

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. Tuesday, June 21, 2016 * Jefferson High School Library**

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Student Report

D. Staff Report

E. Committee Reports - brief review

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

1. Clerk/Business Manager
2. Principal/A.D.
 - a. South Gym Schedule
3. Superintendent
 - a. Report of annual objectives
 - b. Report/plan on educational program
 - c. Report on instructional progress
 - d. Report of fee schedules

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

1. Review sports and activities program surveys
2. Use of JHS resources for fund-raising and assess opportunities to collect funds

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

1. Board Reorganization
 - a. Basin position – vacant
2. Personnel – Action
 - a. Substitute applications
 - b. Classified renewals
 - c. BAT contract approval
 - d. BACE contract approval
 - e. Coaching evaluations – possible closed session(s) – possible recommendations
 - f. Coaching positions/resignations
Head girls' basketball, assistant boys' basketball, speech/debate, track
 - g. Superintendent evaluation - possible closed session
3. Approval of Attendance Agreements – AYA/Elk Park/North end
4. Fee Schedule
5. Substitute pay
6. Transfer from General to Compensated Absences fund
7. Policy Review
8. Accreditation Review
9. Board Self-Evaluation
10. Establishment of Lunch Fees

I. Communication and Comments

1. Letters to the Board –
 - a. Track coach resignation – B. Ekblom
 - b. Prickly Pear Cooperative – Interlocal Agreement
 - c. Speech/Debate resignation – M. Clifford

J. Commendations and Recognition

K. Consent Agenda

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

L. Follow-up/Adjournment – upcoming three months

1. Chair/Superintendent article for paper
2. July – Budget meeting requirements, substitute rate of pay, tuition rates, credit card list
3. August – Budget meeting
4. September – At-risk coordinator plan

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: June 21, 2016 6:30 P.M.

Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

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

Jefferson High School Board Members

Sabrina Steketee, chair (Boulder area position)

Pat Lewis, (At-Large 1 position)

Vacant (Basin area position)

Travis Pierce vice-chair (At-Large 2 position)

Terry Street (Clancy area position)

Denise Brunett (MT City area position)

Larry Rasch (At-Large 3 position)

Mission Statement

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

Our vision for the future, second draft:

Students:

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

Teachers:

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

Our Administration and Board

- Commit to be knowledgeable about best practices
- Establish, devote themselves to, and evaluate their priority goals on a regular basis; and
- Work as a collaborative team to make decisions that always focus on what's best for students, teachers and our communities.

Our communities:

- Are knowledgeable of and highly respect our commitment to excellence; and
- Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.

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

From the desk of:

 *orie*

June 2016

The final teacher payrolls were completed without the final insurance numbers so there will be a bit of adjusting when we get everything finalized.

I was able to get the office cleared by the time I left for Alaska. All the necessary payrolls, claim checks, cash requests for grants, and transportation reports were completed in time. Whew! We departed Saturday the 28th and arrived home the evening of the 8th.

By the time you receive this, I will have attended (or currently attending) the MASBO conference June 14-17 in Billings. I've been asked to assist with a TFS presentation that should be interesting and challenging. Our team hasn't been able to get together to practice so it might be REALLY interesting.

The carpet in the front part of our office was cleaned when I was gone so things are still a bit scattered. We've started gathering items for next year's back-to-school welcome gifts. If you have any ideas, we'd welcome them!!

I'll have a claims list and budget-to-actual report for you before the meeting but it might not be until Tuesday morning the 21st.

Principal's Report 6/21/2016

- We have successfully finished the 2015-2016 school year, graduating 55 students who made a great statement at Jefferson High School.
- Our school has demonstrated academic growth based on the MAP testing. We are still working to improve our scores across the board but will need to set new, higher goals.
- We continue to work on our goals to implement the Student Portfolio schoolwide and will begin immediately this fall. Also, the staff as a whole continues to focus on the Instructional Framework.
- We are expecting an incoming freshman class of nearly 70 students.
- At Boy's and Girl's State JHS had three students win statewide office. We also have one Panther going to Boy's Nation.

AD's Report

- Tennis, Track and Golf finished their seasons. JHS had three girls compete at the State Tennis Tournament. Both Girl's and Boy's Track had strong showings at the State Track Meet with the Boy's team winning a second place trophy.
- We are still looking to fill several coaching positions: Assistant Volleyball, Head Girls' Basketball, Head Speech and Debate.
- Summer workouts and camps are well underway, with about 68 days until the first fall sport competitions.
- A focus for the upcoming year in athletics and activities will be our philosophy of building men and women through activities. This focus will include expectations of parents/fans. Our student-athletes are working hard to demonstrate that JHS is the class of the state.

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

Superintendent's Report

Date: June 21, 2016

Agenda Item: F-3

3a-Review Annual Objectives

Included in this package are 5 goals updated as annual objectives for Jefferson High School. The 5 areas place emphasis on student learning, communication, professional development, academic environment, and management of district resources. Each goal has provided areas to explore to attain the goals.

Recommendation

Review goals and provide feedback to prioritize areas for each goal

3b-Report/Plan on educational programs

The following information describes the progress through the 2015-16 school year at Jefferson High School and accomplishments and direction pertaining to the goals and objectives of the district. The following areas of concentration are discussed.

- Improving student achievement
- Align curriculum with state standards and Common Core Implementation
- Enhance current technology plan and adopt a schedule for hardware and software updates

Student Achievement

This year, JHS continued the usage of MAP testing to assess student ability and use the data to address areas within the curriculum for improvement. Students were tested 3 times during the year. Although differentiation varies in the results with each individual student, a good percentage of the student population showed increases in scores between the two testing cycles.

A Continuous School Improvement Plan (CSIP) was developed and implemented to help increase student learning through a variety of adopted methods. An adult-student mentoring program continues to pair students with staff to provide direction and encouragement to remain on track and perform at their optimum level. This program is also a component of the Portfolio Plan with full implementation in 2016-17. The credit recovery program has produced positive results and continues to use Acellus online curriculum to help students recover lost credit. An academic coach was employed to monitor the needs of students in the credit recovery program. An attendance coach was employed to call students with attendance issues.

The areas above were also a part of the Continuous School Improvement Plan (CSIP) mandated by the Montana Office of Public Instruction. Within the guidelines suggested by the plan, JHS completed

plans to implement a school wide Title I program to provide academic assistance for all students at JHS. The information and planning throughout the school year will be sent to OPI for approval before adoption at the school level.

Assessment throughout the year included ACT for juniors, ASVAB, and MAPS for all students. Smarter Balance results are incomplete because of testing delays during the testing cycle. Data gleaned from these assessments will be formulated to address instructional program modifications. These test scores may not accurately reflect the overall school performance but the results are good indicators of areas of strength or areas of concern. JHS continues to emphasize the education of the whole student.

Curriculum

The area of emphasis with curriculum was reviewing the current program in place and developing models to increase the achievement level of all students to reach the level of proficient or above in all curriculum areas. An area of emphasis was placed on increasing cross-curriculum opportunities across multiple disciplines. This year, a program for cross-curriculum was completed with Technical Math and Woods. A Welding and Chemistry plan is still under development. Efforts were made to increase collaboration, differentiate instruction, increase use of technology and ensure all students were achieving at grade or ability level.

Dual credit classes were adopted through Helena College in Drafting, Welding II, and Welding III. Initial plans have been developed with Highlands College for possible dual credit classes in Construction Technology.

Increased professional development opportunities include strategic planning, mental health training, OPI workshops, Graduation Matters, MBI, CSIP, and EPAS development for adoption and implementation. The past year has provided for growth and improvement at JHS. The District continues to find ways to improve the level and quality of services for all students. The entire JHS community, school board, and staff have provided the commitment required to ensure a quality education program.

Technology

A complete mapping of all infrastructure occurred and a long range technology plan was written that identified areas of great concern, immediate needs, and expectations of technology usage in the future. A new wireless server was installed and an IT center that is centralized and climate controlled to alleviate chronic problems was completed.

The faculty computers have been upgraded and two laptop stations have been installed for multiple classroom usage in the academic wing of the school. These capital improvements have improved the aesthetic appearance and expanded student usage allowing the district to move closer to the goal of one-to-one computing for all students..

The major emphasis with technology has been evaluating the current system, identifying changes needed and creating a sequential plan to increase usage and efficiency. Enhanced performance will be an area of emphasis as well as extending the life cycle of existing systems with appropriate upgrades.

3c – Instructional progress

The expansion of the Journalism class will occur this academic year and students will also have the opportunity to work one on one with an instructor to develop an individual student portfolio.

Expanded offering will occur in mathematics. A class of Calculus will be offered and will be supplemented by recently adopted Acellus and Ed Ready online components. Additional cross-curriculum programs are in the developmental stage. These classes are a reflection of the commitment to expand not only the math curriculum, but the opportunity for expanded student learning in other areas.

3d – Fee schedules

Attached is the student fee schedule for 2015-16 class offerings.

Recommendation

Adopt current fee schedule.

Jefferson High School
2016-17 Annual Objectives

The implementation of annual objectives will utilize development of Jefferson High School growth plans for the upcoming academic year. The objectives will be used to assess student performance, district decision making, and appropriate resource usage.

Goal 1 – Use current assessment models to guide increased student learning

Objectives

- Implement a variety of instructional strategies and resources to respond to students diverse needs
- Use data continuously to improve students' performance and identify each students needs to provide effective instructional methods
- Evaluate the effectiveness of current programs and practices
- Monitor student academic performance to track academic growth
- Develop learning goals to connect students prior knowledge, life experiences, and general interests
- Full implementation of the Portfolio Plan for all students
- Develop advanced courses to allow increased opportunities for student participation
- Develop more dual credit opportunities to parallel current classes already in place
- Evaluate student progress annually using measures and standards from current assessment models and curriculum benchmarks

Goal 2 – Increase communication and relations to improve student achievement

Objectives

- Publish the district pamphlet for distribution and use as a communication and recruitment tool
- Continue to provide professional development opportunities that support best practices and focus on key elements identified during Strategic Planning

- Increase usage of social media opportunities to increase district communication (JHS Facebook and Twitter accounts)
- Increase usage of website to provide efficient and applicable data with ease of access and emphasis placed on updated maintenance
- Communicate with students, parents, and other audiences regarding student progress
- Implement conferences that are timely and effective allowing interaction to address student performance
- Continue Open House opportunities for faculty, staff, and parents collaboration

Goal 3 – Promote enhanced teaching and learning opportunities by implementing appropriate professional teaching practices

Objectives

- Continue to use EPAS teacher evaluation model developed for usage in the district using information retrieved from administration and staff
- Increase professional development opportunities for all staff and enhance the opportunities through the partnership with SWMSS
- Collaboration between administration and faculty on the impact of EPAS and its effectiveness in providing feedback for teacher growth plans
- Use Strategic Plan data to articulate and establish goals for student learning
- Design short and long term plans to foster annual district goals

Goal 4 – Foster an academic environment to encourage respect, citizenship, responsibility, and success

Objectives

- Develop a school plan to create a physical environment that engages all students
- Use Strategic Planning opportunities with parents, patrons, students and staff to provide feedback for establishing a district wide plan
- Provide community wide learning sessions to communicate expected school climate and educational goals for each academic level
- Survey alumni to determine what areas need further development and what skills are needed for post-secondary success

- Continue and expand the Graduation Matters program to promote academic completion and provide tools to reach the goal of every student graduating from high school. Start an outreach program to area middle school students regarding Graduation Matters
- Continue the work of the Montana Behavioral Institute (MBI) team to work in collaboration with other programs in place to help students succeed
- Implement the Olweus Bullying Prevention program

Goal 5 – Provide continued guidance for appropriate management of district resources to create a positive learning environment that maximizes student learning opportunities

Objectives

- Review policies and procedures for budget preparation and use feedback from audits and reviews to update financial operations
- Develop a long term plan addressing capital improvement projects throughout the entire district facilities and develop a Building Reserve Levy plan for a fall 2016 levy election
- Address current technology plans for immediate and long term goals to meet the needs for instruction and assessment including district wide mapping and operations manual
- Increase cost savings with efficient and cooperative shared purchasing services by joining SWMSS

May 25, 2016

Jefferson High School Board of Education

Athletic Directors Jefferson High School

This is to notify you that I will no longer be available for coaching Track & Field at Jefferson High after the conclusion of the 2016 season.

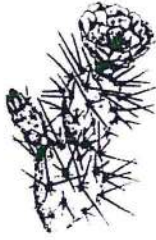
Thank You,

A handwritten signature in cursive script that reads "Bob Ekblom".

Bob Ekblom

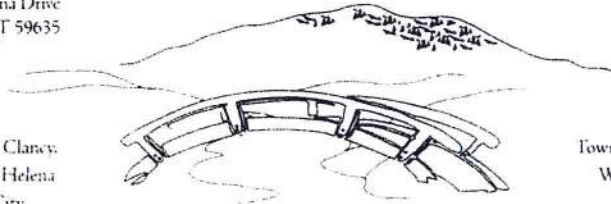
Assistant Track & Field Coach

PRICKLY PEAR COOPERATIVE



2525 Lake Helena Drive
East Helena, MT 59635

Basin, Boulder, Clancy,
Cardwell, East Helena
Montana City



Linking Resources - Supporting Children

Shelley Dempsey, Director
Lisa Hutnagel, Clerk
Dorothy Millsop, Secretary

Phone: 406/227-7322
Fax: 406/227-8039

Townsend, Trinity, Whitehall,
White Sulphur Springs,
Wolf Creek

May 23, 2016

Jefferson High School District
Board of Directors
PO Box 838
Jefferson City, MT 59632

Dear Board of Directors:

This letter is being sent to inform you of the status of your commitment to the Interlocal Agreement with the Prickly Pear Cooperative. The agreement is for a period of three years and was signed in May of 2015. In May of 2018, the agreement will again be up for renewal.

Thank you for your continued support and member ship in the cooperative. We look forward to continuing to offer excellent service to students during the next two years.

Sincerely,

Shelley Dempsey
Director

SD/dm

Margaret L. Clifford
Jefferson High School
312 South Main St.
Boulder, MT 59632

23 May 2016

Principal Gregory Liedle
Jefferson High School
312 South Main St.
Boulder, MT 59632

Dear Mr. Liedle,

As the school year comes to a close, I have been prone to evaluating my performance during the 2015-2016 time frame lately. While I feel as though I have made much progress as a teacher and achieved a few accomplishments, I found that my overall performance was negatively affected by the sheer volume of tasks and projects I needed to complete. In order to better manage my time and raise the quality of my work, I feel as though I must resign as Speech and Drama coach. This was a very difficult decision for me to make because of the appreciation I have for the Speech and Drama community and the adoration I have for my panther competitors. However, it is a choice to which I must commit.

I truly appreciate the opportunity and experience that I had this past season, but it is a chapter that is coming to its end. With this end comes a new beginning, and I am very excited for what the 2016-2017 school year holds, especially for developing my new classes, journalism and freshman English.

Thank you for your understanding with this resignation.

Sincerely,

A handwritten signature in cursive script that reads "Margaret L. Clifford". The ink is dark and the signature is fluid, with a large, sweeping 'M' and a long, trailing 'f'.

Margaret L. Clifford

June 17, 2016

Tim Norbeck

Superintendent, Jefferson High School

Dear Mr. Norbeck

After much consideration, I find it necessary to resign my post as Jefferson High School Industrial Arts teacher effective the end of my current contract. I have accepted a full-time position with Conrad Schools.

It was not an easy decision for me. I like the kids here, my facilities, and the support that You and Mr. Liedle have shown me. I fully appreciate the opportunity that JHS afforded me. However, with the limited years I have left in my teaching career, remaining half-time is simply not tenable.

I wish You and JHS the best of luck in the coming years. Go Panthers!

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis R. Andariese", written in a cursive style.

Dennis R. Andariese

MINUTES

Jefferson High School Dist. 1
Regular Meeting

May 17, 2016
JHS Board Meeting

Board members present:

Sabrina Steketee
Travis Pierce

Terry Street
Larry Rasch

Micki LeTexier (left right before the new business)

Board members absent: **Denise Brunett, Pat Lewis**

Administrators present:

Tim Norbeck, Superintendent

Greg Liedle, Principal

Lorie Carey, Business Manager

Visitors: Abby Miller, Emily McGinnis, Wanda Stout, Jan Anderson, Garry Pace,

CALL TO ORDER

Ms. Steketee called the meeting to order at 6:30. The pledge was said.

PUBLIC COMMENT

None

STUDENT REPORT

Emily McGinnis, the 16-17 student body president, gave a short report about the school barbeque to be held April 20, the seniors' last day.

COMMITTEE REPORTS

Committee reports: None.

ADMINISTRATION REPORTS

Clerk Report. Submitted in writing.

Principal report. Submitted in writing.

Superintendent report. Presented in written form. Mr. Norbeck clarified that Voc Rehab is federally funded so JHS is trying to see where the financial component would benefit the school.

UNFINISHED BUSINESS

Sports and activities program surveys. Mr. Liedle presented the survey results in a single page. The board sees this as a learning tool.

JHS resources for fund-raising. Mr. Liedle gave a brief review of the program used in Townsend.

NEW BUSINESS

The board recognized Micki LeTexier for her 11 years of service to the board with a plaque and dessert. (Ms. LeTexier left.)

Seating of Trustee: Mr. Pierce was seated as trustee.

Election of Chair. Mr. Pierce nominated Ms. Steketee. Mr. Street seconded the motion. Unanimous by the 4 present.

Election of Vice-Chair. Ms. Steketee nominated Mr. Pierce as Vice Chair. Mr. Rasch seconded the motion which passed unanimously by the 4 present.

Appointment of Clerk. Mr. Pierce moved to appoint Lorie Carey as clerk. Mr. Street seconded the motion which passed unanimously.

Meeting format and times. Meeting times and format will be the same as before.

MTSBA Liaison. Mr. Pierce was appointed as liaison.

Personnel Substitutes: Mr. Pierce moved to accept Ms. Rose Johnson and Ms. Terri Atwood as substitutes. Mr. Rasch seconded the motion which passed unanimously by the 4 present.

Certified Renewals. Mr. Rasch moved to approve the certified renewals with the exception of Mr. Kelly who tendered his resignation. Mr. Street seconded the motion which passed unanimously.

Administration renewals. Mr. Pierce moved to accept the recommendation of administration renewals. Mr. Street seconded the motion which passed unanimously by the 4 present.

Coaching Positions and Resignations. Mr. Norbeck presented the resignation of Mr. Mike Charlton from girls' basketball. Mr. Liedle recommended the rehire of Cling Layng FB, BBB, Mike Majors VB, Bob Ekblom XCountry and, Troy Humphrey wrestling. Mr. Pierce moved to accept the recommendation of the coaches. Mr. Rasch seconded the motion which passed unanimously by the 4 present.

Cheer recommendation. Mr. Liedle recommended Ms. Amber McCauley. Mr. Street moved to accept the recommendation. Mr. Pierce seconded the motion which passed unanimously by the 4 present.

Coaching Evaluations. None.

Superintendent evaluation – Nothing to address this month.

Attendance Agreements. None.

NEW BUSINESS (Cont.)	Second reading of policies. 2171 Significant Writing Program 3520 Student Fees 2151 Athletics/Activities policy & forms. Mr. Pierce moved to approve the second reading of policies. Mr. Street seconded the motion which passed unanimously.
COMMUNICATIONS	Letters. None.
COMMENDATIONS	Commendations. Micki LeTexier for her years of service and work towards athletic policy. Ms. Smartnick for taking seniors to Boulder and graduation announcement design. Thank you to all new hires and the seasoned teachers for mentoring them. Drama department for the performance of Rivet in Butte. Mr. McCauley – dedication of the pavilion. Mr. Bowman and Jazz Band. Mr. Kelly for years of service. Kudos to the seniors of 2016. Ms. Strozewski, Mr. Andariese, and Ms. Drynan – One Classroom at a Time grant award.
CONSENT AGENDA	Minutes Mr. Pierce moved to accept the minutes of the previous regular meeting and claims. Mr. Rasch seconded the motion which passed unanimously by those present.
ADJOURNMENT	Follow-up/Adjournment. 7:26 p.m. Chair/Superintendent article -

Chair, Jefferson High School Board

Clerk, Jefferson High School Board