4 x 3 x 48''	16.50	7712	201	100-2600	615	
		Claim Total for District	16.50					
14737		4637 Mastercard	235.00					
1		204008 02/14/13 BBB district meals Rosas	87.00	7715	201	720-3500	582	
2		160726 02/16/13 BBB district meals famous dave	148.00	7715	201	720-3500	582	
		Claim Total for District	235.00					
14739		1079 GAGNON'S DIGITAL IMAGING	394.10					
1		55828 02/14/13 31.528 copies #55828	394.10		201	100-1000	440	
		Claim Total for District	394.10					
14741		4637 Mastercard	655.90					
1		17229 02/14/13 bnd/chr th. dinner	205.05	7717	201	720-3500	582	
2		211306 02/15/13 bnd/chr fri. dinner	183.00	7717	201	720-3500	582	
3		143737 02/16/13 bnd/chr sat. lunch	145.55	7717	201	720-3500	582	
4		185036 02/16/13 bnd/chr sat. dinner	50.84	7717	201	720-3500	582	
5		184319 02/16/13 bnd/chr sat. dinner	34.57	7717	201	720-3500	582	
6		184136 02/16/13 bnd/chr sat. dinner	36.89	7717	201	720-3500	582	
		Claim Total for District	655.90					

02/22/13
16:24:06

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 2/13

Page: 2 of 3
Report ID: AP100H

High School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14742		3683 ENTERPRISE RAC OF MT/WY	56.06						
1		4k1782 02/14/13 Science trip car rental	56.06		201	710-3400	582		
		Claim Total for District	56.06						
14743		3959 AMERICAN EXPRESS	102.95						
1		47342 02/20/13 scrapbook fillers & PIN	102.95*	7723	215	394-1000	610	89	
		Claim Total for District	102.95						
		Total High School	3,062.22						

02/22/13
16:24:06

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 2/13

Page: 3 of 3
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$2,879.27
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$102.95
228 TECHNOLOGY FUND	
101	\$80.00
Total	\$3,062.22
Grand Total	\$3,062.22

02/28/13
16:07:26

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 2/13

Page: 1 of 3
Report ID: AP100H

h School
* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
14749		3766 ACADIA MONTANA	909.97					
1		6425039 02/18/13 Alta Care	909.97*		215	280-1000	330	524
		Claim Total for District	909.97					
14750		2708 MT STANDARD	20.00					
1		20330704 09/09/12 Invitation for Bid	20.00*		201	100-2600	540	
		Claim Total for District	20.00					
14751		4281 KOMM, BRIAN & ALISON	431.20					
1		12943 02/25/13 Ind. Transportation Contract	431.20		210	100-2700	514	
		Claim Total for District	431.20					
14752		4277 DOHERTY, KELLIE	24.50					
1		13480 02/25/13 Ind. Transportation Claim	24.50		210	100-2700	514	
		Claim Total for District	24.50					
14753		4576 BRUNETT, DENISE	127.75					
1		17143 02/25/13 Ind. Transportation Reim.	127.75		210	100-2700	514	
		Claim Total for District	127.75					
54		3439 STALEY, KRISTI	29.40					
1		17227 02/25/13 Ind. Transportation Reim.	29.40		210	100-2700	514	
		Claim Total for District	29.40					
14755		4284 LESTER, ROBERT	347.90					
1		17565 02/25/13 Ind. Transportation Reim.	347.90		210	100-2700	514	
		Claim Total for District	347.90					
14757		4637 Mastercard	9.99					
1		02/25/13 Splashtop Whiteboard	9.99*	7731	228	100-1000	680	
		Claim Total for District	9.99					
14759		4637 Mastercard	68.00					
1		02/25/13 RCA 40'' Soundbar	68.00	7732	228	100-1000	660	
		Claim Total for District	68.00					
14760		1451 L & P GROCERY	11.25					
1		0163255021 02/25/13 bio/eco lab supplies	11.25	7504	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
		Claim Total for District	11.25					
14761		1451 L & P GROCERY	23.18					
1		0128912021 02/25/13 bio/eco lab supplies	23.18	7504	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj): -100-1511-610-						
		Claim Total for District	23.18					

02/28/13

16:07:26

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 2/13

Page: 2 of 3
Report ID: AP100H

gh School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
14763		1191 HERMITAGE ART COMPANY, INC.	57.67						
1		869699 02/13/13 grad program covers	57.67	7457	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-610-							
		Claim Total for District	57.67						
14765		4637 Mastercard	79.99						
1		128226309 02/25/13 AMD #N82E16819103871	79.99*	7724	228	100-1000		610	
		Claim Total for District	79.99						
14766		4629 LAYNG, CLINT	44.75						
1		02/22/13 39.6 miles, Leadrship Con.	44.75*		201	100-2400		582	
		Claim Total for District	44.75						
14768		4112 SKILLS USA MONTANA STATE	880.00						
1		02/21/13 Student Skills REG	800.00*	7730	215	395-1000		582	90
2		02/21/13 Advisor Skills REG	80.00*	7730	215	395-1000		582	90
		Claim Total for District	880.00						
14769		4478 GETTEN, TANYA	96.05						
1		02/25/13 Butte Leadership	96.05*		201	100-2400		582	
		Claim Total for District	96.05						
14770		4401 PICKLEBALL STUFF, LLC	1,296.00						
1		15669 02/12/13 cosom balls	50.40*	7702	218	600-1000		610	
2		15669 02/12/13 net system	1,245.60*	7702	218	600-1000		610	
		Claim Total for District	1,296.00						
14771		3766 ACADIA MONTANA	1,364.96						
1		6457150 02/25/13 Alta Care	1,364.96*		215	280-1000		330	524
		Claim Total for District	1,364.96						
14772		3683 ENTERPRISE RAC OF MT/WY	42.75						
1		02/14/13 Science trip Rental	42.75		201	710-3400		582	
		Claim Total for District	42.75						
14773		4234 WELLS FARGO FINANCIAL LEASING	168.75						
1		6765819657 02/16/13 Panasonic Copier Charge	168.75		201	100-1000		840	
		Claim Total for District	168.75						
14775		1933 NEWAY MANUFACTURING, INC.	112.43						
1		167112 02/19/13 3 Collets	112.43	7703	201	390-1640		610	
		Claim Total for District	112.43						
14776		375 MSHWP/BCBS OF MONTANA	1,182.34						
1		March 13 02/11/13 Ret. Prem	1,182.34		201	100-1000		260	
		Claim Total for District	1,182.34						
		Total High School	7,328.83						

02/28/13
16:07:26

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 2/13

Page: 3 of 3
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$1,759.17
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$960.75
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$3,154.93
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$1,296.00
228 TECHNOLOGY FUND	
101	\$157.98
Total	\$7,328.83
Grand Total	\$7,328.83

03/15/13

14:38:48

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 3/13

Page: 1 of 6

Report ID: AP100H

gh School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
14357	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	13,111.95						
1	7 03/01/13 March 13 contract pymnt	13,111.95*		210	100-2700		513	
	Claim Total for District	13,111.95						
14777	3959 AMERICAN EXPRESS	438.71						
1	525504 03/04/13 crt breakfast supplies	350.00	7499	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-							
2	537589 03/04/13 fcs supplies	50.56	7490	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3	525504 03/04/13 crt breakfast supplies	38.15		201	100-2100		610	
	Claim Total for District	438.71						
14778	4624 WADSWORTH BUILDERS COMPANY INC.	8,044.40						
1	01/29/13 final payment - - \$4000	8,044.40*		224	100-4600		725	
	Claim Total for District	8,044.40						
14779	4625 MT DEPARTMENT OF REVENUE	81.26						
1	01/29/13 gross receipts tax	81.26*		224	100-4600		725	
	Claim Total for District	81.26						
30	4452 MT FLAG AND POLE CO.	118.45						
1	213071 02/26/13 5' x 7' outside flag	118.45	7734	201	100-2600		610	
	Claim Total for District	118.45						
14781	3766 ACADIA MONTANA	942.46						
1	6515157 03/04/13 Alta Care	942.46*		215	280-1000		330 524	
	Claim Total for District	942.46						
14782	135 BIELER, ARTHUR	44.92						
1	1406017 03/06/13 Dr. Ed Fuel	44.92*		218	100-1000		624	
	Claim Total for District	44.92						
14783	2138 PRICKLY PEAR COOPERATIVE	2,543.03						
1	03/06/13 RSBG Match	2,543.03*		201	280-1000		350	
	Claim Total for District	2,543.03						
14784	157 ACE HARDWARE	666.47						
1	57186 02/13/13 Cust. Supplies	42.32		201	100-2600		615	
2	57341 02/20/13 Cust. Supplies	17.99		201	100-2600		615	
3	57358 02/21/13 Cust. Supplies	9.98		201	100-2600		615	
4	57361 02/21/13 Cust. Supplies	27.96		201	100-2600		615	
5	57399 02/22/13 Cust. Supllies	13.57		201	100-2600		615	
6	57513 02/28/13 Cust. Supplies	419.94		201	100-2600		615	
7	57514 02/28/13 Cust. Supplies	39.00		201	100-2600		615	
8	57529 02/28/13 Cust. Supplies	22.55		201	100-2600		615	
9	56900 02/01/13 Cust. Supplies	6.15		201	100-2600		615	

03/15/13
14:38:48

JEFFERSON HIGH SCHOOL
Claim Approval List
For the Accounting Period: 3/13

Page: 2 of 6
Report ID: AP100H

gh School
* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
10	57019 02/06/13 Cust. Supplies	7.98		201	100-2600	615		
11	57074 02/07/13 Cust. Supplies	18.49		201	100-2600	615		
12	57095 02/08/13 Cust. Supplies	8.78		201	100-2600	615		
13	57097 02/08/13 Cust. Supplies	18.48		201	100-2600	615		
14	57113 02/08/13 Cust. Supplies	11.96		201	100-2600	615		
15	57148 02/11/13 Cust. Supplies	13.54		201	100-2600	615		
16	57187 02/13/13 Credit	-12.22		201	100-2600	615		
	Claim Total for District	666.47						
14785	385 BOULDER MONITOR & JEFFERSON CO.	941.00						
1	00015162 02/11/13 Panther Press	941.00	7447	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1243-550-							
	Claim Total for District	941.00						
14786	1579 MARC	507.42						
1	0490525 02/22/13 Janitorial Supplies	507.42	7685	201	100-2600	610		
	Claim Total for District	507.42						
14787	631 CRESCENT ELECTRIC SUPPLY CO.	209.55						
1	0514889730 10/23/12 Breaker Replacement	209.55		201	100-2600	615		
	Claim Total for District	209.55						
14788	631 CRESCENT ELECTRIC SUPPLY CO.	186.68						
1	0514955200 02/14/13 Hubbell 3 Way Switch	168.98	7719	201	100-2600	615		
2	0514955200 02/14/13 Locking Plate Covers	11.90	7719	201	100-2600	615		
3	0514955200 02/14/13 Lock Keys	5.80	7719	201	100-2600	615		
	Claim Total for District	186.68						
14789	631 CRESCENT ELECTRIC SUPPLY CO.	40.00						
1	0514956210 02/14/13 Box Fixture	40.00	7719	201	100-2600	615		
	Claim Total for District	40.00						
14790	3959 AMERICAN EXPRESS	33.73						
1	02/25/13 Testing Brkfst	33.73		201	100-2220	610		
	Claim Total for District	33.73						
14791	3959 AMERICAN EXPRESS	2,944.29						
1	sound equipment/drama	2,343.34*	7691	215	100-1141	660	94	
2	speakers/drama	600.95*	7692	215	100-1141	660	94	
	Claim Total for District	2,944.29						
14792	4637 Mastercard	18.15						
1	02/14/13 Rock Hand Hardware	18.15		201	100-2600	615		
	Claim Total for District	18.15						

03/15/13

14:38:48

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 3/13

Page: 3 of 6

Report ID: AP100H

gh School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
14793	3959 AMERICAN EXPRESS	35.98							
1	02/07/13 Cassette Recorder	35.98	7704	201	100-1270	610			
	Claim Total for District	35.98							
14794	1648 MDM SUPPLY CO.	944.22							
1	s2169152.0 02/28/13 Symmons 6-500 valve	944.22	7720	201	100-2600	615			
	Claim Total for District	944.22							
14796	3959 AMERICAN EXPRESS	190.25							
1	49725670 03/04/13 5 Books	190.25	7733	201	100-1000	640			
	Claim Total for District	190.25							
14797	4637 Mastercard	288.99							
1	03/07/13 1/4x4x8 Front Entry	109.88	7744	201	100-2600	610			
2	03/07/13 2x4x10' Front Entry	44.20	7744	201	100-2600	610			
3	03/07/13 3/4x4x8 Front Entry	134.91	7744	201	100-2600	610			
	Claim Total for District	288.99							
14798	4326 INTERNATIONAL ACADEMY OF SCIENCE	1,250.00							
	03/05/13 Acellus Licenses	1,250.00*	7746	215	427-1000	660	86		
	Claim Total for District	1,250.00							
14799	2749 UNIVERSAL ATHLETICS	572.53							
1	0031188-01 03/08/13 Tennis Nets	572.53	7740	201	720-3500	660			
	Claim Total for District	572.53							
14800	2717 CITY OF BOULDER	1,831.91							
1	03/04/13 Water	975.95		201	100-2600	421			
2	03/04/13 Sewer	855.96		201	100-2600	421			
	Claim Total for District	1,831.91							
14801	1737 NORTHWESTERN ENERGY	5,421.41							
1	03/18/13 Feb. Gas	3,303.98		201	100-2600	411			
2	03/18/13 Feb. Electric	2,117.43		201	100-2600	411			
	Claim Total for District	5,421.41							
14802	1377 JOHNSON CONTROLS	3,540.00							
1	6495676489 03/02/13 Service Agreement	3,540.00		201	100-2600	440			
	Claim Total for District	3,540.00							
14803	1650 MEADOW GOLD GREAT FALLS	331.52							
1	60213255 02/04/13 60213255 Milk	77.12		201	910-3100	630			
2	60213350 02/07/13 60213350 Milk	62.79		201	910-3100	630			
3	60213506 02/14/13 60213506 Milk	51.70		201	910-3100	630			
4	60213652 02/21/13 60213652 Milk	77.12		201	910-3100	630			
5	60213793 02/28/13 60213793 Milk	62.79		201	910-3100	630			
	Claim Total for District	331.52							

03/15/13

14:38:48

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 3/13

Page: 4 of 6

Report ID: AP100H

gh School

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Claim \$					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
14804	1086 GIULIO DISPOSAL SERVICES, INC.	141.00						
1	02/28/13 February Service	141.00		201	100-2600	431		
	Claim Total for District	141.00						
14806	734 DOOR AND HARDWARE UNLIMITED	290.00						
1	02/28/13 Glass Kits	290.00	7677	201	100-2600	615		
	Claim Total for District	290.00						
14807	899 EMPIRE OFFICE MACHINES, INC.	4.11						
1	0181608-00 03/05/13 counseling supplies	4.11	7498	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-							
	Claim Total for District	4.11						
14808	899 EMPIRE OFFICE MACHINES, INC.	182.06						
1	0181608-00 03/04/13 Counseling Supplies	176.09	7498	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-610-							
2	0181608-00 03/04/13 Counseling Supplies	5.97		201	100-2100	610		
	Claim Total for District	182.06						
14809	157 ACE HARDWARE	41.16						
	57543 03/01/13 bio/eco lab supplies	41.16	7503	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
	Claim Total for District	41.16						
14810	1595 MARKS LUMBER	390.10						
1	3082 03/08/13 38 2x8 roughcuts	361.00	7745	201	100-2600	615		
2	3082 03/08/13 2 2x8x12 roughcuts	29.10		201	100-2600	615		
	Claim Total for District	390.10						
14811	1451 L & P GROCERY	97.63						
1	0127799020 02/06/13 fcs supplies	36.93	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2	0127710021 02/13/13 fcs supplies	6.58	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3	0137597021 02/13/13 fcs supplies	1.49	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4	0127978022 02/25/13 fcs supplies	52.63	7489	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	Claim Total for District	97.63						
14812	2276 SAFEWAY, INC	33.93						
1	2072678 02/11/13 fcs supplies	33.93	7491	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	Claim Total for District	33.93						

03/15/13

14:38:48

JEFFERSON HIGH SCHOOL

Claim Approval List

Page: 5 of 6

Report ID: AP100H

For the Accounting Period: 3/13

gh 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
14813		4637 Mastercard	90.24					
1		155676537 03/13/13 Gender Change cbl	47.92*	7753	228	100-1000	610	
2		155676537 03/13/13 8 USB adapters	42.32*	7753	228	100-1000	610	
		Claim Total for District	90.24					
		Total High School	46,549.51					

03/15/13
14:38:48

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 3/13

Page: 6 of 6
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$20,039.99
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$13,111.95
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$5,136.75
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$44.92
224 HARD ROCK MINING	
101	\$8,125.66
228 TECHNOLOGY FUND	
101	\$90.24
Total	\$46,549.51
Grand Total	\$46,549.51

TITLE: TECHNOLOGY COORDINATOR/NETWORK MANAGER

QUALIFICATIONS:

1. Knowledgeable with a variety of hardware formats, educational software, network management and technology as applied to education. Demonstrated ability to relate and work with the staff, administration and public.

REPORTS TO: 1. Building Principal 2. Superintendent

JOB GOAL: Supervise the computer network system and all hardware and software related. Repair and maintain the technological hardware and software in the system. Assist in providing training for staff and students in use and opportunities involved with the technology in our school.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a working, usable computer hardware/software network and maintain school district computer hardware/software.
2. Maintain yourself as a positive resource contact with staff/administration/students using the system. Respond within twenty-four hours to all requests for assistance.
3. Initiate development and maintenance of mailbox, e-mail, school district website page construction.
4. Coordinate the acquisition needs and budget of the network and computers in the school.
5. Confront inappropriate behavior, enforce school rules, follow standard discipline procedures.
6. Other assignments necessary to the successful operation of the network or other duties as assigned by the administration or school board.

TERMS OF EMPLOYMENT: Salary and benefits as outlined in the master contract for certified staff.

EVALUATION: Written evaluations will be provided annually in accordance with the master agreement.

TECHNOLOGY PROGRAM, PERSONNEL AND PLANNING

NEEDS OF THE DISTRICT:

- | | |
|----------|--|
| Sept-May | Professional Development |
| | Technology integration in the classroom |
| | Modeling integration to classroom teachers. |
| | Target deficiencies in assessed technology skills/students and staff |
| | Atomic Learning Facilitation |
| | ISTE recognizes student skill in technology and JHS is lacking |
| | Digital Data Collection |
| June-Aug | New rollouts |
| | Infrastructure improvements |
| | Professional Development Planning |

3-12-13 FY10st current information w/o proposed changes of 175
w/o conservative estimate of tuition through FY15 calculation.

Version FY14_04
3/12/2013 1:13PM

Enter budget data in BLUE fields on this page

This spreadsheet is provided to assist school districts with calculations for FY14 budget projections. Please note that the data needed to calculate exact budget limits is not yet available, and as such, the amounts generated on this spreadsheet should not be considered certifiable information from the Office of Public Instruction.

CO: County Name
LE: District Name

Jefferson
Jefferson H S

Elem LE: K12 LE: HS LE: 0487

Data Sheet Inputs:

Elementary 3-Year Average (See "ANB" tab)

	FY12 ANB	FY13 ANB	FY14 ANB	3-Year Ave ANB	FY14 K Add on	FY13 K Add on
E1	0	0	0	0		
E2	0	0	0	0		
E3	0	0	0	0		
E4	0	0	0	0		
E5	0	0	0	0		

Coop Member?
Instructional Block Grant Rate per ANB
Related Service Block Grant Rate per ANB
Disproportionate Cost Reimbursement
FY 2014 Weighted GTB Subsidy Per Mill
2013 Taxable Value
Enter 2013 FTE on District Data tab
FY13 Title I Allocation
Native American Students:
FY13 Adopted Budget
Highest Levy OS Authorized Or Imposed Between FY09 & FY13

High School 3-Year Average (See "ANB" tab)

	FY12 ANB	FY13 ANB	FY14 ANB	3-Year Ave ANB
H1	217	220	228	222
H2	0	0	0	0

Insert the % increase in cell B:30 to adjust the Per-Student and Basic Entitlements (Ex: 1 will increase the Entitlements by 1%)
Currently, the constants are set for FY13 as per MCA
Insert the % increase in cell B:33 to adjust the 4 funding components (Ex: 1 will increase the Entitlements by 1%)
(Cell B:35) If Blank = Current Law for Basic Entitlement however, If 1 = Basic Entitlement by SC, If 2 = Basic Entitlement by CY ANB, If 3 = OEC to 3,282

% of Spec Ed Funding in Max
Number of Prior Yr BASE Mills Levied (Optional)
Number of Pr Yr Over-BASE Mills Levied (Optional)
Total Unreserved Fund Balance
Prior Year Excess Reserves Funding Over-BASE

NON-LEVY REVENUES
ESTIMATED Natural Resources Development K12 Payment
Actual Gen Fund Receipts (req'd to anticipate)
Anticipated (estimated)
Other (estimated)
Tuition to Fund OverBASE

Elementary	High School	K-12 District
FY14 Budget Summary: BASE (Minimum) Budget: Maximum Budget Limit: Highest Budget Without a Vote: Highest Budget With a Vote: PROPOSED ADOPTED BUDGET:	0.00 0.00 0.00 0.00 0.00 0.00	0.00 1,541,467.91 1,930,562.57 1,930,562.57 1,930,562.57 1,930,562.57
Increase in Over-BASE levy subject to voter approval:	52,481.16	
High School budget driven by current year ANB		
FY14 General Fund Mill Summary: District Non-Isolated Mills: BASE Mills - Elementary: BASE Mills - High School: Over-BASE Mills: Total General Fund Mills:	Enter TV in Cell P17 Enter TV in Cell P17 Enter TV in Cell P17 Enter TV in Cell P17 Enter TV in Cell P17	Enter TV in Cell T17 Enter TV in Cell T17 Enter TV in Cell T17 Enter TV in Cell T17 Enter TV in Cell T17

Prior Year Constants:
Elementary Per ANB Entitlement (20-9-306, MCA)
Indian Education for All Entitlement (Per ANB) (20-9-329, MCA)
Current Year Constants:
Additional Percent of Special Ed in BASE
Additional Percent of Special Ed in Maximum Budget
Elementary Per ANB Entitlement (20-9-306, MCA(14(b)))
High School Per ANB Entitlement (20-9-306, MCA(14(a)))
Elementary Reduction per ANB (20-9-306, MCA)
High School Reduction per ANB (20-9-306, MCA)
Direct State Aid Percentage (20-9-308, MCA)
Cutoff for reduction of Elem per-ANB entitlement (20-9-308, MCA)
Cutoff for reduction of HS per-ANB entitlement (20-9-308, MCA)
Elementary Basic Entitlement (20-9-306, MCA(6))
Middle School Basic Entitlement (20-9-306, MCA(6))
High School Basic Entitlement (20-9-306, MCA(6))
Quality Educator Entitlement (Per Education) (20-9-306, MCA(15))
At-Risk Student Appropriation (20-9-328, MCA)
Indian Education for All Entitlement (Per ANB) (20-9-329, MCA)
American Indian Achievement Gap (Per Native American Student) (20-9-329, MCA)

Today's Date: 3/19/13 8:59 AM