

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

**\* 6:30 p.m. April 16, 2013 \***

**Jefferson High School Library**

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Student Report**

**D. Committee Reports - brief review, written reports provided in board packet**

1. Hiring committee – notes included

**E. Administration Reports - brief reviews, written reports provided in board packet**

1. Clerk/Business Manager
  - a. Election report
  - b. Budget Information
2. Principal
  - a. AD report
3. Superintendent

**F. Unfinished Business**

1. Update on Boulder Monitor second lawsuit against District, possible closed session for litigation strategy, possible action if needed

**G. New Business**

1. Personnel – Action
  - a. Substitute Applications - K. Burton - Action
  - b. Resignations – S. Connole, M. Allen, L. Piccolo – Action
  - c. Possible non-renewal of non-tenured staff - Action
2. Boulder Association of Teachers – MOU - Action
3. Plan for school election/levy awareness
4. Risk Management Program review per policy 8300 – board review
5. Annual Application for Special Education per policy 2161P – board review

**H. Communication and Comments**

1. Letters to the Board
  - a. Scott Connole - resignation
  - b. Office of Public Instruction – Accreditation
  - c. Boulder Association of Teachers – MOU

**I. Staff Presentation**

**J. Commendations and Recognition**

**K. Consent Agenda**

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

**Follow-up/Adjournment**

1. Chair/Superintendent article for paper
2. Cash-out of unused vacation – June agenda

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: 6:30 P.M. May 14, 2013**  
**BOARD CHAIR-APPROVED AGENDA ITEMS ARE DUE IN THE DISTRICT OFFICE BY THE LAST FRIDAY**  
**OF THE MONTH PRIOR TO THE BOARD MEETING.**

*and 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.*

**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*

*-Publish, 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.



# JHS Board Interview Meeting April 16, 2013

Print Name

Nicole Palmer

Jan Anderson

Thase LeTrier

Sage Fadness

Logan Leary

Wyatt LeTrier

Michelle Towers

Sam Fletcher

JHS Hiring Committee Meeting Notes

Tuesday, April 2, 2013

5:00 p.m.

Present: Sabrina Steketee and Denise Brunett

The committee reviewed and finalized interview questions for the superintendent candidate interview.

JHS Hiring Committee Meeting

Monday, August 15<sup>th</sup>, 8:30 a.m

Conducted via conference call with the public able to listen in on speakerphone in the clerk's office

Committee members present: Denise Brunett, Tim Lloyd, Sabrina Steketee

Also present: Jim Whealon, Lorie Carey, Jan Anderson

The committee discussed the components of the offer to make to superintendent candidate Tim Norbeck. The committee appointed Denise and Sabrina to contact Mr Norbeck to make the offer.

Post meeting followup: Denise and Sabrina spoke with Mr. Norbeck to present the offer. Mr. Norbeck remains interested in the position. There are a couple questions to be addressed and Denise and Sabrina will be back in touch with Mr. Norbeck on Wednesday.

From the desk of:

 *orie*

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April 2013

**Election:** Mr. Senechal, Mr. Pierce, Ms. LeTexier, and Ms. Brunett were elected by acclamation as JHS trustees. The fifth seat remains open. The board has the responsibility of appointing a person to fill that position.

I've arranged for Mr. Pace, County Superintendent of Schools, to be at the school before this regular meeting so that candidates can be sworn in to meet the deadline for that process.

### **Activities Director Report:**

**Team Schedules/Posters:** Last week I spoke with Mickey Senechal from the Booster Club about revamping our schedules that we send out to area schools. We decided it would be a good idea to put pictures of our Seniors in each season on the poster in addition to the schedules. (Example: In the Fall we will take a picture of our Senior Football, Cross Country, and Volleyball players to represent those organizations and have those schedules listed below). Jan Anderson from the Monitor sent me a quoted price on two sizes of posters. I will attend a portion of the Booster Club meeting on April 16 to discuss this with them. The Booster Club would pay the expense to manufacture the posters and will sell advertisements to be listed on the sides and bottom.

**North/South Gym & Outdoor Bleachers, gym floor refinishing-** Over the past few months we have brought up the idea of replacing bleachers in the North Gym, South Gym, and possibly outside to meet code and to ensure the safety of our spectators and maintenance personnel. It is too late in the year to get on the agendas for the gym floor and put a bid out for the bleachers.

Dan and I met with Mr. Peeler and he needs to replace the seating and footing boards on our outdoor bleachers. The cost of paint, boards, and bolts will run about \$1940 if we purchased through Home Depot and \$1956 if we purchased through Mark's Lumber. I recommend we purchase through Mark's Lumber as they have been supportive of Jefferson High through our Booster Club.

Jim and I also visited with Mr. Peeler about refinishing the gym floors over the summer. It is a significant saving to have our staff put one coat of finish on both gyms, but this does not resolve our air slacking issue we are seeing in the North Gym. The other benefit is that we can close one gym at a time to allow our coaches access to a gym throughout the summer. Dan and I scheduled when those gyms will be out of commission and put that on the district calendar. I ask the board discuss through the summer what we would like to do about the North Gym floor and what we would like to do about bleachers.

**Tennis Assistant Coach-** I recommended and the board approve Camille McGoven for an assistant coach for this season.

**Volleyball Coach(es)-** We have had several people contact and submit applications for the volleyball coaching position(s). I would like to interview those candidates this month and have a recommendation for the board at the May meeting. This would allow the new staff to plan summer activities (tournaments/camps/open gyms).



**Girl's Basketball Coach(es)-** As with the Volleyball position, I would like to interview for this position before the end of school to allow the coaches to set their summer schedules.

### **Principal Report:**

**National Honor Society Inductions:** On April 15, students were inducted into the National Honor Society in the North Gym. Mr. McCaulley and Mrs. Foster put a lot of time and effort into the selection process.

**English/Librarian and Vocational Ed Positions-** We are getting more and more applications for the English/Library position and have more than expected for the Vocational Education position. Of the applicants for the English position, one has an English and Library endorsement. Jim and I have set up and interview with this candidate on April 18 to ensure we have the chance to meet with her in the event she is applying elsewhere. We will continue to accept applications for both positions. Jim and I will be discussing when we would like to close those positions so we can finalize one candidate. I would like to have the positions filled before the close of the school year to allow new additions to meet with our current staff and to establish mentors for the candidates. This would allow mentors to meet with new staff over the summer if they choose.

**JHS Days:** JHS hosted potential/registered students on the afternoon of the 11. Mrs. Getten and Ms. Collins gathered information from students on how to make this visit better. We will implement those changes in next years visit.

**2013-2014 School Calendar:** Mrs. Humphrey created a calendar for the 2013-2014 school year after gathering feedback from the staff. She aligned the calendar to the University System calendars so early graduates can transition directly into the second semester of college if they choose. I will bring that calendar to the May meeting for presentation and possible approval. Once a calendar is approved it will be put on the school website so that parents, students, and staff know what the upcoming year will look like.

**PIR Schedule 2013-14:** Mr. Whealon and I met with the teacher's union representative, Mike Hesford, and discussed reforming a PIR committee to, first, identify the goals of the district from the Mission Statement and then identify professional development opportunities that align with those goals and objectives.

**ACT Testing:** All our Juniors at JHS will be taking the ACT test on April 23. A grant through OPI will be paying for all Juniors in the state of Montana to take the ACT tests this year. Mrs. Getten and our Vista worker, Jakub, have been working with Juniors on Tuesdays and Thursdays during 8th periods on practice test to prepare for the ACT test.

**Recognitions:** I would like to recognize our BPA chapter and advisor Samantha Humphrey for winning the Silver Star Award. This award recognizes personal and professional growth of chapter members in areas like service, knowledge, and professional skill development to name a few. I would also like to



recognize our FCCLA chapter and advisor Mrs. Becky Bruce for their recent efforts at the State Competition. We had two students qualify for Nationals. I would also like to recognize Mr. Allen for being selected State Advisor of the Year at the recent Skills USA competition in Havre. The Skills team saw tremendous success and had one student qualify for Nationals. Mr. Allen may also be entered as National Skills USA Advisor of the year. This is the 7th time Mr. Allen has won this award at the state level. Finally, I want to recognize Mrs. Getten and our Vista worker, Jakub, for their efforts in working with our Juniors in practicing for the upcoming ACT test.

## MEMORANDUM OF AGREEMENT

The undersigned parties have agreed to adopt that the Boulder Association of Teachers (BAT) negotiate two (2) separate collective bargaining agreements with the Boulder Elementary School District and the Jefferson County High School District, respectively, with the following stipulations:

- 1) Boulder Elementary District and Jefferson High School District agree that the existing 2011-2013 collective bargaining agreement will remain in effect and be used as a basis for negotiating successor agreements by each of the bargaining entities.
- 2) Boulder Elementary District and Jefferson High School District agree that the individual negotiation team members from each district shall be recognized as the authorized representatives for their respective districts.
- 3) BAT members employed at Boulder Elementary School and Boulder Elementary School District trustees shall vote on the ratification of the elementary agreement.
- 4) BAT members employed at Jefferson County High School and Jefferson County High School District trustees shall vote on the ratification of the high school agreement.
- 5) BAT and both the Elementary and High School Boards agree that the two (2) districts shall continue to have only one (1) insurance carrier and plan(s), and that the Insurance Committee continue to operate as a joint committee of both districts.
- 6) Compensation Committee members of each district shall operate independently from each other.

**For:**

**BOULDER ASSOCIATION OF  
TEACHERS**

BY \_\_\_\_\_

President

DATE \_\_\_\_\_

**BOULDER ELEMENTARY  
DISTRICT**

BY \_\_\_\_\_

Superintendent

DATE \_\_\_\_\_

**For:**

**JEFFERSON COUNTY HIGH  
SCHOOL DISTRICT**

BY \_\_\_\_\_

Superintendent

DATE \_\_\_\_\_

March 27, 2013

Scott Connole  
Po Box 5564  
Helena, Mt 59604

To whom it may concern,

After long consideration and possible job opportunities, I will be making this my official resignation as the Girl's Head Basketball Coach at Jefferson High School. I appreciate having this position and will miss all aspects of being involved with the student athletes, coaches, and administration.

Thank you,

*Scott Connole*

Scott Connole





Denise Juneau, Superintendent  
Office of Public Instruction  
Accreditation Division  
PO Box 202501  
Helena MT 59620-2501

County: 22 - Jefferson County  
School System: 1033 - Jefferson High School  
Legal Entity: 0457 - Jefferson H S  
School: 0611 - Jefferson High School

State Fiscal Year: 2013  
Date Printed: 3/14/2013

Sabrina Steketee, Chairperson  
PO Box 838  
Boulder, MT 59632

Subject: **FINAL DETERMINATIONS - ACCREDITATION STATUS**

Dear: Chairperson Steketee,

The accreditation process that each school completes annually is one way of measuring a school's efforts to provide a sound educational program for its students. This process alone cannot ensure the overall quality of that educational program. In addition to the annual review process relating to these minimum accreditation standards, districts are encouraged to assess the overall effectiveness of their educational programs relative to their own philosophies, goals and objectives. In accordance with the accreditation standards and information provided to this office, and acting on the recommendations of the Superintendent of Public Instruction, the Board of Public Education has granted the attached accreditation status to the school(s) in your district(s).

Please contact this office if you have any questions or information needs.

Cordially yours,

Teri Wing  
Accreditation Specialist,  
The Office of Public Instruction,  
(406) 444-4436, <mailto:twing@mt.gov>

cc: District Administrator and/or  
County Superintendent  
File



Denise Juneau, Superintendent  
Office of Public Instruction  
Accreditation Division  
PO Box 202501  
Helena MT 59620-2501

County: 22 - Jefferson County  
School System: 1033 - Jefferson High School  
Legal Entity: 0457 - Jefferson H S  
School: 0611 - Jefferson High School

State Fiscal Year: 2013  
Date Printed: 3/14/2013

2012 - 2013 Accreditation Status **REGULAR**

Improvement (Corrective)Plan Required No



Denise Juneau, Superintendent  
Office of Public Instruction  
Accreditation Division  
PO Box 202501  
Helena MT 59620-2501

County: 22 - Jefferson County  
School System: 1033 - Jefferson High School  
Legal Entity: 0457 - Jefferson H S  
School: 0611 - Jefferson High School

State Fiscal Year: 2013  
Date Printed: 3/14/2013

**Deviations:**

Administrative  
Rule of  
Montana (ARM)

ARM  
Description

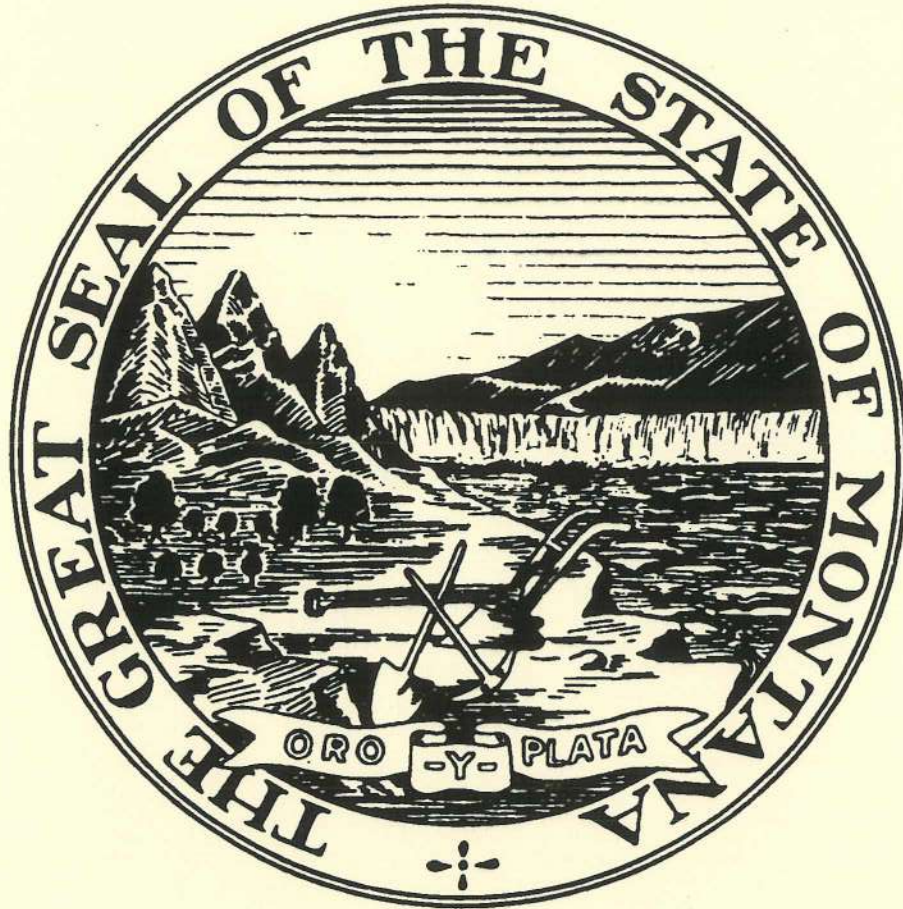
Occurrence

Details

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# State of Montana



This is to certify that  
SS: 1033 Jefferson High School  
SC 0611  
**Jefferson High School**  
has been granted  
**REGULAR**  
Accreditation  
for the **2013** School Year  
by action of the Board of Public Education.

*Denise Juneau*

Superintendent of Public Instruction  
Member, Board of Public Education

*Patty Myers*

Chairperson,  
Board of Public Education





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

## MTSBA's Spring Workshops and Regional Trustee Meetings

1 message

Carol Will <noreply@eboardsolutions.com>

Mon, Apr 8, 2013 at 3:50 PM

Reply-To: cwill@mtsba.org

To: jim.whealon@jhs.k12.mt.us



## MTSBA's Spring Workshops and Regional Trustee Meetings

### Coming to a Location Near You

#### Member Benefit - No Charge!

As many of you know, MTSBA's Spring Workshops and Regional Trustee Meetings are designed to provide enhanced professional development opportunities for newly elected trustees, veteran trustees, administrators, business managers, and county superintendents. MTSBA Staff will be traveling to 10 different locations around the state and the comprehensive day-long programming is designed to benefit those that want the basics (the focus of the morning session) and those that want an overview of the 2013 Legislative Session (the focus of the afternoon session). We will finish the day with a MTSBA Regional Trustee Meeting (3:00-4:00 p.m.) where we will engage in informal discussions with those in attendance on how to "move upward and outward" as we continue to enhance student achievement in Montana.

**Don't miss out - Register Today!!!** Complete agenda is attached.

**Date Location - Click on the Location to Register**

May 13 [Frenchtown](#)

May 14 [Whitefish](#)

May 14 [Havre](#)

May 15 [Culbertson](#)

May 16 [Bozeman](#)

May 16 [Miles City](#)

May 17 [Billings](#)

May 20 [Butte](#)

May 21 [Conrad](#)

May 23 [Lewistown](#)

A \$25 no show fee applies.



**Spring Workshop and Regional Meeting Agenda.pdf**

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## Spring Workshop and Regional Meeting Agenda

- 9:00 – 9:30 am      Registration
- 9:30 – 11:45 am      **Morning Session – Content Emphasis for Newly Elected Trustees:**  
The focus of this session will be the nuts and bolts of legal, policy and personnel issues with the intent to orient newly-elected trustees to their positions on local school boards and to provide them with an overview of what to expect at the Newly-Elected Trustee Symposium, June 8<sup>th</sup> in Helena. **Others are welcome to attend this session!!!**
- Trustee authority, duties and responsibilities
  - Overview of Montana's Open Meeting Laws
  - Overview of Montana's Collective Bargaining Laws
  - The importance of school district policy
  - The importance of short-term and long-term strategic planning
- 11:45 – 1:00 pm      Lunch on your own
- 1:00 – 2:45 pm      **Afternoon Session – Content Emphasis for ALL Trustees, Administrators and Business Officials:** The focus of this session will be an overview of the 2013 Legislative Session:
- What schools can expect in funding over the next biennium
  - Other bills that impact Montana's K-12 public education
  - Next steps including possible litigation (depending upon the outcome of the Legislative Session), regrouping and expanding the K-12 Vision Group and preparing for the 2015 and 2017 Legislative Sessions
- 2:45 – 3:00 pm      Break
- 3:00 – 4:30 pm      **Regional Trustee Meeting:**  
After hearing from MTSBA on the outcome of the 2013 Legislative Session, we will have round-table discussions with a focus on the following mega issue:
- **Mega Issue:** In moving forward, how do we ensure that Montana's K-12 public schools have the necessary resources to ensure that the full potential of EACH child attending Montana's K-12 Public is realized?



Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

Office of Public Instruction  
P.O. Box 202501  
Helena, MT 59620-2501  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)  
opi.mt.gov

James Whealon, Superintendent  
Boulder Elementary School  
POB 838  
Boulder, MT 59632

Dear Superintendent Whealon,

Congratulations! Jefferson High School District has been recognized as a Montana Tobacco Free School District of Excellence. Nicole Palmer, Jefferson County Tobacco Prevention Specialist, plans to present the banner and certificate to your board on April 16<sup>th</sup>.

Schools play a critical role building the foundation of skills students need to make healthy choices and resist using harmful substances. Tobacco prevention education, adult role modeling and strong tobacco free school policies combine to create a positive and protective environment empowering youth to remain tobacco free... for life! Thank you for adopting comprehensive tobacco free policy at Jefferson High School. We trust your influence will pay dividends in the lives of your students.

Please remain vigilant in your work to create a healthy, tobacco free environment for your students. While underage tobacco use declined nicely in the nineties, today more than one in four high school students use some form of tobacco in our state. Montana high school boys use *smokeless tobacco* at one of the highest rates in the nation.

The tobacco industry has deep pockets and markets our youth via Facebook with tobacco products that look like breath mints, touting candy flavors like "cherry bomb" and watermelon. Comprehensive tobacco free policies reinforce protective factors in youth that help them resist pressure to use tobacco.

Thank you for your dedication to Jefferson High School ... its students, staff and the Boulder community.

Best Regards,

Kris Minard  
Tobacco Prevention Education Specialist  
(406) 444-0785 (406) 444-2955 Fax  
[kminard@mt.gov](mailto:kminard@mt.gov)  
[www.opi.mt.gov/tobaccoed](http://www.opi.mt.gov/tobaccoed)

03/21/13

JEFFERSON HIGH SCHOOL

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Claim Approval List

Report ID: AP100H

For the Accounting Period: 3/13

n 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	
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						
14814	3766 ACADIA MONTANA	552.49						
1	6544191 03/11/13 6544191 Alta Care	552.49*		215	280-1000	330	524	
	Claim Total for District	552.49						
14815	1987 PACIFIC STEEL	65.39						
1	625551 03/06/13 4''x1/4x5' FLAT	22.99	7747	201	390-1640	610		
2	625551 03/06/13 8''x1/4x5' FLAT	25.16	7747	201	390-1640	610		
3	625551 03/06/13 6''x1/4x5' FLAT	17.24	7747	201	390-1640	610		
	Claim Total for District	65.39						
14816	3308 CDW-GOVERNMENT INC.	10,191.60						
1	z563527 03/05/13 chromebook SmSng	8,991.60*	7647	215	427-1000	660	86	
2	z563527 03/05/13 mngmnt console	1,200.00*	7647	215	427-1000	660	86	
	Claim Total for District	10,191.60						
14817	3308 CDW-GOVERNMENT INC.	3,821.85						
1	z741142 03/08/13 chromebook smsng	3,821.85*	7648	217	610-1000	660		
	Claim Total for District	3,821.85						
14818	1346 JOSTENS INC	11.25						
1	030713 03/07/13 diploma covers/trophies	11.25	7455	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-610-							
	Claim Total for District	11.25						
14819	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	4,709.07						
1	02/28/13 GBB	1,307.26		201	720-3500	582		
2	02/28/13 BBB	1,217.61		201	720-3500	582		
3	02/28/13 Wrestling	629.18		201	720-3500	582		
4	02/28/13 Band - Tournaments	850.86		201	720-3500	582		
5	02/28/13 service learning	112.47		201	710-3400	582		
6	02/28/13 drama	591.69		201	710-3400	582		
	Claim Total for District	4,709.07						
14820	4639 WEX BANK	4,425.12						
1	32246272 02/28/13 GBB Fuel	438.81		201	720-3500	582		
2	32246272 02/28/13 BBB Fuel	408.72		201	720-3500	582		
3	32246272 02/28/13 Wr. fuel	282.09		201	720-3500	582		
4	32246272 02/28/13 Service Learning fuel	37.75		201	710-3400	582		
5	32246272 02/28/13 Xtra practice fuel	185.48		201	720-3500	582		
6	32246272 02/28/13 drama fuel	198.61		201	710-3400	582		
7	32246272 02/28/13 custodial fuel	32.21		201	100-2600	624		



03/21/13

:37

## JEFFERSON HIGH SCHOOL

## Claim Approval List

For the Accounting Period: 3/13

Page: 2 of 3

Report ID: AP100H

n 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
8	32246272 02/28/13 admin fuel 4drivers	67.27		201	100-2300	582
9	32246272 02/28/13 ad travel	37.71		201	720-3500	582
10	32246272 02/28/13 athletic travel	70.89		201	720-3500	582
12	32246272 02/28/13 school food travel	47.00*		201	910-3100	624
13	32246272 02/28/13 route fuel	2,618.58		210	100-2700	624
	<b>Claim Total for District</b>	<b>4,425.12</b>				
14821	3766 ACADIA MONTANA	877.48				
1	145591 03/18/13 altacare	877.48*		215	280-1000	330 524
	<b>Claim Total for District</b>	<b>877.48</b>				
14822	1569 MAFCS	140.00				
1	MAFCS Con. Reg.	140.00*	7749	215	394-1000	582 89
	<b>Claim Total for District</b>	<b>140.00</b>				
14823	1079 GAGNON'S DIGITAL IMAGING	256.23				
1	56018 03/15/13 copier charges	256.23		201	100-1000	440
	<b>Claim Total for District</b>	<b>256.23</b>				
14824	4633 COMMERCIAL ENERGY OF MT INC.	1,236.87				
	NWE015676 03/01/13 CE Gas charges	1,181.60		201	100-2600	411
	NWE015677 03/01/13 CE Gas	55.27		201	100-2600	411
	<b>Claim Total for District</b>	<b>1,236.87</b>				
14825	612 AMSAN CUSTODIAL SUPPLY	612.80				
1	283692358 03/06/13 Complete Wax	606.20	7735	201	100-2600	615
2	283692358 03/06/13 handling	6.60		201	100-2600	615
	<b>Claim Total for District</b>	<b>612.80</b>				
14826	4256 MAIL FINANCE	251.10				
1	n3861959 03/11/13 Postage Mach. lease	251.10		201	100-2400	532
	<b>Claim Total for District</b>	<b>251.10</b>				
14827	1147 HELENA STAMP WORKS	40.00				
1	13-999 03/18/13 Notary Stamp	36.50	7755	201	100-2500	610
2	13-999 03/18/13 Notary Stamp shipping	3.50		201	100-2500	610
	<b>Claim Total for District</b>	<b>40.00</b>				
14828	4524 HELENA HARDWOODS	2,003.50				
1	02/26/16 various hardwood	2,000.00	7464	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-					
2	02/26/16 various hardwood	3.50		201	390-1641	610
	<b>Claim Total for District</b>	<b>2,003.50</b>				
14829	3583 HOME DEPOT CREDIT SERVICES	2.00				
1	02/26/16 fee	2.00		201	100-2600	610
	<b>Claim Total for District</b>	<b>2.00</b>				
	<b>Total High School</b>	<b>29,286.99</b>				



03/21/13

5:38

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

Page: 3 of 3  
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$10,994.75
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$2,618.58
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$11,761.57
217 ADULT EDUCATION	
101	\$3,821.85
228 TECHNOLOGY FUND	
101	\$90.24
Total	\$29,286.99
Grand Total	\$29,286.99

04/12/13

53:23

## JEFFERSON HIGH SCHOOL

## Claim Approval List

For the Accounting Period: 4/13

Page: 1 of 7

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	
14358	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	13,111.95						
1	8 04/01/13 April 13 contract pymnt	13,111.95*		210	100-2700	513		
	Claim Total for District	13,111.95						
14830	157 ACE HARDWARE	10.98						
1	57995 03/19/13 bio/eco lab supplies	10.98	7503	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
	Claim Total for District	10.98						
14831	721 DISTRICT IV MUSIC FESTIVAL	484.00						
1	03/14/13 Dist. IV Music Fest.	484.00	7758	201	710-3400	582		
	Claim Total for District	484.00						
14832	3366 JHS ACTIVITIES	747.14						
1	03/26/13 Quinntrust/ Activities	495.00*		215	100-1000	800	169	
2	03/26/13 Quinntrust/ Activities	252.14*		215	100-1000	800	169	
	Claim Total for District	747.14						
14833	4572 FIRST BOULDER VALLEY BANK	1,494.28						
	03/26/13 Quinn Scholarship Fund	990.00*		215	100-1000	800	169	
	03/26/13 Quinn Scholarship Fund	504.28*		215	100-1000	800	169	
	Claim Total for District	1,494.28						
14834	3766 ACADIA MONTANA	779.99						
1	6601962 03/25/13 6601962 Alta Care	779.99*		215	280-1000	330	524	
	Claim Total for District	779.99						
14835	3959 AMERICAN EXPRESS	64.02						
1	03/13/13 fcs supplies Costco	43.43	7490	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2	03/13/13 fcs supplies Costco	6.99	7490	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3	03/13/13 fcs supplies Wal-Mart	13.60	7490	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
	Claim Total for District	64.02						
14836	4637 Mastercard	3.49						
1	03/17/13 120v 15a plug	3.49	7757	228	100-1000	615		
	Claim Total for District	3.49						
14837	2793 AMERICAN WELDING & GAS, INC.	30.78						
1	01778965-0 03/19/13 gas, supplies	30.78	7510	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
	Claim Total for District	30.78						

04/12/13

3:23

## JEFFERSON HIGH SCHOOL

## Claim Approval List

For the Accounting Period: 4/13

Page: 2 of 7

Report ID: AP100H

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	
14838		1079 GAGNON'S DIGITAL IMAGING	89.00						
1		56066 03/20/13 Staples	89.00		201	100-1000	440		
		<b>Claim Total for District</b>	<b>89.00</b>						
14839		899 EMPIRE OFFICE MACHINES, INC.	224.51						
1		0182010 03/26/13 Folders/ Labels	57.21	6993	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		0182010 03/28/13 Punch	138.19	7459	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2500-610-							
3		0182010 03/28/13 Office Supplies	29.11	7564	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1170-660-							
		<b>Claim Total for District</b>	<b>224.51</b>						
14840		4449 EARTHWALK	945.00						
1		20130245 03/20/13 Repl Power Unit cbl	945.00	7748	228	100-1000	660		
		<b>Claim Total for District</b>	<b>945.00</b>						
14841		1648 MDM SUPPLY CO.	113.59						
1		s2162877.0 03/20/13 reb. kit back Flow	113.59	7698	201	100-2600	615		
		<b>Claim Total for District</b>	<b>113.59</b>						
14842		2749 UNIVERSAL ATHLETICS	206.11						
1		104-003114 03/05/13 Range Balls	206.11*	7739	201	720-3500	610		
		<b>Claim Total for District</b>	<b>206.11</b>						
14844		4234 WELLS FARGO FINANCIAL LEASING	168.75						
1		6765828809 03/19/13 Panasonic Copier	168.75		201	100-1000	840		
		<b>Claim Total for District</b>	<b>168.75</b>						
14845		4129 SNAP ON BUSINESS SOLUTIONS	50.00						
1		101064118 03/26/13 tecumseh parts software	45.00	7506	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1640-680-							
2		101064118 03/26/13 tecumseh parts software	5.00		201	390-1640	680		
		<b>Claim Total for District</b>	<b>50.00</b>						
14846		1737 NORTHWESTERN ENERGY	5,517.56						
1		04/08/13 March Electric	2,298.30		201	100-2600	412		
2		04/08/13 March Gas	3,219.26		201	100-2600	411		
		<b>Claim Total for District</b>	<b>5,517.56</b>						
14847		1910 MT SCHOOL EQUIPMENT	296.00						
1		17670 04/04/13 Mag. White Boards	296.00	7759	201	100-2600	660		
		<b>Claim Total for District</b>	<b>296.00</b>						

04/12/13

3:23

## JEFFERSON HIGH SCHOOL

## Claim Approval List

For the Accounting Period: 4/13

Page: 3 of 7

Report ID: AP100H

... 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
14848	1086 GIULIO DISPOSAL SERVICES, INC.	141.00					
1	75272 03/31/13 March Service	141.00		201	100-2600	431	
	Claim Total for District	141.00					
14849	3481 MT DOJ CRIMINAL RECORDS	73.75					
1	03/31/13 Background Morris	27.25	7738	201	100-2300	800	
2	03/31/13 background powers, lee	23.25	7750	201	100-2300	800	
3	03/31/13 background powers, heathe	23.25	7750	201	100-2300	800	
	Claim Total for District	73.75					
14850	2717 CITY OF BOULDER	1,831.91					
1	04/08/13 March Sewer	855.96		201	100-2600	421	
2	04/08/13 March Water	975.95		201	100-2600	421	
	Claim Total for District	1,831.91					
14851	4297 COMDATA	4,556.43					
1	04/08/13 GBBALL	487.21		201	720-3500	582	
2	04/08/13 BBBALL	561.58		201	720-3500	582	
3	04/08/13 WRESTLING	669.28		201	720-3500	582	
	04/08/13 DRAMA	11.80		201	710-3400	582	
	04/08/13 JHS ADMIN.	84.07		201	100-2300	582	
6	04/08/13 DRIVERS ED	41.42*		218	100-1000	624	
7	04/08/13 TOTAL ROUTE JHS	2,701.07		210	100-2700	624	
	Claim Total for District	4,556.43					
14852	3186 TRI-COUNTY MECHANICAL &	604.61					
1	012766 03/03/13 Boiler Repair	604.61		201	100-2600	440	
	Claim Total for District	604.61					
14853	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	638.96					
1	04/09/13 Service Learning 78 Miles	127.14		201	710-3400	582	
2	04/09/13 Pro Start 249 Miles	405.87		201	710-3400	582	
3	04/09/13 English Class 65 Miles	105.95		201	100-1000	582	
	Claim Total for District	638.96					
14854	1608 MASBO	70.00					
1	413 03/31/13 Region 4 Spring Meeting	70.00		201	100-2500	582	
	Claim Total for District	70.00					
14855	3959 AMERICAN EXPRESS	6.00					
1	5113-00142 04/04/13 Burn Permit	6.00		201	100-2600	610	
	Claim Total for District	6.00					
14856	1451 L & P GROCERY	114.87					
1	0146046031 03/13/13 FCS Supplies	18.11	7489	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj): -390-1710-610-						



04/12/13

3:23

## JEFFERSON HIGH SCHOOL

## Claim Approval List

For the Accounting Period: 4/13

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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	
2		0137211031 03/19/13 FCS Supplies	11.76	7489	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		0127841032 03/20/13 FCS Supplies	23.08	7489	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		0127236032 03/27/13 FCS Supplies	58.47	7489	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
5		0138096023 03/28/13 FCS Supplies	3.45	7489	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
		<b>Claim Total for District</b>	<b>114.87</b>						
14857		3959 AMERICAN EXPRESS	138.07						
1		3091370370 04/01/13 FCS Supplies Costco	82.46	7490	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		3091007789 04/01/13 FCS SUPplies Walmart	55.61	7490	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
		<b>Claim Total for District</b>	<b>138.07</b>						
14858		2276 SAFEWAY, INC	51.92						
1		1872384 03/05/13 FCS Supplies Safeway	51.92	7491	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
		<b>Claim Total for District</b>	<b>51.92</b>						
14859		1752 MT TRAFFIC EDUCATION ASSOCIATION	180.00						
1		04/09/13 MTEA/OPI Conference	180.00*	7764	218	100-1000	582		
		<b>Claim Total for District</b>	<b>180.00</b>						
14860		3959 AMERICAN EXPRESS	482.15						
1		PBORB70940 04/04/13 Plane Tick Nashville	482.15	7765	215	451-1710	582	87	
		<b>Claim Total for District</b>	<b>482.15</b>						
14861		3766 ACADIA MONTANA	2,941.21						
1		6667973 04/08/13 Alta Care	2,941.21*		215	280-1000	330	524	
		<b>Claim Total for District</b>	<b>2,941.21</b>						
14862		3959 AMERICAN EXPRESS	211.91						
1		3098007909 04/08/13 fcs supplies	51.53	7490	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		3098007840 04/08/13 fcs supplies	160.38	7490	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -390-1710-610-							
		<b>Claim Total for District</b>	<b>211.91</b>						
14863		321 BRUCO, INC	767.00						
1		309106 01/18/13 HS Floor Machine	767.00		201	100-2600	440		
		<b>Claim Total for District</b>	<b>767.00</b>						

04/12/13

3:23

## JEFFERSON HIGH SCHOOL

## Claim Approval List

For the Accounting Period: 4/13

Page: 5 of 7

Report ID: AP100H

n 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
14864	781 EAGLE GLASS	280.00					
1	130409 04/09/13 LAMINATED GLASS	280.00	7676	201	100-2600	615	
	Claim Total for District	280.00					
14865	1650 MEADOW GOLD GREAT FALLS	202.70					
1	60213939 03/07/13 Milk	62.79		201	910-3100	630	
2	60214081 03/14/13 Milk	77.12		201	910-3100	630	
3	60214660 03/21/13 Milk	62.79		201	910-3100	630	
	Claim Total for District	202.70					
14866	4640 Sweet Grass County High School	90.00					
1	04/11/13 Golf Fees	75.00	7761	201	720-3500	582	
2	04/11/13 Staff Lunches	15.00	7761	201	720-3500	582	
	Claim Total for District	90.00					
14867	157 ACE HARDWARE	730.15					
1	57545 03/01/13 Custodial Supplies	4.49		201	100-2600	615	
2	57635 03/05/13 Custodial Supplies	51.98		201	100-2600	615	
3	57658 03/06/13 Custodial Supplies	32.03		201	100-2600	615	
	57688 03/07/13 Custodial Supplies	7.07		201	100-2600	615	
	57700 03/07/13 Custodial Supplies	10.99		201	100-2600	615	
6	57714 03/08/13 Custodial Supplies	13.48		201	100-2600	615	
7	57728 03/08/13 Custodial Supplies	9.49		201	100-2600	615	
8	57760 03/11/13 Custodial Supplies	6.48		201	100-2600	615	
9	57785 03/12/13 Custodial Supplies	6.58		201	100-2600	615	
10	57796 03/12/13 Custodial Supplies	30.13		201	100-2600	615	
11	57808 03/13/13 Custodial Supplies	19.10		201	100-2600	615	
12	57810 03/13/13 Custodial Supplies	29.97		201	100-2600	615	
13	57839 03/13/13 Custodial Supplies	19.98		201	100-2600	615	
14	57866 03/14/13 Custodial Supplies	38.31		201	100-2600	615	
15	57874 03/15/13 Custodial Supplies	60.22		201	100-2600	615	
16	57881 03/15/13 Custodial Supplies	5.99		201	100-2600	615	
17	57897 03/15/13 Custodial Supplies	96.95		201	100-2600	615	
18	57931 03/16/13 Custodial Supplies	93.21		201	100-2600	615	
19	57954 03/18/13 Custodial Supplies	23.75		201	100-2600	615	
20	57959 03/18/13 Custodial Supplies	8.49		201	100-2600	615	
21	58004 03/20/13 Custodial Supplies	5.99		201	100-2600	615	
25	58050 03/21/13 Custodial Supplies	38.36		201	100-2600	615	
26	58051 03/21/13 Custodial Supplies	23.99		201	100-2600	615	
27	58056 03/22/13 Custodial Supplies	4.46		201	100-2600	615	
28	58075 03/22/13 Custodial Supplies	15.08		201	100-2600	615	
29	58200 03/29/13 Custodial Supplies	29.44		201	100-2600	615	
30	58201 03/29/13 Custodial Supplies	40.15		201	100-2600	615	
31	58219 03/29/13 Custodial Supplies	3.99		201	100-2600	615	
	Claim Total for District	730.15					

04/12/13

13:23

JEFFERSON HIGH SCHOOL

Claim Approval List

For the Accounting Period: 4/13

Page: 6 of 7

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
14868	2913 HELENA FAMILY YMCA	880.00					
1	04/12/13 Youth Leg Registration	880.00	7770	201	710-3400	582	
	Claim Total for District	880.00					
	Total High School	39,329.79					

04/12/13

53:23

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 4/13

Page: 7 of 7  
Report ID: AP110H

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	\$15,902.09
210 HIGH SCHOOL TRANSPORTATION FUN	
101	\$15,813.02
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	\$6,444.77
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	\$221.42
228 TECHNOLOGY FUND	
101	\$948.49
Total	\$39,329.79
Grand Total	\$39,329.79



1 **Jefferson High School District #1**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8300

4  
5 Risk Management

6  
7 The Board believes the District must identify and measure risks of loss which may result from  
8 damage to or destruction of District property or claims against the District by persons claiming to  
9 have been harmed by action or inaction of the District, its officers or staff. The District will  
10 implement a risk management program to reduce or eliminate risks where possible and to  
11 determine which risks the District can afford to assume. Such program will consider the  
12 benefits, if any, of joining with other units of local government for joint purchasing of insurance,  
13 joint self-insuring, or joint employment of a risk manager. The Board will assign primary  
14 responsibility for administration and supervision of the risk management program to a single  
15 person and will review the status of the risk management program each year.

16  
17 The District will purchase surety bonds for the Superintendent, Clerk, and such other staff and in  
18 such amounts as the Board shall from time to time determine to be necessary for honest  
19 performance of the staff in the conduct of the District's financial operations.  
20  
21  
22

23 Legal Reference: § 20-6-608, MCA

Authority and duty of trustees to insure  
district property

25 § 20-3-331, MCA

Purchase of insurance – self-insurance plan

26 §§ 2-9-101, et seq., MCA

Liability Exposure

27 § 2-9-211, MCA

Political subdivision insurance

28 § 2-9-501, MCA

General Provisions Related to Official

Bonds

30  
31 Policy History:

32 Adopted on: February 2007

33 Revised on:

'Don't just sit there and wait to die': Billings police chief talks security with educators

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# 'Don't just sit there and wait to die': Billings police chief talks security with educators

1

0

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'Don't just sit there and wait to die': Billings police chief talks security with educators

(7) Comments

Billings runners safe

Billings Police Chief Rich St. John leads a training meeting on school security on Monday. St. John gave an overview of how law enforcement will respond and what school leaders should do if a shooter gets into a school.

Rob Rogers



4/16/13

'Don't just sit there and wait to die': Billings police chief talks security with educators  
Educators meeting with Billings Police Chief Rich St. John listened intently as he told them they had to be prepared to act if a shooter showed up to their school.

"You better get in that survival mindset," he told them. "Don't just sit there and wait to die."

School district officials from all over the Billings area — including the city's Catholic schools, School District 2, Laurel, Lockwood and Blue Creek — met with law enforcement officials on Monday to discuss school safety.

It was a follow-up meeting to one they had in December after news broke of the Sandy Hook Elementary School massacre in Connecticut the week before Christmas.

At Monday's meeting, St. John provided a brief overview of how law enforcement will respond and what school leaders should do if a shooter gets into a school. It was a preview of more intense training school officials will undergo once classes let out in June.

First responders to a school shooting have the responsibility to take down the shooter before they do anything else, St. John said.

He then gently cautioned administrators not to get in the way should some kind of incident occur. "Once you pick up the telephone and dial 911, it's not your scene anymore," he told them. "We own it."

St. John explained that law enforcement would need the help and insight only principals and school officials could provide, so he told them to remain calm and helpful when law enforcement arrives.

Also at the meeting, school leaders talked about their best practices in school safety, their concerns about preventing violence and the next steps they could take.

It led to talk about what, if any, weapons are appropriate at schools for staff and how best to secure the multiple doors many of the school buildings used to keep open.

Officer George Zorzakis, the Billings Police school resource officer for Lewis and Clark and Will James middle schools, said ultimately there is no way to keep all the doors secure.

"I just don't think you completely shut a school down," he said. "I think using cameras, using video, using technology" will be the answer.

Many administrators talked of their hesitation to arm staff, that they didn't think it's wise to have teachers and leaders walking school halls with guns.

At the same time, they wondered about the feasibility of training a designated administrator to use a firearm that could be kept locked in the school office.

"I have a concern" about keeping students safe, said Joe Halligan, principal at Broadwater Elementary School. "I keep a bat in my office."

Administrators wondered if they could keep bear spray at their schools as a possible weapon to be used.

"Whatever you put in place, you better train up your staff on it," St. John told them.

Superintendent Terry Bouck was pleased at the participation and the enthusiasm for cooperation displayed at the meeting. St. John said they all had a common goal.

"We want to have a safe community, a safe learning environment," he said. "It benefits all of us."



Twito: No death penalty in Laster murder case



Woman admits stealing from 100-year-old woman to buy meth



Former Senior High teacher admits rape of student

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ags School District 2, Rich St. John, Sandy Hook Elementary School

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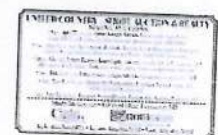
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## Recommendations

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